Notice and Agenda
Brigham City Council Meeting
Thursday, September 17, 2026 6:00 PM
City Council Chambers, 20 North Main
To View Live Meeting Visit:
https://www.bcutah.gov/mayor-and-city-council.htm **or**
www.youtube.com/brighamcitycorp

Thought, Reading, or Invocation

Cody Rasmussen, 1st Counselor, Brigham City 20th Ward

Pledge of Allegiance

Consent Items

1. Approval of the September 3, 2026 City Council Meeting Minutes
2. Write off Utility Accounts Due To Being Sent To Collections
3. Write Off Library Accounts Due To Account Being Sent to Collections

Public Hearing (Items may be brought to a vote following the public hearing as deemed necessary)

1. Consideration of Resolution approving an amendment to the FY 2026-27 Budget to reflect an increase in expenditures in the Capital Projects Fund

Public Comment (Per Utah Code, Council will receive input only; no decision can be made)

Each individual is limited to three minutes. Total input period is limited to 15 minutes.

Council Member Comments

Closed Session

Consideration to enter a closed session to discuss: purchase/exchange/lease of real property; pending litigation; cyber security; or character/professional competence or physical/mental health of an individual.

Assigned times may vary depending on discussion length or agenda alteration. ADA Notice: Individuals needing special accommodations should contact the City Recorder at 435-734-6621 at least 48 hours before the meeting. Councilmembers may participate electronically.

Certificate of Posting

The undersigned duly appointed City Recorder certifies the above notice was posted in three public places within the Brigham City limits, and on the City and State Public Meeting Notice websites on September 11, 2026. A copy was also provided to the Box Elder News Journal.

Kristina Rasmussen, City Recorder

REGULAR SESSION OF THE
BRIGHAM CITY COUNCIL
September 3 2026
6:00 p.m.

PRESENT:	Dave Hipp	Mayor Pro-Tem
	Dave Jeffries	Councilmember
	Matthew Jensen	Councilmember
	Ryan Smith	Councilmember
	Robin Troxell	Councilmember
ALSO PRESENT:	Kevin Garlick	Interim Power Director
	Tom Kotter	Community and Economic Development Director
	Derek Oyler	City Administrator
	Kristina Rasmussen	City Recorder
	Chad Reyes	Police Chief
	Mike Waite	Public Works Director
EXCUSED:	D.J. Bott	Mayor

At 6:00 PM Mayor Pro Tem Hipp called the meeting to order. The prayer was given by Bishop Bert Larsen, 12th Ward and the pledge of allegiance followed.

CONSENT ITEMS

Mayor Pro-Tem Hipp presented the Consent Agenda, consisting of one item:

1. Approval of the August 13, 2026 Truth in Taxation Meeting Minutes and August 20, 2026 City Council Meeting

MOTION: Councilmember Jensen made a motion to approve the consent item. Councilmember Jeffries seconded the motion. Motion passed unanimously.

SCHEDULED DELEGATION

Monica Holdaway provided an update on preparations for the upcoming Peach Days celebration. She reported that plans were in place and promotional efforts were underway, including appearances on local television stations, social media, and a recent visit with the Governor. She noted that despite the shortage of local peaches this year, Peach Days would continue as planned, with vendors offering various peach-themed items.

Ms. Holdaway reported that approximately 800 vehicles were already registered for the car show, with additional registrations typically received following Labor Day. She announced that Peach Days headquarters had moved to 75 South Main Street in the former Christensen building, which would serve as the location for lost children, general Peach Days questions, and other event needs. T-shirts and hats would still be sold from a booth outside the former Chamber office.

Ms. Holdaway thanked City staff, including the Police and Public Works Departments, for their assistance and emphasized that Peach Days is a collaborative effort involving employees throughout the City. In response to questions from the Council, she stated that Peach Days typically draws approximately 50,000 to 60,000 attendees, with an additional 10,000 to 15,000 attending the car show.

PUBLIC COMMENT

Wendy Kano - addressed the Council regarding employee compensation included in the City budget. She asked about the justification for a 5% increase for executive employees and whether other City employees had received a cost-of-living adjustment (COLA). Mayor Pro-Tem Hipp briefly confirmed that employees had received a COLA and indicated that specific questions could be discussed with staff outside of the public comment period. Ms. Kano referenced her experience as a schoolteacher, noting that there had been years when teachers received no COLA, and reiterated her interest in understanding the justification for the executive increases.

COUNCILMEMBER COMMENTS

Councilmember Jensen thanked the Chamber for its work in preparing for Peach Days and commented on the community's enjoyment of the annual celebration.

