



**Parowan City Council Meeting Minutes
February 22, 2024 – 6:00 p.m.
Parowan City Council Chambers
35 E 100 N, Parowan, UT 84761**

Elected Officials Present: Mayor Mollie Halterman, Councilmember David Burton, Councilmember John Dean, Councilmember David Harris, Councilmember Rochell Topham

Excused: Councilmember Sharon Downey

City Staff Present: Dan Jessen, City Manager; Scott Burns, City Attorney; Callie Bassett, City Recorder; Judy Schiers, City Treasurer; Stacy Gale, Deputy Treasurer; Chief Addison Adams, Parowan PD; Cori Adams, Library Director; Keith Naylor, Court Clerk; Billy Calloway, Public Works

Public Present: See attached sign in sheet.

- Welcome and Call to Order:** Mayor Halterman called the meeting to order at 6:00 p.m.
- Opening Ceremonies:** Steve Decker offered the invocation. He then led the council and the public in the pledge of allegiance.
- Declaration of Conflicts With or Personal Interest In Any Agenda Item:** There were no conflicts.
- Public Comment:** There were no comments.

CONSENT MEETING:

- Approval of City Council Meeting Minutes from February 8, 2024**
- Approval of Warrant Register for February 22, 2024**

MOTION: Councilmember Topham moved to approve consent meeting agenda items 5 and 6.

SECOND: Councilmember Burton seconded the motion.

VOTE: All councilmembers voted in favor of the motion. The motion carried.

ACTION MEETING:

7. Approval of Hiring Jones and DeMille for Creation of the Industrial Park Master Plan

Mayor Halterman said the city recently received a grant from the Governor's Office of Economic Opportunity, and this project is what the money will be used for. Dan said the grant is for creating a plan. The city will have help from an engineering firm to do that. The grant has already been approved. The approval for the council is to hire Jones and DeMille Engineers to do the work for the city. Jones and DeMille helped the city write the grant and Dan said they will be very capable of doing this project.

Councilmember Burton asked what the match is on this grant. Dan said it is a \$35,000 grant with an 80/20 match. Dan said one of the most important things in selecting an engineer firm is the timeline. He said if they can get the plan through the process so the completion date is by the end of the summer, then the city can apply again for the next grant cycle next year. He said they will not let the city apply again until the grant funds are fully expended and the grant is complete including all the necessary reporting. Jones and DeMille said they have the capacity to get this done. It is addressed as part of their plan. Mayor Halterman said this is very exciting for the city because it is the infrastructure for the industrial park at the airport and includes potential improvements that will make it into what it has been intended in the master plan for a long time. Dan said that is one of the reasons the city has been talking

with Jones and Demille from the start. They are also working on the city's transportation master plan, so this project will overlap with some of the work they are already doing.

Mayor Halterman said the way it was explained to them is if they can get this part done, there are significant funds available for this kind of project, but the city needs to be prepared, otherwise it would be another entire grant cycle before they could apply again. Dan said this project does not include updates to the general plan, but there will be some recommendations. This will not be a piece of the general plan.

MOTION: Councilmember Burton moved to approve hiring Jones and DeMille for creation of the industrial park master plan.

SECOND: Councilmember Dean seconded the motion.

VOTE: All councilmembers voted in favor of the motion. The motion carried.

8. Arbor Day Proclamation

Judy said this proclamation comes from the National Arbor Day Foundation. Scott Burns read the proclamation for all to hear (see attached.)

MOTION: Councilmember Dean moved to approve the Arbor Day Proclamation for April 29, 2024.

SECOND: Councilmember Topham seconded the motion.

VOTE: All councilmembers voted in favor of the motion. The motion carried.

9. Rap Tax Ordinance 2024-01

Mayor Halterman explained that this was discussed at the last city meeting. No changes were made to the draft ordinance.

MOTION: Councilmember Rochell moved to approve Rap Tax Ordinance 2024-01.

SECOND: Councilmember Burton seconded the motion.

VOTE: A roll call vote was taken as follows:

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Councilmember David Burton	X	—	
Councilmember John Dean	X	—	
Councilmember Sharon Downey	—	—	X
Councilmember David Harris	X	—	
Councilmember Rochell Topham	X	—	

All councilmembers voted in favor of the motion. The motion carried and Ordinance 2024-01 was adopted.

10. LWCF – Grant for Pickleball Courts

Mayor Halterman said that a pickleball board has been formed in Parowan. They met with the mayor, Dan Jessen, and Councilmember John Dean. They talked to them about potentially applying for the Utah Outdoor Recreation Grant. The mayor said she investigated that grant, and found they do not fund pickleball courts. However, a branch of the Utah Outdoor Rec Grant, called the Land Water Conservation Fund (LWCF), does. The mayor said the city received the LWCF grant in 1977 for rehabilitation of the swimming pool.

Mayor Halterman said this LWCF grant is a 1 to 1 match. This allows the city to match the money from the TRCC grant with a 1:1 match, giving the city a potential of an additional \$200K. She said in writing

this grant they could bring an in-kind dollar amount to the match. She said because the city must move a water line and power, and do quite a bit of ground work to prepare the site for those courts, they are bringing a city match of up to \$50,000 in in-kind. She said the full grant application is a 1 to 1 match of up to \$250K. She said the goal would be to build the actual full six courts, and then do some additional site improvements such as shade structures, seating for players/spectators, and potentially some development of the parking lot. She said part of the grant application is to hold a public meeting with the council approving the application of this grant. If the Council approves the submission of this grant, the council would sign a resolution stating as such that they include as part of the grant package.

MOTION: Councilmember Topham moved to approve the LWCF grant application for pickleball courts, Resolution 2024-01.

SECOND: Councilmember Dean seconded the motion.

VOTE: A roll call vote was taken as follows:

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Councilmember David Burton	X	—	—
Councilmember John Dean	X	—	—
Councilmember Sharon Downey	—	—	X
Councilmember David Harris	X	—	—
Councilmember Rochell Topham	X	—	—

All councilmembers voted in favor of the motion. The motion carried. Resolution 2024-01 was approved.

WORK MEETING:

11. Request for Memorandum of Understanding: Tricia Harris, Chamber of Commerce

Tricia Harris, Parowan Chamber board member and Chair of Rural Utah Chamber Coalition, introduced Abby Ivory. Tricia said she is one of the greatest chamber advocates that she knows. She turned the time over to her.

Abby Ivory is the executive director for the Greater Nephi Chamber of Commerce. She is also the secretary for the Rural Utah Chamber Coalition, which is a group of chambers from all over the state in rural areas that focus on rural business and rural politic issues. She is also a member of the Central Utah Chamber Council which is a group of chamber executives from central Utah who get together to make their chambers better. Abby explained to the council how they were able to develop a successful chamber in Nephi. They went from 13 chamber members to 125 chamber members in 2 years. They went from a budget of \$650.00/year to over \$70,000 this year.

Abby explained what a chamber of commerce is and what it does. She said the only way to make a chamber of commerce effective is to hire an executive director. She said her city offered their chamber a grant to do that. She listed the reasons an executive director is important. (See attached slide presentation.) She talked about the things her chamber has been able to accomplish since hiring an executive director. She said the vision is:

“By hiring an executive director, we increase education, training and visibility for local companies which create successful businesses. Successful businesses increase income for local families and increase sales tax for the city. Increased sales tax dollars create opportunities for city infrastructure improvements, funding for services, and increased funding for recreation programs.”

Tricia said they are asking for a \$15,000 grant to hire a part time position. This person would not be a Parowan City employee. She said she is asking because she has seen and met with a lot of the rural

chambers in Utah, and she has seen what a difference having a part time executive director can make and what it can do for the community. This would be an annual commitment from the city. The chamber would report to the city council twice a year and report on what they have accomplished, what events were successful, and what they have coming up. The benefit to the city would be increased sales tax. They would like the council to consider their request.

Lynsey Swiderski announced a Chamber of Commerce event coming up on March 6th.

12. Parowan Community Arts Program Report: Steve Decker, Director

Steve Decker gave his report on the Third Thursday Arts Program (see attached presentation). He talked about the successes of the events they held. He said he would like to continue the program for another year at the same budget amount.

13. Billboard Ordinance Discussion:

Dan said this item spent quite a bit of time in Planning and Zoning. They held a public hearing. It then came to city council where there was also a public hearing. He said where they last left off, the council said they would like to ban new and future billboards and grandfather in those that are already in as nonconforming. Dan said the council asked that language be brought forward in an ordinance that would say that. He wrote an ordinance that defines the definition of a billboard and says that any new billboards are prohibited. Dan said he went into some detail about billboards that were in existence before the ordinance, and rather than say they are nonconforming, he said they would be grandfathered in for as long as they are maintained status.

