PAROWAN CITY COUNCIL MEETING MINUTES
SEPTEMBER 11, 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; Chief Addison Adams, Parowan PD; Officer Mike Bleak, Parowan PD; Keith Naylor, Building Inspector/Assistant Zoning Administrator; Callie Bassett, City Recorder

Public Present: Please see sign in sheet.

Welcome and Call to Order

Mayor Mollie Halterman called the Parowan City Council Meeting to order at 5:31 PM on Thursday, September 11, 2025. She thanked the audience for their attendance, noting that their presence showed they were engaged and cared about their community.

Opening Ceremonies

Commissioner Mike Bleak provided the opening message. He shared his personal experience responding to Ground Zero on October 12, 2001, after the 9/11 attacks. He said he met with families who had lost loved ones, including the Langone family who lost two brothers - Michael, an NYPD officer, and Peter, an FDNY firefighter. Commissioner Bleak expressed how the attacks unified Americans regardless of voting habits or beliefs, and lamented how that unity has deteriorated over the past 24 years. He expressed gratitude for the opportunity to serve during that time and to carry those sacred memories with him.

Moment of Silence in Remembrance of Those Who Lost Their Lives September 11, 2001

A moment of silence was observed in remembrance of those who lost their lives during the September 11, 2001 attacks.

Commissioner Bleak then 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.

Public Comments

Hannes Frischknecht expressed concern about the increasing volume of speakers at the fairgrounds each year. He requested that the City Council consider implementing limits on amplification levels at the fairgrounds.

Consent Agenda

The consent agenda included approval of the City Council Meeting Minutes from August 28, 2025; approval of the Warrant Register for September 11, 2025; approval of P.O. No. 3 to IRBY for $55,600 for 40 Power Poles for the Power Department; approval of P.O. No. 4 to L&R Pump and Drilling Inc. for

$54,875.50 for Canyon Well Repairs for the Water Department; and approval of the August 2025 Financial Report.

Councilmember Burton questioned the costs associated with the Canyon well repairs in item 9, noting that L&R Pump and Drilling had charged the same amount for pulling the equipment as for setting it. City Manager Dan Jessen explained that while he didn't have specific details about the charges, Aldo had been involved in the process and would have that information.

Councilmember David Burton moved to approve the consent agenda items 6 through 10. Councilmember Sharon Downey seconded the motion. The motion carried unanimously.

Direction to Planning Commission Regarding Updating Annexation Policy Plan & Map
Dan Jessen presented the current annexation policy plan and map, which was originally adopted in 2003. He explained that as part of the "Rural Done Right" initiative, the Council had previously discussed the need to amend the annexation policy plan and map to better reflect the city's future growth strategies. Dan displayed the current annexation map, highlighting a purple boundary line, which indicated the area the city would potentially consider for annexation. Dan mentioned the existence of a future land use map (FLUM) created in 2012, which includes boundaries defined as "interim growth" and "ultimate growth."

Dan emphasized the importance of modifying these boundaries, especially considering that the Legislature would be focusing on annexations in the approaching session, which might lead to policies that compel cities to annex certain properties under specified conditions. Such legislative moves could potentially diminish the city's control over its growth trajectory, making it imperative to update the annexation boundaries.

Dan elaborated on different sections within the current annexation boundary, pointing out areas including properties near the freeway interchange, the airport, and regions north of the Meissner annexation. He expressed a concern that expanded boundaries might lead the city to inadvertently commit to infrastructure planning for areas it might never intend to serve. He highlighted that utilities and road planning efforts had long been centered around maintaining a balance with the current and realistically expectable growth.

Councilmember Burton proposed the adjustment of the boundaries to ensure they are pulled closer to the freeway on the north side. He also suggested aligning the boundaries with the Meissner subdivision on the eastern side to make the city's growth more manageable. Throughout the discussion, the idea circulated about pulling back from annexing excessive farmland areas unless they were planned to sustain urban growth under the city's jurisdiction.

