



**PAROWAN CITY COUNCIL MEETING MINUTES  
JANUARY 8, 2026 – 5:30 P.M.  
PAROWAN CITY COUNCIL CHAMBERS  
35 E. 100 N., PAROWAN, UT 84761**

**Elected Officials Present:** Mayor Mollie Halterman, Councilmember Lyle Barton, David Burton, John Dean, 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; Aldo Biasi, Public Works Superintendent; Jerry Ross, City Treasurer; Callie Basset, City Recorder.

**Public Present:** Rick Roberts and Gabe Miller (Kimball and Roberts), Merrill and Justin Osmond, Ronnie Barton, Jim Green, Aaron Anderson (Bowen, Collins & Associates), Bruce, Cecilie Evans, Steve and Pauline Applegate

**Welcome and Call to Order**

Mayor Mollie Halterman called the Parowan City Council meeting to order on Thursday, January 8, 2026, at 5:30 PM.

**Opening Ceremonies**

The meeting began with prayer and the Pledge of Allegiance led by Councilmember David Burton.

**Declaration of Conflicts**

No conflicts of interest were declared by councilmembers.

**Public Comments (3 minutes each)**

Cecilie Evans from Sandalwood Homes, serving as President of the Iron County Home Builders Association, addressed the council. She requested the opportunity for the association to meet with city staff and council members prior to council meetings to discuss items affecting the building industry and identify concerns early in the process. She noted this approach has worked successfully with Cedar City and Enoch. She also shared research data indicating that each \$1,000 increase in the price of a new home can price out tens of thousands of households nationwide, citing that a \$1,000 increase on a median new home price of \$425,000 would price approximately 140,000 new home buyers out of the market.

**Consent Agenda:**

Mayor Halterman noted that in item 5, the year should be 2025, not 2026.

Motion: Council Member Rochell Topham moved to approve consent agenda items 5, 6, and 7. Council Member David Burton seconded the motion. The motion carried unanimously.

**Action Meeting:**

**Audit Report FY25 – Kimball & Roberts**

Representatives from Kimball and Roberts presented the FY25 audit. Gabe Miller, CPA partner, reported that the city received a clean, unmodified opinion, stating that the financial statements present fairly in

all material respects. He highlighted that the city's total net position is approximately \$31,004,429, with unrestricted net position of \$12,400,000. The city's net position increased by \$2,200,000 during the fiscal year.

Rick Roberts continued the presentation, reviewing the budget to actual comparison. He noted total revenues were \$1 million less than budgeted, but expenditures were kept \$722,000 below budget, resulting in a net decrease in fund balance of \$358,000.

Roberts reported one instance of non-compliance regarding the fraud risk assessment, which was not completed within the fiscal year due to staff turnover, including the city treasurer and deputy treasurer positions. The auditors recommended ensuring the fraud risk assessment is completed, presented to council, and approved annually within the fiscal year.

Motion: Council Member David Burton moved to approve the audit report for FY25 from Kimball and Roberts. Council Member John Dean seconded. The motion carried unanimously.

**Report on Pioneer Legacy Celebration at SUU and Participation Request for 2026: Justin Osmond**  
Justin Osmond, accompanied by his father Merrill Osmond, presented a report on the Pioneer Legacy Celebration. They showed a highlight video of the previous event and discussed their plans to return in 2026 after not holding the event in 2025 due to stadium renovations. The production celebrates pioneers and aims to teach younger generations about pioneer history and sacrifices.

Justin Osmond emphasized that the event is non-denominational, free to the public, and relies heavily on local support. The Osmonds requested continued partnership with Parowan City. Merrill Osmond spoke about the importance of teaching children about their heritage and counteracting negative influences in modern entertainment.

The Osmonds will send a sponsorship package to the council for consideration at a future meeting.

#### **Fraud Risk Assessment – FY26**

City Manager Dan Jessen explained that as noted in the audit, the fraud risk assessment was missed during the last fiscal year due to staff turnover. The current assessment shows the city scoring 375 out of 395 points, placing it in the "very low" risk category. The only missing element preventing a perfect score would be establishing a formal audit committee.

City Treasurer Jerry Ross noted he would work to obtain certification this year to ensure double coverage on requirements, and would research best practices for establishing an audit committee by contacting the Utah Treasurer's Association.

Motion: Council Member David Burton moved to approve the fraud risk assessment for Fiscal Year 2026. Council Member Rochell Topham seconded the motion. The motion carried unanimously.

