



PAROWAN CITY COUNCIL MEETING MINUTES
JULY 10, 2025 – 5:30 P.M.
PAROWAN CITY COUNCIL CHAMBERS
35 E. 100 N., PAROWAN, UT 84761

Elected Officials Present: Councilmembers David Burton, John Dean, David Harris, and Rochell Topham

Excused: Mayor Mollie Halterman, Councilmember Sharon Downey

City Staff Present: Dan Jessen, City Attorney; Scott Burns, City Attorney; Callie Bassett, City Recorder; Chief Addison Adams, Parowan PD

Public Present: See Sign In Sheet

Welcome and Call to Order: Mayor Halterman and Sharon Downey were excused from this meeting. The meeting was called to order at 5:32 p.m. by Rochell Topham.

Election of Mayor Pro Tem

Councilmember Rochell Topham was nominated to be the mayor pro tem for the council meeting

David Burton moved to nominate Rochell Topham to be the mayor pro tem for the council meeting of July 10, 2025. John Dean seconded the motion. The motion passed unanimously.

Opening Prayer and Pledge of Allegiance

David Burton offered the opening prayer, expressing gratitude for the community and praying for blessings upon it. He asked for guidance and inspiration for the council to make decisions in the best interest of the city. David Burton also petitioned for moisture to sustain the community and its crops. Following the prayer, he led the group in the Pledge of Allegiance.

Declaration of Conflicts With or Personal Interest In any Agenda Items: City Councilmembers

Mayor Pro Tem Rochell Topham asked if any council members had conflicts of interest or personal interests in any agenda items. No conflicts were declared.

Public Comments (3 minutes each)

Hans Frischknecht

Hans Frischknecht, suggested turning off irrigation timers after significant rainstorms or hail to conserve water. He also recommended turning off engines while parking at the post office for easier living and to protect children from exhaust fumes.

David Burton

David Burton, speaking as a Parowan resident, stated that he was unable to attend the June 26, 2025 city council meeting due to being hospitalized for a stroke. He expressed his disagreement with the approval of both the AGM development agreement and the AGM annexation at that meeting. David requested that his dissenting vote be noted in the record, emphasizing that the vote would not have been unanimous had he been present.

David Burton explained his reasons for opposing the development agreement and annexation:

1. Discomfort with approval before relevant codes and ordinances were developed and ratified.
2. Concerns about infrastructure impact and potential acceleration of upgrades affecting existing citizens.
3. Lack of specific identification of future possible roads in development plans.
4. Frustration with misunderstandings regarding the civic commercial designated area.
5. Concerns about water rights and sources.

He stated that despite his opposition, he would work harder to ensure proper evolution of the project and protect Parowan's integrity, character, and heritage.

CONSENT MEETING

Approval of City Council Meeting Minutes from June 26, 2025

Approval of Warrant Register for July 7, 2025

Approval of Financial Statement for June 2025

These three items were part of the consent agenda and were approved with a single motion. John Dean moved to approve items 5, 6, and 7 of the consent agenda. David Harris seconded the motion. The motion passed unanimously.

ACTION MEETING

Possible Approval of City Inspect Contract for Building Inspection Software

Dan Jessen presented information about the city's transition to having Keith Naylor perform building inspections internally. He explained that software was required for this transition and that the city needed its own contract with My City Inspector, the software currently used by the county.

Dan outlined the benefits of the software, including:

1. Streamlined application and approval processes
2. Automated scheduling for inspections
3. Immediate communication of inspection results
4. Compliance with state reporting requirements

The proposal included:

- Annual maintenance fee: \$2,500
- One-time upfront cost: \$5,800
- Estimated permit count: 100 permits

Dan noted that the software could also be used for subdivision submissions, large capital projects, and business licenses. The council discussed the contract length, with Jessen recommending a 3-year term to lock in the price. Councilmember David Burton agreed with the 3-year term.

David Burton moved to approve the contract for the building inspection software for a period of 3 years. David Harris seconded the motion. The motion passed unanimously.

Adopt FY26 Fee Schedule

This item was tabled until the next council meeting.

David Burton moved to table action item number 9 on the action agenda. John Dean seconded the motion. The motion passed unanimously.

Annual Approval of Business Beer License Renewals for FY2025-26

Rochell Topham presented the list of businesses for beer license renewals, noting that the Iron County Fair had been mistakenly left off and needed to be included. The businesses approved for renewal were:

1. High Voltage Barbecue
2. On the Run (previously KB Express)
3. Maverick
4. Southern Country (Chevron)
5. TA
6. Iron County Fair

Rochell mentioned that Family Dollar and Pizza Barn had not yet responded and would be addressed later.

John Dean moved to approve the business beer license renewals for fiscal year 2025 to 2026 for the ones shown and checked off, including Iron County Fair. David Burton seconded the motion. The motion passed unanimously.

