PAROWAN CITY COUNCIL MEETING MINUTES
MAY 28, 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; Chief Addison Adams, Parowan PD; Connie Biasi, Office Manager

Public Present: See Sign-in sheet.

1. Welcome and Call to Order
Mayor Halterman called the Parowan City Council meeting to order at 5:30 PM on Thursday, May 28, 2026, at Parowan City Council Chambers, 35 E. 100 N., Parowan, UT.

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2. Opening Ceremonies
The invocation was offered by Council Member David Burton, followed by the Pledge of Allegiance, also led by Council Member Burton.

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3. Declaration of Conflicts With or Personal Interest In any Agenda Items
No conflicts of interest were declared.

Council Member Burton moved to transfer Action Agenda Item 12 (Personnel Policy Regarding Compensation Hours, per the original agenda numbering) to the Work Agenda. After clarification from City Manager Dan Jessen that doing so would convert the item from a vote to a discussion, the motion was seconded by Council Member Topham and carried 4–1, with Council Member Harris opposed.

Note: The Council was referencing an outdated agenda. Upon correction, the item moved to the Work Agenda was confirmed to be the Discussion and Consideration of Resolution Updating the Fee Schedule for Pool and City Rec (Resolution 2026-08), designated as Item 9 on the amended agenda. A corrective motion was made and passed.

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4. Public Comments
No public comments unrelated to the public hearing were offered. A member of the public indicated she wished to speak on Item 5 and was directed to the public hearing.

PUBLIC HEARING
5. The Parowan City Council will receive public comments regarding a proposed zone change to the parcel of property owned by PCP Trust (Parcel #A-0026-0027-0000). The property owner has requested a change from Agricultural Zone (A-1) to Residential 3 (R-3).
Motion to open the public hearing was made by Council Member Topham and seconded by Council Member Burton. The motion carried unanimously.

The following members of the public offered testimony in opposition to the proposed R-3 zone change:

Shelly Roy stated she was not opposed to growth or new homes generally, but opposed the R-3 designation and advocated for R-1 or R-2 at most. She expressed concern that the parcel fronting 600 West should either be incorporated as a roadway into any future subdivision or be subject to a memorandum of understanding preserving it permanently as green space.

Tim Roy echoed concerns about density and raised a specific traffic concern, noting that a small strip of land near the proposed 100 North connection appeared on maps to potentially obstruct traffic flow, which could push all subdivision traffic back through existing neighborhoods. He thanked Council Member David Harris for his accessibility.

Greg Owens stated he owned property adjacent to 600 West near the Quonset hut and strongly opposed using that corridor as a roadway for high-density development. He cited existing traffic volume and speeding on 600 West as present concerns that would only be worsened.

Frank Lewis formally requested denial of the zone change. He outlined concerns regarding density, traffic, water availability, and privacy. He noted that R-3 allows up to 13 dwellings per acre and permits duplexes, triplexes, and fourplexes, compared to R-1's maximum of 4 dwellings per acre. His backyard is directly adjacent to the parcel and he expressed concern that multi-story structures would overlook neighboring homes. He referenced a letter he had submitted to the Planning and Zone Commission on January 17, 2026, and recommended the Council either pause action until a full development plan is presented, or limit any approval to R-1 or R-2 with restrictions.

Douglas Hill stated he purchased his home specifically for its mountain views and private backyard, both of which he believed would be destroyed by higher-density development. He opposed any development beyond single-story, single-family homes.

Mark Smith, a resident of Aspen Cove Subdivision, raised traffic concerns about whether future residents of a new development would route through 60 North, which he described as already busy.

Loretta Jensen agreed with previous speakers and requested that any development be restricted to R-1 single-level, single-family homes to preserve views and neighborhood character.

Mayor Halterman also read into the record a letter from **Mark Danley**, a resident of Aspen Cove Subdivision adjacent to the parcel. Mr. Danley indicated that based on a phone call with City Manager Jessen (clarified by Jessen on the record — not City Treasurer Jerry Ross), he understood the property owner intended to build single-family residences. While he would prefer the property remain vacant, he stated he did not object to single-family dwellings if that is genuinely the owner's intent. He requested contact if his understanding was incorrect.

Motion to close the public hearing was made by Council Member Burton and seconded by Council Member Dean. The motion carried unanimously.

CONSENT AGENDA

6. City Council Meeting Minutes from May 14, 2026

Council Member Burton moved to table approval of the May 14, 2026 meeting minutes until the next meeting, citing an issue he wished to discuss with City Recorder Callie Bassett, who was not present.

Council Member Topham seconded. The motion carried unanimously. The minutes were tabled to the next regular meeting.

7. Warrant Register for May 28, 2026
Motion to approve the Warrant Register for May 28, 2026 was made by Council Member Topham and seconded by Council Member Harris. The motion carried unanimously.

