



## PAROWAN CITY COUNCIL MEETING MINUTES

JULY 31, 2025 – 5:30 P.M.

PAROWAN CITY COUNCIL CHAMBERS

35 E. 100 N., PAROWAN, UT 84761

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

**City Staff Present:** Dan Jessen, City Attorney; Scott Burns, City Attorney; Callie Bassett, City Recorder; Chief Addison Adams, Parowan PD; Aldo Biasi, Public Works Superintendent

**Public Present:** See Sign In Sheet

### Welcome and Call to Order:

Mayor Mollie Halterman called the Parowan City Council meeting to order at 5:30 PM on July 31, 2025.

### Opening Ceremonies:

Tom Zaleski led the prayer and led the Pledge of Allegiance.

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

No conflicts of interest were declared by any council members.

David Burton moved to move this item 8, Discussion and Possible Approval of Prime West Development L C Annexation Agreement Final Language to the work meeting agenda rather than action agenda. Rochell Topham seconded the motion. David Burton explained there was uncertainty and no unified decision on this item. The motion passed with a 4-1 vote, with David Harris voting against. The item was moved to the work agenda.

Mayor Halterman said that item 12, Discussion on Options to Aerate Meeks Pond, and item 15, Procurement Policy, needed to be tabled to the next meeting.

Rochell Topham moved to table agenda items 12 and 15 to the next meeting. David Burton seconded the motion. The motion passed unanimously.

### Public Comments (3 minutes each)

**Anthony Guiling**, resident at 84 South 100 West, addressed concerns about the post office location. He stated that the town has outgrown the current location, resulting in traffic congestion and safety issues. He expressed concerns about lack of law enforcement presence around the post office area, noting speeding vehicles on surrounding streets. Mr. Guiling also raised concerns about police department leadership, suggesting the town was safer in previous decades.

**Jennelle Zajac** noted a discrepancy in the agenda item numbering. Dan Jessen explained that there had been an agenda amendment, pointing out that what was being referred to as Item 15 was correct.

**Mayor Halterman** acknowledged the post office concerns, noting that discussions were ongoing about alternative locations and that she had been in discussions with the postmaster about available boxes and potential new sites.

**Consent Meeting:**

**Approval of City Council Meeting Minutes from July 10, 2025**

**Approval of Warrant Register for July 31, 2025**

David Burton moved to approve items 5 through 6. Sharon Downey seconded the motion. The motion carried unanimously.

**Action Meeting:**

**Off Premise Beer License - Local Consent: Maverik #790 (New Store), Family Dollar, Pizza Barn**  
Rochell Topham moved to approve the off-premise beer licenses for Maverik's new store Maverik #790, Family Dollar, and the Pizza Barn. The motion was seconded by John Dean. The motion carried unanimously.

**Review and Approve America 250 MOU**

Mayor Halterman explained that Parowan had met the requirements to receive a \$1,500 stipend for patriotic celebrations from July 2025 to July 2026. The requirements included signing an agreement to properly use the official America 250 logo and committing to patriotic events, which Parowan already hosts regularly. The city had also formed an America 250 committee in a previous council meeting as required.

David Burton moved to approve the America 250 MOU. Sharon Downey seconded the motion. The motion carried unanimously.

**Jones and DeMille Scope of Work and Fee for the EDA Grant Application**

City Manager Dan Jessen explained that the city had previously approved applying for an Economic Development Agency (EDA) grant for the airport loop road and upgraded utilities. Jones and DeMille had been awarded the contract to do the preliminary work based on an RFP. The city now needed to approve their scope of work and fee of \$30,000.

Dan explained that Jones and DeMille would be designing the preliminary engineering report required for the grant application and assisting with the application process. If the grant is funded, these expenses would be reimbursed. If not, the city would have spent the money without securing funding. However, Mr. Jessen noted that the project was well-aligned with what the grant is designed for, and the chances of receiving funding were high. The grant would be for approximately \$7 million.

Sharon Downey asked how the city would handle the upfront costs. Mr. Jessen confirmed they would appropriate the money through a budget amendment and would be reimbursed if the grant is approved.

Sharon Downey moved to approve Jones and DeMille's scope of work and fee for the EDA grant application. Rochell Topham seconded the motion. The motion carried unanimously.

### **Work Meeting Agenda:**

#### **Old Rock Church Project Update**

Tom Zaleski provided an update on the Old Rock Church Days fundraising efforts. He announced they had raised \$42,350, which with matching funds from the Dixie and Ann Levitt Foundation, brought the total to approximately \$85,000. This amount is sufficient to fund a new roof for the Old Rock Church. Mr. Zaleski noted that contracts for the roof work had already been sent out by city staff and three bids had been received.

Anthony Guiling asked about reinforcing the rafters due to sagging. Mayor Halterman responded that they have engineering drawings for the roof and tie-in plan, explaining that the building's construction was an "architectural marvel" that has stood the test of time. She invited Mr. Guiling to view the plans and the attic space.

Tom Zaleski mentioned that engineers had conducted a thorough study of the attic space, and Mayor Halterman added that there are substantial timbers supporting the structure.

#### **Discussion on Options to Aerate Meeks Pond**

This item was tabled by earlier motion to allow for more time to research options and costs.

