



**PAROWAN CITY COUNCIL MEETING MINUTES
OCTOBER 23, 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 (via Zoom), David Harris, and Rochell Topham

City Staff Present: Dan Jessen, City Manager; Scott Burns, City Attorney; Keith Naylor, Building Inspector/Assistant Zoning Administrator; Chief Addison Adams, Parowan PD; Officer Mike Bleak, Parowan PD; Aldo Biasi, Public Works Superintendent; Callie Basset, City Recorder.

Public Present: Larry Zajac, Marta Mitchell, Tim Benson, Steve Decker, Jess and Gloria Askeroth, Matt Rhodes

Welcome and Call to Order

Mayor Mollie Halterman called the Parowan City Council meeting to order on Thursday, October 23, 2025, at 5:33 PM.

Opening Ceremonies

The meeting began with prayer and the Pledge of Allegiance led by Steve Decker, who was acknowledged by Mayor Halterman as "once a mayor, always a mayor."

Declaration of Conflicts

No conflicts of interest were declared by councilmembers.

Public Comments

No public comments were presented.

Presentation and Final Plans for Main Street Bridge Project

City Manager Dan Jessen presented the final plans for the Main Street Bridge Project. He explained that the project is ready to go out to bid, though it is currently on hold awaiting the reopening of the federal government since it is a joint highways program requiring federal procurement procedures. The advertisement date was originally set for October 18th.

Mr. Jessen highlighted key design features of the bridge, noting that many positive changes resulted from the previous public input session. The design includes pedestrian access with a 12-foot-wide bike and walking path on one side and a sidewalk on the west side. The bridge design was changed from a span bridge to a box culvert design following Councilman Burton's suggestion during the public hearing. This change resulted in cost savings and will provide better safety during winter by reducing ice formation on the bridge surface.

The box culverts will be approximately 20 feet wide by 12 feet tall and capable of handling a 100-year flood event. The small private bridge upstream will be removed and a new access road will be created

for the affected properties. The project will also involve lowering the flow line and transitions will need to be constructed.

Mr. Jessen noted that Jones and DeMille Engineering has been hired to design a grouted riprap transition structure rather than a more expensive concrete structure for the flow line transition.

Consent Agenda

Mayor Halterman presented the consent agenda items: approval of City Council meeting minutes from October 9, 2025, and approval of the warrant register for October 23, 2025.

Motion: Councilmember Rochell Topham moved to approve consent agenda items 5 and 6. Councilmember David Burton seconded the motion. The motion carried unanimously.

Action Agenda

Resolution Amending Parowan Fee Schedule - Resolution 2025-09

Dan Jessen presented the proposed amendments to the city fee schedule, which included:

1. Land values per acre by zone for calculating open space fees
2. Building permit fees, as the city will be taking over building inspections from the county starting October 24
3. Short-term rental license fees

During the discussion, councilmembers focused on the water on/off fee policy. The current policy allowed for four occurrences before charging a fee. Councilmember John Dean suggested reducing this to one occurrence, with Councilmember David Harris agreeing. After discussion about the staff time required and the actual costs incurred, the council agreed to change the language to allow for two occurrences before fees would be charged.

Motion: Councilmember John Dean moved to approve the fee schedule with the changes in yellow including changing the water on/off occurrences from four to two before fees would apply.

Councilmember Rochell Topham seconded the motion. The motion carried with Councilmembers Rochell Topham, David Harris, John Dean, and Sharon Downey voting in favor, and Councilmember David Burton voting against.

Possible Award of Parowan City Airport Fixed Base Operator (FBO) RFP

Dan Jessen explained that the city had gone through an RFP process for the Fixed Base Operator at the Parowan City Airport. The council had received recommendations from the airport board and had met with all three potential operators: the Boulder City Group, Wellspring Aviation from Spanish Fork, and the existing FBO, Parowan Aviation.

Motion: Councilmember David Harris moved to award the FBO contract to "the Boulder City guys." Councilmember John Dean seconded the motion. The motion carried unanimously.