#### **Committee Reappointments**

Mayor Halterman presented reappointments for various city committees. For the theater board, Greta Adams and Bernadine Bile agreed to be reappointed with one position remaining open. Greg Evans agreed to be reappointed to the power board, and Doug Fox to the water board. The library board has at least one opening. Lori Eichelberger agreed to remain on the economic development committee but is open to being replaced. The shade tree committee has one opening, and the historic preservation committee has one position that needs to be filled.

Motion: Council Member David Burton moved to approve the committee reappointments as presented by the mayor. Council Member Rochell Topham seconded the motion. The motion carried unanimously.

#### **Breakwater Flood Control Ongoing Discussion and Possible Direction**

City Manager Dan Jessen presented three options for the Breakwater Flood Control: 1) Do nothing beyond processing existing materials from pipeline projects; 2) Put the pit out to bid for a private operator to remove materials and shape the pit according to city specifications; or 3) Run the pit as an enterprise fund with the city handling operations.

He explained that any approach would still require maintenance in perpetuity as the flood control facility continues to collect sediment. The council discussed the need for the city to have materials for upcoming projects, including possibly using them as in-kind match for grants.

Council Member Barton expressed interest in seeing the Cedar City agreement with Phil Schmidt and a feasibility study for the enterprise fund approach. Council Member Topham emphasized that doing nothing was not an option given the critical flood control function of the facility.

Motion: Council Member David Burton moved to table the Breakwater Flood Control discussion until the next meeting to gather more information on the bidding process and feasibility study. Council Member John Dean seconded the motion. The motion carried unanimously.

#### **Police Truck Buy Back**

City Manager Dan Jessen explained that the city needed to decide whether to buy back two police trucks coming off lease. The buyback price negotiated is \$20,500 per truck, slightly more than previous buybacks but lower than the initial quote of \$24,750. The trucks have approximately 70,000-86,000 miles and have an estimated private party value of about \$27,000, representing about \$7,000 in equity per vehicle.

The council discussed keeping one or both trucks for city use, particularly for the building inspector and building maintenance staff who currently lack dedicated vehicles. Public Works Director Aldo Biasi confirmed there is a need for the vehicles.

Motion: Council Member David Burton moved to buy back both trucks with the condition that after evaluation, if one is not needed, the city would have the option to sell it. Council Member Rochell Topham seconded the motion. The motion carried unanimously.

#### **Work Meeting:**

##### **Presentation and Discussion on Water Impact Fee Analysis: Aaron Anderson – Bowen, Collins & Associates**

Aaron Anderson from Bowen, Collins & Associates presented a draft water impact fee analysis. He explained the two required documents: the Impact Fee Facilities Plan (IFFP) and the Impact Fee Analysis (IFA). The analysis establishes the proportionate share of existing and future capacity costs that should be paid by new development.

Anderson provided details on the level of service standards, including average daily demand (449 gallons per day per equivalent residential connection), peak day demand (1,033 gallons per day), and peak hour demand (1.43 gallons per minute).

Based on analysis of existing capacity and needed future projects (including the Six Mile Spring Water Treatment Plant and a new East Tank), the calculated impact fee would be \$7,284.76 per connection, a significant increase from the current fee of \$2,056.

The council discussed the importance of setting appropriate fees to ensure growth pays for itself rather than shifting costs to existing residents through higher utility rates. Council members expressed interest in comparing the proposed fee with those of neighboring communities and recognized the need to update the fee regularly.

The council directed staff to proceed with scheduling a public hearing on the impact fee, though several members indicated they would need more time to review the analysis before making a final decision.

#### **FBO Contract Discussion**

City Manager Dan Jessen presented a draft contract for a new Fixed Base Operator (FBO) at the airport. The proposal separates airport management duties (which would be handled by a part-time city employee) from FBO services (which would be contracted to a private business).

The FBO would provide aeronautical services such as aircraft repair, engine overhaul, and amenities, while the city would handle daily management, plowing, weed control, and hangar inspections. The city would lease the main hangar to the FBO at no cost but would not cover utilities.

The contract would have an initial term of five years with renewals by mutual agreement. The FBO has requested a separate agreement for hangar development rights on a portion of the airport property. The council expressed general support for the proposed approach. The contract will be brought back for approval at the next meeting.

#### **Annexation Policy Plan Discussion & Scheduling of Public Hearing**

City Manager Dan Jessen presented a discussion on the city's Annexation Policy Plan, which defines the ultimate boundaries for potential city growth. The Planning Commission had recommended not changing the current annexation map established in 2012.