Dan said that this came up in the Economic Development meeting. They would like to give a recommendation on this before the council makes their decision. Dan feels they will give a negative recommendation. Dan said cities are given the authority to regulate billboards. If a city does not regulate them, UDOT regulates them to a certain degree.

Councilmember Burton said that there is very limited area that billboards could be placed in Parowan City limits. Councilmember Burton asked if there are any legal recourse for banning them. Attorney Scott Burns said no. Larry Zajac, Planning and Zoning Commission chair, said that part of the discussion before was that since UDOT manages most of the freeways and state roads signs, if the city will not grant a permit for a billboard, UDOT will not either.

Jed Sudweeks gave his opinion on a couple of things, but stated that his point of view is to protect the city of Parowan in potentially passing an ordinance. He said regulating billboards is not strictly a zoning issue on a national scale because it crosses into some first amendment free speech issues. He said since the city has grandfathered in some billboards, it leaves the city open to a few things. He said in his opinion, UDOT has enough regulations in place to manage billboards. He said in his opinion, it would be a good thing to have a billboard ordinance in place because the city does not have one, and UDOT requires them. He said it would be easy to put an ordinance in place that allows billboards and adopts UDOT regulations. He said that way there would be no ambiguous language in the ordinance.

Councilmember Burton said the city has the right to set an ordinance. Attorney Burns said the city does not have to allow billboards in the municipality if they do not want to. This agenda item will be brought back to the council at the next meeting.

14. Water Ordinance Discussion:

Dan said that the city needs to update its water code. He said with the new source sizing standard, they had to make a change. The water board recommended the language of the ordinance which will work with the new requirements of the state. The city will be moving to an ERC model, which is an equivalent residential connection. He said if someone comes in and wants to build, subdivide, or annex into the city, and the city requires water rights, they will use this data-based approach based on actual usage to determine how much water they will need to bring to the city.

Dan said essentially this is a meter-based approach. The size of meter that a house, business, or multi-family residence gets dictates how much water rights they must bring to the city, what their impact fee will be, and so forth. The code says the city "will not accept irrigation and surface water rights in exchange for underground water rights." This line has been struck from the new ordinance and changed to "Parowan City will not accept irrigation and surface water rights in exchange for underground water rights without city council approval." Dan said this will give the city a little bit of wiggle room.

Dan said the city's water code is not currently in compliance with new rules regarding backflow and cross connection. Billy Calloway, Parowan Public Works Department, is the city's cross-connection and backflow program administrator. Dan said Billy is certified and all cities must have someone in this position. Dan said Billy has been working with businesses to make sure they are in compliance. He said they need to look at some of the city's connections. He said cross-connection and backflow control makes sure the city has a safe water system. When cities go under a boil order because of bacteria, it is usually because of an improper cross-connection. Dan said this relates to public health and the state is not messing around. They are making sure that we physically enforce the city's backflow prevention. The city's code needs to be consistent with that.

Dan said Billy brought language that was suggested that cities adopt that is good with state code. He said that they are recommending that they throw out the current code, which is fairly simple, and change the ordinance to the new regulations. Billy said there are certain backflow devices that are no longer grandfathered in, so they need to change the ordinance to reflect that. Dan said essentially what they did was take the recommended language and replaced the old code with the new code.

Billy added that the city is required by the state to have five elements in this program, and the first is to have a policy or ordinance. This gives the city authority to enforce the program. It needs to be clear and follow the letter of the law. He said they want to clean up this ordinance and bring it current.

This ordinance will be brought to the next meeting as an action item.

15. Department Head Reports - The following department heads reported to the council on their departments:

- a. **Chief Addison Adams, Parowan PD**
- b. **Cori Adams, Library Director**
- c. **Keith Naylor, Court Clerk**
- d. **Judy Schiers and Callie Bassett, City Office**

Members of the council were happy to hear these reports. They said they would like to hear from the department heads bi-annually.

16. Reports, Updates, Old Business Follow Up: Elected Officials and Staff

Councilmember Topham reported that "Bright Star" will run March 15-16, 18-23 at the Aladdin Theater. She said people can pre-purchase tickets at the Parowan Visitor Center. She said it is going to be a great

production. She gave a school district report and said that every year the third grade performs a pioneer program, and yesterday was Rex Burton's last 3rd grade pioneer program. She said it was probably the last pioneer program performance the elementary school will do. She said Mr. Burton is retiring after 44 years of educating our children. The staff at Parowan Elementary reported on Rex's life. He will be sorely missed. They children spotlighted Marilee Stowell and Dr. and Mrs. Roth. She said the community spirit that was felt was wonderful and everyone was very happy.

Councilmember Topham said that next Tuesday she will be attending a training on community emergency management. She said if anyone in the community is interested in doing that to email her and she would send them the link to register.

Councilmember Harris did not have anything to report.

Councilmember Dean reported that he sat in for Councilmember Burton at Planning & Zoning. He turned the time over to Larry Zajac to report on the meeting. Larry said they had a long discussion on internal accessory dwellings units, which are rooms for long term rent in peoples' homes. The discussion was long and went into deep detail. He said they are considering code to ultimately recommend to the city council. The code would allow internal accessory dwellings, and to some extent maybe regulating those. He said Parowan City needs a definition for "family." The other piece of code they are considering to go along with that is exterior accessory dwellings. He told the council they can look forward to some recommendations coming from the Planning and Zoning Commission.

Councilmember Burton reported that he was not at Planning and Zoning because he was at the pioneer program for his brother Rex. He reported that the water board met. He said the meeting was a refresher for the water board. They had not met since October 2023. He said there is going to be a need to address the acquisition of surface water rights. He feels that council will need to address this. He said the historic preservation committee met and approved the colors for a new home exterior on 39 E 100 S.

He said he attended the county commission meeting. He said Dan gave a presentation on the water recharge project. He said there was a lot of discussion on the use of the gravel pit. Dan said they must have a place to put the water. He said if they are going to spend all this time and money putting in the infrastructure, that they have the use of that pit long term. They are trying to work out the details because the county actively uses that pit. Councilmember Burton said that at the commission meeting they discussed doing a feasibility study on a fire district throughout the county. He said it will affect Parowan. He also said that Parowan's children are the greatest treasure of its community.

Mayor Halterman reported on UDOT's very detailed traffic study of 200 S and Main Street and Center and Main Street. A UDOT representative will be coming to the 1st meeting in March to report on this. She said they only counted pedestrians that crossed in the crosswalks at those intersections, and not pedestrians that crossed mid-block. The meeting with UDOT was a very productive meeting. Also, they had a meeting on where to put the water. She said they must find the right place. The gravel pit is very necessary to handle that water. She said that Cedar has been purchasing ground water – 600-acre feet for \$3.5 million. The mayor said their water acquisition fee is higher than market value. She is excited that Parowan has a vibrant business community. She said sales tax is up. She mentioned that Cedar City has 250 new business applications coming in, and 196 subdivision applications in process. 660 acres were annexed between Enoch and Parowan for a new subdivision. She said there are a lot of things on the horizon that are ultimately going to affect our city.

The mayor said she submitted a grant for the cemetery fence. The other grant she submitted was on that Judy made her aware of. She found out that they can apply for \$20K for the roof on the Old Rock Church. They are starting to work on the facelift at the Old Rock Church, according to the field guide specifications. They are looking forward to a roof in the future.

17. Closed Session: The Council may consider a motion to enter a closed session for specific purposes allowed under the Open and Public Meetings Act (Utah Code § 52-4-205), including the following: to discuss the character, professional competence, or physical or mental health of an individual; the purchase, exchange, lease, or sale of real property; pending or imminent litigation; for attorney-client communications (Utah Code § 78B-1-137); or any other lawful purpose.

MOTION: Councilmember Burton moved to go into closed session to discuss the character, professional competence, or physical or mental health of an individual.

SECOND: Councilmember Topham seconded the motion.

VOTE: A roll call vote was taken as follows:

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Councilmember Burton	X		
Councilmember Dean	X		
Councilmember Downey			X
Councilmember Harris	X		
Councilmember Topham	X		

All councilmembers voted in favor of the motion. The motion carried. The council moved into closed session at 9:04 p.m.

Present in the closed session: Mayor Halterman, Dan Jessen, Scott Burns, David Burton, David Harris, John Dean, Rochell Topham and Callie Bassett

The council moved out of closed session at 9:41 p.m.

18. Adjournment

MOTION: Councilmember Topham moved to adjourn the meeting.

SECOND: Councilmember Harris seconded the motion.

