



**Parowan City Council Meeting Minutes**  
**April 11, 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 Sharon Downey, Councilmember David Harris, Councilmember Rochell Topham

**City Staff Present:** Dan Jessen, City Manager; Scott Burns, City Attorney; Callie Bassett, City Recorder; Heather Shurtleff, Deputy Recorder; Jeremy Franklin, Power Superintendent; Stacy Gale, Deputy Treasurer

**Public Present:** See attached sign in sheet.

- 1. Welcome and Call to Order:** Mayor Halterman called the meeting to order at 6:00 p.m.
- 2. Opening Ceremonies:** Kristen Robinson offered the invocation. The council and the public recited the pledge of allegiance.
- 3. Declaration of Conflicts With or Personal Interest In Any Agenda Item:** No conflicts were declared.
- 4. Public Comment:**  
There were no comments from the public.

**CONSENT MEETING:**

- 5. Approval of City Council Meeting Minutes from May 14, 2024**
- 6. Approval of Warrant Register for April 11, 2024**

**MOTION:** Councilmember Topham moved to approve consent 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. Discussion and Vote on Billboard Ordinance, Ordinance 2024-07: Dan Jessen**

Dan presented two options for the billboard ordinance. Option A Bands new billboards within the city limits. It defines what a billboard is, and addresses the non-conforming status of any existing billboards that are in place before the ban. Dan said this is important because in the city's non-conforming code there is a paragraph about signs. It was the intention as this was discussed that if there was an existing billboard, it would be grandfathered in. However, if a grandfathered billboard goes into disrepair or non-use for more than a year, it loses its grandfathered status.

Dan said the second option, Option B, would allow billboards along I-15, adjacent to I-15, north of exit 78 and south of exist 75. It would restrict any new billboards from happening within that area. They would be prohibited in residential zoning districts. The question was residential zones and how many feet to where one could be placed. This would need to be defined. Dan said there are other things that they could regulate if they chose to, but he did not want to get into that because he was not sure where the council wanted to go.

**MOTION:** Councilmember Dean moved to accept Option A as the new ordinance.

**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 Burton	X		
Councilmember Downey	X		
Councilmember Dean	X		
Councilmember Harris		X	
Councilmember Topham	X		

The motion carried 4 to 1. Ordinance 2024-07 (option A) was adopted.

**8. Vote to Approve Mayor’s Recommendation of Troy Hoyt as an Alternate for Planning and Zoning to Replace Tony Leydsman: Mayor Halterman**

**MOTION:** Councilmember Burton moved to approve the mayor’s recommendation of Troy Hoyt as an alternate for planning and zoning to replace Tony Leydsman.

**SECOND:** Councilmember Topham seconded the motion.

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

**9. Consideration of Petition to Annex for South Central Holdings Annexation: Dan Jessen**

Dan explained to the council that this is not approving an annexation, it is just giving consent to move forward with the process. He explained the annexation process to the council. He said this annexation is two parcels held by South Central Holdings, LLC, between Painted Hills and the Ace Hardware property.

**MOTION:** Councilmember Downey moved to accept the Petition to Annex for South Central Holdings Annexation.

**SECOND:** Councilmember Burton seconded the motion.

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

**WORK MEETING:**

**10. Power Board Committee and Power Cost Adjustment Discussion: Councilmember David Harris**

Councilmember Harris said his concern is that none of the other committees have the kind of power that the Power Board has to adjust utility rates. He feels that they should not have that ability. He said when the rates change, it should be the city council that does that.

Jeremy Franklin said he thinks the reason the power board was given authority to govern the PCA originally is because they have had multiple meetings and discussions on this before the PCA model was brought to the council. They had more eyes on it for a longer period which gives them a better understanding. They have ownership in the ability to steer the PCA.

Jeremy explained that in his discussion with Councilmember Burton brought up a good point that the city paid for a study to be done, we have that information and the numbers, but then the city has the option to adjust high or low depending on if they want to recuperate their losses. Jeremy said the question is what do they want to do with the losses they had last year. He said if they just follow the study, they are not looking at under collection any longer.

Councilmember Downey said that the Power Board brought everything to the council. The council approved the rates going up and they approved the PCA. It was talked about in Power Board, but it was



approved by the council. Jeremy said if the city chooses to follow the model, they need to have the backbone to follow it if it is high or low. Jeremy said the whole point of the PCA is that we do not see the losses again that they have had in the past.

Dan read the Parowan City Municipal Code on how the power board is set up. He read: "The Department shall be headed by a Power Board which shall have exclusive jurisdiction over the Department and all its operations and facilities, except as may be specifically otherwise provided by Ordinance. The Power Board shall be responsible for the operation of the Department, the proper functioning of the Department, may make such regulations and rules as it deems necessary for the proper functioning of the Department, shall see that the Department operates on a self-sustaining economic basis, and shall report to the Mayor and City Council whenever requested to do so." (PCMC 7.02.010.B).

Having said that, Dan offered his advice to the council. He said he thought it was a bad idea to have the city council have a monthly rate discussion. He did say, to Councilmember Harris and Jeremy's point, if they decide to set the PCA to auto-follow the schedule, then they are not having a monthly discussion. Jeremy added that a driving force of the PCA is the UAMPS bill, and there is a small window between when the bill arrives and when it is due. It would be difficult to meet every month in that manner. He said putting the PCA on auto-pilot takes that all out.

