

The Regular Meeting of the
Brian Head Town Council
Via Zoom Meeting ID# 446-101-464
www.zoom.us
TUESDAY, April 14, 2020 @ 1:00 PM

AGENDA

- A. CALL TO ORDER**
- B. DISCLOSURES**
- C. APPROVAL OF THE MINUTES:** March 10, 2020 Town Council Meeting

- D. REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.**

- F. AGENDA ITEMS:**
 - 1. CAPITAL PROJECT BID AWARD.** Aldo Biasi, Public Works Director. The Council will award the bid for engineering for the Town's Capital Projects.
 - 2. PURCHASE REQUEST FOR FIRE DEPARTMENT LADDER TRUCK.** Chief Dan Benson, Public Safety Director. The Council will consider a purchase for a used ladder truck for the Fire Department.
 - 3. ORDINANCE AMENDING THE LAND MANAGEMENT CODE, CHAPTER 7.5 VILLAGE CORE ZONE; CHAPTER 12.3, DEVELOPMENT DESIGN & LAYOUT; & CHAPTER 12.10, DRIVEWAYS.** Wendy Dowland, Public Works. The Council will consider an ordinance amending the Land Management Code addressing conditional uses in the Village Commercial Zone for OHV Rentals (Chapter 7.5); Development Design & Layout (Chapter 12.3), and Driveway (Chapter 12.10).
 - 4. FISCAL YEAR 2021 STRATEGIC PLAN REVIEW.** Bret Howser, Town Manager. The Council will continue their review of the FY 2021 Strategic Plan.
 - 5. POTENTIAL FUTURE AGENDA ITEMS.** The Council will discuss potential items for future agenda items.

- G. ADJOURNMENT**

Date: April 10, 2020

Available to Board Members as per Ordinance No. 11-003 authorizes public bodies, including the Town, to establish written procedures governing the calling and holding of electronic meetings at which one or more members of the public board may participate by means of electronic communications. In compliance with the Americans with Disabilities Act, persons needing auxiliary communications aids and services for this meeting should call Brian Head Town Hall @ (435) 677-2029 at least three days in advance of the meeting.

CERTIFICATE OF POSTING

I hereby certify that I have posted copies of this agenda on the Utah Meeting Notice Website and the Brian Head Town website and have caused a copy of this notice to be delivered to the Daily Spectrum, a newspaper of general circulation.

Dated this 10th day of April 2020.
Nancy Leigh, Town Clerk



The Regular Meeting of the
 Brian Head Town Council
 Via Zoom Meeting ID# 446-101-464
 www.zoom.us
TUESDAY, April 14, 2020 @ 1:00 PM

Roll Call:

Members Present: Mayor Clayton Calloway, Council Member Larry Freeberg, Council Member Kelly Marshall, Council Member Shaun Kelly, Council Member Lynn Mulder.

Staff Present: Bret Howser, Town Manager; Nancy Leigh, Town Clerk; Chief Dan Benson, Public Safety Director; Shane Williamson, Town Treasurer; Aldo Biasi, Public Works Director, Wendy Dowland, Public Works.

A. CALL TO ORDER

Mayor Calloway called the regular meeting of the Brian Head Town Council to order at 1:00 pm for April 14, 2020.

B. DISCLOSURES

There were no conflicts of interest with today’s agenda items. Mayor Calloway stated that the disclosure statements are on file at the Town Clerk’s office and are available for public inspection during normal business hours.

C. APPROVAL OF THE MINUTES:

March 10, 2020 Town Council Meeting

Motion: Council Member Kelly moved to approve the April 14, 2020 minutes with corrections. Council Member Mulder seconded the motion.

Action: **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes:** Council Member Mulder, Council Member Freeberg, Council Member Kelly, Council Member Marshall, Mayor Calloway).

D. REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.

Council Member Kelly thanked the public works crew for their efforts in keeping the roads cleared of snow and along the Town walking trail during this time.

Council Member Mulder thanked Mayor Calloway for two letters that were sent to the residents and businesses updating them on the current status of Covid-19 and reassuring them. Council Member Mulder commented the letters were well done and appreciated.

Mayor Calloway

1. The CDC has changed their decision on wearing masks and Mayor Calloway stated he would encourage everyone to wear a mask while in public or when around people in confined spaces. His wife, Shelly, has made several masks which are now available.
2. People who have any one of the symptoms of Covid-19 are encouraged to get tested. Mayor Calloway commented he will check with the Health Department in Cedar City to verify if they are following the new guidelines. They are testing for those who may be asymptomatic and may be carrying the virus and are not aware of it.

Council Member Freeberg concurred with Council Member Kelly and wanted to include the efforts of the Public Safety Department.



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Bret Howser, Town Manager

1. Staff is continuing to work remotely from home as much as possible and will continue to do so until the State makes a different recommendation.
2. The State Legislature has called a special session to determine how to proceed into Phase 2. Phase 2 is the stabilization phase in which some restrictions will no longer be required. The Legislature is anticipating moving into Phase 2 sometime in early May.
3. The Council may want to consider whether the scheduled upcoming special events, which are mass gatherings, should be held this year or delayed. A couple of upcoming events are the annual Town Clean-up and 4th of July.
4. Staff is currently working on the FY2021 budget. The budget binders should be ready for Council to review by the first of next week. The annual budget session is scheduled for April 28th.

Chief Dan Benson, Public Safety Director

1. The slash piles continued to burn on the north end of Brian Head. Chief Benson thanked Brian Head Resort employees for their participation with the project in which approximately 80% of the piles are burned at this time.
2. There was a good fire response yesterday to a fire in Parowan. Three engines and eight firefighters responded to the fire. Chief Benson explained the department will need to work on the challenges with social distancing in emergency response situations.
3. Council Member Marshall inquired as to the location of the mountain lion that was reported. Chief Benson reported it was near Second Left Hand Canyon.

Aldo Biasi, Public Works Director

1. The department will continue to proceed with the scheduled public works projects for the 2020 summer season.
2. Updated the Council on the organization of the cold storage building in which progress has slowed since the crew was split into different shifts. The project is continuing at this time and the crew has made a lot of progress.
3. Council member Freeberg inquired about the Mountain View waterline since it was his understanding that the transmission line would need to be in service for one year before it could be transferred into a transmission line where the public could then connect into the system. Aldo responded the state has informed the Town that people can connect sooner than what was anticipated.

Wendy Dowland, Public Works Assistant, reported the Town currently has two building permit applications submitted at this time.

Bret Howser, Town Manager, commented he received a request from Cedar Breaks Lodge/Diamond Resorts Management asking if the Town is offering any kind of financial breaks on utilities or licensing. Bret explained that Cedar Breaks Lodge monthly utility bill is \$17,945 and if the Council is interested in providing any relief from the utility billings then he would recommend the Town identify the disconnected rate which would reduce their monthly utility bill to \$14,934, a \$3,000 difference. Bret reported that Cedar Breaks Lodge is still operating at this time and would recommend relief be for businesses that are not operating at this time and at the disconnected rate. Mayor Calloway commented this item will be discussed during the last agenda item, Potential Future Agenda Items.

F. AGENDA ITEMS:

1. CAPITAL PROJECT BID AWARD. Bid award for engineering for the Town's Capital Projects.

Aldo Biasi, Public Works Director, reported the Town issued a Request for Proposals (RFP) for the Town's Water and Sewer Master Plans and for updating the Capital Facilities Plan. Three engineering firms submitted bids: Alpha Engineering, Jones & DeMille and Sunrise Engineering. Aldo reported that a committee was created to review the bids and the



1 recommendation of the committee was to award Alpha Engineering the contract. Aldo
 2 explained that Alpha Engineering had a higher bid of \$25,000 than Jones & DeMille, but
 3 Alpha Engineering was the only firm that identified for the collection of the GIS data that
 4 would be needed. The other two firms planned to have the Town do the collection work for
 5 the GIS. Aldo explained that Alpha Engineering will already be working in Brian Head this
 6 year and their familiarity with the Town gave them an advantage over the other two firms.
 7 Aldo recommended the Council award the Capital Facilities Plan to Alpha Engineering as
 8 presented.
 9

10 **Motion:** Council Member Freeberg moved to award the engineering for the Capital
 11 Facilities Plan to Alpha Engineering as presented. Council Member Marshall
 12 seconded the motion.
 13

14 Council Member Kelly inquired as to the information for the water and sewer master plan that
 15 is missing from the Council's packet. Aldo responded that there should have been an
 16 attachment for it.
 17

18 Council Member Mulder inquired if this Capital Facilities Plan will be for 13 years which is
 19 what the last Capital Facilities Plan was. Bret explained that Capital Facilities Plans should be
 20 reviewed every ten years, but the last Capital Facilities Plan for the Town ran a little longer.
 21

22 **Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes:** Council Member Kelly,
 23 Council Member Marshall, Council Member Mulder, Council Member Freeberg,
 24 Mayor Calloway).
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27 **2. PURCHASE REQUEST FOR FIRE DEPARTMENT LADDER TRUCK.** A request to
 28 purchase a used ladder truck for the Fire Department.
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30 Chief Benson reported he has found a used 1997 ladder truck that Murray City is selling for
 31 \$20,000. Chief Benson reported he and Aldo traveled to Salt Lake City to look at the ladder
 32 truck and tested it in their parking lot, but he was not able to pump water through the truck
 33 due to the vehicle being winterized. Chief Benson recommended the Council approve the
 34 request to purchase the ladder truck from Murray City for \$20,000.
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36 Chief Benson explained this ladder apparatus would potentially help the Town's ISO rating by
 37 four points due to having additional pumping capability. The Town could go from a rating of
 38 six to five which would save property owners on insurance costs.
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40 Council Member Mulder inquired as to the storage of the vehicle. Chief Benson explained it
 41 could be stored at the fire station and another fire truck would be stored in Parowan.
 42

43 Bret explained the Town could identify the \$20,000 purchase from the contingency fund for
 44 this fiscal year and the vehicle would not affect the Asset Replacement Fund since none of
 45 the fire trucks are identified in the Asset Replacement Fund due to the high cost to replace
 46 these vehicles.
 47

48 **Motion:** Council Member Kelly moved to approve the purchase of \$20,000 for the ladder
 49 truck as presented. Council Member Mulder seconded the motion.
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51 **Action:** **Motion carried 5-0-0 (summary: Yes = 5, Vote: Yes:** Council Member
 52 Freeberg, Council Member Kelly, Council Member Marshall, Council Member
 53 Mulder, Mayor Calloway).
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55 **3. ORDINANCE AMENDING THE LAND MANAGEMENT CODE, CHAPTER 7.5**
 56 **VILLAGE CORE ZONE; CHAPTER 12.3, DEVELOPMENT DESIGN & LAYOUT; &**



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CHAPTER 12.10, DRIVEWAYS. An ordinance amending the Land Management Code addressing conditional uses in the Village Commercial Zone for OHV Rentals (Chapter 7.5); Development Design & Layout (Chapter 12.3), and Driveway (Chapter 12.10).

Wendy Dowland, Public Works Assistant, presented a draft ordinance amending the Land Management Code for Chapter 7.5 Village Core Zone, Chapter 12.3 Design Development Design and Layout addressing the staggering of buildings and Chapter 12.10 Driveways (see attached). Wendy reported the proposed ordinance is a reflection of the changes Council requested during a previous meeting.

Bret reported the following changes are being proposed:

1. 9.7.5: Village Core Zone: OHV offices will be allowed in the Village Core Zone and OHV vehicles will be stored outside the Village Core zone.
2. 9.12.3: Building Designs: The words “should” change to “shall” and a new #5 that requires building placements to be non-linear and staggered.
3. 12.15: Driveways: Required buildings built in multi-family zones that are located adjacent to single-family residential zones and have a main collector road, that the building be accessed off of the main collector road.

The Council discussed the following:

1. Mayor Calloway expressed his concerns regarding the word “shall” as it would apply to service/delivery vehicles that would be required to access the back of the buildings that are located in the Village Core Zone in order for them to make their deliveries. Bret explained that the Planning Commission was discussing the staggering of the buildings and one Commissioner requested the words “should” to be changed to “shall” and the Planning Commission agreed with the change. Bret explained the Planning Commission did not discuss service/delivery truck access.
2. Bret suggested the Council consider keeping the word “should” for M.3. **Consensus of the Council:** keep the word “should” for M.3.
3. Driveways: The **consensus of the Council** agreed with the proposed amendment.
4. No minimum square foot requirements for tiny homes.
5. Any requirements for undisturbed area will be addressed after the Wildland Urban Interface Code is adopted.

Motion: Council Member Marshall moved to adopt ordinance No. 20-002, an ordinance amending Title 9, Land Management Code, Chapter 7.5 Village Core Zone; Chapter 12.3 Development Design and Layout and Chapter 12.10, Driveways. Council Member Kelly seconded the motion.

Action: **Motion carried 5-0-0 (summary: Yes = 5, Vote: Yes:** Council Member Freeberg, Council Member Mulder, Council Member Kelly, Council Member Marshall, Mayor Calloway).

4. FISCAL YEAR 2021 STRATEGIC PLAN REVIEW. Bret Howser, Town Manager. The Council will continue their review of the FY 2021 Strategic Plan.

Bret Howser, Town Manager, presented the fiscal year 2021 Strategic Plan (see attached). Bret explained the proposed draft identifies the changes Council made during their last Council meeting when the Administration Department’s action steps were reviewed. Bret explained the action steps identified in red font are those that are proposed to be cut from the fiscal year 2021 budget. Some of the action steps proposed to be cut due to budgeting are as follows:

1. The local Ski Day.
2. Training and certification for Wendy as a Planner is proposed to be removed, but it would depend on the Town’s revenue for next year.
3. Summer shuttle services for summer special events was requested to be doubled from last year, but in reviewing the budget, it was scaled back to last year’s budget of \$2,500



1 and the Town plans only to use the shuttle service only when necessary, such as the car
2 show when the parking lot is closed for the event.

- 3 4. Bret explained staff will present a proposed budget based on the long-term model on
4 sales taxes and another budget identified as plan "B" budget that has a 15% reduction
5 from the long-range projections. The 15% reduction results in approximately \$150,000
6 which will be a mix of cuts from the General Fund, Capital Projects Fund, and the
7 reserves. The timing of the cuts will happen later in the year when staff will have more
8 information on the impact from the Covid-19 pandemic on the local economy.
- 9 5. Summer Marketing with Brian Head Resort for \$24,000 is proposed to be cut.
- 10 6. The Rock N Ride event. Bret explained he has shared his recommendation with the
11 resort, so they are aware of the Town's position.
- 12 7. The ATV Rally.
- 13 8. The GFOA award.
- 14 9. The summer teamwork summit.