Award Contract for Diversion Structure Portion of Water Recharge Project

Dan Jessen presented information on the bids received for the diversion structure portion of the water recharge project. JP Excavation, the company currently working on the pipeline portion of the project, submitted the lowest bid at \$1,628,769. Other bids ranged from \$2.1 million to over \$3 million, with the engineer's estimate being \$1.8 million.

Mr. Jessen explained that the combined costs of the pipeline and diversion structure projects would slightly exceed the available grant funding. The city, pumpers, and reservoir company would need to collaborate to fund the shortfall of approximately \$500,000-\$600,000.

Councilmember Burton added that they had met with the entities involved the previous day and agreed it was best to move forward with JP Excavation. He noted that JP Excavation had provided a conservative bid and had decided to wait until spring to begin construction to avoid winter complications. He expressed confidence in their experience and approach to the project.

Motion: Councilmember David Burton moved to award the contract for the Parowan Diversion Structure to JP Excavation for \$1,628,769, acknowledging that they would need to address the funding shortfall. Councilmember Rochell Topham seconded the motion. The motion carried unanimously.

Discussion on Possible Parowan City Art Program/Facility Development

Steve Decker, Marta Mitchell, and Tim Benson presented their vision for a Parowan City art venue. Mr. Decker explained that the fine arts program has been operating for about three years but lacks a permanent home, currently rotating between the fire station, high school, and library.

The group shared that they had explored five possible locations, with the area near the fairgrounds (west of the pickleball courts where the old public works shed was located) being their preferred site. They estimated construction costs between \$175-\$275 per square foot, totaling \$500,000-\$750,000 for the 2,400 square foot facility they envision.

They were not requesting immediate funding but rather asking for the council's support to pursue the project and to hold the property for up to two years (until January 2028) while they develop plans and seek funding. They mentioned having two potential fundraisers interested in the project. Marta Mitchell emphasized the importance of the visual arts in the community, noting that Utah is an arts-focused state and that Parowan has already demonstrated strong support for theater arts. She highlighted that the Third Thursday Art program has drawn substantial interest, with 40% of participants coming from outside Parowan.

The council expressed general support for the concept but requested more detailed information and suggested exploring various funding options and locations. They agreed the group should continue developing the idea and work with the city on potential sites.

Discussion on Possible Recommendation to UDOT to Reduce Speed on Portions of 200 South

Matt Rhodes from UDOT attended to discuss potential speed limit reductions on portions of 200 South. Chief Addison Adams also participated in the discussion, noting that 50 mph was too fast for the growing traffic and development along the road, particularly near Main Street.

After discussion, the council reached a consensus to request that UDOT reduce the speed limit to 35 mph along the entire stretch from the freeway interchange to Main Street. Mr. Rhodes indicated that this would be a reasonable request given the development in the area, and that he would present it to the UDOT operations engineer.

The council also discussed extending the same speed reduction to Main Street heading north to the interchange. Mr. Rhodes noted that he would pursue approval through the zoning and growth justification process rather than through a speed study, as speed studies typically recommend increasing speed limits.

Discussion on New City Code Regarding Building Inspections

Dan Jessen presented a draft of new city code regarding building inspections, as the city will be taking over building inspection responsibilities from the county starting October 24. The code would formally adopt international building standards such as the International Residential Code, International Electric Code, International Mechanical Code, and plumbing codes, and establish processes for permits, inspections, and enforcement. The draft also includes the appointment of a building official, per state law, and outlines the role of a building inspector.

A significant portion of the discussion focused on appropriate penalties for building without permits and for ignoring stop work orders. Clarifying these penalties was essential due to concerns about both public safety and code compliance. Dan Jessen sought the council's guidance, particularly on whether building without a permit should be classified as a misdemeanor or an infraction, and how severe the penalties for violating stop work orders should be. Chief Addison Adams and City Attorney Scott Burns weighed in on this matter.

Chief Adams suggested treating building without a permit initially as an infraction, comparing it to a moving violation, where a person's unawareness often leads to initial violations. City Attorney Scott Burns recommended viewing the situation through a graduated penalty system. Ignoring a stop work order would carry more serious consequences, with violations potentially classified as a Class C misdemeanor or higher, dependent on the severity and nature of the non-compliance. Ultimately, the council agreed to make building without a permit punishable by an infraction, allowing fines to be determined by the court rather than fixed by ordinance, and treating ignoring a stop work order as a Class B misdemeanor. This framework aimed to deter violations while fostering cooperation and compliance among builders.

