



**PAROWAN CITY COUNCIL MEETING MINUTES
SEPTEMBER 25, 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 Manager; Callie Bassett, City Recorder; Chief Addison Adams, Parowan PD; Jeremy Franklin, Power Director; Keith Naylor, Building Inspector/Assistant Zoning Administrator

Excused: City Attorney Scott Burns

Public Present: Carylie English, Jennelle Zajac, Larry Zajac, Austin Hales, Trent Staheli, Brenda Estrada, Jessica Smuin

Welcome and Call to Order

Mayor Mollie Halterman called the Parowan City Council meeting to order on Thursday, September 25, 2025, at 5:30 PM. She thanked those in attendance for coming out.

Opening Ceremonies

Councilmember Rochell Topham led the invocation and the Pledge of Allegiance.

Declaration of Conflicts With or Personal Interest In any Agenda Items

No conflicts of interest were declared by the City Council members.

Public Comments

No members of the public approached the microphone to provide comments.

Public Hearings

Proposed Amendments to the Kay Geez Stock, LC Development Agreement

Councilmember David Burton moved to open the public hearing on the proposed amendments to the KG Stock LC development agreement. Councilmember Sharon Downey seconded the motion. The motion carried unanimously.

No public comments were received.

Councilmember Sharon Downey moved to close the public hearing on the KG Stock LC development agreement. The motion was seconded by Council member David Burton and carried unanimously.

Proposed Amendments to the Open Space/Parks Code

Councilmember David Burton moved to open the public hearing on the proposed amendments to the open space parks code. Councilmember Sharon Downey seconded the motion. The motion carried unanimously.

No public comments were received.

Councilmember Sharon Downey moved to close the public hearing for the proposed amendments to the open space parks code. The motion was seconded by Councilmember David Burton and carried unanimously.

Proposed Short Term Rental Code and Fees

Councilmember Sharon Downey moved to open the public hearing for item number 7, proposed short term rental code and fees. The motion was seconded and carried unanimously.

No public comments were received.

Councilmember David Burton moved to close the public hearing for proposed short term rental code and fees. Councilmember Sharon Downey seconded the motion. The motion carried unanimously.

Councilmember Rochell Topham moved to close the public hearing section of the agenda and move to the consent agenda. Councilmember Sharon Downey seconded the motion. The motion carried unanimously.

Consent Agenda

Approval of City Council Work Meeting and Regular Meeting Minutes from 9-11-2025

Approval of Warrant Register for September 25, 2025

Councilmember Rochell Topham moved to approve consent agenda items 8 and 9. Councilmember David Burton seconded the motion. The motion carried unanimously.

Action Agenda

Chamber of Commerce Request to Set Up Winter Wonderland

Carylie English, representing the Chamber of Commerce, approached the council to seek approval to set up Winter Wonderland in the same venue as previous years. During her presentation, Ms. English explained her role in coordinating the event for the Chamber of Commerce, and humorously, the council joked about her being the "mayor of Wonderland." She confirmed that the primary requests were for the use of the same space and access to electricity for the event. Councilmember David Burton inquired if there were any additional requests from the Chamber of Commerce, to which Ms. English affirmed there were not. She emphasized that using electricity and the space were their sole requirements.

Councilmember David Burton moved to approve the Winter Wonderland to set up in their requested location and use electricity. Councilmember Sharon Downey seconded the motion. The motion carried unanimously.

Staheli/Walker Building Permit (Shared Driveway)

City Manager Dan Jessen provided an update on the Staheli/Walker building permit concerning a shared driveway, noting that this matter had been explored in previous meetings and reviewed by the planning commission. He shared new insights received from the fire chief, who conducted a site inspection. The fire chief conveyed that while the driveway's width may be adequate, it is not optimal. It is necessary for the driveway to be completely graveled over its full 17-foot width to ensure that fire trucks can access the property under all weather conditions. Furthermore, the fire chief highlighted concerns regarding the turnaround area. It currently does not comply with standard criteria and the presence of pine trees may impede access for fire apparatus.

Trent Staheli said they were ready to adhere to the conditions suggested by the fire chief within their building permit, which includes graveling the entire driveway. He acknowledged that future subdivision plans would necessitate widening the road to meet approved standards. Councilmember David Burton raised an issue about the pine trees situated on the easement and proposed consulting the James Ipson about potentially transplanting them, noting they seemed of a manageable size for such an action.