15
16 The Council then continued with their review of the FY 2021 Strategic Plan for the Public
17 Works and Public Safety Departments with the following comments/recommendations:
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19 **Public Works Action Steps:**

- 20 1. Ski View Drive needs a snowplow turnout since the Town has been plowing into the
21 County and the plows are unable to turn around. This project will add a turnaround area
22 by the Town boundary.
- 23 2. ATV Trail Mag chloride project is tentatively identified as a potential cut in the Plan "B"
24 budget but is included in the proposed budget.
- 25 3. May be scaling back some of the 2020 street projects.
- 26 4. Council Member Freeberg inquired as to an action step for mixed asphalt for the Gurr
27 Well Road. Council Member Freeberg commented Deer Trail was to have milled asphalt
28 laid down last year but the project was not completed due to the Mountain View waterline
29 project. Aldo explained that road base was put back on Forest Drive in an effort to help
30 with the high traffic through the area. The milled asphalt will need to wait until the
31 Mountain View waterline project is completed. Council Member Freeberg commented he
32 would like to see Deer Trail get addressed this year.
- 33 5. The Storm drain grates on Steam Engine Drive were removed from the action steps.
- 34 6. The asphalt training for the public works department presented by Utah Department of
35 Transportation (UDOT) has been removed from the action steps.
- 36 7. Snow blower: The action step identified that staff to look for back up options for a snow
37 blower. Staff discovered there were minimal options available and it was decided that
38 since staff has developed a good relationship with Kodiak Northwest, who sells and
39 services the blower, to work with them in serving and maintaining the current snow
40 blower. Mayor Calloway commented he believes this item is still a priority and would like
41 to see the Town purchase a new blower within the next few years.
- 42 8. Several of the park's projects will be funded by the Restaurant Tax grant.
- 43 9. Bret inquired if the Council wanted to identify either metal or wood kiosks for the park.
44 Council Member Freeberg suggested purchasing a metal that simulates wood. Council
45 Member Kelly recommended that the kiosks maintain the rustic wood look and feel.
- 46 10. The Manzanita Trail project is scheduled to be completed by July, but due to the Covid-
47 19, Bret reported he is unsure if the ACE crew will be in Brian Head in May to finish the
48 project.
- 49 11. Bunker Creek Left Fork and Dark Hallow are scheduled to begin this year and is paid with
50 a 50/50 grant.
- 51 12. Phase 2 of the Town Trail is scheduled to begin this year. Depending on the approval of
52 the grant for \$450,000, the project may be scaled back depending on funding. Brian
53 Head Village HOA is planning to asphalt their parking lot and has agreed to participate
54 in paving their portion of the Town Trail running in front of their complex.
- 55 13. The Town is requesting funding from UDOT to asphalt an apron onto the Snowshoe
56 Drive entrance area which is located in the UDOT right-of-way.



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14. Council Member Kelly commented he noticed that there wasn't a lot of funding identified for trail maintenance this year and recommended the Town include funding for maintenance of the Manzanita Trail along with other trails. Staff will identify a maintenance action step for the trails.
15. Asset Replacement Program: Most changes outlined in blue font are in this fiscal year and the only purchase identified for next fiscal year is a purchase of a new police vehicle.
16. Snowcat purchase: Bret explained the action step identifies developing a plan to either purchase or outsource a snowcat.
17. Skid steer loader was to be upgraded with attachments for a forklift. Aldo explained this would not work with the skid steer and would cost more than anticipated. Staff is searching for a used forklift instead.
18. A new garbage truck is scheduled to be purchased. With the purchase of the new garbage truck, the white garbage truck will be sold, and the green garbage truck will be a backup garbage truck.
19. Bret updated the Council on the sewer agreement with Parowan City in which sewer lagoons were built 12 years ago. Brian Head and Parowan worked together in building the lagoons with the Town paying 40% of the cost. The lagoons were expected to have a certain amount of capacity but failed to meet the total capacity that was designed. A decision was made to have some of the water treated and used for agriculture purposes for farming. The owners of the farm informed Parowan City last year that they are now looking to use that land for another purpose. The Town was informed of the decision less than a month ago and since then Parowan City has been looking for other options. The Town has informed Parowan City that whatever they decided to do, the Town is not planning to participate in the cost for a solution since he believes Brian Head does not use it's 40% of capacity and Parowan City has been using Brian Head's portion of capacity. Parowan City has not formally requested the Town to participate in anything at this time.

Public Safety Department

1. Chief Benson reported he has contacted Murray City and was able to purchase the ladder truck.
2. Staff will be creating a Employee Assistance Program (EAP) internally, since the EAP program is for departments that are larger with more than 50 personnel. There is an action step to do something for the officers who experience PSTD or other mental issues. Chief Benson explained he would like to have the action step remain, but the cost will need to be updated.
3. Deputy Abbott and Deputy Burton are identifying new medical protocols for EMS. They will be consulting with the new Medical Director for the Town.
4. Council Member Marshall inquired if the Town plans to communicate with the OHV riders on the proposed change to the OHV trail going along Highway 143 from Steam Engine Drive to Village Way. Chief Benson explained the officers will be educating the riders this year on the OHV route. People who live on Ridge View will still be able to access the trail along the highway in order to get in and out of Ridge View Street.
5. Chief Benson reported that his department has been working on the nightly rental fire inspections and should be able to complete all of the fire inspections this year. Council Member Freeberg reported he would like to discuss the nightly rental fire inspections during the future agenda topics as to a proposed solution to the fire inspections.

Bret reported staff will make the proposed changes to the Strategic Plan and will bring back to the Council for adoption after the budget work session scheduled for April 28, 2020.

5. POTENTIAL FUTURE AGENDA ITEMS. The Council will discuss potential items for future agenda items.

Nightly Rental Fire Inspections



1 Council Member Freeberg commented that he would like to see a change in the fire
 2 inspections in which the owners would sign off on the inspections instead of having the
 3 officers conduct the inspections. Chief Benson explained he would recommend the Council
 4 continue with the Town conducting the fire inspections since there have been many
 5 inspections requiring a re-inspection and if the owner had the ability to sign off, they would
 6 have even though they failed the inspection that was done by the officers. Council Member
 7 Freeberg requested this be a future agenda item as a discussion item as to putting the
 8 liability of having the fire inspection completed onto the owners. Bret explained staff would
 9 need to contact the insurance company for more information on this.

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 11 **Utility Relief for Local Businesses**
 12 Bret inquired if the Council wants to address utility relief for the local businesses during the
 13 budget work session. Council agreed to discuss it during the budget work session.

14
 15 **FY2021 Budget Work Session**
 16 Mayor Calloway suggested that for the upcoming budget work session the Council and staff
 17 meet in the Council chambers for the work session and temperatures will be taken before
 18 anyone enters into the chambers and masks will be provided for everyone.

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21 **G. ADJOURNMENT**

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 23 **Motion:** Council Member Freeberg moved to adjourn the regular meeting of the Brian
 24 Head Town Council for April 14, 2020. Council Member Kelly seconded the
 25 motion.

26 **Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes:** Council Member
 27 Freeberg, Council Member Mulder, Council Member Marshall, Council Member
 28 Kelly, Mayor Calloway).

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 31 The regular meeting of the Brian Head Town Council was adjourned at 4:15 pm for April 14, 2020

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 34 May 12, 2020
 35 Date Approved

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 39 Nancy Leigh, Town Clerk





Brian Head Town Council Update

April 1, 2020

BRIAN HEAD MARSHALS OFFICE:

Despite COVID-19 shutting the Resort and other business down in Brian Head the public safety department is still open for business. We have stayed busy through the month of March handling 61 incidents. Nothing crazy going on, mostly just community assistance types of calls.

Probably the most interesting call this past month was when Deputy Burton came across a mountain lion that had been hit by a car on SR-143. It was killed by the vehicle. It was strange that during such a slow traffic time a reclusive mountain lion could find itself on the highway getting hit and killed by a car. Deputy Burton was able to call Utah Wildlife Authorities and the big cat was taken by them and will be studied by their biologists.

Just for information, deputies have seen a more drastic decrease in incidents so far in the month of April. I logged the 7th incident report today (04/09/20). But we are definitely staying busy catching up on trainings and clerical activities we have not been able to get to for months. I know that a lot of time has been put in to re-writing our medical protocols by Deputy Abbott. Deputy Brad Benson has spent a lot of time applying for a "Fire Department Assistance Grant", and Deputy Burton has been getting things set up with the state for our new EMS reporting system and our new Medical Director, Dr. Nathan Jensen.

One thing about it, we have a great force here in our small community. I am always so happy and impressed with the self-drive our deputies have. I never need to find things for them to work on. They all have a drive to make what we have better and to provide a great service to our community.

BRIAN HEAD FIRE DEPARTMENT:

We have had a weird month for the fire department as well. We have had to shut down our bi-monthly meetings/ trainings. We now have begun our wildland fire refresher training on line. It is about a 6-hour training that covers a lot of great information. Trainings range from fire shelter use to air aviation training. I am very impressed with the dedication our volunteers have. They are getting through

this training and still willing and ready to respond to emergencies as they arise. We have made sure we have plenty of PPE and other protective gear to outfit everybody should we need to on an incident.

Our new trainees that we have been working through to certify them in wildland were so close to finishing the course. We probably have less than 16 hours of training and they will be ready to test. They are bummed that they can't just get it finished and get certified, but are also dedicated to seeing it through when social distancing is no longer mandatory.

Burning piles north of town has been very successful for the past month. With the "shutdown" we have been able to put a lot of focus on this project. What I was sure would be 2 or 3 seasons of burning is now going to get done in just one season. We probably have 75% of the piles burned and hope to continue burning through April and even into May if weather cooperates. The Resort has been great to assist and provide manpower. It is going to look nice having those piles burned so that the entire area can revegetate more evenly. I did not want to go in and scorch out areas after new growth had grown tall and pretty, now we won't have to see that.

Included are a couple of pictures of burning piles. Most of the piles are getting over 90% consumption. This is awesome as the rest of the piles will decay with our harsh winters and weather. These piles are huge! I would compare most of the piles size to 3 tractor trailer semi-trucks parked side by side.









**Brian Head Town
Public Works Department Update
April 14, 2020**

Wow, never a dull moment while working on the Mountain. Public Works has adjusted to the new scheduling implemented for control of the spread of the Covid 19 virus. Public Works is committed to providing the services that the Town requires and continues to move forward with the Projects that we anticipate being working on when the Construction season begins. Public Works will continue to adjust as new recommendations are rolled out and looks forward to being able to get back to a normal (whatever that may be) routine. The following are the updates to the projects that we have been working on.

Streets

- 2020 Streets project was sent out to bid and the Town Received back four bids for this year's project (2019 the Town received two bids)
 - Consolidated Paving & Concrete- \$209,320.79
 - Western Rock- \$243,847.40
 - Ashdown Brothers Construction- \$300,158.50
 - Sunroc Corporation- \$313,120.00

Staff has researched Consolidated Paving as they were the low bid and a new bidder for the Town. All the references they provided gave a good report of their ability to

do the job. Staff will be bringing this to the Council for discussion and award in the meeting to be held April 28th.

- Snow Removal and maintenance operations continues. Staff had arranged for Kodiak Northwest mechanics to stop by when they were traveling through the area to service the blower for annual maintenance. Staff also took this opportunity to have Public Works operators watch and learn from the mechanic, so they have a better understanding of what to look for on the blower. It was the goal of this meeting to help in the overall maintenance program of this unit, as it is very important to the snow removal program.
- The purchase of the used plow and sander has been completed and it was delivered to Parowan and will be brought up the Mountain.

Culinary

- Public Works Staff has turned out the springs and the Town is back to operating on the Wells.
- Routine and Investigative sampling continues no issues.
- Staff has just received comment back from the State on the Chlorination Project and will get them the clarification that was requested to keep this project moving forward.
- Work continues converting the two new lines from transmission to distribution. Once the line down Mountain View has been completed, it is Staffs goal to be able to allow people to begin hooking up to it in July 2020.

Trail / Park

- Council awarded the bid to Rosenberg for the Trail project. Staff has met with them to begin work on this project and will push it forward.

- Staff completed and submitted the Grant application for this project around the Bristlecone pond and is waiting for word on the award.

In-house Projects

Public works will continue to work on in-house projects and maintaining equipment as needed. If you have any questions or concerns, please do not hesitate to call.



STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Capital Facilities Plan 2020 Bid Award
AUTHOR: Aldo Biasi
DEPARTMENT: Public Works
DATE: April 14, 2020
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will discuss and consider awarding the Capital Facilities Project to Alpha Engineering.

BACKGROUND:

Staff presented to the Council at the FY 2021 Strategic Planning Retreat held on January 28th and 29th the need for an updated Water and Sewer Master Plan or Capital Facilities plan (see attached Staff Report Water and Sewer Master Planning attached). Staff takes the recommended projects/anticipated cost and begins to budget and plan on how/when the Town can afford to do them. Council directed staff to proceed forward in sending out an RFP for these services (see attached RFP). Once Staff received the proposals back from the firms and committee was formed to review each of the proposal to make a recommendation to the Council to whom to award the project to. The committee consisted of the following individuals.

- Aldo Biasi, Public Works Director
- Wendy Dowland, Town Planner/Public Works Assistant
- Bret Howser, Town Manager
- Shaun Kelly, Council Member
- Mayor Clayton Calloway

ANALYSIS:

The Town received three bids from the following Engineering firms. Each submitted references, examples of Capital Facilities plan they have completed and estimated costs for the updated Brian Head Plan.

- Jones & DeMille Engineering - \$41,654
- Alpha Engineering - \$46,265
- Sunrise Engineering - \$69,300

The committee was given copies of each of the proposals and time to review. They met to discuss the proposal and agreed that all the firms would be able to do the job for the Town. The discussion of staff's desire to improve the GIS system along with this project warranted further investigation into each firms GIS capabilities. It was decided that Aldo, Wendy and Councilman Kelly would meet with each firm to get a better understanding of what each firm is able to do.

Jones & Demille

Jones & Demille presented examples by video conference of a program they completed of Annabella Town. Staff called Annabella Town to see if they were please with the product they received. They reported that they are very satisfied with their program. As their main water operator just recently retired after the completion of the program allowing the transition to the replacement to be a much smoother transition. They provided training to the Staff/Council and are also willing to help answer questions even after the completion of the project. They presented their ability to do a story map along of the Capital Facilities plan, which is digital version of the plan, which takes the vision off the pages and puts it on a screen for easier planning and presentation.

As Brian Head Town has collection capabilities (mapping grade, sub meter accuracy), Jones and Demille did not include any collection in their bid for the Town. All the collection will be done by Town staff in order to save money on this project. There is a question remaining of how accurate the location data must be on the manholes down the Canyon to get a good reliable sewer model is able to be done off existing as built, no additional cost will be needed. Staff has not worked closely with this firm, although it believes that it can and they can get the job done.