Mr. Jessen emphasized that the enforcement approach would be educational and progressive, with warnings issued before citations in most cases to account for instances where individuals were genuinely unaware of the need for permits. The council agreed to place the item on the action agenda for the next meeting, ensuring it would be ready for further consideration and potential adoption.

Consider Recommendation from Planning Commission on Fencing Code Update

Dan Jessen presented the Planning Commission's recommendations on updates to the city's fencing code during the council meeting. The proposed changes included adding definitions for various types of fences: "not obscuring fence," "site obscuring fence," and "opaque/high screen fence." This was to help clarify the requirements for fencing between properties with different uses or densities.

A significant issue addressed was determining who bears the responsibility for building fences between commercial/industrial and residential properties. The Planning Commission recommended that the responsibility should fall on whoever is applying for a land use or building permit. Dan explained that when a commercial or industrial development is adjacent to land used for residential purposes, an opaque high screen masonry fence must be constructed by the developer at the time of the land use application. This applies even to undeveloped land that is zoned or planned for residential use. The language specifies that the fence should be installed to city standards, and further elaboration clarified that it should substantially block visibility, with no more than 7 and a half square inches open in a square foot, and acceptable materials included masonry, dense wood or vinyl boards, and chain link with consistent dense diagonal slats.

During the meeting, council members discussed various aspects, such as fence height and the use of masonry materials for specific zones. Some council members suggested modifications. Councilmember David Harris recommended revising the language to consider both the current use and zoning

classification of adjacent properties. A key talking point was whether the responsibility should also account for raw land zoned for residential purposes. The council agreed to modify the language to include responsibility based on zoning or usage, ensuring commercial developers must install fencing even when constructing next to undeveloped residential-zoned land.

Councilmember John Dean questioned scenarios where a newly annexed residential area backs up to an existing commercial space, such as the recent 51-acre annexation discussion that borders a potential RV park expansion. Dan clarified, under the proposed code, the new residential developments would be responsible for constructing the fence. Councilmember Dean emphasized the importance of specifying that fence requirements are completed prior to a project's occupancy permit being issued to prevent unresolved obligations.

Mayor Mollie Halterman pointed out that this updated requirement could prevent issues similar to those faced with previous developments. The council agreed that integrating the suggested updates strengthens the code, despite dealing with complex situations involving residential properties bordering industrial zones. Dan reassured the council that these modifications had been thoroughly discussed in previous Planning Commission meetings.

Mr. Jessen indicated that these updates to the ordinance might not necessitate a new public hearing because the topic was previously debated extensively, allowing for community input. Due to the thorough discussion in the Planning Commission meetings and prior opportunities for public commentary, the revised code will be formulated and brought back for a council vote at the next meeting.

Discussion on Breakwater Operation and Budget

Public Works Director Aldo Biasi provided an update on the operation and maintenance of the city's breakwater and sand trap. Biasi explained that the breakwater's primary function is for flood control, emphasizing the need for ongoing maintenance, including regular cleaning and material processing, to manage the flood risk effectively.

Over the past year, the city processed approximately 11,000 cubic yards of material from the breakwater pit to support the recharge project pipeline, utilizing equipment such as crushers, screen plants, loaders, and dozers. However, as the funding from that project nears its end, Biasi conveyed a critical need for direction on how to continue processing operations, especially given the absence of a budget allocation for this purpose.

Highlighting the significance of flood control, Biasi noted the recent heavy rain that proved the pit's effectiveness; water filled the south end of the structure but was absorbed within four days. This rapid absorption demonstrated the pit's capacity for water recharge when maintained properly.

Aldo informed the council that ongoing operations require substantial financial resources, estimating operating costs of about \$100,000 per month. Specific costs like renting the crusher are around \$30,000 monthly. To maximize efficiency and minimize costs, Biasi proposed focusing on current and soon-to-be-recommended maintenance and processing activities now, given the seasonal slowdown in other public works projects. This strategic timing would allow them to pursue flood control measures without the usual interference from new construction priorities.