Council Member Burton expressed interest in shrinking the annexation boundary due to concerns about infrastructure limitations, particularly sewer service challenges in areas northeast of the city. The council agreed to place this item on the next meeting's action agenda. Council Member Burton will prepare a proposed map showing his suggested boundary changes for consideration.

#### **Shared Driveway/Private Lane Code Update**

City Manager Dan Jessen presented an update to the shared driveway and private lane code that had been approved by the Planning Commission. The ordinance defines four types of access: single driveways (serving one dwelling), shared driveways (serving up to two dwellings), private lanes (serving up to four units), and public streets (required for more than four units).

The ordinance establishes standards for each type, including width requirements, length limitations, turnaround provisions, and maintenance agreements. Requirements are based primarily on International Fire Code standards for emergency access.

The council agreed to move the ordinance forward for action at the next meeting.

#### **Parks and Rec Committee & Code Discussion**

Mayor Halterman proposed amending the ordinance regarding the Recreation Director and Recreation Committee to change "or" to "and/or," allowing the city to have both a director and a committee. This change would enable the formation of a committee to help with the new field house and meet Iron County School District requirements.

The council agreed to move this forward to the next meeting for action. City Recorder Callie Bassett clarified that while the change requires an ordinance amendment, it does not require a public hearing.

**Building Permit Fee Discussion**

City Manager Dan Jessen explained that since taking over building inspections from the county, the city's building permit fees have increased significantly, contrary to the intention of keeping fees the same. The increase resulted from the city adopting the current (2025) International Residential Code Council valuation matrix, while the county had been using an older matrix with lower values.

For example, the county uses \$108 per square foot to value standard residential construction, while the current matrix uses \$170 per square foot, resulting in substantially higher permit fees.

Mr. Jessen presented several options, recommending that the city keep the current valuation matrix but apply a discount to reduce fees to a level slightly above the county's fees. This approach would maintain accurate valuation figures while keeping fees reasonable.

The council directed staff to prepare a resolution with a 28-30% discount for consideration at the next meeting.

#### **Discussion on Parowan City Wildland Urban Interface (W.U.I.) Map**

City Manager Dan Jessen presented information on the Wildland Urban Interface (WUI) requirements mandated by House Bill 48. The state has created a WUI map that will be used by insurance companies and as the basis for a new homeowner fee starting in 2026, but cities are also required to create their own WUI maps to establish building code requirements.

He explained that properties in the WUI zone would need to meet additional building requirements, including fire-resistant materials for roofs, exterior walls, vents, and decks, as well as maintaining defensible space around structures.

The council supported moving forward with hiring an engineer to help define the methodology and create a parcel-specific WUI map for Parowan, with an estimated cost of \$2,000-\$5,000.

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

**Council Member Topham** reported on attending her first planning and zoning meeting and a chamber of commerce meeting, noting that the chamber has planned events for the entire year.

**Council Member Burton** reported that the diversion project is progressing well, taking advantage of good weather. Work on the cemetery fence and expansion is continuing.

**City Manager Dan Jessen** announced that the city was awarded a \$600,000 grant for the airport road power and water project. He also reported that the bridge project bids came in under the engineer's estimate, with a decision on the contractor expected within a week.

**Mayor Halterman** reported on participating in a pilot program connecting downtown main streets with recreational amenities, which will help develop the city's active transportation plan. She also mentioned that the Daughters of Utah Pioneers have additional funds to make improvements to the Old Rock Church, including crack filling, interior painting, and period-appropriate lighting.

Mr. Jessen noted that a meeting is scheduled with school leadership to address misunderstandings about the field house agreement and improve access for community groups.

Mayor Halterman requested to be excused from the next council meeting as she will be on a cruise with her daughter.

**Closed Session:**

Motion: Councilmember David Burton moved to go into closed session to discuss the character, professional competence, or physical/mental health of an individual.

Second: Councilmember David Harris. The council voted unanimously by roll call vote to move into closed session at 9:34 p.m.

Present in the closed session: Mayor Halterman, Councilmembers Lyle Barton, David Burton, John Dean, David Harris, Rochell Topham, City Manager Dan Jessen, City Attorney Scott Burns, Parowan Police Chief Addison Adams, City Recorder Callie Bassett.

**Adjournment:**

The council came out of closed session at approximately 9:55 p.m., and the meeting was adjourned.

Rochell Topham  
Mayor Pro Tem Rochell Topham

Callie Bassett  
Callie Bassett, CMC, City Recorder

Date approved: Jan 22/2026