Alpha Engineering

Alpha Engineering presented at their office of their GIS Capabilities. They will provide training to staff for further development of the Towns GIS program. They also said they would be able to provide a story map of the Capital Facilities Plan.

Alpha included in their proposal a cost of collecting the GIS data \$7,320.00 If some of this cost can be reduced (depending on canyon sewer manholes) this pulls their bid down closer to Jones and Demille. The Town has also been working with them over the past few years and they are familiar with the Towns systems. Staff has developed a good working relationship with them over the years. Alpha Engineering will also already be in Brian Head this summer due to the other projects that the Town has going with them.

Sunrise Engineering

Sunrise presented what they can do by video conferencing to the Town Hall. Sunrise will provide training to the Town staff to further the GIS program. They will also complete a story map of the Capital Facilities Plan for future use. Enoch City used Sunrise to take their GIS program to the next level. Staff met with City manager Rob Dotson and he had nothing bad to say about his experience with them. He is very satisfied with their experience with Sunrise and says they are good to answer questions after the project was completed.

Sunrise also will rely on Brian Head Staff to collect the data needed for the project and did not include collection in their bid. Staff has a good working relationship with the staff at sunrise in their GIS department

Conclusion

After meeting with all three firms, Sunrise Engineering was the first choice for the project and the strongest in the GIS department. Their cost is also the highest with the most hours bid for the project. Staff has reached out to them with the questions of,

1. If the project took less time, what reduction would take place in price?
2. Do their project normally take this amount of time, if so, the Town would not want to rush through a project by cutting time, to just save money and get a less quality product in the end, basically meaning the cost is what it is.

Their answer in a nutshell was the way it was bid was a fixed cost and they feel good about it as they have done a lot of these plans. If the Town would like to go by the hour, the risk/reward would fall on the Town if the project took longer/shorter.

Jones & DeMille and Alpha each have various strong points over each other. Alpha is familiar with the Towns infrastructure and staff has a good working relationship with its employees. It is staff's belief that Jones and DeMille is stronger in the GIS department, but is less familiar with the Towns infrastructure and the challenges the Mountain brings. Staff believes that they can develop the working relationship with their staff to complete this plan.

Staff is willing to learn/set aside the time for advancement of the Towns GIS program. With the basic program that Town has and with the training that Alpha can provide staff at this time believes Alpha is the firm best suited for all aspects of this project. Considering service, familiarity of the challenges on the mountain, GIS program advancement and cost.

FINANCIAL IMPLICATIONS:

The Town has a budget of \$50,000 for this Capital Facilities Plan.

- Jones & DeMille Engineering - \$41,654
- Alpha Engineering - \$46,265
- Sunrise Engineering - \$69,300

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION:

At this time, Staff recommends Alpha Engineering firm for the Capital Facilities plan update project.

PROPOSED MOTION:

I move to award the contract to Alpha Engineering Firm for the Capital Facilities Plan Update.

ATTACHMENTS:

- A – Staff Report Water and Sewer Master Planning
- B – Capital Facilities RFP



REQUEST FOR PROPOSAL CAPITAL FACILITIES PLAN

Issued: 2/11/2020

Deadline for questions: 2/26/2020

Deadline for final submission: 2/28/2020, no later than 5:00 PM MST

Introduction

Brian Head Town is an alpine resort community located in the mountains of Southern Utah about 30 miles east of Cedar City and just a few minutes north of Cedar Breaks National Monument. At an elevation of 10,000 feet, the scenic value and recreational opportunities in Brian Head Town are unmatched. The vast majority of the nearly 1,400 residences are vacation homes and condos.

Scope of Services

The Town is seeking a qualified engineering firm to provide the Capital Facilities Plan with recommendations for Capital Facilities Plan implementation, improvements and changes to design criteria in the Public Works Standards for Construction Manual (2007). Also, the Town is requesting services to create and update the GIS database (all data collected will be provided to and belong to the Town) and spreadsheets as needed including any potential survey work. The following is the scope of services to be considered during the preparation of the cost proposal:

1. Existing demographic and population projection analysis.
2. Culinary Water System
 - a. Prepare distribution water system model, capacity analysis and level of service review.
 - b. Update mapping of existing culinary water system.
 - c. GIS Mapping (Field locating of valves, hydrants, meters, tanks, and other appurtenances).
 - d. Train Town personnel to collect GIS features to maintain the map
 - e. Water rights, source, distribution and storage analysis.
 - f. Compile information on all sources springs and wells. (well logs, test pumps, increasing pump capacity etc.)
 - g. Prepare summary and cost estimates of recommended improvements and proposed system expansion into interactive GIS web map.
3. Sanitary Sewer System
 - a. Prepare collection system model, capacity analysis and level of service review.
 - b. Update mapping of existing sewer system.
 - c. GIS Mapping (Field locating of manholes), and other appurtenances.
 - d. Train Town personnel to collect GIS features to maintain map.
 - e. Hydraulic analysis of major interceptor line segments within the existing system.
 - f. Analysis of water treatment options and their potential impact on outstanding and future water rights change orders.
 - g. Prepare summary and cost estimates of recommended improvements and proposed system expansion into interactive GIS web map.
4. Capital Facility Report





- a. Prepare a report which will include demographic information and anticipated future growth.
- b. Incorporate applicable existing capital facility plan data
- c. Existing, deficient, recommended improvements and costs for each infrastructure element analyzed will be included in the report.
- d. Report will be included as part of the interactive GIS web map with hard copy provided to Brian Head Town. All GIS data and other data compiled will be provided to and belong to the Town
- e. Prepare a master plan report for the Town, evaluating and utilizing previous studies and reports, providing recommendations to the system based on current and alternative planning, hydraulic modeling of alternatives and future system expansion, capital improvement plans and cost estimates.
- f. Preparing concept reports, feasibility studies, cost estimates, proposed funding plans, and other written materials regarding various ongoing or contemplated system projects.
- g. Estimate existing population and system connections. Estimate growth rate and use to calculate future population and system connections to determine future system demand.
- h. Review health department facility evaluations.
- i. Analyze system facilities for existing, 5 year, 10 year and 20 year demands. Analysis will include source capacity, water rights, storage, distribution, and fire protection facilities.
- j. Identify planned growth areas and expand hydraulic model.
- k. Develop recommendation of system improvements and alternatives for planning period.
- l. Prepare opinion of probable cost for recommended system improvements and alternatives.
- m. Determine if the cost of each project is to service new growth, existing customers or a combination. If combined, determine the ratio of cost attributable to new growth versus existing customers.
- n. Update the Public Works Standards for Construction Manual. Provide updated drawings and changes to design criteria. Provide the Town with hard and digital/editable copies.

Commented [BH1]: I think this would be part of the general engineering services contract

Selection Criteria

There is no specific selection formula identified for this project. The Town is under no obligation to select the low bid for professional services. The Town is certainly price sensitive but will be looking for the bidder that provides the best value in terms cost and quality of service. Special consideration will be given to bidders with experience in Brian Head, other mountain towns, or similar environments. Selection is expected to occur 03/10/2020, at the Town's regularly scheduled Council meeting.

RFP Submittal Requirements

Interested engineers should provide the Town with a thorough proposal which discusses the following:

Proposals are to follow the format and are to contain the information listed in this section. To be considered, proposals must address all the items listed in this section and adhere to page limitation.

- A. Executive Summary introducing firm and nature of proposal.
- B. Project Team and Approach (two pages maximum).



- C. Firm Experience and References (two pages maximum).
 - 1. List similar projects completed by firm (minimum two).
 - 2. Provide names and telephone numbers for each of the projects listed.
- D. Cost Proposal (two pages maximum).
 - 1. Provide cost of meeting the requirements of the Scope of Services.
 - 2. Identify billing rates of each member of the project team and number of hours required for the project tasks, as well as estimated direct charges.
 - 3. Cost shall be reasonably itemized based on Scope of Services.
- E. Appendices
 - 1. Resumes – include principal-in-charge and key technical/professional personnel to be assigned to the project. Identify the role assigned for each person.
 - 2. Provide copy of report from a previous project that is most similar to this project.

Submittal Instructions

Responses will be received at Brian Head Town Hall, 56 N. Hwy 143, PO Box 190068, Brian Head, UT 84719, until 5:00 pm 2/28/2020. Bidders need only to submit one copy of their response, which may also be submitted electronically to abiasi@bhtown.utah.gov. Responses should be limited to no more than the requirements set forth above. Correspondence, questions and / or clarifications of the proposal procedure should be directed to Aldo Biasi, abiasi@bhtown.utah.gov, 435-677-2029.





STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Purchase of a Used Ladder Truck
AUTHOR: Dan Benson
DEPARTMENT: Brian Head Fire Department
DATE: April 14, 2020
TYPE OF ITEM: Discussion

SUMMARY:

The Brian Head Fire Department received word of a used ladder truck that was being sold by Murray City Fire Department. The Council will be discussing the funding of this apparatus should there be a recommendation from staff to pursue the purchase of this truck.

BACKGROUND:

For years now the Brian Head Fire Department has been watching the sale of used ladder trucks and looking for a good price in getting the biggest bang for the buck. Recently we received word of a ladder truck that Murray City Fire Department was selling. We will be making a trip to Murray on Monday the 13th of April to look at this apparatus. We will be able to give a recommendation based on our findings at council meeting on April 14, 2020.

We have been watching for a ladder truck for years due to the fact that we are in need of such an apparatus to serve and protect so many high-rise condominium properties located in Brian Head. The purchase of a new ladder truck is well over a million dollars. Therefore, when a used truck becomes available in our area at a more affordable price, we pay more attention due to the fact that we can actually get hands on and see what exactly we are looking at.

We also are aware that ISO points could be gained from such an apparatus for our community. It wouldn't be enough to change our current ISO rating but would give us points towards lowering our rating.

ANALYSIS:

The Brian Head Fire Department has been looking to purchase a quality, used ladder truck for years. We are in great need of such an apparatus to be able to provide an aerial platform to assist us in firefighting efforts. We have nearly 50 commercial properties located in Brian Head that are greater than 2 stories tall. This is an extreme hazard during fire suppression activities. With a ladder truck, fire fighters can be more effective at handling fires in these high-rise buildings. Listed are some of the benefits from purchasing a used ladder truck.

- Cost Savings \$20,000 vs. \$1,000,000+
- Points gained for our ISO rating
 - We would gain points for having a ladder truck as well as points for having greater pumping capacity as this truck has a pump on it as well
- Elevated water source for high rise structures including 2 story homes

- Ability to get personnel into a structure from alternate entry points that may be blocked due to the amount of snow around a building
- Ability to rescue individuals who may be trapped on upper floors of a structure during a fire

Aerial vehicles provide more than just height. Besides potentially rescuing people above the reach of ground ladders, they provide elevated streams, horizontal reach to buildings where road access and terrain create problems, and roof access when adequate personnel are not available to hoist ground ladders. These are just a few examples. They can assist with special rescue scenarios, help with certain overhaul and salvage operations, and even help with EMS. How many departments have used aerials to remove heart attack victims from rooftops?

FINANCIAL IMPLICATIONS:

This ladder truck can be purchased for the price of \$20,000 from Murray City. We do not currently have such a purchase budgeted for. We can also put a bid in on this truck. If the truck does not bring the \$20,000 that Murray City is trying to get out of it, they are going to take bids and award it to the highest bidder. The bid opening will be after April 31, 2020.

STAFF RECOMMENDATION:

Staff recommends that we purchase this truck if after it has been inspected and we feel that it would meet the needs of our department.

PROPOSED MOTION:

I move that we direct staff to purchase this fire apparatus with discretionary funding from?

I move to direct staff to place a bid in the amount of \$_____ in an effort to be the highest bidder should no other department purchase this fire apparatus.

ATTACHMENTS:

- A- Murray City's notice of how sale will proceed

Murray's Ladder Truck

We have had several inquiries about the ladder truck and how to submit an offer. Here is our plan.

- We are going to leave the listing active at \$20,000. If somebody pays \$20,000 at any point, the listing will end, and we will sell the ladder.
- If a full price sale is not received by April 30th at midnight, we will sell the tower at the highest offer price that has been received.
- Anytime during April, you can call Brindle Mountain and submit your "Best and Final Offer."
- With the number of inquiries we have had, I imagine the truck will sell. I would encourage your agency to submit an offer if you can.

The truck is currently at our city shops located at 4646 S. 500 West. To schedule a time to come see it, please contact our Fleet Maintenance Supervisor Cody Pearson at 810-270-2459. I copied him on this email.

I know of no reason it would not pass ladder and pump testing. The last year that it was tested it passed pump and ladder testing with no problems.

The last year it operated it had almost \$25k worth of preventative repairs. It has new tires front and rear. New brakes, rear suspension work, the ladder was also serviced that year. It should be good to go!

Hope that answers any questions. Good luck!

Jon

<https://www.firetruckmall.com/AvailableTruck/13229/1997-HME-Smeal-75%27-Aerial>

Jon A. Harris
Fire Chief
Murray City Fire Dept.
40 East 4800 South
Murray, UT 84107

801-264-2774 - Office
801-718-0595 - Cell

B- Photos of ladder truck









STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Ordinance Amending the Land Management Code, Chapter 7 Zone District Regulations and Chapter 12 Design Standards for Construction
AUTHOR: Wendy Dowland, Public Works
DEPARTMENT: Administration
DATE: April 14, 2020
TYPE OF ITEM: Legislative Action

SUMMARY:

The Council will consider adopting ordinance No. 20-002 amending the Land Management Code (LMC). Council reviewed proposed changes to Chapter 7 -Zone District Regulations & Chapter 12-Design Standards during the March 10, 2020 meeting. Staff has taken the Council's direction and applied the requested changes in the draft ordinance amending the Land Management Code.

BACKGROUND:

During the November 19, 2019 meeting, the Planning Commission discussed possible changes to the Land Management Code regarding Conditional Uses in the Village Commercial Zone and whether or not "Tiny Homes" should be allowed. After additional review, the Commission requested language changes regarding the layout of buildings and undisturbed area. On January 07, 2020 the Planning Commission recommended changes to the Town Council. On January 14, 2020, the Town Council tabled the Land Management Code changes and directed staff to further research "Tiny Homes". After further review of Tiny Homes during the March 10, 2020 meeting, the Council advised staff to implement changes to the Land Management Code for adoption.

ANALYSIS:

Listed below are the changes Council directed staff to implement in a draft ordinance:

Town Council Meeting, March 10, 2020

LMC Amendments:

Consensus of the Council: The Council agreed to the following changes in the Land Management Code and directed staff to amend the LMC and present a draft ordinance for adoption:

9-7-5: Village Commercial Zones: OHV's: rental offices will be allowed, but rental vehicles must be kept/stored outside the Village Commercial zone.