VOTE: All councilmembers voted in favor of the motion. The motion carried. The meeting adjourned at 9:41 p.m.

Mollie Halterman, Mayor

Callie Bassett, City Recorder

Date Approved: _____



TREE CITY USA®

An Arbor Day Foundation Program

*** OFFICIAL PROCLAMATION ***

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Mollie Halterman, Mayor of the City of Parowan City, do hereby proclaim April 29, 2024 as **ARBOR DAY**. In the City of Parowan, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS _____ day of _____, _____

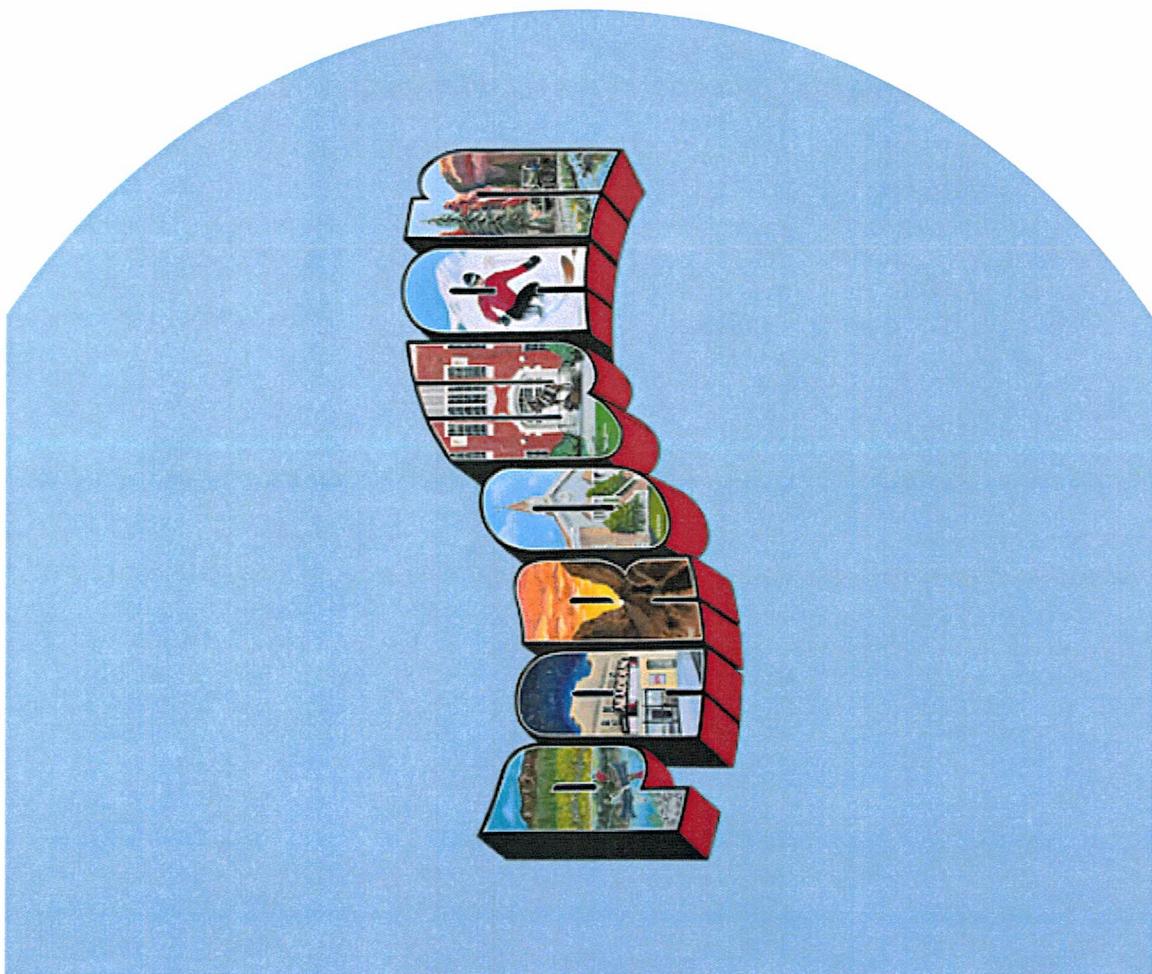
Mayor _____



Arbor Day Foundation®

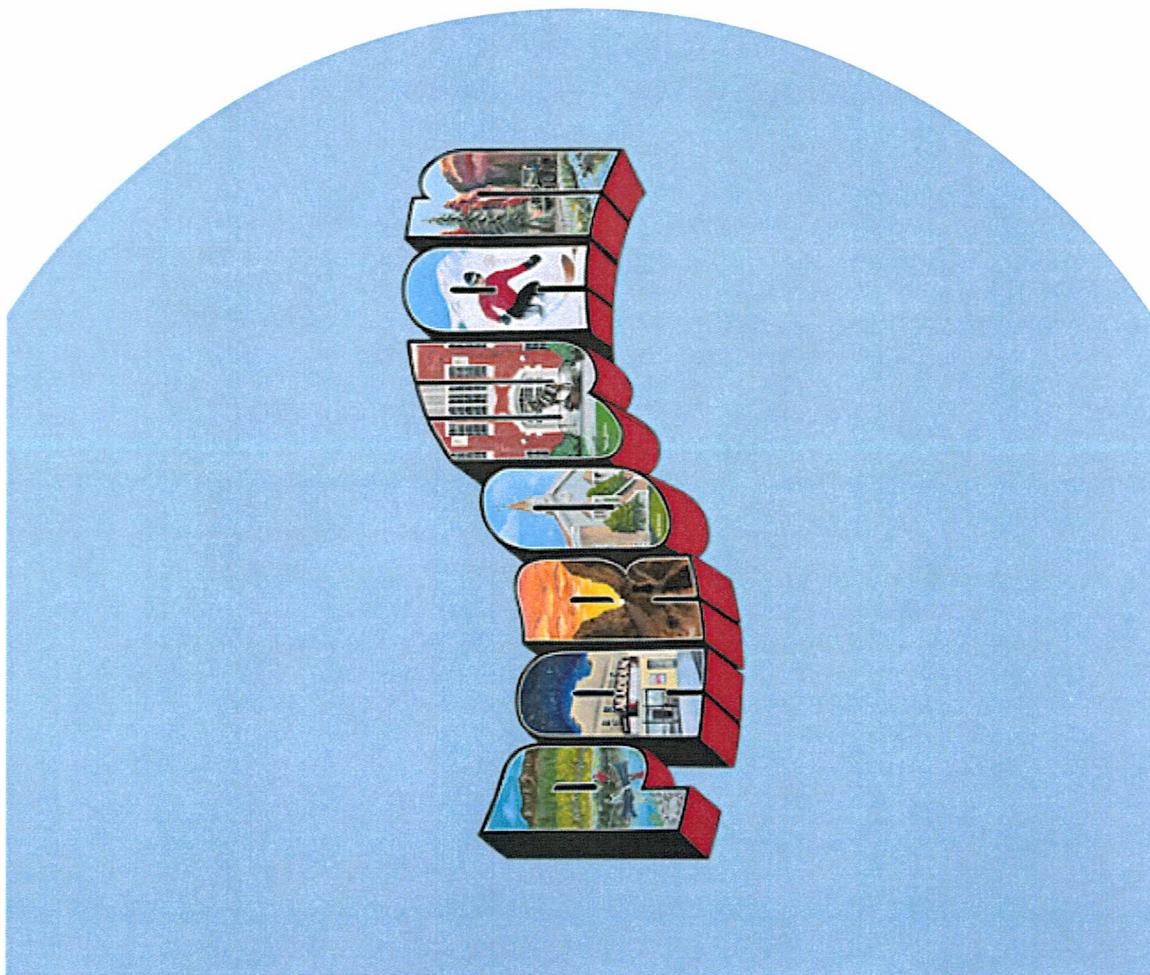
What is a Chamber of Commerce?

A Chamber of Commerce is a type of business network or organization that brings together local businesses and professionals in a particular geographical area. Its primary purpose is to promote the interests of its members and the local business community.



Functions of a Chamber of Commerce?

- Business Advocacy
- Networking and Collaboration
- Support for Businesses
- Community Engagement
- Promotion and Marketing
- Information Hub
- Events and Programs
- Government Relations
- International Trade Support



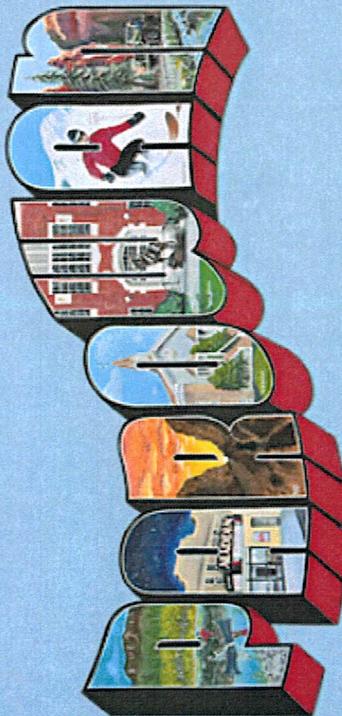
Who administers the Chamber programs?