Move Next City Council Meeting to July 31st due to Pioneer Day Holiday on July 24th

The council discussed moving the next meeting from the 24th to the 31st due to the Pioneer Day holiday.

David Burton moved to move the next city council meeting from Pioneer Day, July 24th, to July 31st. John Dean seconded the motion. The motion passed unanimously.

WORK MEETING

Periodic Presentation by Chamber of Commerce: Kade Bryant

Kade Bryant, the new president of the Chamber of Commerce, provided an update on the chamber's activities:

1. Recognition: Parowan was recognized as the only main street in Utah without vacancies in the business corridor.
2. Wayfinder Signs: Progress on a grant for wayfinding signs to be placed at different intersections.
3. Tourism Funding: Received from Iron County Tourism Bureau for various projects and events.
4. Membership: 66 paying members with potential for growth.
5. Executive Director Position: Open for applications, with the hiring process to be completed by the next board meeting.
6. Strategic Planning: A meeting planned for August to reassess chamber priorities and focus.

Kade answered questions from the council and expressed appreciation for the city's support.

Discussion of Prime West Development LC Annexation Agreement

Dan Jessen presented the annexation agreement for Prime West Development LC, focusing on the road improvement requirements. The main points of discussion were:

1. Improvement of 200 North from the development to 600 West.
2. Requirement for at least one additional ingress/egress access route.
3. Timing of improvements tied to the first subdivision application.

Dallas Buckner, representing the applicant, expressed concerns about the extent and timing of the required improvements. The council discussed various aspects of the agreement, including:

1. Definition of "improve" for 200 North.

2. Potential phasing of improvements.
3. Sidewalk requirements and pedestrian safety.
4. Coordination with future developments in the area.
5. Fairness in requiring improvements from new developments vs. existing properties.

The council agreed to revisit the agreement at the next meeting on July 31st, focusing on:

1. Defining what "improve" means for 200 North.
2. Reviewing different road section options.
3. Determining the extent of improvements required.
4. Discussing potential thresholds for triggering improvements (e.g., number of lots).

Discussion of Possible Ordinance Banning Feeding of Feral Cats

The council heard from Margarita Martin, a resident, who expressed concerns about a neighboring property feeding feral cats and the resulting health and cleanliness issues. Dan Jessen presented a draft ordinance that would ban feeding of feral cats not participating in a recognized community cat program.

The council discussed the pros and cons of such an ordinance, including:

1. Enforceability concerns.
2. The need to create and monitor a community cat program if the ordinance passed.
3. Existing nuisance ordinances that could address some of the issues.

The council ultimately decided not to pursue a new ordinance at this time, instead opting to rely on existing health and nuisance ordinances to address problems as they arise.

Discussion of Various Fencing Requirements in Code, Explore and Update

Dan Jessen presented issues with the current fencing code and proposed updates. Key points included:

1. Lack of clear definitions for terms like "site obscuring" and "screening fence."
2. Inconsistencies in height requirements for fences.
3. Unclear requirements for who is responsible for building fences between different types of developments.
4. Specific issues with RV park fencing requirements.

The council discussed potential changes, including:

1. Adding clearer definitions for fence types.
2. Standardizing height requirements.
3. Clarifying responsibility for fence construction between different property types.
4. Potentially adopting elements from Cedar City's fencing code.

Dan agreed to draft updated language for the fencing code and bring it back to a future work meeting for further discussion.

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

Council members and staff provided various updates:

1. David Burton reported on the success of the Fourth of July celebrations.
2. John Dean mentioned his participation in the Fourth of July parade and the Shade Tree Committee's tree raffle.
3. Dan Jessen announced the upcoming RFP for the airport's Fixed Base Operator (FBO) contract and provided updates on various city projects and developments.

4. The council discussed the success of the Fourth of July fireworks and praised the fire department and citizens for their responsible handling of the event.
5. Dan Jessen provided information about the Goodfellow Corporation's construction near the airport and potential future developments in the industrial park area.

Closed Session

David Burton moved to enter into a closed session for a strategy session to discuss purchase, exchange, lease, or sale of real property. John Dean seconded the motion. A roll call vote was taken as follows:

| | AYE | NAY |
|----------------|------------|------------|
| David Burton | X | |
| John Dean | X | |
| David Harris | X | |
| Rochell Topham | X | |

The motion passed unanimously. The council moved into closed session at 8:00 p.m.

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

The council came out of closed session at 8:18 p.m.

Adjournment

David Burton moved to adjourn the meeting. John Dean seconded the motion. The motion was approved unanimously. The meeting was adjourned at 8:18 p.m.


Rochell Topham, Mayor Pro Tem


Callie Bassett, City Recorder

Date Approved: July 31, 2025