9-12-3: Development Designs & Layout: the word "should" change to "shall" and #5 was added: "incorporate non-linear and staggered placement of building to avoid straight rows of similar-styled buildings (cookie-cutter effect).

9-12-10: Driveways: #E was added: "where multi-family or commercial developments are situated with frontage on both a collector road and residential road, driveway access point shall be from the collector road".

Tiny homes:

No minimum square footage requirements.

Wildland Urban Interface Code:

- Chapter 7: requirements for undisturbed areas will be considered at a later date. The Wildland Urban Interface Code (WUI) is currently being reviewed for adoption which would have an effect on ground disturbance requirements. The Town Council and Planning Commission will hold a joint meeting to review the WUI Code.

FINANCIAL IMPLICATIONS:

N/A

BOARD/COMMISSION RECOMMENDATION:

During the Planning Commission meeting on January 07, 2020 the Commission made the following motion regarding to the proposed Land Management Code changes:

Motion: Commissioner Hartlmaier moved to recommend the proposed changes to the Land Management Code to the Town Council for approval. Commissioner Morgan seconded the motion.

Action: **Motion carried 5-0-0 (summary: Yes = Vote: Yes:** Commissioner Deutschlander, Commissioner Dever, Commissioner Morgan, Commissioner Hartlmaier, Commissioner Needham).

The following motion was made in regard to undisturbed area in Chapter 7:

Motion: Commissioner Hartlmaier moved to add 20% undisturbed area to R1, R2, & R3 in Chapter 7 – Zone District Regulations. Commissioner Morgan seconded the motion.

Action: **Motion carried 5-0-0 (summary: Yes = Vote: Yes:** Commissioner Deutschlander, Commissioner Dever, Commissioner Morgan, Commissioner Hartlmaier, Commissioner Needham).

STAFF RECOMMENDATION:

Staff recommends adopting ordinance No. 20-002, amending the Land Management Code as proposed.

PROPOSED MOTION:

I moved to adopt ordinance No. 20-002 amending Title 9-7-5 Zone District Regulations for Village Commercial, 9-12-3 Design and Layout and 9-12-10 Driveways as presented.

ATTACHMENTS:

A - Draft ordinance amending the LMC



ORDINANCE NO. _____

AN ORDINANCE AMENDING BRIAN HEAD TOWN CODE, TITLE 9, LAND MANAGEMENT CODE, CHAPTER 7 (ZONE DISTRICT REGULATIONS), CHAPTER 9.12.3 AND 9.12.10 (BUILDING DESIGN STANDARDS FOR CONSTRUCTION)

WHEREAS, Brian Head Town has identified a need to amend the Brian Head Land Management Code in order to regulate land use within the Town limits of Brian Head, Utah; and,

WHEREAS, the Town Council determined OHV rental businesses were not an appropriate use within the Village Commercial zone. The Council determined that in order to reduce the impact of traffic on single-family residential roads, any multi-family complex located adjacent to single-family residential and a main collector road will identify the access from a main collector road. The Council determined that in order to make Brian Head a unique place and avoid the “cookie cutter” effect, building placement will be non-linear and staggered; and

WHEREAS, the Brian Head Planning Commission held a public hearing on January 7, 2020 giving at least fourteen (14) days’ notice prior to the public hearing to receive public comment. The Planning Commission hereby forward their recommendation of approval with modifications of the Brian Head Land Management Code, Chapter 7, Zone District Regulations and Chapter 12, Building Design Standards for Construction to the Brian Head Town Council for their consideration and adoption; and

WHEREAS, the Brian Head Town Council held a public hearing on January 14, 2020 giving at least fourteen (14) day notice to receive public comment on the proposed amendments Brian Head Land Management Code; and

WHEREAS, it is in the best interests of Brian Head Town and the health, safety, and general welfare of its citizens to adopt this Ordinance:

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF BRIAN HEAD, UTAH, COUNTY OF IRON, STATE OF UTAH, AS FOLLOWS:

Section 1. The Brian Head Land Management Code is hereby amended and incorporated herein by reference as Title 9, Chapter 7.5 Zone District Regulations, Village Commercial Zone, Chapter 12.3 Building Design Standards for Construction, Design and Layout: 12.3 and 12.10, Driveways of the Brian Head Town Code regulating land use within the Town of Brian Head, Utah as follows:

9-7-5: VC VILLAGE COMMERCIAL:

- C. Conditional Uses: The following uses are conditional and require a conditional use permit:

Home occupations as identified in subsection [9-10-5C](#) of this title.

Recreational activities and supporting appurtenances. (Ord. 15-004, 4-28-2015)

OHV ~~rentals~~ rental offices for which the rental vehicles are stored and displayed outside of the Village Core zone. ~~will not be allowed to use the public parking area for rental parking.~~ The conditional use permit will be no longer than a five-year period. (Ord. 15-004, 4-28-2015)

9-12-3: DEVELOPMENT DESIGN AND LAYOUT:

- M. Building Placement: Building placement ~~should~~ shall be considerate of the following:

1. Preserving views of nature, creating a comfortable pedestrian environment with outdoor spaces that do not feel "boxed in" from tall buildings surrounding the space that create a "canyon effect";
2. Sun and shade areas to enhance the seasonal experience, and make best use of environmental conditions for snow melting, outdoor seating areas and building efficiency;
3. Service and delivery areas ~~should~~ shall be screened from public areas and provide sufficient room for vehicular movement;
4. Pockets and enclosures are encouraged to create "outdoor rooms" adjacent to buildings, pedestrian traffic and recreation areas. These spaces should blend with the topography, have varied floor heights to add interest, incorporate vegetation and plantings, and incorporate both open and covered space for multi-seasonal use.
5. Incorporate non-linear and staggered placement of buildings to avoid straight rows of similar-styled buildings (the "cookie-cutter" effect)

9-12-10: DRIVEWAYS:

- E. Where multi-family or commercial developments are situated with frontage on both a collector road and residential road, driveway access point shall be from the collector road.

Section 2. Effective Date. This Ordinance shall take effect upon its passage by a majority vote of the Brian Head Town Council and following notice and publication as required by law. Upon this Ordinance being adopted by the Brian Head Town Council of Iron County, Utah, all provisions of this Ordinance shall be incorporated into Title 9 of the Brian Head Town Code.

DRAFT

Section 3. Conflict. To the extent of any conflict between other Town, County, State, or Federal laws, ordinances or regulations and this Ordinance, the more restrictive is deemed to be controlling.

Section 4. Severability Clause. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portions shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 5. Repealer. All provisions of the Brian Head Town Code that are inconsistent with the expressed terms of this Ordinance shall be repealed.

PASSED AND ADOPTED BY THE BRIAN HEAD TOWN COUNCIL OF IRON COUNTY, UTAH this ____ day of April 2020 with the following vote.

Mayor Clayton Calloway	Aye ____	Nay ____
Council Member Lynn Mulder	Aye ____	Nay ____
Council Member Larry Freeberg	Aye ____	Nay ____
Council Member Kelly Marshall	Aye ____	Nay ____
Council Member Shaun Kelly	Aye ____	Nay ____

BRIAN HEAD TOWN COUNCIL
BRIAN HEAD, UTAH

By: _____
Clayton Calloway, Mayor

ATTEST:

Nancy Leigh, Town Clerk

(SEAL)

CERTIFICATE OF PASSAGE AND POSTING

I hereby certify that the above Ordinance is a true and accurate copy, including all attachments, of the Ordinance passed by the Town Council on the ____ day of _____2020 and have posted a summary of adopted ordinance in three conspicuous places within the Town of Brian Head, to-wit: Town Hall, Post Office and the Mall and a complete copy of the adopted ordinance on the Brian Head Town Website.

Ordinance No. _____

DRAFT

Nancy Leigh, Town Clerk

Ordinance No. _____



STAFF REPORT TO THE TOWN COUNCIL

SUBJECT: Draft FY 2021 Strategic Plan Review
AUTHOR: Bret Howser
DEPARTMENT: Administration
DATE: April 14, 2020
TYPE OF ITEM: Discussion

SUMMARY:

Council will review and discuss the attached Draft FY 2021 Strategic Plan, in particular the proposed strategies and action steps, and direct staff regarding any changes they would like to see. The FY 2021 budget, which will be presented on April 28, will be based on this strategic plan.

BACKGROUND:

Council began the strategic planning process in 2013 by adopting a Community Vision and Town Goals. The Council then adopted a set of strategies and action steps each of the past two years, which has served as the guiding operating plan for the year.

Council met at a Strategic Planning Retreat in January and reviewed the Community Vision, Town Goals, and FY 2020 Strategies & Action Steps. Based on discussion and direction from that retreat, staff has drafted a proposed FY 2021 Strategic Plan.

Council reviewed the proposed strategies/action steps for the Administration Dept on March 10. The attached draft of the strategic plan shows the changes that resulted from that discussion.

ANALYSIS:

The Draft FY 2021 Strategic Plan is attached. The attached plan is a collaboration of the Administration, Public Works, and Public Safety Departments.

Staff is already working on the FY 2021 budget and is close to having a proposed balanced budget. However, in order to balance the budget, staff is recommending to cut funding for some items that are included in this draft strategic plan. These action steps are highlighted in red as potential cut items and should receive particular attention.

Staff recommends that the Council complete discussion on the Public Safety and Public Works action steps today, and then wait to adopt the strategic plan until after they have reviewed the budget. That way, any action steps which don't receive funding can be removed from the strategic plan prior to adoption. This will help reduce the confusion of unfunded action steps that we have experienced in years past.

FINANCIAL IMPLICATIONS:

The FY 2021 budget, which will be presented in April, will be based on this strategic plan.

BOARD/COMMISSION RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Council should review and discuss the attached Draft FY 2021 Strategic Plan, in particular the proposed action steps, and direct staff regarding any changes they would like to see.

PROPOSED MOTION:

N/A

ATTACHMENTS:

A – Draft FY 2021 Strategic Plan

FISCAL
YEAR 2021
STRATEGIC PLAN

BRIAN HEAD TOWN



Draft
April 14, 2020

CONTENTS

PURPOSE STATEMENT

Brian Head Town exists to serve the interests of its residents, homeowners, businesses and guests. As a local government entity, the Town Council and staff strive to accomplish those things which Town stakeholders expect of their local government in the most efficient manner possible. To accomplish this, the Town engages in a detailed and thorough strategic planning process which is described in these pages.

This document focuses on the strategies which will be administered by the staff of Brian Head Town in order to pursue the goals of the Town Council and effectuate the vision set forth by the community. Many of these strategies may be ongoing or long-term in nature, but each strategy will be pursued to one degree or another during the course of Fiscal Year 2021 (July 1, 2020 thru June 30, 2021).

Certain action steps which will be carried out in pursuit of these strategies are also detailed herein. These action steps, along with typical day-to-day duties, make up the work plan for staff for the fiscal year. This document stems from the Community Vision and serves as the basis for the fiscal year budget.

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Appendix B: FY 2020 Strategic Update Report B-1



STRATEGIC PLANNING PROCESS

Brian Head Town engages in strategic planning in order to ensure that the community's expectations of its local government are being met. Through strategic planning, all resources (meaning every tax dollar spent and each man hour worked) are tied back to a clear community vision through goals, strategies, and action steps.

The elements of strategic planning shown here are intended to establish what it is the residents and guests of Brian Head expect from their local government by 1) defining a vision, 2) fleshing out that vision in a set of outcome-oriented goals, 3) developing strategies to effectuate those goals, 4) identifying the action steps staff will take in pursuit of the strategies, and 5) allocating resources to these actions. In this manner, we will better ensure that finite resources are being most effectively applied toward achieving what the community ultimately expects of its local government.

COMMUNITY VISION

In August of 2013, the Town Council directed town staff to re-establish a community vision which would drive a new effort in strategic planning. A focus group of individuals representing various facets of the community was assembled to look at Brian Head through the lenses of culture, economy, and environment, and from their discussion and brainstorming on those topics derive a single

unifying statement defining a vision of what Brian Head is and hopes to become. The Brian Head Town Community Vision was then submitted to the public and Council for approval in a series of public hearings in September and October 2013.

STRATEGIC PROCESS

COMMUNITY

VISION



TOWN

GOALS



STRATEGIES



ACTION

STEPS



RESOURCE

ALLOCATION

The Council adopted the Brian Head Town

Community Vision which is summarized in the statement at the bottom of this page. Further information about this vision, including more detailed descriptions of the current and ideal culture, environment, and economy of the Town are included in the Brian Head Town Community Vision document available online at www.brianheadtown.utah.gov or by contacting Town Hall at 435-677-2029.

TOWN GOALS

Following adoption of the community vision, the Town Council developed a set of Town goals which flow from the vision. These goals highlight aspects of the vision which require special attention from the staff. Council will review these goals annually to monitor the progress made on each goal and may modify these goals in the short term. The goals are detailed more particularly in the following section of this document.