Chamber Board
(President, Vice President, Secretary,
Treasurer)

Event Planners

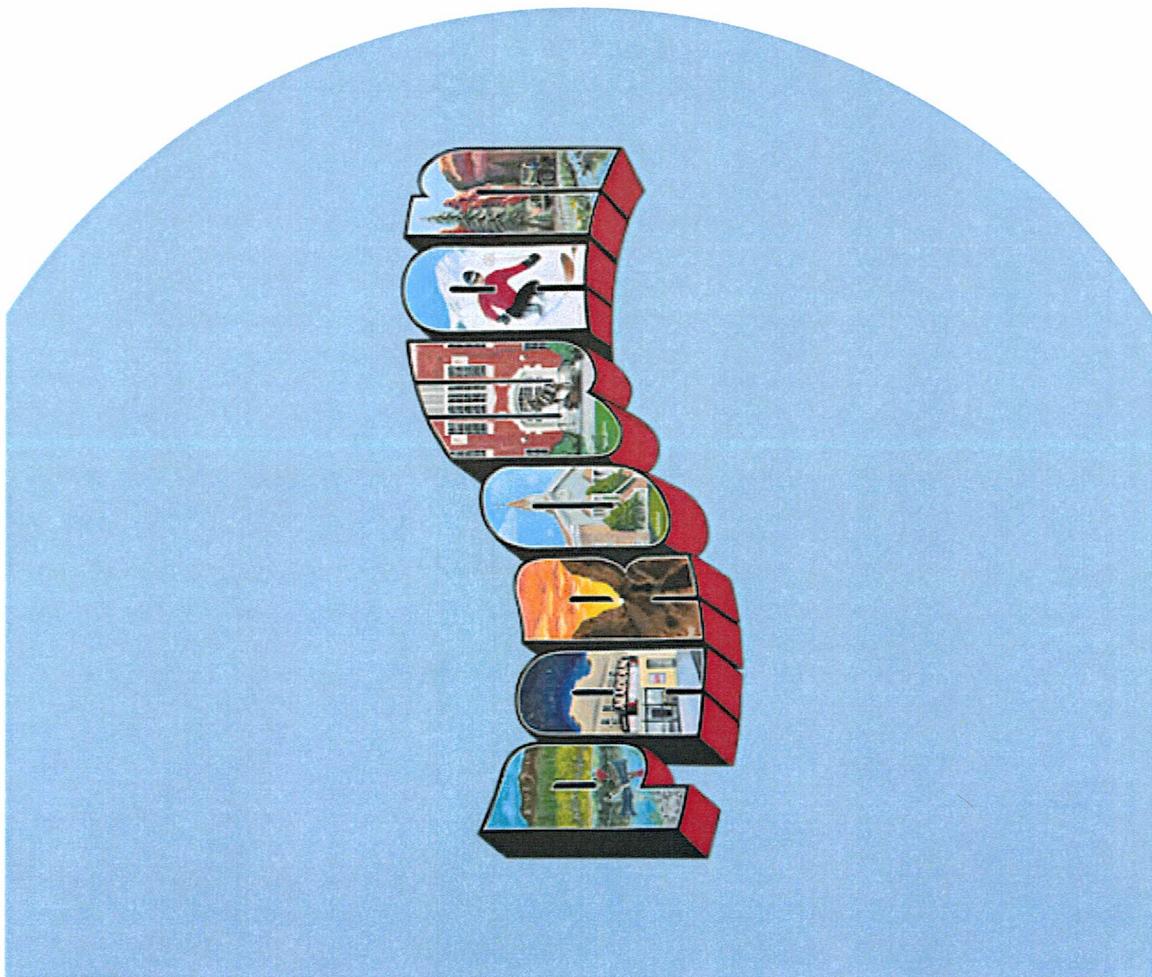
Volunteer Members

Executive Director



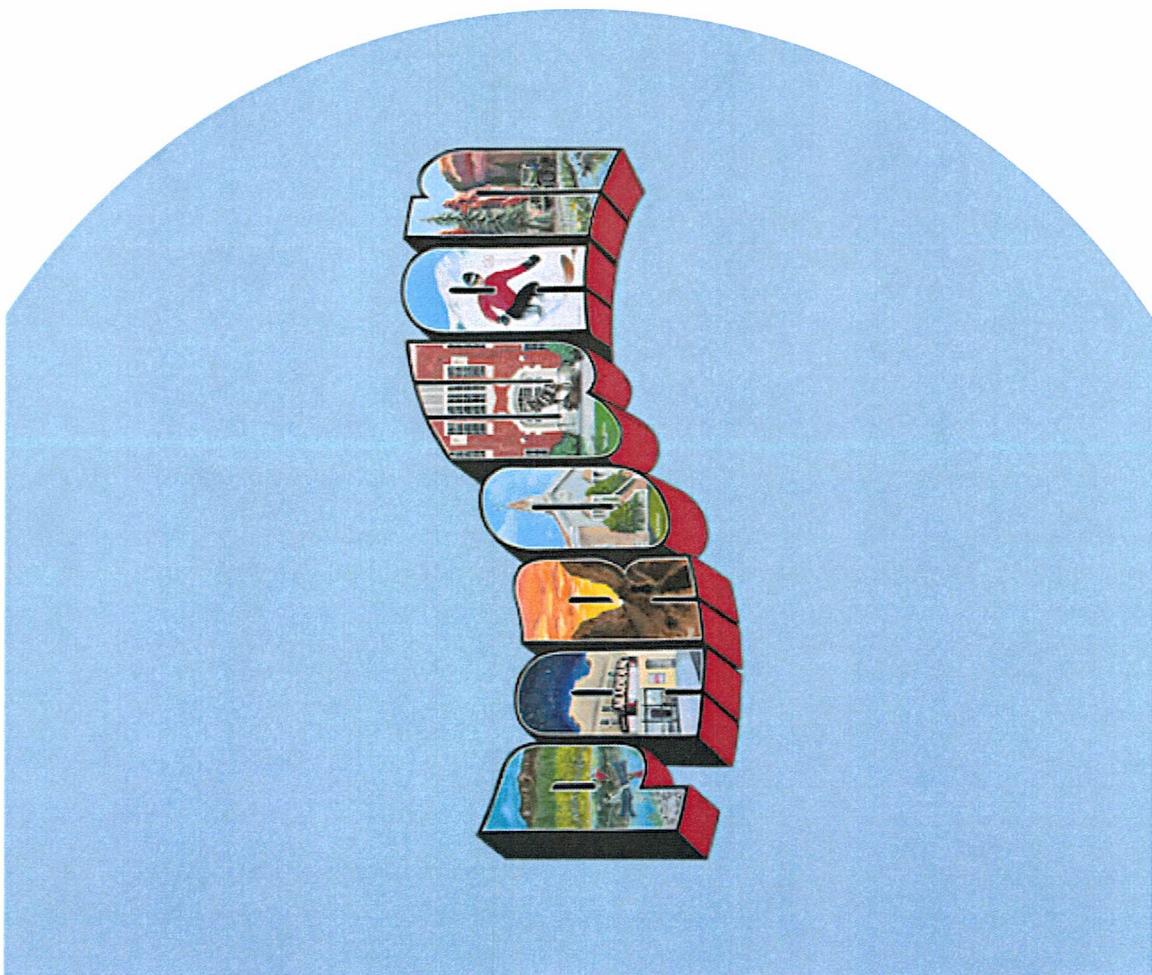
Why hire an Executive Director?

- Leadership and Vision
- Organizational Management
- Networking and Relationship Building
- Advocacy and Representation
- Membership Growth and Retention
- Strategic Planning
- Financial Management
- Communication and Public Relations
- Event Planning and Execution
- Adaptability and Innovation



What has the Greater Nephi Chamber accomplished since hiring an Executive Director?