Dan also noted the balance needed between utility services and growth boundaries. He shared that in extending utilities like water, sewer, and power, the city's current infrastructure plans are not designed to support outlying areas not covered by the annexation map. He mentioned that some areas have already been serving with utilities, yet the service extensions are limited and sometimes under-serving due to the existing infrastructure setup.

Additionally, Councilman Burton voiced the collective consensus from previous discussions, underlining their anticipation to retract the annexation boundary under the Rural Done Right initiative.

Councilmember David Burton moved to send this to the Planning and Zoning Commission to look at shrinking the annexation boundary. Councilmember Sharon Downey seconded the motion. The motion carried unanimously.

Possible Approval of South Central Franchise Agreement
Dan Jessen explained that the South Central Franchise Agreement had been tabled since March. He reported that most issues had been settled, including the franchise fee, which is set at 3.5% per state rules. The Council had left off with discussions about the wreck out of the old cable system being a goal, and a desire to see South Central continue to build out the city with fiber to the home across all areas.

Dan presented four paragraphs that had been added to the agreement addressing these concerns, which South Central had reviewed and accepted. He highlighted the points of intent, mutual interest in deploying modern telecommunications infrastructure, and a commitment to transition from unused coaxial cable to fiber optic as commercially reasonable. The agreement also emphasizes cooperation in identifying opportunities for fiber deployment and a periodic review process to assess progress toward these fiber deployment objectives.

Furthermore, while South Central had expressed that this was already their goal, the city wanted these commitments to be formally outlined in the agreement to ensure accountability. Dan noted that South Central has a very progressive forward-looking plan and emphasized their positive working relationship with the city. South Central is about 80% built out with fiber in the city, which is notable for a rural town.

In a side note, Dan mentioned that South Central agreed to cooperate with the city on a grant application. They have verbally agreed to install fiber extending along the city's planned road, water, and underground power extensions for the airport, thus allowing the city to utilize their investment as matching dollars toward the grant. This cooperation exemplifies the beneficial partnership between South Central and Parowan City, ensuring better telecommunication services for residents and businesses.

Councilmember Sharon Downey moved to approve the South Central Franchise Agreement, item number 12. Councilmember John Dean seconded the motion. The motion carried unanimously.

Possible Approval of Amendment to Development Agreement for Kay Geez Stock, LC
Dan Jessen explained that while Kurt Goodfellow was present to discuss this item, the Council would not be able to take action on the amendment at this meeting. The reason was that to amend a development agreement, a public hearing is required, which had not been scheduled. The intent of the amendment was to coordinate timing for a grant application, where some of Mr. Goodfellow's investments in utilities would be used as matching dollars. Dan suggested that instead of amending the development agreement, they could create a simple memorandum of understanding.

Kurt Goodfellow introduced himself to the Council and provided background on his company, Goodfellow Corporation, which started in 1960 and specializes in equipment for aggregate, sand and gravel, asphalt, and mining industries. He explained that they chose to build a facility in Parowan because they needed more space for expansion and his oldest son, who is their production and engineering manager, wants to raise his family in Parowan.

Mr. Goodfellow clarified that his company would not be involved with the airport beyond his personal interest in aviation as a pilot. He mentioned that he had purchased an existing hangar at the airport rather than participating in hangar development as he had initially considered.

He stated that they currently employ 4-5 people in Parowan and expect to increase to about 10 in the near future, with potential for up to 100 employees if they begin manufacturing operations at the site. Mayor Halterman expressed appreciation for Mr. Goodfellow's attendance and noted the importance of the project for Parowan's economic development.

No action was taken on this item, with Mr. Jessen indicating it would return at a future meeting either as an amendment with a public hearing or as a memorandum of understanding.

Discussion on Short Term Rental Fees and Scheduling Public Hearing

Dan Jessen discussed three items that needed to be addressed in the short-term rental code before scheduling a public hearing.