Addressing this, Trent Staheli affirmed his intention to discuss the matter with Mr. Ipson, the easement owner, specifically regarding the trees. He also stated a willingness on behalf of the applicants to sign a hold harmless agreement that pertains to fire code restrictions and any potential liabilities that could arise from these conditions. Councilmember Rochell Topham further added that she had spoken with Mr. Ipson's wife, who initially expressed reluctance about removing the trees, but it was not a definitive answer as she had not conferred directly with Mr. Ipson about the fire chief's recommendations. David Burton maintained the stance that despite potential resistance, discussions with the easement owners should explore options like transplanting the trees given the overall necessity for safety and compliance with fire chief advisements.

Councilmember David Burton moved to approve the building permit for the shared driveway for the Staheli/Walker property. Councilmember Sharon Downey seconded the motion. The motion passed with a 4-1 vote, with Councilmember Topham opposed.

Sale of Property to Enbridge Gas

City Manager Dan Jessen clarified to the council that the agenda item concerning the sale should be accurately described as the sale of an easement rather than an outright sale of property to Enbridge Gas. He elaborated that Enbridge Gas had approached the city with a request to extend their existing equipment setup by adding 15 feet to the south of their property located at 300 East and 100 North. This extension was essential to accommodate switching equipment for their high-pressure gas system, enhancing their operational safety and control.

The easement in question encompasses 900 square feet and is priced at \$5.25 per square foot, resulting in a total cost of \$4,725. Mr. Jessen pointed out that this pricing per square foot was notably higher compared to the \$4 per square foot that the city previously received from South Central, following an appraisal. The council was shown maps of the property, assuring them that the proposed easement would not interfere with the existing entrance to the county fairgrounds, nor would it obstruct any prospective development plans for 100 North.

Councilmember David Burton raised inquiries concerning the impact of the easement on local features, such as the iconic wagon wheels at the county fairgrounds, and potential future developments of 100 North. Dan Jessen assured the council that the expansion into city property was meticulously planned and would remain well within the city's designated boundaries, ensuring no disruption to the fairground's iconic structures or future plans to extend 100 North. A negotiation on whether a sale of the land or the granting of a permanent easement was more beneficial was also discussed, emphasizing that an easement might bypass the need for additional administrative steps such as parcel boundary realignment or subdivision.

Councilmember David Burton moved to sell an easement to Enbridge Gas for the amount that was offered. Councilmember Sharon Downey seconded the motion. The motion carried unanimously.

Enoch City Building Inspector Agreement

Councilmember Rochell Topham moved to approve the building inspector agreement with Enoch City. The motion was seconded by Councilmember David Burton and carried unanimously.

Parowan Airpark LLC MOU

Councilmember Rochell Topham moved to approve the Parowan Airpark LLC MOU. Councilmember David Burton seconded the motion. The motion carried unanimously.

Freemont Solar Power Purchase Agreement Discussion

Jeremy Franklin, Power Director, presented information about a UAMPS (Utah Associated Municipal Power Systems) solar project. The project includes a 99-megawatt solar installation with a 49.5-megawatt battery storage system - the first battery on the UAMPS system.

Parowan's share would be 500 kW (half a megawatt) of the project. The power purchase agreement would be for 25 years with a planned commercial operation date of December 31, 2027. The project would be located in Iron County, north of Paragonah toward Buckhorn.

The developer is Longo Energy, with pricing at \$35.45 per megawatt-hour for the solar component. With the battery included, the total price would be between \$69-74 per megawatt-hour, which Mr. Franklin noted was competitive with natural gas projects the city had previously signed.

Jeremy explained that while solar typically has a capacity factor of 33-35% (compared to 90%+ for gas or coal plants), the battery helps address this limitation by allowing control over charging and discharging times to best suit the city's needs.

The Power Board recommended approving the agreement and potentially doubling Parowan's subscription from 500 kW to 1,000 kW if other cities were to back out of the project.

Council members expressed support for the diversification of power sources, with Councilmember David Harris noting that they've been too dependent on coal. Mayor Halterman mentioned the benefits of having battery storage to address some of solar power's limitations.

Jeremy indicated that a formal resolution would be presented at the next council meeting for approval.

Parowan CWS Cooperative Agreement (Fire Agreement with Utah)

City Manager Dan Jessen presented comprehensive details concerning the Cooperative Wildfire Management and Stafford Act Response Agreement with the State of Utah Division of Forestry, Fire, and State Lands. Highlighting the critical nature of this agreement, he described it as the city's "fire insurance," noting the enormous financial risk posed by a large wildfire, which could potentially bankrupt the city without the backup of state support.