- Monthly educational luncheons
- Increase in chamber membership
- Increase in annual revenue
- Increased "Shop Local" awareness
- Created community events
- Created several chamber distributions
- Created trust and professionalism within the community



**GREATER NEPHI CHAMBER
2023 YEAR IN REVIEW**



Our Publications

52 "This week in Nephi" weekly emails

3000 "Welcome to Nephi"
cards distributed

3682 Community Guide
Magazines

Our Reach

2864
Website Visit

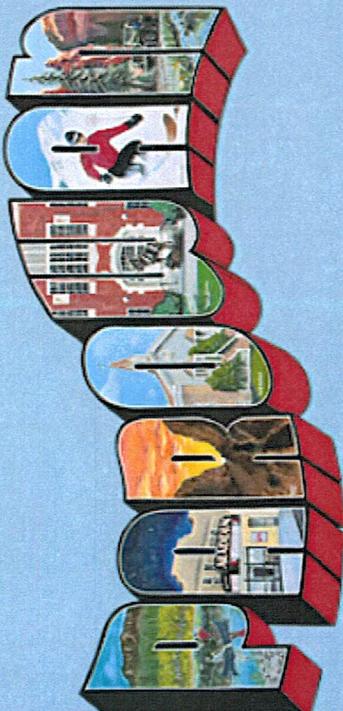
25,773 Social Media Reach

2062
Social Media
Followers

1 Candidate Forum

32 Athletes of the Week

26 Gala Awards



WHAT'S THE VISION?

By hiring an Executive Director, we increase education, training, and visibility for local companies which create successful businesses.

Successful businesses increase income for families and increase sales tax.

Increased sales tax creates opportunities for city infrastructure improvements, funding for services, and increased funding for recreation programs.



Contact Info

Abby Ivory

Executive Director

Greater Nephi Chamber of Commerce

435-660-1278

nephichamber@gmail.com



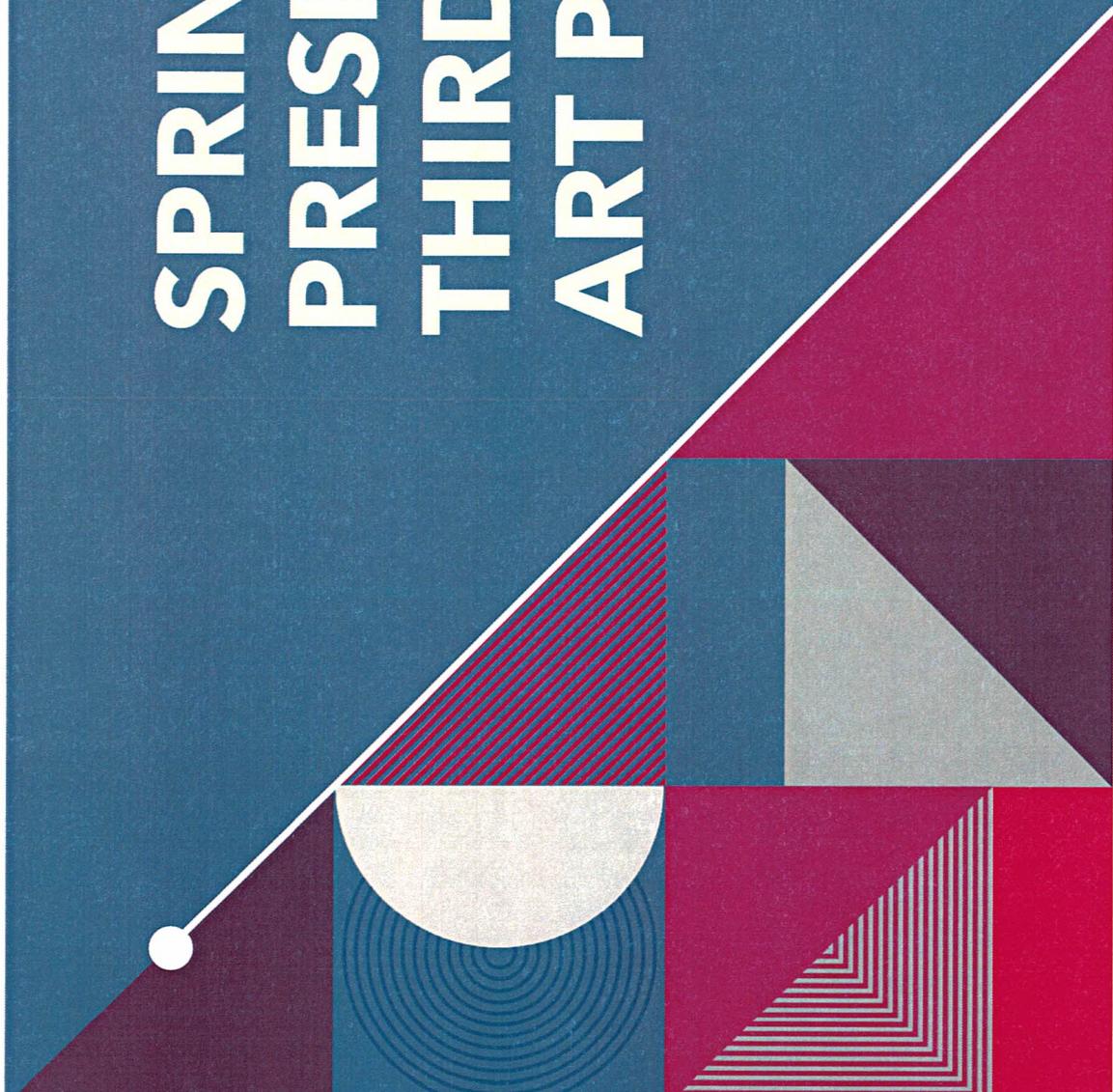
www.nephichamber.org



GREATER NEPHI

Chamber of Commerce

SPRING
PRESENTATION
THIRD THURSDAY
ART PROGRAM +



TO DATE

Open House (Tim and Shanna Benson residence)	39
Tiffany Marchant, <i>plain air</i> (moved indoors)	10
Hannah Melling, <i>plain air</i> (Heritage Park)	12
Arlene Braithwaite, <i>figure drawing</i>	10
Marta Mitchell, <i>watercolor</i> (illustration)	18
Stacia LeBaron, <i>acrylic</i>	14
Lester Yocum, <i>drawing animals</i>	12

TODATE

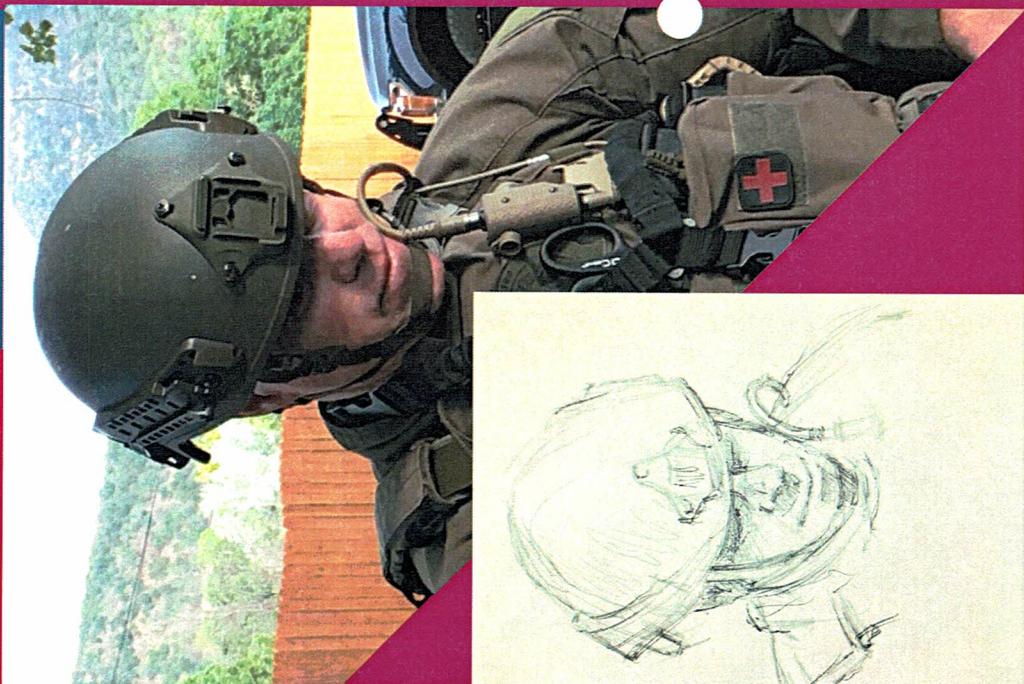
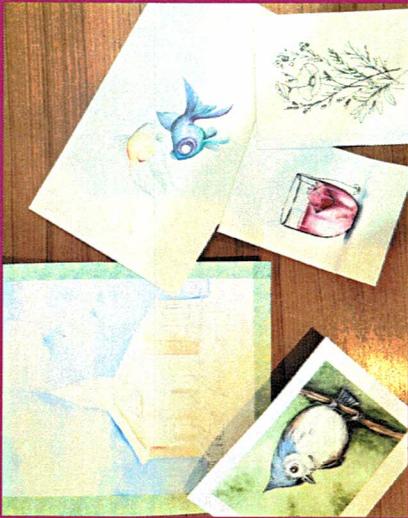
12.9 attendees per session