First, regarding noise and nuisance behavior, Mr. Jessen proposed clarifying language about events and parties: "No events or parties which would temporarily increase the number of guests not spending the night on the property above the occupancy limit or parking capacity without separate approval from the city staff."

Second, the Council confirmed that appeals of license denials or revocations would go to the Planning Commission rather than the Appeal Authority.

Third, Dan presented feedback from a realtor suggesting that owner-occupied properties should not count toward the 10% cap on short-term rentals. The Council discussed this provision and agreed to include language specifying that owner-occupied properties would not count toward the cap.

For the fee schedule, the Council discussed various fee structures from neighboring cities, ranging from $40 in Cedar City to $300 in Hurricane. They agreed to set the short-term rental license fee at $50 (the same as a standard business license) with the same renewal fee, plus a $30 fire inspection fee. They decided not to include a public safety surcharge but would maintain a 50% late renewal penalty.

The Council scheduled a public hearing for the next meeting to address both the code changes and the fee schedule.

Review of Building Permit Request Regarding Nonstandard Shared Driveway via Easement/ROW for Trent Staheli and Lesli Walker

Dan Jessen introduced a building permit request reviewed by the Planning Commission, concerning a property accessed via a flag lot belonging to the Ipsen family along Old Highway 91. The property access is through a non-exclusive ingress, egress, and utility easement, which is recorded on both the Ipsen and Staley properties' deeds. Although the request did not meet code requirements due to the easement's insufficient width (17.7 feet instead of the required 20 feet) and excessive length without a turnaround, city code grants the Planning Commission and City Council the authority to approve access on a right-of-way. The international fire code stipulates that when a shared drive serves more than one home, it becomes a fire apparatus access, requiring that it be at least 20 feet wide and not exceed 150 feet without a turnaround.

Trent Staheli, the applicant, further elaborated on the background of the request. He and his sister, Lesli Walker, purchased their property four years ago. During their due diligence, they installed an 8-inch water line with a fire hydrant at the described turnaround area, meeting a requirement at the time of purchase. This was done in coordination with city directives to ensure the water infrastructure was adequately prepped for emergency situations. The intent, as explained by Mr. Staheli, is to construct a single-family home on the property while maintaining over 5 acres of alfalfa farming.

The Council engaged in a detailed discussion about the existing easement, the turnaround provisions, and the vital role of receiving fire chief approval to ensure the access would be suitable for emergency vehicle maneuverability. The Fire Chief, who wasn't present during this discussion, would need to evaluate whether the current conditions allowed safe passage of fire apparatus. There was also mention that James Ipson, the easement holder, was open to modifications necessary to ensure compliance, including allowing additional turnaround space on his property if required. The council emphasized the importance of ensuring that any access meets safety standards since inadequate access could hinder emergency response, and expressed appreciation for the willingness of adjacent property owners to cooperate in resolving the issues related to the easement. The item was ultimately placed on the next meeting's action agenda, contingent upon confirmation from the fire chief that the access complies with safety standards for emergency vehicles.

Discussion on Parowan Air Park LLC Memorandum of Understanding

The Council modified the agenda order to move item 16 to a position after item 18, effectively bringing forward item 17 for immediate discussion. Dan introduced a memorandum of understanding (MOU) with Parowan Air Park LLC. The MOU aimed to memorialize agreements related to their potential through-the-fence access to the airport, planning for roads, future development considerations, and the mechanics of property transfers.

The discussion revolved around the strategic planning of roadways around the airport property. Dan clarified that should Parowan Air Park LLC proceed with triggering through-the-fence access, a new "Roadway B" would need to be constructed. This road would create a public loop to preserve accessibility for businesses and properties such as those of Goodfellow Corporation and others. Subsequently, the existing "Roadway A" would be abandoned as a public road and repurposed as an internal airport road to ensure the smooth movement of vehicles and aircraft without conflict.