***BRIAN HEAD IS A RUSTIC MOUNTAIN VILLAGE WITH
DIVERSE RECREATION AND COMPLEMENTARY
COMMERCIAL OPPORTUNITIES WHERE PEOPLE AND
NATURE CO-EXIST***



STRATEGIC PLANNING PROCESS

STRATEGIES & ACTION STEPS

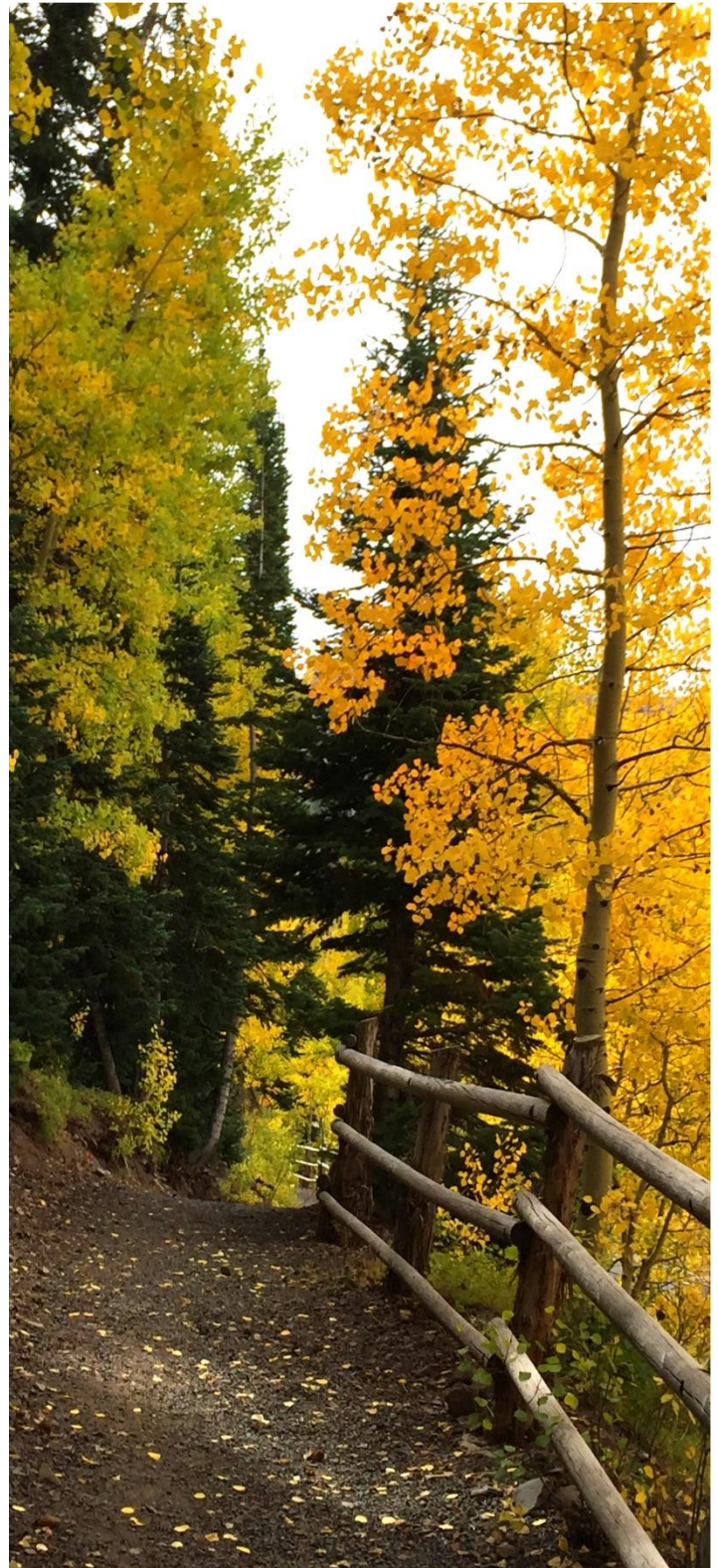
This FY 2021 Strategic Plan document deals with the strategies and action steps portion of the strategic planning process. These elements were developed by Town staff and have been crafted particularly to bring about the Town goals and community vision.

Each year, the Council and staff reviews strategies or services currently provided by Brian Head Town and we ask ourselves what aspect of the community vision or Town goals this activity serves. If a given strategy is geared toward achieving one the goals or the vision, it remains in the strategic plan, and in many cases is enhanced with new action steps. If a strategy is not determined to be effectively achieving the vision or goals, it is modified or discarded. Where Town goals are being addressed by few current services or programs, strategies may be added along with associated action steps.

The remainder of this document describes these strategies and action steps for the upcoming fiscal year.

RESOURCE ALLOCATION

With the vision, goals, strategies and action steps all identified, what remains is to allocate time and resources to these elements. This is done each year through the budget process. The details of resource allocation are contained in the Town's budget document, which has been reformatted to align budget data with these elements of strategic planning. The draft FY 2021 Budget Document will be completed in April 2020 and can be found online at www.brianheadtown.utah.gov or by contacting Town Hall at 435-677-2029.



TOWN GOALS

Each January the Town Council meets in a Strategic Planning Retreat to set broad guiding strategic policy for the year. During this retreat, the Council reviews the Town's progress toward the existing Town Goals and considers any potential modifications of the Town Goals.

The following goals were derived from the Community Vision and have been set by the Town Council to guide policy and action for Brian Head Town during Fiscal Year 2021.

Economy ECONOMY

- 1) Enhance Visitor Experience
- 2) Attract more visitors especially in Summer & Fall
- 3) Support local events
- 4) Maintain a business and development climate that is attractive to resort-complementary commercial establishments



Culture CULTURE

- 1) Foster a stronger sense of community and well-informed public discourse
- 2) Engage the community with information & activities that build unity
- 3) Increase livability of Town by making area more pedestrian and bike friendly

Environment ENVIRONMENT

- 1) Maintain emphasis on and protect the natural environment
- 2) Guide growth of the built environment to be consistent with the General Plan
- 3) Expand and improve the trails system
- 4) Improve the first impression of Brian Head



STRATEGIES

ADMINISTRATION DEPARTMENT

Public Information & Communication

Strategy: *Hold regular public meetings (PI01)*

Goals Impacted: Culture #1

Action Step	Lead Staff	By When
Hold Council Meeting each 2 nd /4 th Tuesday	N. Leigh	Ongoing
Hold Planning Commission each 1 st /3 rd Tuesday	W. Dowland	Ongoing
Legal notifications as required by statute	N. Leigh	Ongoing
Annual Community Input Forum	N. Leigh	11/2020
Conduct annual open meeting training	N. Leigh	03/2021

Strategy: *Communicate significant information to the public in proactive manner (PI02)*

Goals Impacted: Culture #1 and #2

Action Step	Lead Staff	By When
Send info via email list on important Council agenda items	N. Leigh	Ongoing
Use reverse 911 for emergency communication (power outage/road closures/etc)	J. Burton	Ongoing
Issue press releases on matters of broad public interest	B. Howser	Ongoing
Utilize free-standing information signs as needed	B. Howser	Ongoing
Facebook post for each Council Meeting	N. Leigh	Biweekly
Develop “canned” social media posts ahead of time	M. Adamson	Monthly
Monthly news/information poster (posted and emailed)	M. Adamson	Monthly
Maintain updated quick reference press distribution list	B. Howser	Quarterly
Schedule out “Friday Facts” social media posts	M. Adamson	07/2020

Strategy: *Keep Town Hall open and staffed with knowledgeable and personable personnel (PI03)*

Goals Impacted: Culture #1; Economy #1

Action Step	Lead Staff	By When
Have front desk and phone coverage 9-4:30 all weekdays	N. Leigh	Ongoing
Staff generally available to answer public inquiries 8-4:30 weekdays	B. Howser	Ongoing
Building permit cross training refresher	W. Dowland	07/2020
Business/events licensing cross training refresher	N. Leigh	09/2020
Fuel/bulk water cross training refresher	N. Leigh	12/2020
Utility billing cross training refresher	W. Dowland	03/2021



STRATEGIES

Strategy: *Maintain clear and accessible records for the public (PI04)*

Goals Impacted: Culture #1

Action Step	Lead Staff	By When
Post minutes within 3 days of adoption on website	N. Leigh	Ongoing
Keep Town Code updated online	N. Leigh	Ongoing
Update Brian Head history with newspaper clippings and news from Google alerts	M. Adamson	Ongoing
Certify new public safety administrative assistant in records mgt	D. Benson	10/2020
Review Town Code for missing sections	N. Leigh	12/2020
Renew records officer certification	N. Leigh	02/2021

Strategy: *Plan and carry out community events geared toward building Town unity (PI05)*

Goals Impacted: Culture #1 & #2; Economy #1

Action Step	Lead Staff	By When
Rent out pavilion and public safety conference room to public	M. Adamson	Ongoing
Fall community hike and barbeque	B. Howser	09/2020
Locals ski day	B. Howser	03/2021
Town cleanup & Arbor Day	M. Adamson	06/2021
Town fuel mitigation event (separate from Town cleanup)	D. Benson	06/2021

Community Development

Strategy: *Maintain land management policies that reflect the Community Vision and General Plan (CD01)*

Goals Impacted: Environment #1, #2 & #4; Economy #1 & #3

Action Step	Lead Staff	By When
Review and update LMC as issues arise	W. Dowland	Ongoing
LUAU – Effective Land Use Decision Making training for entire Planning Commission	W. Dowland	10/2020
Hold public education seminar on Land Management Code	B. Howser	04/2021
Develop planner training/certification program for Wendy	W. Dowland	06/2021
Advanced land use training with Commission (deep-dive webcast)	W. Dowland	06/2021



STRATEGIES

Strategy: *Provide a clear, timely, customer-friendly planning/building process (CD02)*

Goals Impacted: Environment #2; Economy #3

Action Step	Lead Staff	By When
Update building information on website	W. Dowland	07/2020
Building season kickoff contractor information seminar	W. Dowland	04/2021

Strategy: *Conduct timely, equitable and professional building inspections (CD03)*

Goals Impacted: Environment #2; Economy #3

Action Step	Lead Staff	By When
Contract with Iron County for inspections	W. Dowland	Ongoing
Do staff design review on all permits	W. Dowland	Ongoing
Staff walkthroughs to ensure LMC compliance	W. Dowland	Ongoing
Post permit log online	W. Dowland	Ongoing
Semi-annual meetings with Iron County to coordinate LMC	W. Dowland	Semi-annual

Strategy: *Ensure adherence to policies through consistent code enforcement (CD04)*

Goals Impacted: Environment #2 & #4; Economy #3

Action Step	Lead Staff	By When
Address complaints as they arise	W. Dowland	Ongoing
Maintain code enforcement log	W. Dowland	Ongoing
Cross train new public safety administrative assistant on code enforcement and begin conducting weekly assessments	W. Dowland	08/2020
<u>Review Town Code 1.4.1: Criminal v. Civil v. Infractions</u>	<u>B. Howser</u>	<u>03/2021</u>
Annual code enforcement refresher with Public Safety staff	W. Dowland	04/2021

Strategy: *Establish workforce housing strategy (CD05)*

Goals Impacted: Economy #3

Action Step	Lead Staff	By When
Complete workforce housing plan with 5 County AOG	B. Howser	10/2020
Include workforce housing incentive program in housing plan	B. Howser	10/2020
Include Manzanita Ridge affordable housing development option in workforce housing plan	B. Howser	10/2020



STRATEGIES

Economic Development

EVENTS

Strategy: *Assist with special events which draw visitors to the community (ED01)*

Goals Impacted: Economy #2 & #3

Action Step	Lead Staff	By When
Coordinate public services (to include portable restrooms and shuttle service when necessary) through permitting	N. Leigh	Ongoing
Update visitbrianhead.org calendar with all events	B. Howser	Ongoing
Advertise all events month and week prior on social media	N. Leigh	Ongoing
Support Rock'n'Ride event jointly with Tourism Bureau	B. Howser	08/2020
Invite ice/snow sculpting event organizers to Brian Head	B. Howser	10/2020
Find sponsor for running race event	B. Howser	06/2021

Strategy: *Plan and carry out a limited number of Town-sponsored events (ED02)*

Goals Impacted: Economy #1, #3

Action Step	Lead Staff	By When
4th of July fireworks (contracted)	D. Benson	07/2020
Support 4 th of July ancillary events with portable restrooms and enhanced trash collection	N. Leigh	07/2020
Plan/carry out ATV Roundup with Cedar Breaks Lodge	W. Dowland	09/2020
New Year's fireworks	D. Benson	12/2020
Plan/carry out Snowmobile Rally	N. Leigh	02/2021
Begin transitioning Snowmobile Rally to private sponsor	N. Leigh	02/2021
Summer youth fishing derby	W. Dowland	06/2021

BUSINESS RETENTION & ATTRACTION

Strategy: *General area marketing (ED03)*

Goals Impacted: Economy #1 & #3

Action Step	Lead Staff	By When
Quarterly business spotlight on social media	M. Adamson	Quarterly
Social media photo contests	S. Williamson	Seasonally
Continue participation in winter & summer marketing co-ops	B. Howser	09/2020
Update www.visitbrianhead.org with local business information	B. Howser	05/2021



STRATEGIES

Strategy: *Build needed public infrastructure for resort commerce (ED04)*

Goals Impacted: Economy #3; Environment #3 & #4

Action Step	Lead Staff	By When
Investigate whether 5G is an acceptable alternative for fiber	B. Howser	12/2020
RFP for high-speed internet providers	B. Howser	06/2021
Identify potential future public parking sites with Planning Commission	B. Howser	06/2021

Strategy: *License businesses to ensure health, safety and welfare (ED05)*

Goals Impacted: Economy #3

Action Step	Lead Staff	By When
License new businesses	N. Leigh	Ongoing
Inspection of nightly rentals	D. Benson	Ongoing
Renew existing licenses	N. Leigh	10/2020
Update alcohol license code	N. Leigh	06/2021

Strategy: *Facilitate mobility and decrease traffic through public transit (ED06)*

Goals Impacted: Economy #1 & #3; Environment #1 and #4

Action Step	Lead Staff	By When
Exercise extension option with St. George Shuttle	B. Howser	07/2020
Bid out shuttle services contract	B. Howser	09/2020

Strategy: *Provide core goods and services which are not provided by private businesses (ED07)*

Goals Impacted: Economy #3

Action Step	Lead Staff	By When
Maintain retail fuel service	N. Leigh	Ongoing
Resolve ongoing issue causing pumps to break down	N. Leigh	07/2020

Strategy: *Encourage resort-commercial development within Village Core (ED08)*

Goals Impacted: Economy #3; Environment #2 & #4

Action Step	Lead Staff	By When
Follow up with potential developers on interest	B. Howser	Ongoing
Coordinate with Mtn Capital Partners on Village Core plans	B. Howser	08/2020



STRATEGIES

Strategy: Operate Visitor Center (ED09)

Goals Impacted: Economy #1 & #3; Environment #4

Action Step	Lead Staff	By When
Distribute brochures weekly	M. Adamson	Weekly
Annual guest services training	M. Adamson	11/2020
Develop information packet for annual guest services training	M. Adamson	11/2020

Strategy: Beautify Brian Head (ED10)

Goals Impacted: Economy #1 & #3; Environment #4

Action Step	Lead Staff	By When
<u>Re-stain skier bridge</u>	<u>B. Howser</u>	<u>07/2020</u>
Solicit public for ideas for iconic art piece	B. Howser	07/2020
Post volunteer cleanup projects on justserve.org	B. Howser	07/2020
Complete implementation of lighting ordinance on Town buildings	A. Biasi	08/2020
<u>Work with Brian Head Resort to improve Navajo parking lot</u>	<u>B. Howser</u>	<u>09/2020</u>
Design and implement trash enclosures for most visible dumpsters	A. Biasi	10/2020
Holiday wrap wayfinding signs <u>& skier bridge</u>	A. Biasi	11/2020
Issue RFP for iconic art piece	B. Howser	12/2020
Town cleanup	M. Adamson	06/2021
Overseed in front of Bear Flat Well	K. Hatch	07/2020

Strategy: Better Connect Town with Businesses (ED11)

Goals Impacted: Economy #1 & #3; Environment #4

Action Step	Lead Staff	By When
Visit with business owners individually to discuss issues/concerns	B. Howser	Quarterly

Strategic Planning

Strategy: Foster strategic thinking and action throughout the organization (SP01)

Goals Impacted: General

Action Step	Lead Staff	By When
Executive strategic planning reviews	S. Williamson	Monthly
Deliver quarterly strategic updates to Council	S. Williamson	Quarterly
Develop “Strategic Planning Process 2.0”	S. Williamson	12/2020



