



**PAROWAN CITY COUNCIL MEETING MINUTES
DECEMBER 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 Manager; Scott Burns, City Attorney; Aldo Biasi, Public Works Superintendent; Callie Basset, City Recorder.

Public Present: Johannes Frischknecht, Lee Kupfer, Sam Halterman, Kristine and Jim Robinson, Chase Halterman, Sean Halterman, Andy Nelson, Connie Biasi

Welcome and Call to Order: Mayor Mollie Halterman

Mayor Mollie Halterman called the Parowan City Council meeting to order at 5:31 PM on December 11, 2025.

Opening Ceremonies: By Invitation

Mayor Mollie Halterman led the prayer and the Pledge of Allegiance.

Declaration of Conflicts With or Personal Interest In any Agenda Items: City Councilmembers

No conflicts were declared.

Public Comments (3 minutes each)

No public comments were received.

Mayor Halterman took a moment to announce that Connie Biasi, Parowan City Office Manager, received the Exceptional Impact Award for 2025, selected by the R.I.S.E. committee from a highly competitive group of nominations. Dan Jessen read the following statement:

“Connie exemplifies the spirit of the R.I.S.E. program, innovation, service, and efficiency. Her work this year has had a measurable positive impact on both the organization and the residents we serve. She has taken on complex long standing challenges and resolve them with professionalism, compassion, and remarkable initiative.

Connie meticulously researched and updated decades old cemetery maps, policies, and records, reclaiming unused grave sites, restoring accuracy, and preserving historical information with respect. She has also simplified the burial site purchasing process, ensuring families experience clarity and care in their time of need.

Connie has strengthened the city's financial and utility systems by streamlining billing procedures, improving meter reading coordination, and mastering the Polaris Pro platform. Her diligence has identified inaccuracies, collected thousands in past due payments, and reduced the number of aged accounts, all while maintaining fairness and supporting residents who need extra help or resources.

She played a key role in successful community efforts such as the fundraising bricks campaign and consistently solves customer concerns with precision and empathy.

Above all, Connie sets a citywide standard for customer service at a small-town hospitality. She greets residents by name, provides calm and professional support in every interaction, and has nearly eliminated escalated customer situations through her ability to listen, reassure, and resolve concerns. Her strong work ethic, approachable demeanor, and genuine care for people have strengthened trust in city hall, improved cross departmental communication, and created a more welcoming environment for staff, vendors, and the public. Her dedication has made a lasting difference in our organization and the community we proudly serve. For these reasons and more, the R.I.S.E. committee is honored to name Connie Biasi as the Exceptional Impact Award recipient."

Consent Agenda:

The consent agenda included the approval of City Council Meeting Minutes from November 13, 2025, and the Board of Canvassers Meeting Minutes from November 18, 2025; approval of Warrant Register for November 13, 2025; approval of November 2025 Financial Report; and approval of Annual Schedule of City Council Meetings for 2026.

Motion: Councilmember David Burton moved to approve the consent agenda as presented, items 5 through 8. Councilmember Sharon Downey seconded the motion. The motion passed unanimously.

Committee Member Approvals:

Mayor Halterman presented nominees for committees, noting she had carefully considered each appointment given the important role committees play in the city's governance. She introduced Andy Nelson, a local business owner, as a nominee for the Planning Commission. Chase and Sean Halterman were presented as nominees for the Airport Board, with the recommendation that Chase serve as the member and Sean as the alternate due to their aviation experience with SUU and Southwest Airlines.

After the vote, Andy Nelson introduced himself as a lifelong Utah resident who grew up in Enoch and moved to Parowan five years ago. He mentioned his ownership of ACE Hardware and expressed appreciation for the opportunity to serve. Chase and Sean Halterman introduced themselves as Parowan natives who began flying in 2017, with experience flying out of both Cedar City and Parowan airports. Chase had instructed at SUU Aviation for almost three years, and both now fly for Southwest Airlines out of Las Vegas.

Motion: Councilmember David Burton moved to approve the committee member approvals: Andy Nelson for the Planning Commission, Chase Halterman as the member of the Airport Board, and Sean Halterman as the alternate to the Airport Board. Councilmember Rochell Topham seconded the motion. The motion passed unanimously.

Approval of Just Serve Proclamation

Mayor Halterman explained that the Just Serve proclamation would officially designate Parowan as a Just Serve city. She described Just Serve as an online platform that allows organizations to post service projects and volunteers to find service opportunities. Councilmember John Dean had completed the necessary paperwork and established relationships to facilitate Parowan's participation.