Councilmember Jeffries commented on his attendance at the recent signing of the memorandum related to the Utah State University and Hi-Tech program. He noted that he learned of the event shortly beforehand through Speaker Schultz and suggested that it would have been beneficial for the entire Council to have been invited to demonstrate its support, particularly with state dignitaries in attendance. He added that it was a positive event and that he appreciated seeing the project come together.

Councilmember Troxell expressed excitement for Peach Days and thanked the Chamber for its efforts and collaboration with the City. With school back in session, she reminded motorists to watch for children traveling to and from school and encouraged the City to continue working with PTAs and Safe Routes committees to improve safe walking routes throughout the community. She also noted that fall sports were underway and encouraged residents to support youth recreation activities at Pioneer Park.

Mayor Pro-Tem Hipp concluded by addressing perceptions that differing votes or opinions among elected officials indicated an adversarial relationship. He emphasized that elected officials, City staff, and community members share a common desire to do what is best for Brigham City, even though they may have differing views on how to accomplish those goals. He encouraged continued dialogue and communication to clarify issues, avoid negative assumptions, and ensure decisions and discussions are based on facts.

ACTION ITEMS

Consideration of Resolution Authorizing the Mayor to Execute a Memorandum of Understanding with Utah State University and Hi-Tech, for the Purpose of Collaborating on a Technical Training, Certification and Research and Development Campus

City Administrator Derek Oyler presented a resolution authorizing the Mayor to execute a Memorandum of Understanding (MOU) with Utah State University and Hi-Tech for the purpose of collaborating on a technical training, certification, and research and development campus. The proposed project would be located on and around currently vacant property near the Utah State University Brigham City campus.

Mr. Oyler explained that Hi-Tech Solutions, based in eastern Washington, trains workers for the nuclear industry, including personnel involved in fueling and refueling nuclear power plants. The company is exploring the potential to expand its operations and establish a new training campus in northern Utah.

UNAPPROVED

Mr. Oyler emphasized that the MOU creates no financial obligation or budget appropriation for Brigham City. Rather, it establishes the City's intent to participate in its normal governmental role as the project moves forward, including consideration of potential zoning changes, utility infrastructure, and other development-related matters. Any future approvals would return to the appropriate governing body for consideration.

Mr. Oyler expressed enthusiasm for the potential development, noting that property surrounding the USU Brigham City campus has remained vacant for many years. He stated that the partnership could provide additional educational and workforce opportunities in northern Box Elder County while potentially encouraging retail and commercial development in the surrounding area. He noted that the City and project partners have been working toward the opportunity for approximately two years.

In response to Council questions, Mr. Oyler reiterated that the MOU is nonbinding beyond the City's commitment to perform its normal governmental functions. He explained that future zoning, infrastructure, or other development approvals would return to the City Council, while matters involving potential tax incentives or agreements within the USU Community Development Area (CDA) may come before the Council acting as the Redevelopment Agency.

> **MOTION:** Councilmember Smith made a motion to approve the resolution authorizing the Mayor to execute a Memorandum of Understanding with Utah State University and Hi-Tech, for the purpose of collaborating on a technical training, certification and research and development campus. Councilmember Jeffries seconded the motion. Motion passed unanimously.

At 6:18 PM Councilmember Smith made a motion to enter a closed session to discuss the purchase, exchange, or lease of real property. Councilmember Jensen seconded the motion.

> **Roll Call:**
> Councilmember Troxell– Aye: Councilmember Smith – Aye; Councilmember Jensen – Aye; Councilmember Jeffries

At 6:53 PM Council came back into regular session. Mayor Pro Tem Hipp made a motion to adjourn. Councilmember Smith seconded the motion. Motion passed unanimously.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the September 3, 2026 City Council Meeting.

Dated this 17th of September, 2026.

_____
Kristina Rasmussen, City Recorder

** These meeting minutes were generated with the assistance of artificial intelligence and have been reviewed, edited and approved by Brigham City Staff.

UNAPPROVED

Brigham City
Agenda Item for City Council Meeting

1. Initiated By:

Jeff Schmitt, Finance Director

2. Department or Division:

Administration

3. Date Initiated:

August 31, 2026

4. Brief Explanation of Proposed Action (Attach Other Documentation as Necessary):

Approval to write off utility accounts due to being sent to collections

5. Estimated Time Needed:

1 minute

6. Proposed Date for Council Action:

September 17, 2026

7. Explanation of Deadline, If Applicable:

8. Review:

Jeff Schmitt, Finance Director	09/09/2026
Derek Oyler, City Administrator	09/10/2026
Dennis J Bott, Mayor	09/10/2026