STRATEGIES

Strategy: Measure performance to test effectiveness of strategies (SP02)

Goals Impacted: General

Action Step	Lead Staff	By When
Count attendance at Council/Planning Commission meetings	M. Adamson	Ongoing
Count pavilion/conference room rentals	M. Adamson	Ongoing
Collect/track car count data on holiday/event weekends	D. Abbott	Ongoing
Update performance measures report (include in strategic planning retreat)	S. Williamson	01/2021
Planning Commission aesthetics assessment	W. Dowland	06/2021

Strategy: Align resources with objectives in short and long term (SP03)

Goals Impacted: General

Action Step	Lead Staff	By When
Strategic planning retreat	S. Williamson	01/2021
Strategic plan update	S. Williamson	03/2021
Budget adoption	S. Williamson	06/2021

Strategy: Engage with the State Legislature to guard against pre-emption of local autonomy and unfunded mandates (SP04)

Goals Impacted: General

Action Step	Lead Staff	By When
Actively support Iron County Coordinating Council's legislative efforts	B. Howser	Ongoing
Contact legislative representatives regarding proposed legislation that has potential ramifications for Brian Head, our Iron County neighbors, or cities/towns in general	B. Howser	Ongoing
Actively participate in weekly Legislative Policy Committee mtgs during legislative session	B. Howser	03/2021



STRATEGIES

Financial Management – GAIN EFFICIENCIES IN ORDER TO MAXIMIZE RESOURCES

Strategy: *Receive and invest funds for greatest return at very low risk (FM01)*

Goals Impacted: General

Action Step	Lead Staff	By When
Deposit all receipts within three days	S. Williamson	Ongoing
Daily monitoring of Town accounts	S. Williamson	Ongoing
Sales tax database updates	S. Williamson	Monthly
Enhanced service bus license fee reminder and delinquent notices	N. Leigh	Quarterly
Complete setup and historical data input in sales tax database	S. Williamson	09/2020
Determine whether sales tax database can be used for cross-checking enhanced service business license fee payments	S. Williamson	09/2020

Strategy: *Maximize grant revenue to offset tax burden on residents and local businesses (FM02)*

Goals Impacted: Economy #3 and General

Action Step	Lead Staff	By When
Monthly check-in on www.grants.gov	S. Williamson	Ongoing
Rebuild master grant list	S. Williamson	09/2020
Apply for restaurant tax grant	S. Williamson	10/2020
Apply for Office of Outdoor Recreation grants	S. Williamson	02/2021
Complete Community Dev Block Grant (if we qualify)	S. Williamson	02/2021
Apply for Recreation Trails Program funding	S. Williamson	04/2021
Apply for Land & Water Conservation Fund funding	S. Williamson	04/2021
Apply for Federal Lands Access Program funding (if available)	S. Williamson	06/2021
Advance projects in UDOT funding programs (STIP/TAP)	A. Biasi	06/2021

Strategy: *Minimize the risk of losing resources to injury or lawsuit (FM03)*

Goals Impacted: General

Action Step	Lead Staff	By When
Maintain on-duty accident log	S. Williamson	Ongoing
Obtain outside legal review for all non-recurring legal documents and in-house review of routine legal documents	B. Howser	Ongoing
Work with legal counsel to defend against lawsuits as necessary	B. Howser	Ongoing
Keep current on all insurances	S. Williamson	Monthly
Coordinate safety incentive program	S. Williamson	Monthly
Safety committee meetings	S. Williamson	Quarterly
Public Works/Administration safety training	S. Williamson	Biannually
Public Safety Dept safety training	S. Williamson	Biannually
Safety inspection of public buildings	A. Biasi	Annually



STRATEGIES

Strategy: *Maximize efficiency through sound purchasing practices (FM04)*

Goals Impacted: General

Action Step	Lead Staff	By When
Bi-weekly accounts payable run	N. Leigh	Ongoing
Administer Town purchasing cards	S. Williamson	Ongoing
Maintain contract database	N. Leigh	Ongoing
Complete RFPs for contracts that are up	Dept Heads	Ongoing
Issue purchase orders for significant purchases	N. Leigh	Ongoing
Review accounts payable process for efficiencies	N. Leigh	08/2020
Review and revise purchasing cards policy	S. Williamson	12/2020
Send list of contracts that need new RFP to dept heads	N. Leigh	12/2020
Review and update purchasing policies	N. Leigh	12/2020

Strategy: *Prepare and share clear and accurate financial information (FM05)*

Goals Impacted: Culture #1 & General

Action Step	Lead Staff	By When
Monthly budget monitoring	S. Williamson	Monthly
Prepare and transmit data for state transparency website	S. Williamson	Biannually
Apply for GFOA Distinguished Budget Presentation Award	S. Williamson	07/2020
Prepare annual RDA report	S. Williamson	10/2020
Carry out annual financial audit and prepare CAFR	S. Williamson	12/2020
Prepare annual impact fee report	S. Williamson	01/2021
Prepare budget document according to GFOA guidelines	S. Williamson	04/2021
Set debt ratio policies	S. Williamson	06/2021

Strategy: *Set fee levels that cover costs but don't deter investment in the community (FM06)*

Goals Impacted: Economy #3

Action Step	Lead Staff	By When
Impact fee calculation update (based on new master plans)	B. Howser	12/2020
Review and update nightly rental business license fee	S. Williamson	12/2020
Revisit policy for impact fee rebates for extending lines	S. Williamson	12/2020
Update utility fee financial model and review with Council	B. Howser	04/2021
Write off uncollectible fees	S. Williamson	06/2021
Update and adopt consolidated fee schedule	W. Dowland	06/2021



STRATEGIES

Personnel Management – ENGAGE STAFF IN ORDER TO MAXIMIZE QUALITY OF SERVICE

PHYSIOLOGICAL NEEDS

Strategy: *Encourage employee physical wellness (PM01)*

Goals Impacted: General

Action Step	Lead Staff	By When
Revisit wellness release time policy	B. Howser	12/2020
Hold Healthy Utah Fair	S. Williamson	03/2021

Strategy: *Provide reasonable work hours and leave time (PM02)*

Goals Impacted: General

Action Step	Lead Staff	By When
Quarterly emails to encourage proper leave bank maintenance	S. Williamson	Quarterly

SAFETY NEEDS

Strategy: *Compensate Staff Regularly (PM03)*

Goals Impacted: General

Action Step	Lead Staff	By When
Bi-weekly payroll	S. Williamson	Ongoing

Strategy: *Provide peace-of-mind through financial management and health plan (PM04)*

Goals Impacted: General

Action Step	Lead Staff	By When
Set up 457 Plan as alternative to 401(k) plan	S. Williamson	07/2020
Renew PEHP health plan	S. Williamson	12/2020
Hold URS personal retirement planning event	S. Williamson	06/2021
Personal financial management training for employees	S. Williamson	06/2021

SOCIAL NEEDS

Strategy: *Foster strong sense of team (PM05)*

Goals Impacted: General

Action Step	Lead Staff	By When
Summer teamwork summit	B. Howser	08/2020



STRATEGIES

Strategy: *Establish a friendly and cohesive work environment (PM06)*

Goals Impacted: General

Action Step	Lead Staff	By When
Celebrate staff birthdays	S. Williamson	Ongoing
Quarterly pot-lucks	S. Williamson	Ongoing
Annual holiday party	S. Williamson	12/2020

Strategy: *Foster a professional and ethical workplace culture (PM07)*

Goals Impacted: General

Action Step	Lead Staff	By When
<u>Organizational self-awareness training</u>	<u>B. Howser</u>	<u>12/2020</u>

ESTEEM NEEDS

Strategy: *Retain and attract staff capable of providing “Resort Town Quality” service (PM08)*

Goals Impacted: General

Action Step	Lead Staff	By When
Update compensation planning benchmarked at 75 th percentile of the market and implement	S. Williamson	07/2020

Strategy: *Recognize and reward desired progression (PM09)*

Goals Impacted: General

Action Step	Lead Staff	By When
Council recognition for certifications, advancements, etc	S. Williamson	Ongoing
Instant recognition bonuses	S. Williamson	Ongoing
Public recognition of 5, 10, 15, 20 year service awards	S. Williamson	12/2020
Employee Christmas cards	B. Howser	12/2020

SELF-ACTUALIZATION

Strategy: *Help employees progress toward their ideal through ~~“self authoring”~~ and comprehensive goal setting ~~[working title]~~ (PM10)*

Goals Impacted: General

Action Step	Lead Staff	By When
Meet with employees to <u>define roles and personal</u> vision	B. Howser	09/2020
Set <u>annual</u> goals to progress toward vision	B. Howser	12/2020
<u>Individually train employees on pre-week planning</u>	<u>B. Howser</u>	<u>12/2020</u>
<u>Group check-in on pre-week planning (at dept. meetings)</u>	<u>B. Howser</u>	<u>06/2021</u>



STRATEGIES

PUBLIC SAFETY DEPARTMENT STRATEGIES

General Public Safety Strategies

Strategy: Prepare for emergencies by utilizing Nat'l Incident Mgt System and the Town's Emergency Operations Plan (EOP) (PS01)

Goals Impacted: General

Action Step	Lead Staff	By When
Identify/schedule <u>Designate on training schedule</u> trainings which <u>ones</u> will include EOP review	<u>B. Benson</u>	01/ <u>2021</u>
Review, update, and make necessary changes to current EOP <u>Complete Brian Head Emergency Ops Plan (EOP)</u>	D. Benson	06/ <u>2021</u>
Complete ICS 100 for all <i>new</i> Town staff and elected officials	D. Benson	0605/2021
Use the <u>Designate on training schedule which ones will use</u> ICS system during fire training scenarios	B. Benson	0601/2021

Strategy: Promote emotional and physical health and wellness necessary to meet the demands of a public safety officer (PS02)

Goals Impacted: General

Action Step	Lead Staff	By When
Establish <u>Add</u> baseline medical evaluation/vaccination for new staff <u>to the Public Safety new hire checklist</u>	<u>S. Williamson</u>	07/ <u>2020</u>
Share a monthly wellness message <u>and challenge</u> at staff meetings	D. Guymon	Monthly
Create a monthly wellness challenge for staff to achieve	D. Guymon	Monthly
Participate in organized run with all Public Safety Staff <u>staff</u>	D. Guymon	10/ <u>2020</u>
Annual Pack Test	B. Benson	06/ <u>2021</u>
<u>Create an Employee Assistance Program (EAP)</u> for mental health	<u>S. Williamson</u>	06/ <u>2021</u>

Strategy: Improve community image and visibility (PS03)

Goals Impacted: Culture #1 & #2

Action Step	Lead Staff	By When
Award citations for merit when appropriate	D. Benson	Ongoing
Weekly posts on Brian Head Public Safety Facebook page	D. Benson	Weekly
Annual Public Safety Open House during 4 th of July	J. Burton	07/ <u>2020</u>
Fireman Pancake Breakfast	D. Benson	07/ <u>2020</u>
Labor Day Parade and fire booth	D. Benson	09/ <u>2020</u>
Interfaith "9-11" Gathering	D. Benson	09/ <u>2020</u>



STRATEGIES

Annual Fire Department Thanksgiving Dinner	J. Burton	11/ <u>2020</u>
“Hero Day” at Brian Head Resort	D. Benson	03/ <u>2021</u>
Carry out “Community Oriented Policing” training	D. Abbott	06/2020

Strategy: Respond to public safety emergencies as they arise (PS04)

Goals Impacted: General

Action Step	Lead Staff	By When
Respond to all hazard calls as they arise	D. Guymon	Ongoing
Utilize all PS equipment/vehicles regularly to be familiar —with their use and limits	D. Benson	Ongoing
Marshal truck and equipment inspections	D. Guymon	Quarterly
Work with CBNM on agreement to provide Public Safety Service to the Monument	<u>B. Howser</u>	<u>06/12/2020</u>
Work with UDOT to get remote system for chain-up sign	D. Benson	<u>10/2020</u>
Recruit part-time administrative assistant	D. Benson	07/2020

Strategy: Proactively provide emergency medical treatment for residents and visitors (PS05)

Goals Impacted: General

Action Step	Lead Staff	By When
Assist fire personnel in advancing medical training	J. Burton	Ongoing
Monthly online and hands-on training for EMS topic	J. Burton	Monthly
Adjust Asset Replacement to put 12 Leads in each patrol —Vehicle and AEDs in each building/fire truck	B. Howser	07/2019
Acquire an additional Med bag for the squad truck	D. Abbott	10/2019
Acquire new 12 Lead	J. Burton	01/ <u>2021</u>
Acquire manikins with feedback devices for CPR —And EMS training/courses	D. Abbott	01/2020
Provide <u>quarterly</u> community CPR, AED, First Aid Course	J. Burton	<u>Quarterly</u>
Certify at least two Deputies as T.C.C.C. Instructors	D. Abbott	06/2020
Acquire new AED trainers for continued training with public and internal needs	D. Abbott	09/2020
Create and approve medical protocols for Brian Head Public Safety	D. Abbott	<u>12/2020</u>

Marshal’s Office Strategies

Strategy: Provide a proactive and highly visible police presence throughout the Town during all hours of the day and night (MA01)

Goals Impacted: General



STRATEGIES

Action Step	Lead Staff	By When
Continue 24-hour 24-hour coverage	D. Guymon	Ongoing
Patrol every road in the community once per shift	D. Guymon	Ongoing
Perform nightly security checks on our 24-hour businesses	D. Benson	Ongoing
Perform physical and visual checks of business properties that are closed for operation during evening and night hours	D. Benson	Ongoing

Strategy: *Train Deputies and give tools necessary to maintain a true public safety response (MA02)*

Goals Impacted: General

Action Step	Lead Staff	By When
Quarterly Regular dive team trainings	J. Morgan	<u>Quarterly</u>
40 hours per year of EMS training per marshal	J. Burton	Annually
36 hours of Fire Training per year per marshal	B. Benson	Annually
40 hours of Law Enforcement training per year per marshal	D. Guymon	Annually
4-6 Dive team operations (dives) per year	J. Morgan	Annually
Annual Ice Rescue training refresher	B. Benson	Annually
Acquire lockout kits for each patrol vehicle	D. Abbott	08/2019
Acquire steel target systems for firearms training	B. Benson	09/2020
Acquire 6 800 Mhz. Mobile Radios for patrol trucks	D. Benson	10/2019
Acquire 6 Dual Band VHF/800 Mhz handhelds for deputies	D. Benson	10/2019
Acquire 3 rifle slings	B. Benson	10/2019
Plan out usage of empty space at Public Safety Building	D. Benson	06/2020
Design hazardous fuels/fireworks container at Public Safety Bldg	D. Benson	06/2020