Motion: Councilmember John Dean proposed to approve the Just Serve proclamation. Councilmember Sharon Downey seconded the motion. The motion passed unanimously.

Presentation on final Pool Remodel Numbers and Recognition Plaque

City Manager Dan Jessen presented the final numbers for the pool remodel project. He shared photos from various stages of the project, highlighting the significant community involvement and volunteer effort. The cash outlay from the city totaled \$323,219, which came from three sources: \$102,501 in private donations, \$189,643.52 from park impact fees, and \$31,074 appropriated from the general fund.

Dan reported that contractor work and in-kind donations were valued at \$565,000, with concrete installation alone valued at \$214,000. Other significant donations included design and excavation, custom beams and trusses, sewer system upgrades, masonry work, aluminum fencing, cabinets, retaining wall construction, flooring, paint, electrical work, plumbing, and benches.

Additionally, volunteer labor was estimated at 3,280 hours with a value of \$119,400. The total project value was calculated at \$1,008,367, meaning the city's investment was multiplied five times through donations and volunteer efforts. This approach saved taxpayers from facing two potential tax increases that would have been needed for a conventional \$7-8 million pool project.

Mayor Halterman presented a draft recognition plaque that would acknowledge all contributors to the project. She mentioned that she was working on securing a sponsor to pay for the plaque, which would be available in either bronze or aluminum options. The mayor emphasized the importance of ensuring no contributors were overlooked and planned an installation ceremony for spring 2026.

Report on Parowan Fire Department – Chief Alan Cavalieri

Fire Chief Alan Cavalieri joined via phone to report on the fire department. He stated that the department had responded to 85 calls year-to-date, with 45 in Parowan City and 40 in the county. The department had handled a variety of incidents including brush fires, car fires, vehicle accidents, lift assists, a child trapped in a swing, searching for dynamite and blasting caps, dumpster fires, and e-battery fires.

Chief Cavalieri reported having 25 people on the roster, including himself. Since April, they had brought back three experienced firefighters and added seven new recruits. The department had accumulated 544 training hours covering wildland fire search, flight for life operations, pumping and hose operations, sprinkler systems, standpipes, ladder operations, ground ladders, airport operations, and facility tours of high-risk locations.

The Chief noted that equipment was in good condition, including two structural fire engines and five brush fire trucks of different classes, plus one ladder truck. He mentioned that the ladder truck had been tested at the local hotel and could easily reach the third story, addressing previous community concerns.

Challenges facing the department included water supply issues in certain areas of the community, limited daytime responder availability due to work schedules, and the experience level of new firefighters. Chief Cavalieri expressed interest in acquiring a water tender in the future to address water supply concerns.

Continued Discussion on Snow Removal Policy

Public Works Director Aldo Biasi presented a draft snow removal policy to establish guidelines for prioritizing routes, managing ice, and handling parking restrictions. The proposed policy would prohibit parking on streets with curb and gutter from November 15 to March 15, between midnight and 6 AM.

The council discussed concerns about strict enforcement during periods without snow and the potential impact on residents who could not park on driveways due to salt damage to concrete. Council member Harris noted that salt-treated roads can cause concrete to deteriorate where tires rest.

The council generally agreed that while some form of parking restrictions made sense, the November-to-March blanket prohibition regardless of snow conditions might be too restrictive. They discussed the possibility of developing an ordinance that better defined when vehicles would be considered an obstruction to snow removal. City Manager Jessen suggested that clear ordinance language would be preferable to relying on the current vague wording about "obstruction to snow removal."

The council decided to revisit the topic in January after further consideration.

Continued Discussion on Breakwater Maintenance Options/Plan

Public Works Director Aldo Biasi continued the discussion about breakwater maintenance options. City Manager Jessen outlined several potential approaches: continuing current practices of occasional maintenance when time allows; finding a subcontractor (though previous attempts had mixed results due to misaligned incentives); renting equipment for a major project; or purchasing equipment and treating the operation as an enterprise fund over a 4-5 year period.

Dan and Aldo explained that while the material from the breakwater could potentially be processed and used for city projects or sold to offset costs, the primary benefits were flood control and groundwater recharge. Aldo noted that the upper deck area of the pit was currently full of material ready to be processed.

Council members expressed support for viewing the operation as an ongoing maintenance need rather than a one-time project. There was particular interest in the enterprise fund approach and potentially purchasing the adjacent "Swiss cheese" property to provide adequate staging area. Jessen proposed developing a pro forma financial analysis for this approach, including consideration of purchasing the adjacent property.

