



**PAROWAN CITY COUNCIL MEETING MINUTES
NOVEMBER 13, 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; 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 and Jennelle Zajac, Steve Decker, Johannes Frischnecht, Christina Harris

Welcome and Call to Order

Mayor Mollie Halterman called the Parowan City Council meeting to order at 5:30 PM on Thursday, November 13, 2025. She welcomed everyone in attendance.

Opening Ceremonies

Keith Naylor led the opening prayer and the Pledge of Allegiance.

Declaration of Conflicts With or Personal Interest In any Agenda Items

No conflicts of interest were declared by any councilmembers.

Public Comments

No public comments were made.

CONSENT MEETING

Approval of City Council Meeting Minutes from November 13, 2025 and November 18, 2025

Councilmember David Burton noted there was one correction needed to the minutes, as John Dean was in attendance at a meeting but was not listed in the minutes.

Councilmember Burton moved to approve the consent agenda items 5 through 7 with the correction of John Dean being present. Seconded by Councilmember Downey. The motion passed unanimously.

Approval of Warrant Register for November 13, 2025

This item was approved as part of the consent agenda.

Approval of October 2025 Financial Report

This item was approved as part of the consent agenda.

ACTION MEETING

Utah Arts & Museums Creative Aging Grant Award - \$2,544.00

Steve Decker presented information about the Utah Arts and Museums Creative Aging Grant that was awarded to Parowan in the amount of \$2,544. This grant will fund a six-week oil painting class taught by Herb White, beginning in mid-April and running through May. The class will focus on painting subjects around town in a program called "Painting on the Town." Each session will include a brief historical presentation about local subjects, such as the Hatch and Davenport potteries, the cemetery, and the CCC camp. The program will culminate with an exhibition during Old Rock Church Days.

Mr. Decker noted this is the second consecutive year they've received this grant, with last year's funding going toward a figure drawing class. There is no matching requirement for the grant. The total budget for the year is \$4,000, with this grant providing \$2,544.

Councilmember Topham moved to approve the Utah Arts and Museums Creative Aging Grant for \$2,544. Seconded by Councilmember Burton. The motion passed unanimously.

Set Time for Election Canvass – November 18, 2025

Mayor Halterman explained that the city needed to set a time for the required election canvass on November 18, 2025. One council member had expressed a preference for 5:00 PM, and the council agreed this would be an appropriate time.

Councilmember Burton moved to set the time for the election canvass for November 18, 2025, for 5:00 PM at the City Council Chambers. Seconded by Councilmember Dean. The motion passed unanimously.

Approval of Service Missionary Volunteer Memorandum of Understanding: United States of America
Mayor Halterman explained that this memorandum of understanding is an extension of a previously approved initiative to list service opportunities on the JustServe website. The MOU would allow service missionaries to assist with various projects around the city, including putting up flags on Main Street, Sub for Santa, park cleanup, road cleanup, trail work, and Old Rock Church Days. Mayor Halterman mentioned she has an upcoming meeting in Salt Lake City to learn more about how this program will be utilized in the future.

Councilmember Burton moved to approve the Service Missionary Volunteer Memorandum of Understanding for the United States of America. Seconded by Councilmember Dean. The motion passed unanimously.

Fencing Code Update, Ordinance 2025-18

Mayor Halterman introduced the fencing code update, noting that it had been through the Planning Commission and was ready for final approval. The updated ordinance clarifies requirements for fence installation, particularly in situations where properties with different uses share a common lot line. City Manager Dan Jessen highlighted key details concerning the updated fencing code ordinance under discussion. A significant provision within this ordinance mandates that the responsibility for installing the required fencing falls upon the individual or entity currently developing the property. This is applicable irrespective of whether the adjacent property was developed earlier or not. The ordinance further specifies that masonry fencing is to be installed between properties that are either zoned for different uses or are currently being used for purposes differing from one another.