Jared Burton, Power Board Chairman, said the power board already meets monthly to look at the PCA. The power board understands the PCA. He said having the council make the decisions on the PCA would mean there would be a difficult learning with every new council.

Jeremy said it all depends on the under collection. If the city wants to address under collection and losses, then the PCA needs to be adjusted. He said if they want to forget losses and follow the spread sheet, they have the vehicle in place to do that, and things move forward and they are ready to absorb the increases if we have them.

Dan asked Councilmember Harris if he would be comfortable leaving the PCA with the Power Board if they follow the PCA schedule. Councilmember Harris if they are following the schedule, he is fine with that. Dan said if the council decides they want to follow the PCA schedule, then the council needs to be prepared to follow it when it is low and when it is high.

Councilmember Downey said she does not think it is right for the city to forgive those losses. Councilmember Harris said he does not think it will cripple the power department.

Councilmember Harris would like to bring this to the first meeting in May.

#### **11. Short Term Rental Code consideration: Dan Jessen**

Dan explained that the intent of the planning and zoning committee is to start the process to look at adjusting the code regarding short term rentals. This will allow the city a 6 month stay on anything that comes in while the city is looking at it. Anything that comes in, they will have to push the pause button. There will be a moratorium in place. He said we are seeing a lot of short-term rentals coming in. The city does not have any code on this. They are home-based businesses. Stacy Gale said there are 8 short term rentals that are licensed.

Dan said if we want to do any regulations, we need to do it now. Planning commission will discuss this. This will be controversial with strong opinions on both sides. This has been a massive issue for other

communities. There are a lot of things to consider – water, setbacks, etc. Dan said planning and zoning will also be discussing ADUs. Parowan’s current code will not allow them. IDUs are allowed by the state. The city can regulate those.

**12. Parowan City Background Check Policy: Dan Jessen**

We currently do not have a background check policy in place. We need to do background checks on certain employees: police officers, coaches, crossing guards, pool employees, fire fighters, treasurer, recorder, and human resource employees. This will come back to the council on the 25<sup>th</sup> of April.

*Dan was excused from the meeting to attend a water meeting at the high school.*

**13. Thrillshare Resident Engagement Communication Tools: Zoom Meeting with Sloan Connerly**

Sloan Connerly presented this platform for mobile devices. It is a mobile app that can help engage the community. This app allows email and push notifications. It empowers the city team to post positive information to the public. He said this is a one stop shop. They would also create the city’s website. The council would like to look into this further.

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

**Councilmember Burton** reported that the water board met. They did not want to address the recommendation on the PMC. This will be ongoing with the water board and planning and zoning. They had a refresher on the ground water management plan. He said the pressurized irrigation water will be coming on April 16<sup>th</sup>. He said they are waiting on the dry canyon project. The ball was dropped and something that they thought was done was not even started.

Councilmember reported on the Planning and Zoning committee. They discussed rezoning some areas out in the Heritage Hills area. They also discussed a construction project on 195 N. 500 W. They also discussed ADU’s and definitions. They also discussed the creation of a subdivision land use authority which must be organized by the end of the year. He also reported that the county is getting a grant for phase 2 at the Five Mile campground.

**Councilmember Downey** reported on the kick off meeting with the Patchwork Parkway Bi-way Committee. They are going to do be constructing additional informational panels, and replacing other panels all along the bi-way from Parowan to Panguitch. The Messiaen monument is going to be put up at Hidden Haven.

**Councilmember Dean** reported that he attended the shade tree committee last week. He said Beaver Landscape will be treating trees in the city. They are looking at an urban forestry grant that is available until July 1. They were thinking perhaps they could plant trees to cut down on wind at the pickleball courts. Arbor Day will be April 29<sup>th</sup> at 12:30 p.m. at the Main Street park. He said they spent yesterday interviewing 7 highly qualified candidates for the public works director.

**Councilmember Harris** reported that they almost had an airport meeting. They thought they did not have a quorum.

**Councilmember Topham** reported that she and Councilmember Harris met with the public works department and others to about putting in a sidewalk from the Grace Christian Church along the Maple Springs subdivision. She said construction has started on the new multi-purpose building at the high school. She asked parents to be patient with the new drop off and pick up at the elementary school. The focus is on safety for the students. She said Parowan PD has been fantastic in their assistance with

this. She explained that 200 North has been made a one-way street during the school day. The new high school building will take one year to complete. She said she needs to talk to the Mayor and Dan about some concerns that still need to be addressed.

**Mayor Halterman** said she did not have any updates.

**15. Closed Session:** The council did not hold a closed session.

**16. Adjournment**

**MOTION:** Councilmember Topham moved to adjourn the meeting.

**SECOND:** Councilmember Downey seconded the motion.

**VOTE:** All councilmembers voted in favor of the motion. The motion carried. The meeting adjourned at 7:48 p.m.



Mollie Halterman, Mayor



Callie Bassett, City Recorder

Date Approved: May 9, 2024