ACCOUNTS TO BE WRITTEN OFF
September 17, 2026

Account Number		Final Balance
57.04809.0	$	300.30
90.03540.1	$	247.09
63.02348.4	$	405.31
23.03703.2	$	484.82
1.07300.8	$	570.02
53.05603.1	$	273.57
23.12809.5	$	189.04
53.04704.8	$	231.69
83.03702.5	$	177.06
81.05962.8	$	99.70
47.01210.5	$	67.74
57.10502.9	$	234.92
25.06801.2	$	146.58
84.11800.6	$	176.10
19.04702.9	$	245.47
13.07201.6	$	113.25
13.13549.2	$	251.60
81.05984.3	$	68.07
83.03702.6	$	279.49
23.03109.8	$	78.53
76.00546.6	$	300.00
		$4,940.35

Brigham City
Agenda Item for City Council Meeting

1. Initiated By:

Elizabeth Martinez, Administrative Assistant

2. Department or Division:

Library

3. Date Initiated:

August 31, 2026

4. Brief Explanation of Proposed Action (Attach Other Documentation as Necessary):

Request to Write Off Library Accounts due to Bankruptcy or Being Sent to Collections

5. Estimated Time Needed:

1 Minute

6. Proposed Date for Council Action:

September 17, 2026

7. Explanation of Deadline, If Applicable:

n/a

8. Review:

Elizabeth Schow, Library Director	09/09/2026
Derek Oyler, City Administrator	09/10/2026
Dennis J Bott, Mayor	09/10/2026

Library Accounts
Sent to Collections
September 2026

Type of Account	# of Accounts to be sent	Total Amount	
Adult	10	$	1,211.80
Juvenile	2	$	223.02
TOTAL	12	$	1,434.82

8/31/2026

Library Accounts
To Be Sent to Collections

September 2026

Adult Accounts	Details on Accounts owing $100 or more		Juvenile Accounts	Details on Accounts owing $100 or more
$372.88	15 Unreturned Books		$110.92	2 Unreturned Books
$194.70	5 Unreturned Books		$112.10	5 Unreturned Books
$148.68	4 Unreturned Books			
$37.76				
$62.54				
$112.10	3 Unreturned Books			
$83.78				
$79.00				
$51.92				
$68.44				
$1,211.80	10 TOTAL ADULT ACCOUNTS		**$ 223.02**	2 TOTAL JUVENILE ACCOUNTS

$1,434.82 GRAND TOTAL - ADULT & JUVENILE ACCOUNTS

8/31/2026

Brigham City
Agenda Item for City Council Meeting

1. Initiated By:

Jeff Schmitt, Finance Director

2. Department or Division:

Administration

3. Date Initiated:

September 2, 2026

4. Brief Explanation of Proposed Action (Attach Other Documentation as Necessary):

Consideration of Resolution amending the FY 2026-27 Budget to reflect an increase in expenditures in the Capital Projects Fund

5. Estimated Time Needed:

10 Minutes

6. Proposed Date for Council Action:

September 17, 2026

7. Explanation of Deadline, If Applicable:

8. Review:

Jeff Schmitt, Finance Director	09/09/2026
Nicole Cottle, Attorney	09/09/2026
Derek Oyler, City Administrator	09/10/2026
Dennis J Bott, Mayor	09/10/2026

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AMENDMENT OF THE 2026-27 BUDGET TO REFLECT AN INCREASE IN EXPENDITURES IN THE CAPITAL PROJECTS FUND

WHEREAS, Brigham City Council approved the FY 2026-27 Budget on the 20th day of August, 2026; and

WHEREAS, Utah Law allows for and requires budget amendment in order to adequately reflect any changes in revenue, expenditure and transfers; and

WHEREAS, Brigham City has complied with the notice and public hearing requirements of the Utah Law in considering an amendment of its 2026-27 fiscal year budgets; and

WHEREAS, subsequent to the adoption of the 2026-2027 budget, it has become necessary to increase expenditures in the Capital Projects Fund in order to ensure adequate funding for the design cost of a new recreation facility; and

WHEREAS, the City Council finds that it is necessary and proper that the appropriate adjustment be made in the Brigham City 2026-27 budget as outlined in Exhibit A; and,

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF BRIGHAM CITY, UTAH at a regular meeting with _members present and ___ members voting in favor thereof, that the adjustments shall be made to the previously adopted Brigham City budget and this shall constitute the budget for the fiscal year 2026-27.

IT IS FURTHER determined that this Resolution shall take effect this 17th day of September, 2026.

BRIGHAM CITY CORPORATION

_____

Dennis J Bott, Mayor

ATTEST:

_____

Kristina Rasmussen, City Recorder

Brigham City Corporation
2026-27 Fiscal Year Budget Amendment
Sep 2026

Exhibit A

Proposed Changes:

Capital Project Fund

Design Services for New Recreation Facility	Revenue		Expense	
	Fund Balance	500,000	Design Services	500,000
Totals		**500,000**		**500,000**