Dan explained that this requirement is aimed at ensuring consistency and clarity in property development, as well as maintaining a uniform standard of fencing that contributes to the overall aesthetic and functional quality of the city. The provision provides a clear guideline for developers, removing the ambiguity regarding who should undertake fencing responsibilities. This aspect of the

ordinance was carefully designed to facilitate better planning and coordination between different property owners and to prevent conflicts that might arise from differing development timelines. Dan also emphasized that the ordinance's updated guidelines had been through thorough deliberations and input, including feedback from stakeholders, such as the Planning Commission. The goal of these amendments is to align city development practices with contemporary needs while preserving and enhancing community relations around property development.

Councilmember Burton moved to approve Ordinance 2025-18, the fencing code update. Seconded by Councilmember Downey. The motion passed unanimously by roll call vote with Councilmembers Topham, Harris, Dean, Downey, and Burton all voting "aye."

Building Inspection Code, Ordinance 2025-19

City Manager Dan Jessen elaborated on the building inspection code ordinance, highlighting that an additional provision had been added since the council's last review of the document. The ordinance now includes language to adopt the Utah Wildland Urban Interface Code, as defined in Utah Code 15A-2-103 subsection 2, among the list of adopted codes. This addition is mandated by state law to be in place before January 1st and is necessary for the city of Parowan to be eligible to participate in the state program, which has specific requirements tied to preserving public safety and ensuring certain standards are upheld.

Dan Jessen further clarified that this ordinance encompasses a broad adoption of building codes that the city would follow, which includes the most recent versions of various international standards, such as the international building code, international residential code, and others relevant to construction and safety within the city's jurisdiction.

Dan emphasized the significance of including the Wildland Urban Interface Code, which deals with minimizing risks of wildland fires to the structures and residents in urban areas near wildlands, as this ensures not only adherence to state regulations but also enhances the protection of the community. He noted that the new provision aligns with the broader scope of building codes that Parowan City adopts, which reinforces a commitment to up-to-date safety and environmental protocols.

The inclusion of this provision was not part of the ordinance when previously reviewed but was recognized as crucial due to recent legislative developments, specifically referencing state requirements that demand cities to integrate this code within their local building regulations to remain compliant and to leverage state support in related initiatives.

Councilmember Burton moved to approve the Building Inspection Code Ordinance 2025-19. Seconded by Councilmember Topham. The motion passed unanimously by roll call vote with Councilmembers Topham, Harris, Dean, Downey, and Burton all voting "aye."

Approval of Axon Fleet ALPR Licenses Contract

City Manager Jessen explained that this five-year contract extension with Axon required council approval because it binds the city budgetarily for multiple years. Axon provides the city's body cameras, dash cameras, tasers, and taser cameras. The contract extension is for the ALPR (Automated License Plate Recognition) portion of their services and is within the police department's budget. Jessen noted that Chief Adams had inquired about the necessity of bringing this contract to the council if it was already within budget. He clarified that any contract over multiple years, such as this five-year agreement, requires council consent due to its financial implications for future budgets. The decision to extend the contract aligns with the city's commitment to maintaining its current technological

capabilities in law enforcement. The council discussed and approved the contract extension, ensuring that essential services like dash cameras and body cams remain fully operational with the required technological support.

Councilmember Topham moved to approve the Axon Fleet ALPR license contract. Seconded by Councilmember Burton. The motion passed unanimously.

WORK MEETING

Discussion on Possible FY2026 Budget Amendment(s)

Aldo Biasi presented a detailed report on the city's gravel pit operations and potential budget considerations. His report addressed the history of the gravel pit, costs for various treatments of the pit, and staffing considerations for public works.

Aldo explained that the gravel pit requires ongoing maintenance as it continues to fill with material during flood events. He noted that the pit provides valuable material for city projects but also requires consistent upkeep. His report included several options for managing the pit and the associated costs, including equipment rental considerations.

Councilmember Burton emphasized the importance of being proactive rather than reactive to underground water management and flood control objectives. He praised the current condition of the pit, stating it looks better than it ever has.

Aldo mentioned that the current state of the pit includes a lot of material on the "deck" from a recent project, which would need to be addressed before further work could begin. He also noted that some of the material could potentially be used as riprap for the bridge project, though processing this material would be time-consuming and costly.