Participant evaluation range: 4.3-5.0

Avg. overall participant evaluation: 4.7

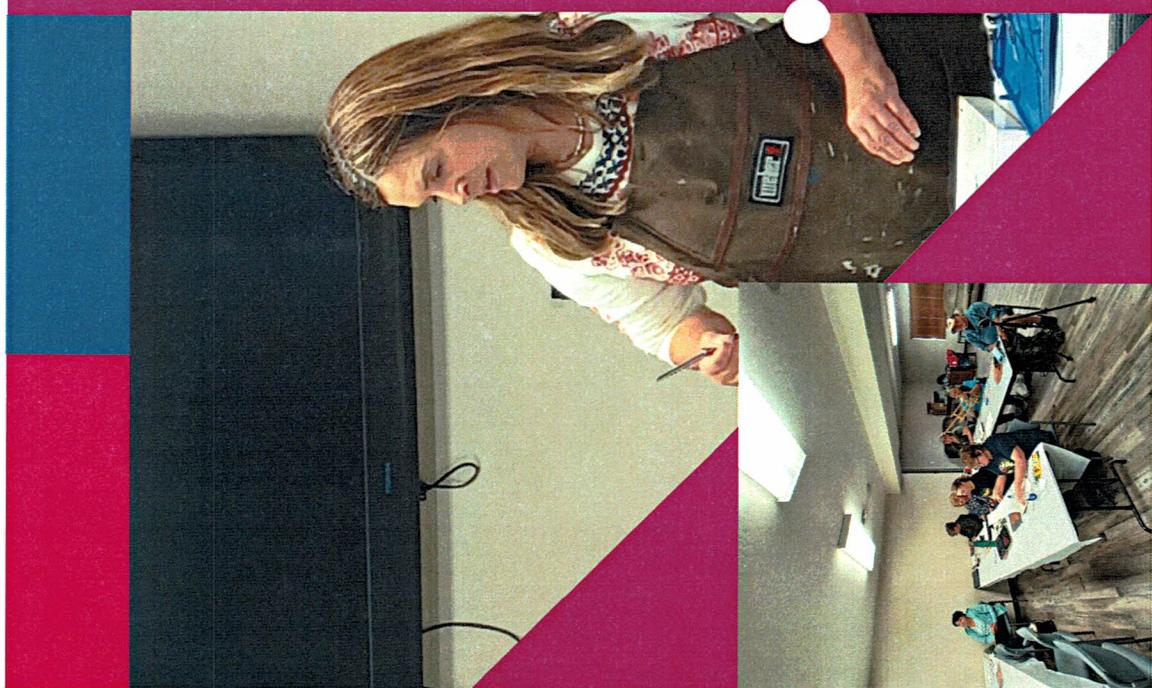
OPEN HOUSE

TIM AND SHANNA BENSON RESIDENCE



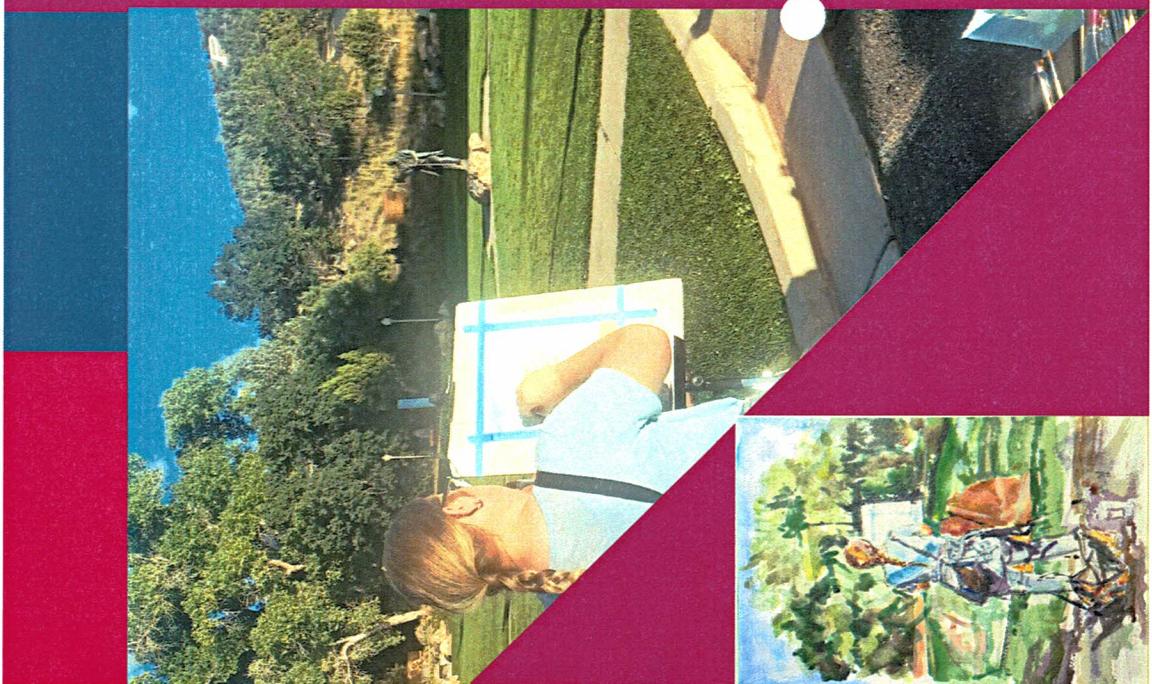
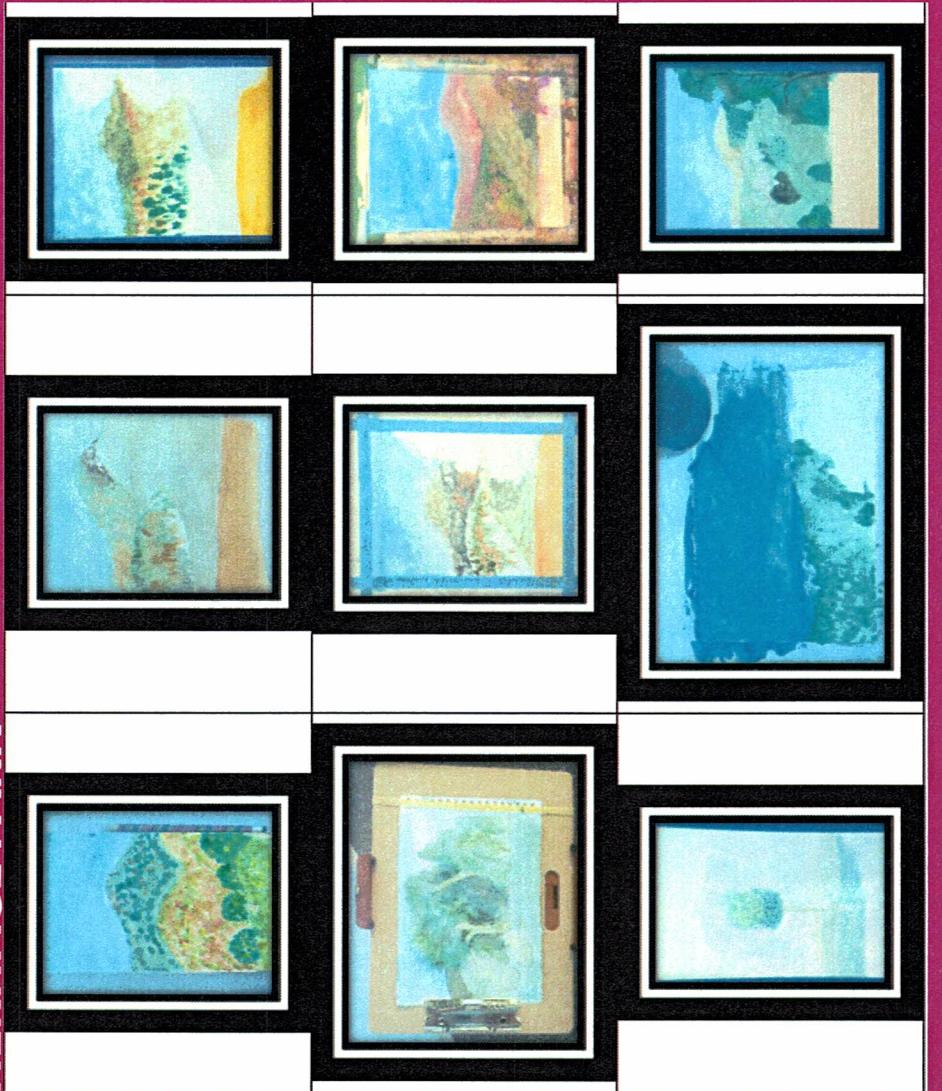
TIFFANY MARCHANT