Strategy: *Provide heightened police coverage during peak times (MA03)*

Goals Impacted: Economy #2 & #3 and General

Action Step	Lead Staff	By When
Increase man power and coverage to maintain an appropriate presence during busy weekends, holidays and special events	D. Guymon	Ongoing
Provide traffic control during special events	D. Guymon	Ongoing
Utilize electronic message board for events	D. Guymon	Ongoing
Utilize speed/sign trailer for better public awareness —and understanding of speeds and potential safety issues		
Deploy speed trailer on Hwy 143 during holiday/event weekends	D. Abbott	Ongoing

Strategy: *Keep Brian Head a multi-recreational community through OHV education and enforcement (MA04)*

Goals Impacted: Economy #1 & #3 and General

Action Step	Lead Staff	By When
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STRATEGIES

Make stops to educate/enforce OHV issues (noise/helmets/ ete)	D. Benson	Ongoing
Additional OHV education shifts on busy/holiday weekends	D. Guymon	Ongoing
Dust control/speed limit signs on gravel roads	A. Biasi	12/2019
Mag Chloride or block off Hwy 143 shoulders to OHV	A. Biasi	07/2020

Fire Department Strategies

Strategy: *Ensure that trained fire personnel and appropriate equipment are available to fight fire in Brian Head (FD01)*

Goals Impacted: General

Action Step	Lead Staff	By When
Acquire 6 4 800 Mhz. Mobile Radios for patrol trucks fire apparatus	D. Benson	10/2019 <u>20</u>
Acquire 6 Dual Band VHF/800 Mhz handhelds for deputies fire personnel	D. Benson	10/2019 <u>20</u>
Provide additional training for part-time deputies <u>Marshals</u> in fire	D. Benson	Ongoing
Train the Public Works Dept in fire operations to the level of Structural FF1/FF2- and Wildland FF1 <u>and Ice Rescue</u>	B. Benson	Ongoing
Support the volunteer firefighters <u>firefighters' association by assisting with</u>	D. Benson	Ongoing
Shirt sales and 4th of July Pancake Breakfast/Thanksgiving Dinner	D. Benson	Ongoing
Work with Iron County to replace Type 4 with Type 6	D. Benson	12/ <u>2020</u>

Strategy: *Retain and recruit wildland fire division personnel that can respond to fires outside of our community (FD02)*

Goals Impacted: General

Action Step	Lead Staff	By When
Continue to provide specific wildland training and recruit —training for Wildland Fire Division	B. Benson	Ongoing
Provide opportunities for members of the wildland division to progress their qualifications towards engine boss	B. Benson	Ongoing
Recruit another Engine Boss	D. Benson	Ongoing



STRATEGIES

Strategy: Train all fire department personnel in the strategies and tactics used for structural and wildland fires as well as rescue operations (FD03)

Goals Impacted: General

Action Step	Lead Staff	By When
Train all fire personnel on new Type 1/3 pumper	B. Benson	09/2019
Create a training schedule for regular meetings that refresh fire department members on current tactics	B. Benson	01/ <u>2021</u>
Host training for new members that bring them up to desired levels of structural fire, wildland fire, and rescue operations standards (FFI, FFII, Wildland I, Wildland II, Engine Boss, Extrication and Ice Rescue)	B. Benson	Ongoing

Strategy: Keep our commercial properties safe from fire hazards (FD04)

Goals Impacted: General

Action Step	Lead Staff	By When
Conduct annual fire inspections and hold accountable for remedying hazards found	D. Benson	<u>06/2021</u>
Complete entire pool of all nightly rental fire inspections	D. Benson	Ongoing
Process all recurring inspections every two years	N. Leigh	Ongoing
Monitor snow removal from around private hydrants and require property management/homeowners to remedy problems	D. Abbott	Ongoing
Provide fire extinguisher training for businesses	B. Benson	12/ <u>2020</u>
Re-evaluate 3 Review “Fire Pre-plans” <u>quarterly</u> on commercial — properties and <u>make— appropriate adjustments to pre-plan</u>	D. Abbott	Quarterly
Provide shifts for volunteer firefighters to assist with inspections	D. Benson	Ongoing

Strategy: Work to improve Brian Head Insurance Service Office (ISO) rating (FD05)

Goals Impacted: General

Action Step	Lead Staff	By When
Actively monitor the sale and purchase of certified ladder trucks that would meet aerial needs of Brian Head and ISO	<u>B. Benson</u>	Ongoing
Become NFIRS/UFIRS compliant by reporting and recording all fire incidents	B. Benson	10/ <u>2020</u>
Purchase a capable “National Fire Information Reporting System” —used to record fire calls	D. Benson	10/2019
Maintain fire apparatus and record a maintenance log	B. Benson	<u>Monthly</u>
Inventory all hydrants in GIS	A. Biasi	06/ <u>2021</u>
Annually inspect/flow test all hydrants and record results in GIS	A. Biasi	06/ <u>2021</u>
Identify location for future sub-station	D. Benson	06/2020



STRATEGIES

Strategy: *Expand fuels reduction projects in and around Brian Head (FD06)*

Goals Impacted: General

Action Step	Lead Staff	By When
Utilize fire personnel on a part-time basis to cut fuel breaks and burn slash on archery range <u>Town Properties</u>	D. Benson	Ongoing
<u>Utilize fire personnel to do a fall fuels reduction project</u>	D. Benson	09/2020
<u>Utilize fire personnel to do a spring fuels reduction project</u>	D. Benson	05/2021
Participate in the State Wildland Fire Policy by meeting the Town's in-kind Local Commitments <u>commitment</u>	D. Benson	Ongoing
Assist in the Wildland Community Preparedness Program by regularly attending and assisting with meetings and projects	D. Benson	Ongoing
<u>Work with Wildland Community Preparedness Committee to Communicate with raw land owners regarding fire mitigation</u>	D. Benson	06/2021
Assist with the burning of slash piles along Northern Town boundary	D. Benson	06/2021
<u>Fall hazard trees on Hwy 143</u>	D. Benson	11/2020



STRATEGIES

PUBLIC WORKS DEPARTMENT STRATEGIES

Streets Strategies

Strategy: Maintain and improve gravel roads (ST01)

Goals Impacted: General

Action Step	Lead Staff	By When
Road blading on all dirt roads	T. Gurr	07/2020
Mag Chloride treatment on Aspen/Snowflake/ATV Trail/Spruce Hidden Lake	T. Gurr	06/2020
Widen portion of Lookout Circle	T. Gurr	07/2020
Centerline, drainage & subgrade on Falcon/Forest/Adams	T. Gurr	09/2020
Falcon/Forest/Adams	T. Gurr	09/2019
Milled asphalt on Gurr Well Rd/snowflake/Forest from dumpster to mountainview Fir/Deer Trail/Spruce/Snowflake	T. Gurr	09/2020
Try double chip seal on Hunter Ridge to Trails 2B or Rue Jolley	A. Biasi	09/2020
Snowshoe Toboggan Improvements	C. Leigh	08/2020
Remove Trees that are in way of snow wing on Ski View, Aspen	K. Hatch	08/2020
Fix areas of millings that have been damaged by plows	R. Rose	08/2020
Survey Lookout Circle to determine if there is access to Snowshoe	B. Howser	09/2020
Survey Ski View Drive and construct snow plow turnaround	A. Biasi	09/2020

Strategy: Maintain paved roads (ST02)

Goals Impacted: General

Action Step	Lead Staff	By When
Broom Rental and Sweep Paved Streets twice a year	R. Rose	07/2020
Crack Seal & Patchwork Zion View/Village Way	K. Hatch	10/2020
Finish Trails at Navajo Crack Seal	K. Hatch	07/2019
Rue Jolley asphalt repairs		
Rue Jolley asphalt repairs and overlay as part of Streets Project	T. Gurr	07/2020
Pave portion of Forest Dr from Steam Engine to Dumpsters	T. Gurr	09/2020
Pave Portion of Hidden Lake approach to Steam engine	T. Gurr	09/2020
Pave portions of Ponderosa: (approach would have to be rebuilt)	T. Gurr	09/2020
PS Upper Parking Lot cross gutter	R. Rose	09/2020
Town Hall parking lot Patch Crack Seal and Flush	J. Wallis	09/2020
Develop permanent solution for storm drain grates on Steam Engine Drive	A. Biasi	06/2021

Strategy: Implement Streets Master Plan (ST03)

Goals Impacted: General



STRATEGIES

Action Step	Lead Staff	By When
Chair 1 Parking Lot fog coat	R. Rose	07/2020 ¹⁹
Chair 1 Parking Lot sweep/crack seal	R. Rose	07/2020
Engineering for 2021 SMP implementation projects —(Chip seal Trails at Navajo side roads)	A. Biasi	11/2020
Bid out 2021 SMP implementation projects	A. Biasi	03/2021
Zion View (look at what to add or open year)	A. Biasi	03/2021 ⁰

Strategy: Train staff to provide highest quality maintenance in safest manner possible (ST04)

Goals Impacted: General

Action Step	Lead Staff	By When
Streets, Materials & Operator Training	W. Dowland	05/2021 ⁰
Train Operators Kasey and Rex in the grader on skills (shooting grade with hand level, windrowing and carrying material down road)(25-50 hours)	T. Gurr	06/2021
Attend UDOL fall conference and Gen expo in Vegas	A. Biasi	07/10/2020

Strategy: Snow Removal (ST05)

Goals Impacted: Economy #3 & General

Action Step	Lead Staff	By When
Clear each road within 4 hours and after 4" of accumulation	T. Gurr	Ongoing
Fill out Storm Plan before each storm and share with Public Safety	A. Biasi	Ongoing
Buy 2nd set of tracks for skid loader	C. Leigh	07/2019
Equipment Maintenance	K. Hatch	09 10 /2019
Materials acquisition (salt/cinders)	W. Dowland	10/2020 ²⁰
Repair and purchase tire chains	C. Leigh	10/2020 ²⁰
Maintenance and Repair Repair front reel of blower by Kodiak —traveling Technician—Kodiak Blower	C. Leigh	10/2020
Order New Explore backup options for Kodiak Blower Keep current	A. Biasi	07/2020
blower for back up or order sooner		
Develop policy for snow removal on Town Trail	A. Biasi	10/2019
Explore options for backup sander Found small sander, purchase keep looking for large	A. Biasi	Ongoing
Map snow removal routes/priorities	A. Biasi	11/2019
Work with Resort on agreement for emergency loader use	A. Biasi	11/2019

Strategy: Street Lights & Signs (ST06)

Goals Impacted: Economy #1 & #3, Environment #4

Action Step	Lead Staff	By When
Identify and replace/repair damaged signs	K. Hatch	07/2020



STRATEGIES

<u>Implement</u> Street Sign Maintenance/Replacement Program —(start budgeting for it in FY 2020)	A. Biasi	07+2/2020
Repair Damage signs in spring of each year to have everything straight for summer	K. Hatch	07/2020
Revisit with RMP to get street lights LED/uniform	B. Howser	06/2020
Work with RMP to bring street lights into compliance with new lighting policy	B. Howser	06/2021

Strategy: *Improve multi-modal transportation options (ST07)*

Goals Impacted: Economy #1; Culture #1 & #3, Environment #2, #3 & #4

Action Step	Lead Staff	By When
Work with UDOT on crosswalks (include in Bus Shelter Plan) Part of Study	A. Biasi	09/202019
Finish design for Town Trail Phase 32	A. Biasi	08/2020
Identify/Secure funding for Town Trail Phase 32	A. Biasi	1206/2021
Complete Hwy 143 Corridor Plan jointly with UDOT	B. Howser	06/2021

Parks & Recreation Strategies

Strategy: *Maintain recreation infrastructure at high quality (PK01)*

Goals Impacted: Culture #2, Economy #1 & #3

Action Step	Lead Staff	By When
Clean and Maintain Park <u>and Chair 1</u> Restrooms	Seasonal Crew	Ongoing
Post summer/winter safety signs at park	T. Gurr	Ongoing
Overseed and Fertilizer around Pond	K. Hatch	07/2020
<u>Train seasonal worker on</u> parks maintenance schedule	A. Biasi	07/2020
Contract lawn care for Bristlecone Park	T. Gurr	07/2019
Repaint basketball/pickleball court lines	<u>J. Wallis</u>	07/2020
Inspect/repair playground equipment	<u>J. Wallis</u>	07/2020
Inspect/repair picnic pads/tables/BBQ racks	R. Rose	07/2020
Inspect/repair/above ground irrigation on South/West of Pond	R. Rose	07/2020
Complete ATV trail kiosks (what are we doing with this)?	B. Howser	08/2019
Complete ATV trail kiosk at Circle Drive	A. Biasi	10/2020
2-Hr parking signs at Pond parking	K. Hatch	07+9/2020
Investigate Dog Park Location	A. Biasi	12/2019
Investigate Frisbee Golf Location	A. Biasi	12/2019
<u>Overseed</u>		

Strategy: *Implement phased improvements of Bristlecone Park & Pond (PK02)*



STRATEGIES

Oversee contractor Contract to in tree planting plant 40 trees	C. Leigh	07/2020
Transplant Treestrees to prepared areas around ponds	C. Leigh	07/2019
Silt pond or diversion channel at Bristlecone Pond		
Work with udotUDOT to divert runoff down the highway.	T. Gurr	07/2020
(part of pond trail project)?	T. Gurr	07/2020
Paved Trail connector from Chair 1 Restroom to Pond	T. Gurr	09/2019
Complete Chair 1 Restroom with Town as Gen Contractor	A. Biasi	09/2019
Inspect and Repair Irrigation pods around pond	K.Hatch	07/2020
Install irrigation to trees and grass pods on west/south of pond	K. Hatch	07/2019
Construct New Metal Kiosk (3) around pond	J. Wallis	09/2020
Kiosk refurbish at Pond	J. Wallis	09/2019
Install next phase of zig-zag fence (by contract or by volunteer)	R. Rose	09/2020
Prep/install cement pads	C. Leigh	08/2020
Install sod on greens around picnic areas	R. Rose	09/2019
Oversee contractor doing cement work	C. Leigh	08/2020
Cement Gutter at Chair 1 restrooms for drainage	C. Leigh	08/2020
Install gravel beach on west side of Bristlecone Pond	J. Wallis	08/2020
Identify more economical pavilions	A. Biasi	09/2020

Strategy: Enhance trails system consistent with Trails Master Plan (PK03)