The council agreed to review Aldo's detailed report and continue the discussion at a future meeting.

Discussion Regarding Road Typical Sections and Related Parking Code Modifications. Possible Direction to Planning Commission.

Councilmember Dean reported that after measuring streets throughout the city, he found a lack of consistency in road widths, with only two residential streets having 50 feet of concrete or asphalt, and others varying from 22 to 42 feet.

Dan Jessen outlined four policy principles that guide the city's approach to roads: 1) preserving two clear travel lanes for emergency access, 2) providing adequate off-street parking for expected vehicles per lot, 3) designing for practical snow removal and emergency response, and 4) encouraging on-street parking in low-speed, low-volume neighborhood streets.

Dan explained that with administrative approval of subdivisions, the city needs criteria-based rules in the subdivision code. He reviewed the city's current typical road sections, noting that the city has options for local streets with no on-street parking (32-foot pavement width) and streets with on-street parking (42-foot pavement width).

The council discussed whether to eliminate the no on-street parking option from the city's typical sections, as most agreed that on-street parking is necessary even if officially designated as "no parking." Dan also discussed the requirement for curb, gutter, and sidewalks in new subdivisions, noting ambiguity in the current code that should be clarified.

Aldo Biasi provided input on snow removal considerations, explaining that wider streets with curbing to define the edge of the asphalt make snow plowing more efficient. He also mentioned the potential for a seasonal parking ordinance (November 15 to April 15) prohibiting overnight street parking to facilitate snow removal.

The council directed the matter to the Planning Commission to review and update the typical road sections, with a consensus that new subdivisions should require curb, gutter, and sidewalks, preserve the 60-foot right-of-way, and accommodate on-street parking.

Reports, Updates, Old Business Follow Up

Councilmember Burton

Reported that most committee meetings had been canceled, but the Historic Preservation committee approved a new sign upgrade for shops behind La Villa and the Mercantile, and restoration of the neon sign on the gym on Main Street.

Councilmember Downey

Had nothing to report as she had been away.

Councilmember Dean

Met with the police and Parowan Prevention Coalition. Also met with Christian Robinson regarding Meeks Pond and the possibility of rewriting the conservation easement that expires in 2026. Discussed potential for a community garden and improvements to the area.

Councilmember Harris

Had no committee meetings to report on.

Councilmember Topham

Reported on the fire department's activities, including training officer Brad Benson helping get volunteers up to speed, four new volunteers (including two who had returned), equipment issues being addressed, and cleanup of the fire department's attic space. She also highlighted a successful fundraiser organized by the fire department and Parowan Strong that raised \$30,000 for two local families with children facing medical challenges.

Mayor Halterman

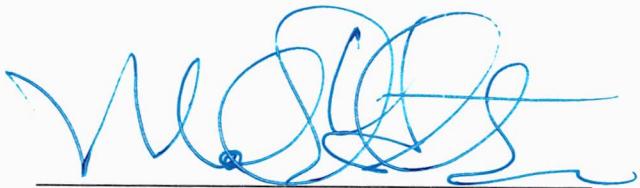
Brought up the need to discuss a dark sky ordinance after seeing the bright lighting at the new Terrible's gas station. Reported that Old Rock Church Days will now be held on Pioneer Day (July 24th) going forward, combining efforts with other community events. Updated on the Old Rock Church steeple restoration, enhanced crosswalks, pickle ball court funding, and UDOT's plans for a speed study to potentially reduce speed limits into town, particularly on 200 South.

City Manager Dan Jessen

Shared information about forest management work planned for the canyon by various state and federal agencies, including thinning, lopping, and piling. Reported that the government reopening will allow progress on delayed projects, including the bridge project (expected to be advertised for construction on November 29th) and the EDA grant. Updated that both Terrible's and Maverick gas stations have received their certificates of occupancy.

Adjourn

Councilmember Burton moved to adjourn the meeting. Seconded by Councilmember Topham. The motion passed unanimously. The meeting adjourned at 7:11 p.m.



Mollie Halterman, Mayor



Callie Bassett, City Recorder

Date approved: 12/11/2025