The council agreed to continue exploring the enterprise fund model with more detailed financial projections.

Discussion on City Council Committee and Other Assignments

Mayor Halterman initiated a discussion about committee assignments for council members, noting that with a new council member joining in January, assignments would need to be adjusted. The council reviewed different committees and their requirements, including whether council members served as voting members or liaisons.

City Manager Jessen reviewed current committees, noting that some ordinances specified council members serve for their "tenure in office" while others had specific term lengths. After discussion with the city attorney, the council determined that "tenure" should be interpreted as a council member's four-year term, not their entire time on council across multiple terms.

Council members discussed whether to prioritize expertise in assignments or rotate positions to ensure all council members gain experience with different aspects of city operations. No final decisions were made, but the council agreed to continue the discussion in January before new assignments are finalized.

Reports, Updates, Old Business Follow Up: Elected Officials and Staff

Councilmember Burton

Councilmember Burton reported on Planning Commission actions, including approval of the Patriot Jujitsu commercial project. He noted that public hearings on the annexation policy plan, road right-of-way width, and private driveways were scheduled for December 17.

He also reported on Water Board activities, including progress on the diversion construction, evaluation of Six Mile Spring flow, and discussions with Bowen Collins regarding water rates and impact fees. He mentioned that a building would be constructed over the Main Canyon well, and the racetrack well had been activated. Progress was continuing the cemetery fence project, with footings and mow strips already completed.

Councilmember Downey

Councilmember Downey, who would be leaving the council, had no committee reports but joked that in January she would be at home choosing what to watch on TV.

Councilmember Dean

Councilmember Dean reported that the Shade Tree Committee had developed a preferred list of trees with information about soil requirements and characteristics. The committee had approved a tree removal and discussed removing trees on Center Street where there was insufficient water. He also mentioned plans for a community garden at Meeks Pond and reported that Public Works would be installing a box to manage water flow into the pond.

Councilmember Harris

Councilmember Harris briefly reported on the Economic Development Committee meeting, emphasizing the "shop local" initiative. He commended Trish Harris for her enthusiasm in her role with economic development.

Councilmember Topham

Councilmember Topham reported that she had helped with the Parowan town lighting event after Thanksgiving. She noted it was her first time attending the event, which has apparently been a tradition for 40+ years, and was impressed by the community turnout.

City Manager Jessen

City Manager Jessen reported that the city had received significant interest in the bridge project, with 12 contractors attending the mandatory pre-bid meeting. The bid opening was scheduled for January 6, 2026. He explained that contractors would have between 120 and 190 days to complete the work, which must be finished during the 2026 calendar year.

Dan also reported that the city had completed the on-site portion of its audit with a new audit firm, Kimble and Roberts. He noted they would likely have one finding related to a missed risk assessment report to the state, which was a procedural oversight during the transition following Judy's departure. The auditors will present their full report in January.

Finally, Dan mentioned ongoing work on the FBO contract for the airport, with some negotiation regarding hangar development rights.

Mayor Halterman

Mayor Halterman reflected on the city's accomplishments, noting significant progress on many fronts. She reported on the city's RISE employee recognition program and the employee awards presented at a recent luncheon. Recipients included 5-year awards to Cori Adams and Billy Calloway; 10 years to Justin Dalley; 15 years to Callie Bassett and Aldo Biasi; and 20 years to Cobe Evans and Jet Smith. Connie Biasi had received the inaugural Exceptional Impact Award.

The Mayor highlighted several major projects nearing completion, including the Old Rock Church renovations, the recharge project, and the upcoming bridge work. She expressed appreciation for the collaborative efforts of the council, staff, and community in achieving these successes.

Closed Session: The Council may consider a motion to move into a closed session

The council moved into closed session to discuss the lease or sale of real property.

Motion: Mayor Halterman called for a motion for closed session to discuss the lease or sale of real property. Councilmember Sharon Downey moved to enter closed session. The motion was seconded by Councilmember David Harris. and passed with all councilmembers voting in favor.

The council moved into closed session at 8:02 p.m. The following people were present: Mayor Halterman, Dan Jessen, Councilmember David Burton, John Dean, Sharon Downey, David Harris, and Rochell Topham, City Attorney Scott Burns, and Callie Bassett, City Recorder.

Adjournment

Motion: Rochell Topham moved to adjourn. Seconded by Sharon Downey, and approved unanimously. The meeting adjourned at 8:31 p.m.


Mollie Halterman, Mayor
Callie Bassett, City Recorder

Date approved: 1/08/2026