INCLEMENT WEATHER LOCATION



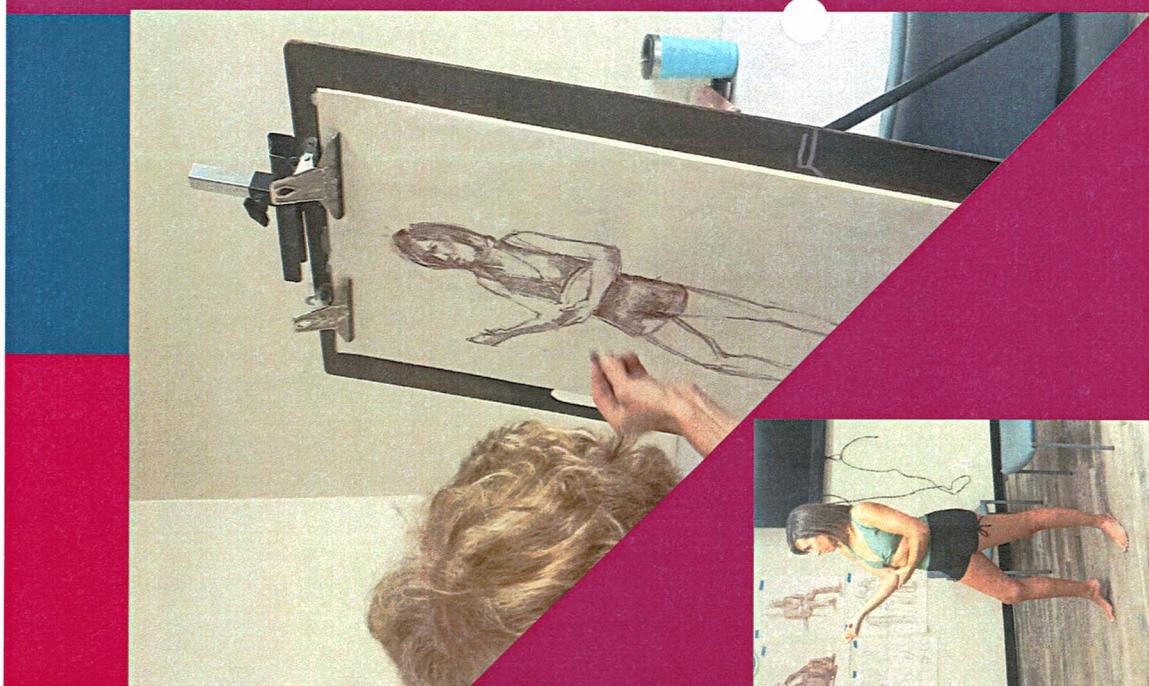
HANNAH MELLING

HERITAGE PARK



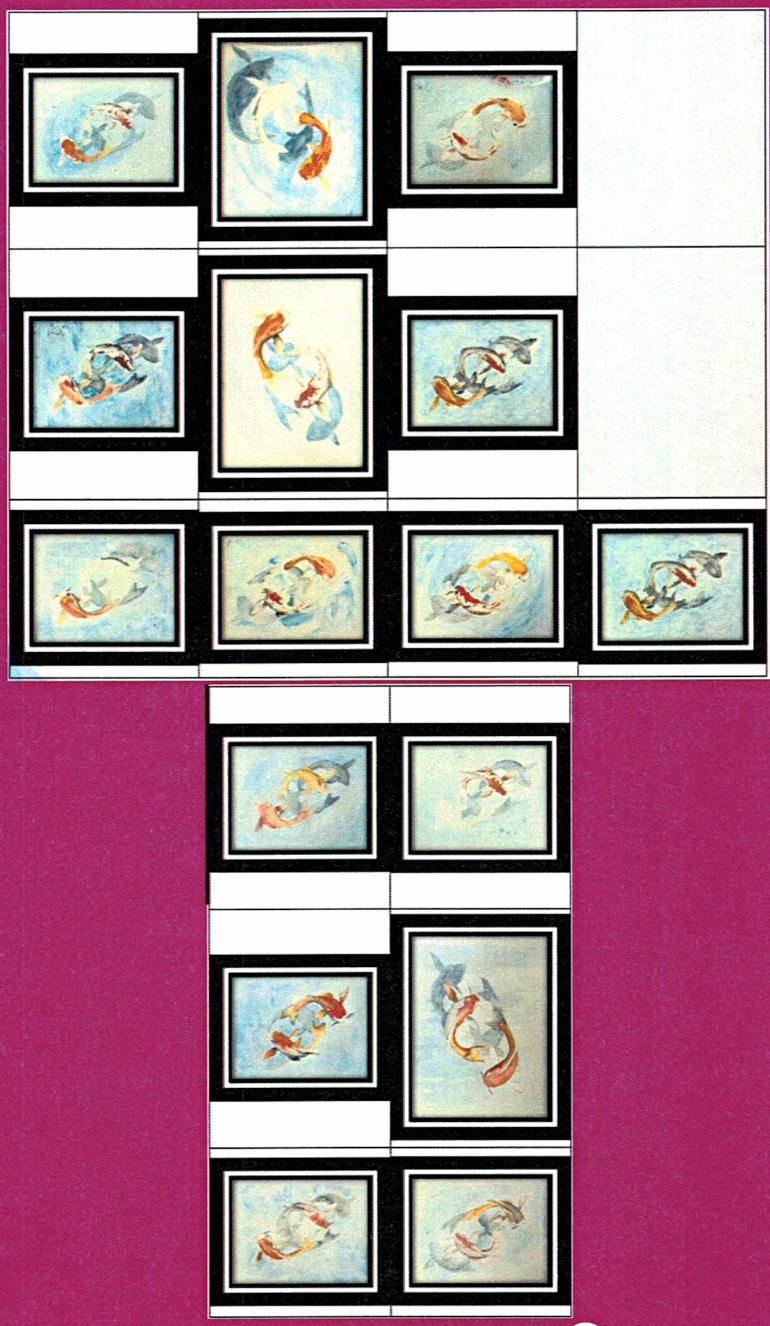
ARLENE BRAITHWAITE

FIGURE DRAWING: LANCE AND SHANNA STUBBS, MODELS



MARTA MITCHELL

ILLUSTRATION, WATERCOLOR

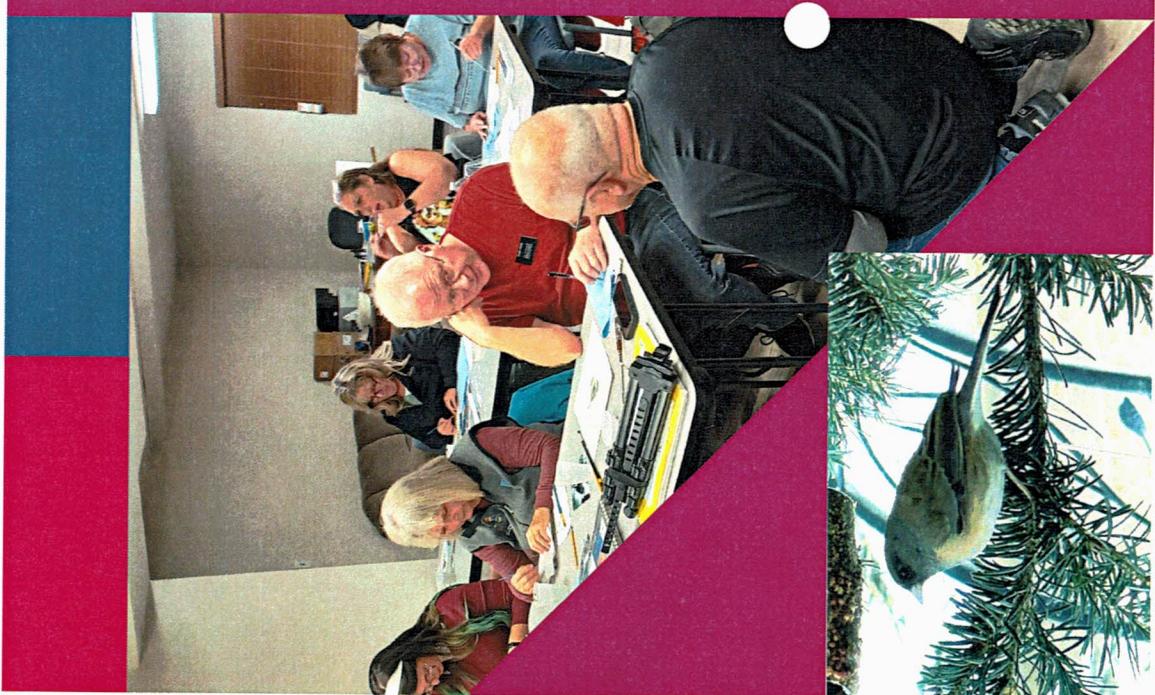


WHITNEY JONES

WATERCOLOR

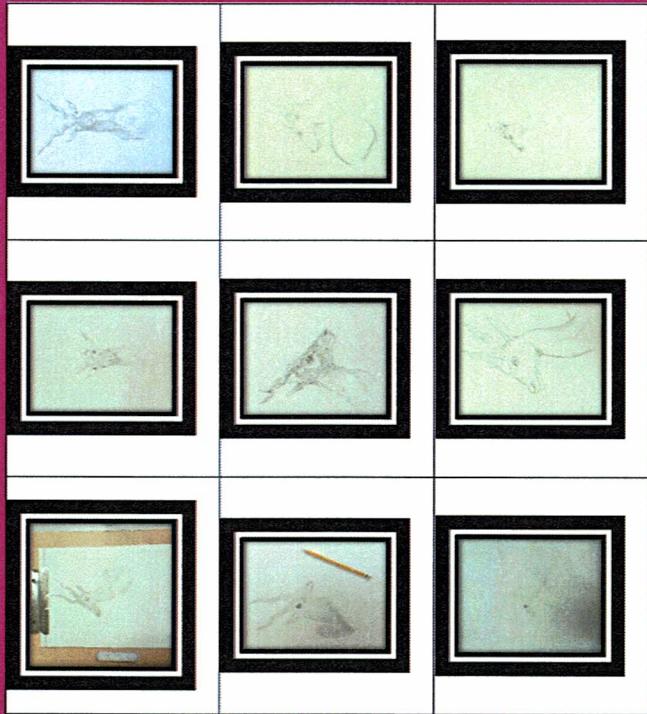


Right Photo reference. Photo by Whitney Jones Taken from his home.

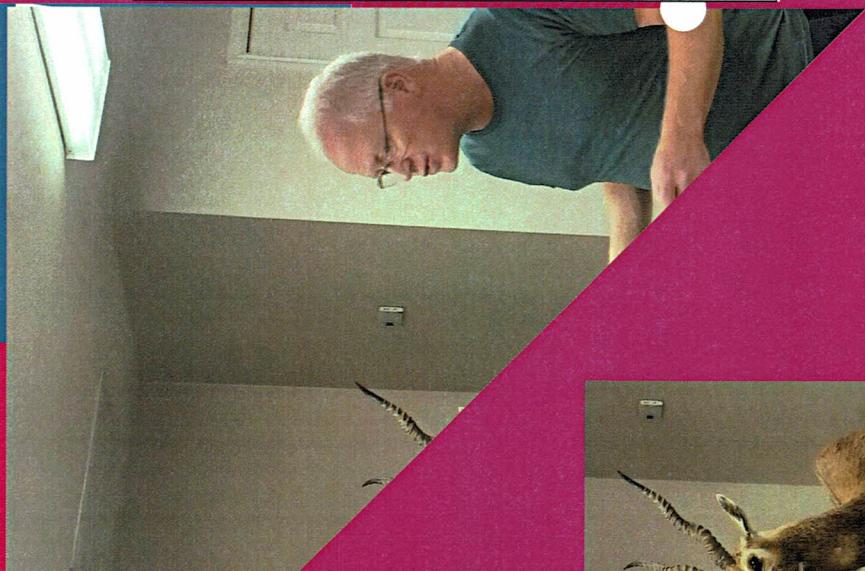


LESTER YOCUM

DRAWING ANIMALS



Left: Indian Black Buck. An antelope native to India and Nepal. Taxidermy by John Orton. Harvested by John Orton. Thanks to Dan Benson for assisting with securing the mount for this program.



COMING ATTRACTIONS

SUBJECT TO CHANGE

MARCH: ASHER SWAN, PHOTOGRAPHING NOUNS

APRIL: MARTA MITCHELL, HAND-BUILT CERAMICS

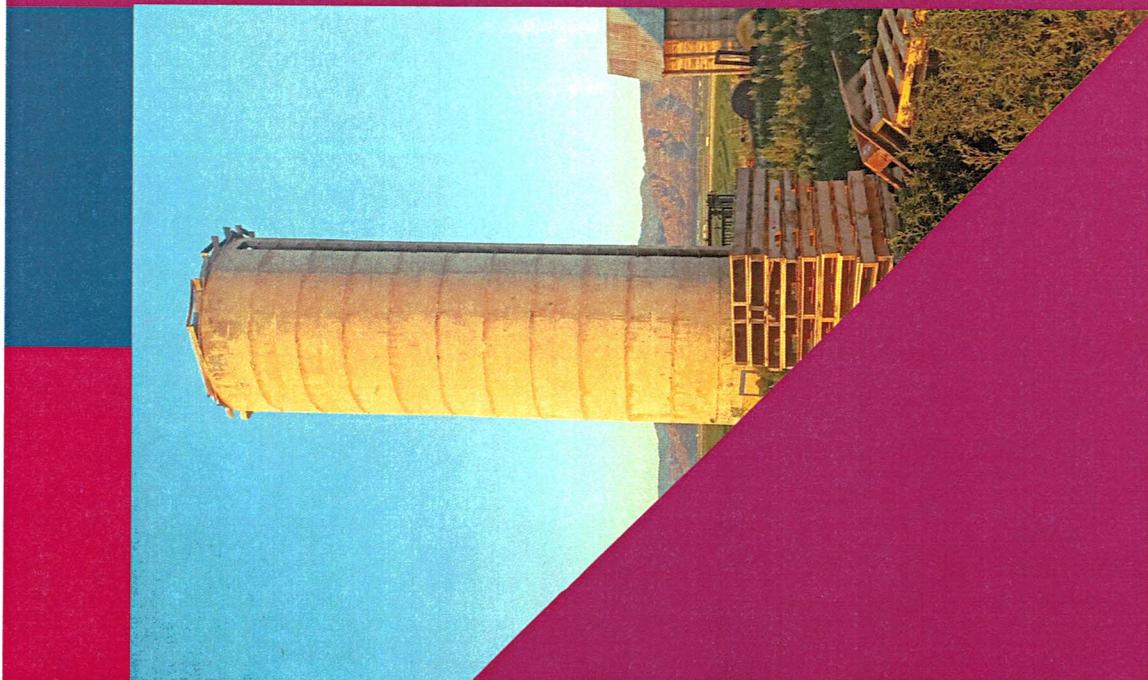
MAY: MARY JABENS, PLEIN AIR PAINTING, OIL, HALTERMAN FARM, EAST

JUNE: MONA WOOLSEY, PLEIN ART PAINTING, WATERCOLOR, ADAMS FARM, SILO

FISCAL 2025

JULY: TBD MENTOR, PLEIN AIR PAINTING, SWEET PEA FARM

AUGUST: RANDY SEELEY, FIGURE DRAWING, SWIMMING POOL



BUDGET METRICS

- Annual budget, \$2,500.
- Free use of fire station (not calculated into in-kind estimation).
- Monthly Director fee: \$50 (estimate 6 hours per session).
- Model fee: \$25 per model (3 this year).
- Attendees: The prospectus forwarded the position of making Parowan a "destination city" if only for a few hours. An estimated 1/3 of attendees are from out of town.

Metric	Measurement	To Date
Cost per attendee	Cash cost	\$10.02
In-kind	In-kind cost per participant	\$28.17
Total benefit to attendee	Cash and in-kind	\$38.19
Positive feedback	Percentage (%)	94%

CONSIDERATIONS

- New potential participant desire survey
- Program expansion/cooperation
- Funding availability and options
- Means of display
- Evaluation: Meeting prospectus goals?
- Venue limitations and possibilities

PUBLIC ART COMMISSION

Subcommittee

- Discussion surrounding a “Day of Grace.”
 - Very tentative
 - Grace Adams Tanner
 - Monument

1. Evaluating available funding
2. Evaluating logistics
3. Evaluating long-term implications
4. Evaluating subject matter
5. Evaluating everything

THANK YOU

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