Cam Walker of Parowan Air Park LLC was present and took the opportunity to discuss the timeline of property ownership. He reflected on their acquisition of the property in 2008 and a land swap with the city that involved exchanging a triangular parcel encroaching on the airport fence. This land swap was part of a broader cooperative effort to align the city's and Parowan Air Park LLC's objectives. Cam expressed gratitude toward Dan Jessen for his ongoing communication and commitment to fostering cooperation between the city and Parowan Air Park.

Further emphasizing the mutual benefits of the MOU, Dan explained that the property included in the land swap had been previously used as matching funds for an FAA grant, bringing tangible benefits and value to the city. Moreover, the MOU contained provisions for transferability, allowing Parowan Air Park LLC to potentially transfer their agreements with the city to future parties, pending Council approval. Importantly, the Council noted that such approval would not be unreasonably withheld, ensuring that the agreements are adaptable and sustainable for future developments.

The discussion concluded with the Council members agreeing to advance the MOU to the action agenda at the next meeting, providing an opportunity for further consideration and potential ratification. This step reflected the ongoing commitment of both the city and Parowan Air Park LLC to not only maintain but also enhance strategic partnerships that facilitate growth and development in alignment with the city's vision for the airport and surrounding areas.

Discussion on Enoch City Cooperative Agreement for Building Inspection Services

Dan reported that Iron County had informed the city that they would no longer serve as Parowan's certified building official or provide commercial building permits due to manpower constraints and budget concerns.

Dan explained that Parowan has been in discussions with Enoch City about a cooperative agreement for building inspection services. He outlined a phased approach:

1. Phase 1: Parowan's inspector Keith Naylor (who has residential certifications but not commercial) would spend time in Enoch doing residential inspections, gaining experience while working with Enoch's experienced inspector Lynn. Lynn would do all commercial inspections for Parowan.
2. Phase 2: Once Keith obtains his commercial license, he would do 100% of Parowan's inspections, with Enoch remaining as the Certified Building Official (CBO) since Keith would not yet have enough experience to qualify as a CBO.

Rob Dotson, Enoch City Manager, expressed support for the collaborative approach and explained that it would help both cities meet state mandates for timely inspections. He noted that Enoch is experiencing significant growth (3.8% per capita, the highest in the county) and their building inspector is doing about 2,000 inspections per year.

The Council was supportive of the agreement, which would be presented to the Enoch City Council for approval at their next meeting.

SUU Head Start Building/Resolution and Next Steps

Dan Jessen reported on a meeting with Southern Utah University (SUU) and the school district regarding the Head Start building. He disclosed three primary findings that affect the future of the program in Parowan. Firstly, the school district made it explicit that they do not have any available property on their campus for a Head Start facility. The implication is that any relocation of the Head Start program would require finding a new site external to school district properties.

Secondly, SUU revealed that the existing building, initially thought to be a modular structure, is actually stick-built. This significant distinction means that the building is classified as real property rather than personal property, complicating the relocation process. A modular building would have been easier and more cost-effective to relocate since it could be disassembled and moved in sections. However, a stick-built structure typically necessitates dismantling and reconstruction at a new site, a process that involves higher costs and logistical challenges. Additionally, SUU must adhere to state disposal processes and federal grant requirements due to its funding origin as a federally funded project.

Thirdly, SUU lacks the financial resources to construct a new Head Start building. They conveyed that they believe the city would need to cover the expenses of moving it if the lease extension is not granted. This financial expectation places a substantial burden on the city, as detailed in an email from SUU's assistant general counsel. They noted that relocating the Head Start program would initiate a complex, lengthy process involving various governing bodies and likely substantial costs relative to an unrecorded agreement. This unrecorded agreement implies an informal, handshake deal on allowing the building's current location.

Regarding these new insights, Dan outlined three potential options for the Council: (1) The city could identify a new site and fund the demolition and reconstruction of a Head Start facility; (2) Insist that SUU move at their own expense, an option that would likely result in the program's closure in Parowan, as

SUU indicated they cannot finance such a move; or (3) Draft a new resolution to allow the Head Start program to remain at its current location.