#### **Discussion on Main Street Crosswalk Project**

Mayor Halterman introduced the discussion about improving crosswalk safety, particularly at the intersections of Center and Main Street and 200 and Main Street. Matt Rhodes from UDOT was present to discuss options.

Mr. Rhodes explained that recent updates to the Manual on Uniform Traffic Control Devices (MUTCD) limited what could be done in crosswalks. He noted that logos in intersections and contrasting colors were no longer allowed, primarily due to safety concerns including slipperiness for plow drivers.

Mayor Halterman showed interest in the "Special Emphasis Crosswalk" option, which uses diagonal lines across the crosswalk to increase visibility. The council discussed whether to use thermoplastic material (more expensive but longer-lasting) or paint for the markings. Aldo Biasi, Public Works Director, mentioned they were already planning to refresh the school crosswalks before school starts. He noted that crosswalk painting is typically contracted out rather than done in-house.

The council expressed concerns about pedestrian safety, particularly around the schools. Councilmember David Burton identified First North, Second North, Center, and Second South intersections as priorities, while Councilmember Sharon Downey added 400 North and 100 West as another important location due to student foot traffic.

Mayor Halterman suggested mapping out all priority locations and determining whether UDOT could help with some locations while the city handled others. Mr. Rhodes indicated UDOT could make improvements that meet their standards, but funding constraints might delay implementation.

#### **Discussion on Open Space/Parks Land Use Code Recommendation**

Dan Jessen presented the proposed code requirements for open space in new developments, which had been forwarded by the Planning Commission with a positive recommendation. The code would require varying percentages of open space dedication based on zoning density:

- Rural Estates zone: No requirement due to large lot sizes
- R1, R1A, and A1 zones: 1.5% of gross area
- R2 zone: 3% of gross area
- R3 and high-density zones: 4.5% of gross area

The proposal included provisions for developments under 10 acres to pay a fee in lieu of land dedication, with larger developments required to dedicate actual land. The code also specified that dedicated land must be reasonably shaped, accessible, and suitable for recreation, and not encumbered by steep slopes or drainage facilities.

Councilmember David Burton expressed concern about the varying percentages, suggesting a flat percentage might be more appropriate since open spaces serve the entire community, not just the development.

After discussion, the council decided to review the proposal further before making a decision, potentially requiring a second public hearing if substantial changes were made.

#### **Procurement Policy Discussion**

This item was tabled by earlier motion.

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

*Councilmember David Burton:*

- Reported that Planning and Zoning had met and made the recommendation on public open space.
- Noted the water recharge project was progressing well.
- Mentioned the cemetery fence work was in progress.

*Councilmember Sharon Downey:*

- Shared information about a fire in Monroe that had burned 12 transmission power poles, leaving 3,000 people without power.
- Announced that Saturday's "Run Your Buns" event had 239 participants and 100 volunteers registered.

Councilmember John Dean had nothing to report but mentioned he would have updates about employee appreciation at the next meeting.

Councilmember David Harris had nothing to report.

*Councilmember Rochell Topham:*

- Attended a theater board meeting where they reported over \$2,100 in profit from the "Little Women" play.
- Mentioned August was fully booked at the theater, mostly with homeschool kids and co-ops.
- Reported the theater has started charging to rent props and costumes for productions outside Parowan.
- Announced upcoming productions including a play in October and the Haunted Theater from October 23-31.
- Reminded everyone that the food bank is still providing free summer meals for families with children until August 5.

*City Manager Dan Jessen:*

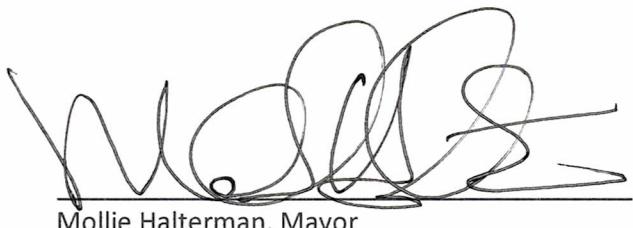
- Announced two active RFPs: one for the airport fixed base operator due that Friday, and another for an independent auditor.
- Reported several equipment issues at the pool requiring repairs: a water heater, main circulation pump, and shattered front door glass, all requiring budget adjustments.
- Mentioned a police vehicle with potential motor problems.
- Provided an update on the Main Street Bridge project, reporting that it was on schedule with bidding expected in September-October and construction during winter.
- Announced Tony Robison had been selected as the new principal of Parowan High School.
- Reported the city was working with Bowen Collins on water treatment facility engineering and exploring options to rehabilitate springs without treatment.

*Mayor Mollie Halterman:*

- Discussed progress on addressing the Exit 75 interchange, noting a scoping meeting was held with engineers.
- Announced the Old Rock Church roof would be replaced in September.
- Shared information from a UDOT open house regarding traffic counts on Canyon Road to Brian Head, noting current traffic (2,700 cars daily) was well below capacity (27,000).
- Reminded everyone about the upcoming county fair and encouraged community support and volunteering.

Adjournment

David Burton moved to adjourn the meeting. Rochell Topham seconded the motion. The motion carried unanimously. The meeting adjourned at 9:10 p.m.



Mollie Halterman, Mayor



Callie Bassett, City Recorder

Date Approved: 8/14/2025