Apart from ongoing expenses, Aldo discussed how future projects could potentially utilize materials processed from the pit. Projects such as the upcoming airport road improvements and new water

pipeline installations could defray some of these costs by using the processed materials, thereby generating internal revenue streams. However, these projects are still on the horizon and depend heavily on future federal grants and budgeting approvals.

Dan Jessen elaborated on the financial considerations involved, pointing out that substantial capital and highly recurrent processing costs necessitate a significant budget amendment, which requires a formal public hearing. During the discussion, Jessen suggested the long-term solution of establishing a storm drain utility fee. This utility fee could provide a more sustainable funding mechanism, ensuring continuous and adequate maintenance of flood control measures, which are vital to public safety and infrastructure protection.

The council engaged in a thoughtful discussion on various options to support the breakwater's maintenance. Dan clarified the difference between the breakwater and project-specific budgets, urging the council to think about systemic funding solutions. The council eventually agreed to solidify the financial strategy by developing more specific cost estimates and holding a public hearing to consider a necessary budget amendment for the ongoing operation and maintenance of the breakwater and its integrated flood management systems.

Reports, Updates, Old Business Follow Up

Councilmember Topham reported on the Parowan Interact Club's "Spook Alley" Halloween event at the Aladdin Theater from October 27-31, and commended the Fall Fest event.

Councilmember Dean reported on attending Planning Commission and Water Board meetings, meeting with the Parowan Prevention Coalition, and participating in a Get Healthy Utah Zoom call about the aging population.

Councilmember Burton reported on Planning Commission activities, including the fencing code recommendations and discussions about the annexation policy plan.

City Manager Jessen reported on attending the Utah Land Use Institute conference, where annexation policy plans and housing were major topics. He anticipated the state legislature would be making significant changes to annexation laws in the upcoming session.

Mayor Halterman mentioned that she had begun recognizing local heroes on social media, starting with Connor Robison who recently received his Ranger tag and patch. She also reported that work on the Old Rock Church roof had been delayed one week due to weather concerns and would now begin the following Monday.

Closed Session

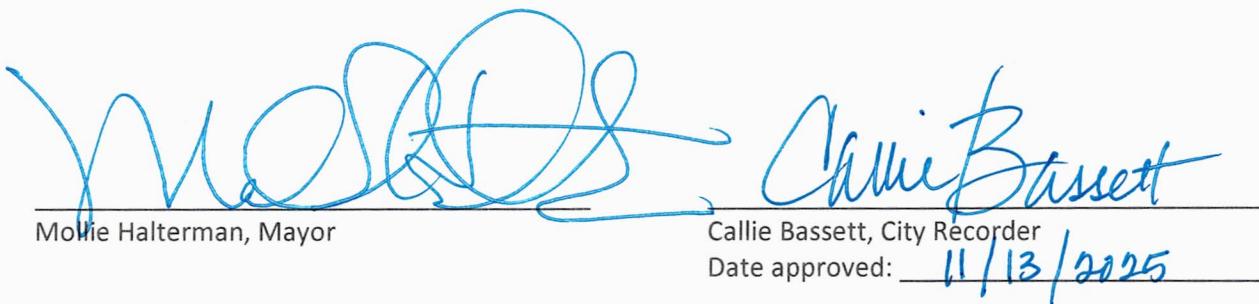
Motion: Councilmember David Burton moved to enter a closed session for discussions regarding deployment of security personnel, devices or systems. Councilmember John Dean seconded the motion. The motion carried unanimously by roll call vote and the council moved into closed session at 8:47 p.m.

Present in the closed session: Mayor Halterman, Dan Jessen, Scott Burns, David Burton, John Dean, David Harris, Chief Addison Adams, Callie Bassett. Councilmember Topham was excused.

The council moved out of closed session at 9:18 p.m.

Adjournment

Motion: Councilmember Harris moved to adjourn the meeting. Councilmember John Dean seconded the motion. All councilmembers voted in favor of the motion. The meeting adjourned at 9:18 p.m.



Mollie Halterman, Mayor

Callie Bassett, City Recorder

Date approved: 11/13/2025