Goals Impacted: Environment #3; Economy #1 & #3

Action Step	Lead Staff	By When
Clean up debris off side of Town Trail	Seasonal Crew	07/2020
Repair signs according to Execute signage plan on Town Trail	J. Wallis	07/2020
Address settling of gabion baskets	A. Biasi	07/2019
Add Material to Build up OHV Trail crossing at south end of town	K. Hatch	07/2020
Annual maintenance/ Repairs rocky/rough spots on on ATV Trail	K. Hatch	08/2020
Build-Complete Manzanita Trail	B. Howser	09/2020
Repair Town Trail Phase one drainage (culverts)	J. Wallis	09/2019
Fix drainage on town trail on Spruce and Fir Crossings finish asphalt up to roads at crossings on Town Trail phase 1	J. Wallis	09/2020
Annual Seal seal coat on Town Trail phase 1 and phase 2	R. Rose	09/2020
GIS for trail features inventory phase 1 and 2	K. Hatch	09/2020
Work with DNF on plan for Marathon to Rattlesnake connection(?)	B. Howser	09/2019
Finish Bunker Creek left fork and start Dark Hollow rebuild	B. Howser	10/2020
Develop paved trails maintenance schedule (merge into pavement management plan)	A. Biasi	07/2020
Develop Trail Signage Plan Phase 2 of trail	B. Howser	09/2020
Design, Bid and Construct Town trail Phase 2	A. Biasi	09/2020
Work with UDOT to connect paved trail in front of Snowshoe Village	A. Biasi	09/2020
Revise trails master plan to include lateral paved trails in neighborhoods	B. Howser	12/2020



STRATEGIES

Asset Management Strategies

Strategy: Administer Depreciable Asset Replacement Program (AM01)

Goals Impacted: General

Action Step	Lead Staff	By When
Replace computers/electronics according to schedule	B. Howser	Ongoing
Fix scanner on plotter, but contract out for plotter printing	W. Dowland	07/2019
Replace small equipment trailer	A. Biasi	08/2019
Replace snow removal radios	A. Biasi	08/2019
Replace 2 Purchase one new Deputy Marshal vehicles	D. Benson	11/2020
Sell oldest Deputy Marshal vehicle	D. Benson	11/2020
Sell Replace PW Service Vehicle 2 Ford for Service Truck Purchase 1	A. Biasi	0711/202019
Replace PW Flatbed with used runner (if necessary)	A. Biasi	075/2020
Replace 2008 Durango with something used	A. Biasi	06/2020
Replace 2010 Ford Fusion with something used	B. Howser	06/2020
Replace Yamaha Big Bear Rescue ATV	D. Benson	06/2020
Purchase used Equipment Transport Trailer	A. Biasi	06/2021
Develop Plan to purchase snow cat or contract with Resort for snow cat needs	A. Biasi	07/2020
Purchase Forklift (small telehandler) for PW Storage	A. Biasi	08/2020
Create plan to replace skid steer loader with piece of equipment that can do skid steer work and forklift work	A. Biasi	12/2020
Purchase New Trash Truck sell old	A. Biasi	08/2020
Purchase Street Broom that mounts to loader or Backhoe	A. Biasi	07/2020
Create financial model for loader/backhoe lease	S. Williamson	12/2020
Replace rescue sled	D. Benson	06/2021
Replace Marshal shotguns	D. Benson	06/2021

Strategy: Maintain Public Facilities (AM02)

Goals Impacted: Culture #1, Environment #4

Action Step	Lead Staff	By When
Clean carpets <u>annually</u> at Town Hall & Public Safety annually	M. Adamson	06/2021
<u>Add carpet runner from door to front desk at Town Hall</u>	M. Adamson	07/2020
<u>Repair Public Works Garage door seals for Better sealings</u>	K. Hatch	07/2020
<u>Fix problems from quarterly inspections</u>	K. Hatch	07/202019
<u>Re-Key all PW buildings</u>	C. Leigh	07/2020
<u>Develop schedule of routine maintenance at utility bldgs.</u>	W. Dowland	08/2019
<u>Add Camera to Town Hall for View of Steam Engine</u>	W. Dowland	08/2019
	A. Biasi	0711/2020



STRATEGIES

Wire lights on Motion Sensors for all Public Works Facilities	A. Biasi	07/2020
Develop design plan for Public Works Facility Improvements	A. Biasi	09/2020
Work with forest service to permit improvements or acquire the land PW shop sits on.	A. Biasi	09/2020
Purchase inventory of fuses for well panels	R. Rose	07/2020
Add heating to Public Works Shop	K. Hatch	09/2020
Purchase Metal Band Saw	J. Wallis	07/2020
Build racks to organize PW inventory	R. Rose	09/2020
Surplus un-needed parts to clean up storage	A. Biasi	07/2020
Public Safety Upper Parking Lot cross gutter	R. Rose	09/2020
Town Hall parking lot Patch Crack Seal and Flush	J. Wallis	09/2020
Explore using Townsite Act to purchase Public Works facility site	B. Howser	12/2020
Attend tax sale in November to look for land for Town	B. Howser	11/2020

~~Find solution for Council Chambers heating issue~~ ~~W. Dowland~~ ~~09/2019~~

Strategy: *Refine Depreciable Asset Replacement and GIS Program (AM03)*

Goals Impacted: General

Action Step	Lead Staff	By When
Develop plan to purchase heavy duty service truck	A. Biasi	07/2019
Ongoing training for Public Works staff on GIS data collection	A. Biasi	07/2020
Train Wendy/Aldo to edit maps and add features	A. Biasi	07/2019
Train Wendy/Aldo sufficient to create GIS layers/maps	A. Biasi	07/2019
Develop Asset Replacement lists into full inventory/assessment	B. Howser	12/2019
Create maintenance schedule for vehicles/equipment	A. Biasi	07+2/2020
RFP for vehicle maintenance contract	S. Williamson	09/2020
Ongoing training for GIS Aldo/Wendy	A. Biasi	Ongoing

Water System – PROVIDE SAFE, AFFORDABLE WATER VIA A RELIABLE STORAGE AND DISTRIBUTION SYSTEM

Strategy: *Meet State DEQ water quality standards (WA01)*

Goals Impacted: General

Action Step	Lead Staff	By When
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STRATEGIES

Division of Drinking Water Trainings (as available)	W. Dowland	Ongoing
Monthly/Annual testing per DEQ schedule	C. Leigh	Monthly
Rural Water Training	W. Dowland	03/ 2021
<u>Generate annual testing program</u>	<u>W. Dowland</u>	<u>01/2021</u>
<u>Develop site plan rotation for investigative samples</u>	<u>C. Leigh</u>	<u>07/2020</u>
<u>Install Chlorination per design</u>	<u>C. Leigh</u>	<u>07/2020</u>
<u>Develop Chlorination Management Program</u>	<u>A. Biasi</u>	<u>07/2020</u>

Strategy: *Ensure sufficient water supply (WA02)*

Goals Impacted: General

Action Step	Lead Staff	By When
Lease water from Parowan Reservoir Company	B. Howser	Ongoing
Town Hall Well Rehab	C. Leigh	08/20 20
Investigate ways to improve flow from Bear Flat	C. Leigh	05/202 1
<u>Distribute water conservation flyer to condos</u>	<u>W. Dowland</u>	<u>Monthly</u>

Strategy: *Maintain & Improve Water Storage & Distribution System (WA03)*

Goals Impacted: General

Action Step	Lead Staff	By When
Repair system leaks/breaks/etc	K. Hatch	Ongoing
Audit existing water meters and replace defective meters	W. Dowland	Ongoing
Replace Metal Detector utility locator and leak detection	A.C. Biasi Leigh	07/20 20 19
Scrap or store excess HDPE pipe	J. Wallis	07/2019
Develop Generator Maintenance schedule and Increase funding	A. Biasi	07/8/2020 19
Finish Salt Pile Tank and Mtn View Water Line	C. Leigh	07+0/2020
Install Hydrants or flush points for no dead-end lines	R. Rose	09+0/2020
Fire Hydrant repair/replace/ maintenance (top priorities this year)	T. Gurr	09+0/2020
PRV Maintenance	C. Leigh	09+0/2020
Install 2 Cla-valve Prv PRV on Steam Engine	C. Leigh	09+0/2020
<u>Install valves along Ponderosa line</u>	<u>R. Rose</u>	<u>09/2020</u>
RTU Replacement 1/2 million gal tank	C. Leigh	09+0/2020
Dive and clean next tank on list	T. Gurr	09+0/2020
Flow-dar meters from Spring overflow Salt Pile Springs	K. Hatch	09+0/2020
Exercise all v valve for maintenance	C. Leigh	09+0/2020
Repair Solar Drain Site by Circle Drive or retrofit Vault	J. Wallis	09/2020
Repair PRV at Giant Steps	C. Leigh	07/2020
Install Chlorination per design	C. Leigh	07/2020
Develop Chlorination Program	A. Biasi	07/2020
Replace leaking valve at Bear Flat well	C. Leigh	07/2020
<u>Capital Facilities Plan</u>	<u>A. Biasi</u>	<u>12/2020</u>
<u>Develop policy of enforcement on §7-1-3 of Town Code</u>	<u>A. Biasi</u>	<u>07/2020</u>



STRATEGIES

[\(the 300 ft rule\)](#)

Sewer System Strategies – SAFELY AND AFFORDABLY DISPOSE OF SANITARY SEWER INTO AN APPROVED TREATMENT FACILITY

Strategy: *Maintain & Improve Wastewater Collection System to DEQ Standards (SE01)*

Goals Impacted: General

Action Step	Lead Staff	By When
Repair system leaks/breaks/etc (Steam Engine outfall, BH Village)	T. Gurr	Ongoing
Complete Man Hole Project (repair/replace/fix infiltration)	C. Leigh	0907/2020
Camera/Rod 20% of system	T. Gurr	09+0/2020
Locate and mark manholes in dirt (gps)	T. Gurr	09+0/2020
Re-camera/clean village way sewer main from project	A. Biasi	07+0/2020
Acquire a new/used jetter truck	A. Biasi	06/2020
Acquire a sewer camera	A. Biasi	08/2020

Strategy: *Treat wastewater consistent with DEQ standards (SE02)*

Goals Impacted: General

Action Step	Lead Staff	By When
Update contract with Parowan City for trunk line cleaning	B. Howser	Ongoing
Meet quarterly with Parowan to review flows and costs	B. Howser	Quarterly

Solid Waste Strategies

Strategy: *Collect solid waste regularly consistent with State regulations (SW01)*

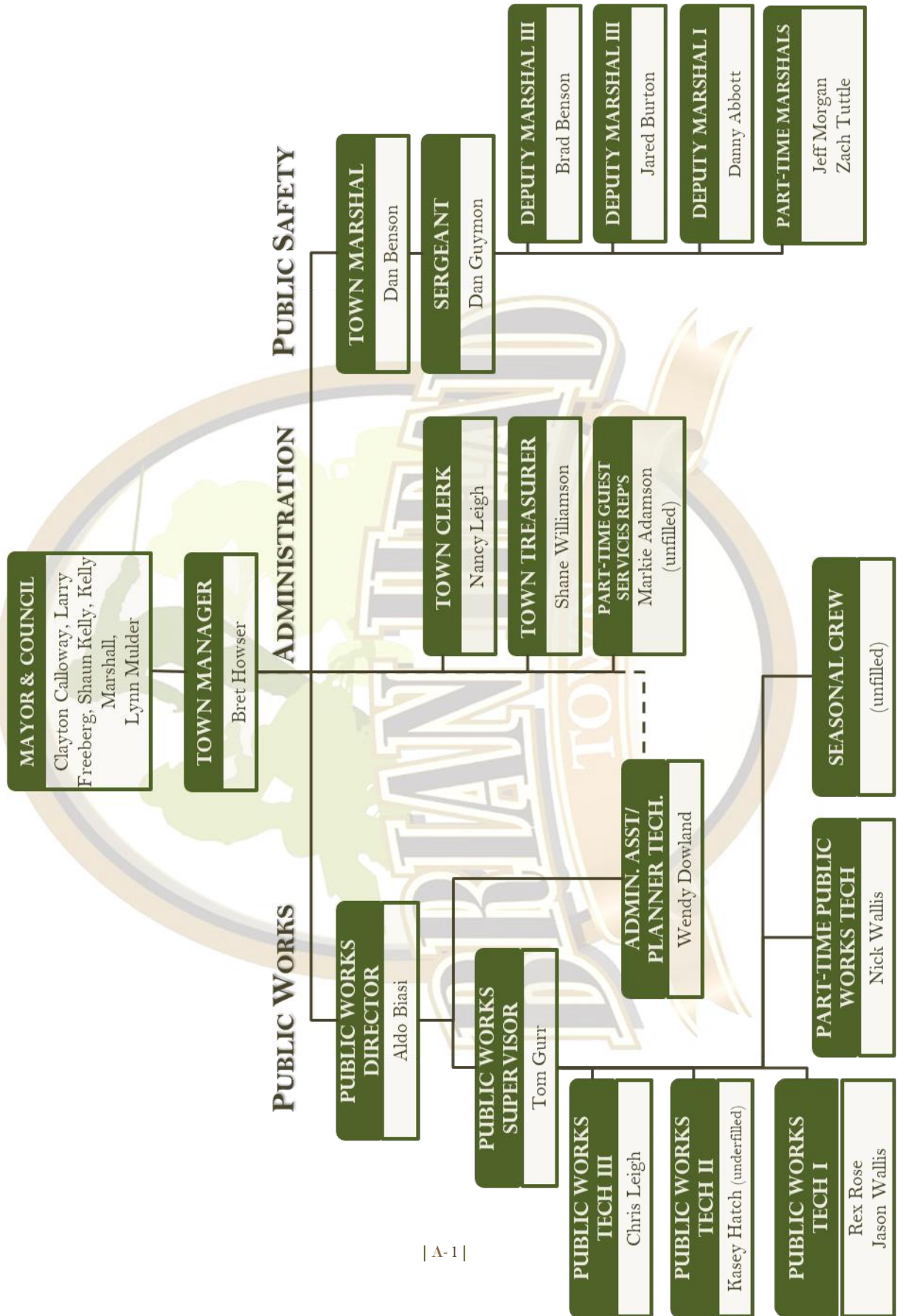
Goals Impacted: Environment #1 & #4, and Economy #3

Action Step	Lead Staff	By When
Weekly trash collection Monday and Friday	T. Gurr	Ongoing
Enhanced collection service during peak times	T. Gurr	Ongoing
(develop schedule to run OT shift on Saturday of 3-day weekends and on Monday holidays)		
Repaint run-down dumpsters	J. Wallis	Ongoing
Purchase new lids/containers as necessary	W. Dowland	08/ 2020
Add additional dumpster sites in Steam Engine	J. Wallis	09/2019
GIS Inventory and condition assessment of containers	R. Rose	09/2019
Evaluate effectiveness of counterbalanced lid dumpsters	J. Wallis	09/2019
—and make recommendations for expanded use		





APPENDICES



APPENDIX B

Final FY 2020 Quarterly Strategic Update Report will be inserted upon completion