The agreement in discussion is structured as a 5-year renewable contract, central to which is the Participation Commitment. This involves a financial commitment, calculated through a formula that utilizes a 5-year rolling average of wildfire-related costs. The agreement permits these financial commitments to be offset by engaging in qualifying mitigating actions or through investments in firefighting equipment and training programs. This innovative strategy allows the city's expenditures on fire preparedness to act in lieu of direct financial contributions, effectively reducing the financial burden on Parowan.

Moreover, the agreement delineates clear Initial Attack Responsibilities. Parowan has committed to deploying resources to respond to wildfires within its jurisdiction promptly until state agencies can assume control. This quick initial response aims to extinguish fires while they're still manageable, preventing escalation and significant cost overruns. Additionally, Parowan's fire-fighting standards are underlined in the agreement, stipulating that all firefighters are to be adequately trained and certified. Equipment utilized in fire emergencies is also required to meet current national and FFSL standards, ensuring competency and safety during operations.

An important aspect of the agreement is the Cost Recovery clause, which mandates that the city must actively pursue civil recovery of fire suppression costs resulting from negligent or intentional acts. This ensures accountability and reinforces the city's commitment to minimizing the risk and impact of wildfires.

Concurrently, the Community Wildfire Preparedness Plan is another critical element of the agreement, requiring the city to adopt and revise this plan every 5 years. This plan is pivotal for strategizing long-term fire management and readiness.

Dan emphasized the importance of finalizing this agreement swiftly. Given the looming expiration of the current agreement, principles from the council were informed that the administration intends to bring this agreement back for formal approval at the next council meeting. He encouraged council members to deliberate any questions in advance to facilitate a smooth approval process. This strategic agreement not only mitigates immediate risks but also fortifies the city's fire management capabilities, safeguarding the community's economic and environmental future.

Open Space/Parks Discussion

The council engaged in an in-depth discussion regarding the open space and parks code amendments. City Manager Dan Jessen initially explained the modifications made to the draft code, notably requiring a uniform 3% dedication of gross area across all zones except rural estate. This sparked a spirited debate among council members, reflecting differing perspectives on the best approach to open space allocation.

Councilmember David Harris firmly opposed the 3% flat rate, arguing that it was not a one-size-fits-all solution. He contended that such a percentage was excessive for certain zones, particularly larger ones like R-1, while being inadequate for higher-density developments, specifically R-3 zones. He advocated for a return to the planning commission's previously recommended graduated scale, which had R-1 at 1.5%, R-2 at 3%, and proposed raising R-3 to 5%. This scale, he suggested, would more appropriately address the varying needs and characteristics of each zoning category, particularly factoring in the higher density associated with R-3 developments.

In contrast, Councilmember David Burton stood by the flat rate approach, underscoring the necessity for consistent open space allocations throughout the city. He stressed the importance of proactively securing open space before development pressures diminish these opportunities, highlighting that once lost, they cannot be reclaimed. He also emphasized that open space is crucial for maintaining the quality of life across all housing densities, providing communal areas that benefit the wider city populace.

Councilmember Rochell Topham contributed a balanced viewpoint by acknowledging the merits of both arguments. She pointed out that while larger lots inherently offer more personal yard space where children can play, the need for communal open space becomes more pressing in high-density developments with significantly limited yard areas. Her comments illustrated a nuanced understanding of how open space serves as a crucial play and leisure space, particularly in densely populated zones where personal yards are minimal or nonexistent.

In an innovative suggestion, Mayor Mollie Halterman proposed integrating trail systems as an alternative or complement to traditional park spaces. She noted that trails are particularly valued by residents, requiring less maintenance and water than traditional grassy parks. This approach could satisfy both recreational needs and conservation goals, promoting outdoor activities and connectivity across the community, while being mindful of sustainability and resource use.

The council also reviewed the fee in lieu provision, which would apply when land dedication becomes impractical. Dan elaborated on the language intended to prevent developers from circumventing the requirements by phasing development into smaller subdivisions, highlighting the necessity for robust regulatory language to ensure developers fulfill their obligations toward city planning goals.

After thorough deliberation, the council directed Dan Jessen to draft two versions of the ordinance for the subsequent meeting. One version would maintain the flat 3% rate, while the other would adopt the graduated scale proposed by Councilmember Harris, setting R-1 at 1.5%, R-2 at 3%, and R-3 at 5%. This decision aims to equip the council with comprehensive options to make an informed decision that best meets Parowan City's needs.

