



**PAROWAN CITY COUNCIL MEETING MINUTES**  
**AUGUST 19, 2025 – 4:00 P.M.**  
**PAROWAN CITY COUNCIL CHAMBERS**  
**35 E. 100 N., PAROWAN, UT 84761**

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

**City Staff Present:** Dan Jessen, City Attorney; Callie Bassett, City Recorder

**Public Present:** None.

**COUNCIL MEETING:**

**Welcome and Call to Order**

Mayor Mollie Halterman called the Parowan City Council special meeting to order on August 19, 2025, at 4:00 pm.

**Declaration of Conflicts With or Personal Interest In any Agenda Items**

There were no declarations of conflicts or personal interests from City Councilmembers.

**Public Comments**

There were no members of the public present to provide comments.

**Award Bid for Auditor from Requested Proposals**

City Manager Dan Jessen presented information regarding the bids received for auditing services. He explained that the city had received three qualified bids from accounting firms: Hinton Burdick (the city's current auditor), Kimble and Roberts (from Richfield with operations in Cedar City), and Larson (from Spanish Fork).

Mr. Jessen noted that all three were reputable firms and provided comparable services. After verifying that all bids were comparable in scope, the staff determined that Kimble and Roberts submitted the lowest price. Additionally, Mr. Jessen reported that the city recorder, treasurer, and himself had evaluated the proposals using a predetermined scoring matrix, and Kimble and Roberts also scored highest in this evaluation.

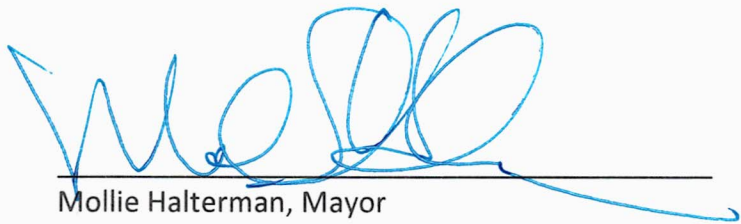
Based on both the pricing and scoring matrix results, the staff recommendation was to award the bid to Kimble and Roberts.

David Burton moved to approve Kimble and Roberts for the bid for auditor. The motion was seconded by Rochell Topham. The vote was unanimous in favor of the motion.

**Adjournment**

David Burton moved to adjourn the meeting. The motion was seconded by Rochell Topham, and passed unanimously. The meeting adjourned at 4:02 p.m.

Signatures on next page.



Mollie Halterman, Mayor



Callie Bassett, CMC, City Recorder

Date Approved: 8/28/2025