Councilmember Rochell Topham expressed strong advocacy for keeping the program open, highlighting its critical importance for families who cannot afford early childhood education and for children with disabilities who benefit from special early interventions offered by Head Start. She strongly insisted that shutting down the program should not be considered an option, given its value in supporting young families and children with developmental needs.

City Attorney Scott Burns recommended acknowledging the city's due diligence in attempting to honor the handshake agreement made with the Mortenson family from whom the land was presumably made available. Despite these efforts, the city has encountered substantial obstacles in fulfilling the intentions of that informal agreement. Eventually, the Council discussed moving forward with preparing a new resolution allowing the Head Start program to remain in its current location, considering the options have become limited and acknowledging the significant community value provided by the Head Start facility.

Review of Water Board Recommendation and Further Discussion on Water conservation Policies/Ordinances

Dan Jessen reported that the Water Board recommended the city focus on education for water conservation rather than mandatory conservation policies or ordinances, citing the current availability of water supply. The Water Board supported using the new tiered rate structure as a market-based approach to encourage conservation for culinary water.

Mayor Halterman discussed the "My Water Advisor" app available to Parowan residents, which allows them to monitor their water usage daily. She encouraged citizens to download the app to increase awareness of their water consumption.

Councilmember Burton emphasized the Water Board's endorsement of education rather than regulation or mandatory enforcement of ordinances at this time. He stated that the board believes Parowan has sufficient water and wants residents to be responsible water users.

Mr. Jessen noted that the city would be reviewing the proposed new water rate structure within the next month, including the base rate recommendation and tiering, with revenue from the highest tier dedicated to future water right purchases.

Discussion on Proposed Procurement/Disposal Code

Dan Jessen requested this item be tabled due to time constraints and the number of meetings held during the week.

Councilmember David Burton moved to table item number 20 on the work agenda. Councilmember Sharon Downey seconded. The motion carried unanimously.

Discussion on Proposed Open Space/Parks Code

Dan Jessen explained that the Council had previously reviewed this item and needed to address several issues:

1. The provision allowing subdivisions of 10 acres or greater to pay a fee in lieu of providing open space if they are within a half-mile of existing parkland. The Council decided to remove this option for larger developments.

2. Language to prevent developers from avoiding open space requirements by phasing developments to stay under 10 acres. Mr. Jessen suggested adding: "Subdivisions may not be phased in a manner to avoid meeting the requisite open space."
3. Whether to have a graduated percentage of required open space based on density or a flat percentage across all developments. Councilmember Burton advocated for a flat percentage, arguing that the entire community should have access to open space regardless of where it is located.

After discussion, the Council reached consensus on implementing a flat 3% requirement for open space across all development types, except for rural estates zoning, which would remain exempt due to the large lot sizes.

Mr. Jessen indicated he would incorporate these changes and schedule a public hearing for the next meeting.

Closed Session

Councilmember David Burton moved to enter closed session to discuss the purchase, exchange, lease, or sale of real property including any form of water right or water share. Councilmember David Harris seconded the motion. A roll call vote was taken: Councilmember Topham - Aye, Councilmember Harris - Aye, Councilmember Dean - Aye, Councilmember Downey - Aye, Councilmember Burton - Aye. The motion carried unanimously.

Present in the closed session: Mayor Mollie Halterman, City Manager Dan Jessen, City Attorney Scott Burns, City Councilmembers David Burton, John Dean, Sharon Downey. David Harris, Rochell Topham, City Recorder Callie Bassett.

Adjournment

The council moved out of closed session at approximately 8:45 p.m. Councilmember Sharon Downey moved to adjourn the meeting. Councilmember Rochell Topham seconded the motion, with all councilmembers voting in favor of the motion. The meeting adjourned at 8:45 p.m.

Callie Bassett

Mollie Halterman, Mayor

Callie Bassett, City Recorder

Date approved: 9/25/2025