Discussion on Short Term Rentals & Fees

Dan Jessen presented the revised fee schedule for short-term rentals, which involved setting the initial license fee at \$50, aligning with the standard business license fees, and the renewal fee similarly set at \$50. Additionally, a reinspection fee of \$30 would apply if necessary, with late fees stipulated to be 50% of the renewal fee. These updates were aimed at establishing clear and consistent guidelines for short-term rental operations within Parowan City.

During his presentation, Dan noted that he had received feedback from real estate professionals, who voiced concerns about the 10% cap on short-term rentals. They advocated for allowing market dynamics to dictate the appropriate number of short-term rentals, arguing for a more laissez-faire approach. However, Dan defended the 10% cap, explaining to the council that this measure was designed as a cautious step that could be revised upwards if needed, rather than having to implement stricter limitations after uncontrolled proliferation. He also emphasized a key provision of the ordinance: owner-occupied properties would not be counted toward the 10% cap. This inclusion was significant as it provided flexibility and addressed certain property owners' concerns by allowing them to rent out parts of their homes without affecting the overall cap.

The council members generally supported upholding the 10% cap. Mayor Mollie Halterman articulated her stance by emphasizing that once the number of short-term rentals exceeded a comfortable level, reducing their number would prove to be significantly more challenging than initially setting a cautious limit and relaxing it over time if necessary. This preventive approach was endorsed as it could mitigate potential future complications associated with an excessive number of short-term rental properties affecting the community dynamics.

Councilmember John Dean echoed this sentiment, adding that being proactive in setting these regulations was a prudent governance practice. He pointed out that nearby communities had already encountered difficulties related to short-term rentals due to insufficient early regulation. Therefore, by implementing structured and intentional guidelines, Parowan City could avoid similar issues in the future, ensuring a balance between maintaining neighborhood integrity and allowing property owners to engage in short-term rentals.

Procurement/Disposal Code Discussion

City Manager Dan Jessen presented updates to the procurement and disposal code, highlighting that the disposal code had been revised for improved clarity. There were specific provisions detailed for handling various types of city property. De minimis property, defined as city-owned property with an estimated value under \$500, and personal property valued under \$5,000 could be disposed of with city manager approval. This allowed for more efficient handling of items that are no longer needed, useful, or suitable

for municipal purposes. Personal property valued at \$5,000 or more along with all real property, however, would necessitate city council approval before disposal. This threshold was set to ensure transparency and appropriate oversight for valuable municipal assets.

The disposal methods outlined included typical approaches, such as public auction and sealed bids, but also covered trade-ins for replacement equipment, direct sale to a specific entity when authorized by the city council, donations to nonprofits or governmental entities, and recycling or scrapping of property deemed to have salvage value.

A significant point of discussion was the handling of employee purchases of city property, specifically concerning service weapons for law enforcement. Police Chief Addison Adams elaborated on the common practice where firearms, upon replacement, are traded back to the supplier. This supplier then offers officers the chance to purchase their service weapons, managing all necessary paperwork and background checks. The council had a conversation about whether there should be explicit provisions for employees purchasing city-owned property, particularly in cases like these involving specialized equipment such as firearms.

Dan proposed introducing language to the disposal code that would address the issue of retirement gifts according to the personnel policy. This addition was suggested to create a clear guideline for when employees retire and how the city could appropriately honor their service, potentially including gifting their service weapons when they retire after a longstanding career with the city.

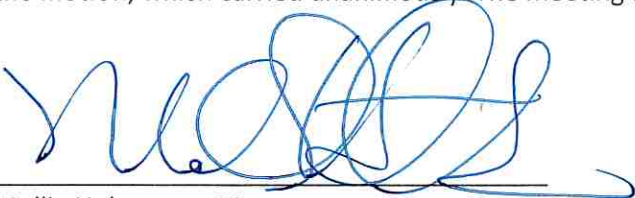
In terms of the procurement code, Councilmember John Dean voiced a concern regarding the acceptance of verbal quotes during procurement processes. He advised a preference for written quotes to avoid potential miscommunications or disputes. The council agreed, deciding that in future, written quotes should be the standard, including those provided via emails or as printed online quotes.

Dan confirmed that he would prepare both the procurement and disposal codes to bring them back as ordinances at the next council meeting. This would allow for the formal adoption of the revised codes, thereby updating and clarifying the procedures for handling city property and the procurement process in Parowan City.

Closed Session: None held.

Adjourn

Councilmember Rochell Topham moved to adjourn the meeting. Councilmember David Harris seconded the motion, which carried unanimously. The meeting adjourned at 7:26 PM.



Mollie Halterman, Mayor



Callie Bassett, City Recorder

Date approved: 10/09/2025