ACTION AGENDA
8. Proclamation Designating June 25 – July 5 as America 250 Week in Parowan, Utah – Proclamation 2026-03
City Manager Dan Jessen noted the Council had been working from an outdated agenda, and that due to agenda item reordering, the proclamation was taken up as Item 10 on the amended agenda. Council Member Barton read Proclamation 2026-03 aloud in full. The proclamation designates the week of June 28 through July 5, 2026 as America's 250th Celebration Week in Parowan City, Utah, and encourages all residents to participate in activities celebrating the history, heritage, and future of the United States. Mayor Halterman noted that every city in Iron County has events planned throughout the week.

Motion to approve Proclamation 2026-03 was made by Council Member Burton and seconded by Council Member Dean. Roll call vote: Rochell Topham – Aye; David Harris – Aye; Lyle Barton – Aye; John Dean – Aye; David Burton – Aye. The motion carried 5–0.

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9. Consider Ordinance Updating Zoning Designation of Parcel #A-0026-0027-0000 – Ordinance 2026-06
City Manager Dan Jessen provided background. The application was submitted for an R-3 zone change only, covering the entire parcel (Parcel #A-0026-0027-0000) after the Planning Commission declined to rezone only a portion. The Planning Commission issued a negative recommendation for the R-3 designation, while noting that had the applicant requested R-2, it likely would have received a positive recommendation. Dan clarified for the record that under the city's current "rural done right" zoning, R-3 no longer permits condominiums, townhomes, or apartment buildings; it allows only single-family homes, duplexes, twin homes, triplexes (15,000 sq. ft. minimum lot), and fourplexes (20,000 sq. ft. minimum lot), with a 5,000 sq. ft. per-unit density standard.

Council Member Barton and City Attorney Scott Burns emphasized that the Council could only act on the application as submitted — a rezoning from A-1 to R-3 — and that consideration of R-2 would require the applicant to submit a new application. The applicant's representative, Adam Allen of American Consulting and Engineering, confirmed from the floor that the property owner would be willing to return with an R-2 application.

Motion to deny Ordinance 2026-06, the zone change from A-1 to R-3 for Parcel #A-0026-0027-0000, was made by Council Member Burton and seconded by Council Member Barton. Roll call vote: Rochell Topham – Aye; David Harris – Aye; Lyle Barton – Aye; John Dean – Aye; David Burton – Aye. The motion carried 5–0. Ordinance 2026-06 was denied.

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10. Consider Ordinance Updating the Transportation Master Plan – Ordinance 2026-07
Dan Jessen presented a proposed amendment to the city's Transportation Master Plan to reclassify 100 North from a local road to a minor collector. He explained that the change would apply to the segment of 100 North from Main Street westward to the future 1000 West corridor. The reclassification would facilitate connectivity for anticipated future development in the area and would make the road eligible for additional state and federal funding, including UDOT, and corridor preservation funds. Jones and DeMille Engineering was consulted and confirmed the reclassification would not exceed UDOT's

allowable ratio of minor collector designations for the city. The Planning Commission had reviewed the proposal and issued a positive recommendation.

Council Member Barton confirmed that the portion of 100 North east of Main Street, on the east side of the city, remained designated as a local road and was unaffected by this amendment.

Motion to adopt Ordinance 2026-07, amending the Transportation Master Plan to reclassify 100 North as a minor collector from Main Street to the future 1000 West, was made by Council Member Barton and seconded by Council Member Topham. Roll call vote: Rochell Topham – Aye; David Harris – Nay; Lyle Barton – Aye; John Dean – Aye; David Burton – Aye. The motion carried 4–1.

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11. Consider Resolution Updating the Personnel Policy Regarding Compensation Hours – Resolution 2026-07

Dan Jessen introduced the proposed resolution, explaining that two distinct issues were embedded in the discussion: (1) whether to allow voluntary compensatory time ("comp time") payouts during employment, and (2) the appropriate maximum comp time accrual cap for law enforcement.

On the payout issue, Dan explained that the existing policy allowed employees to voluntarily request a cash payout of accrued comp time. This practice created an unbudgeted expenditure burden, as departments such as Administration do not carry overtime budget lines. The proposed policy would eliminate voluntary payouts during employment, with the exception of rare circumstances approved at the discretion of the Mayor or designee (updated by Dan to read "city manager"). Payouts at separation from employment would remain in effect as required by federal law.

On the law enforcement accrual cap, Dan explained that the city's previous policy had set the cap at 480 hours — the federal maximum for law enforcement — but had simultaneously prohibited law enforcement from accruing any comp time because the department had fewer than six officers. With the recent addition of a sixth officer, the federal prohibition no longer applied, and Police Chief Addison Adams had appropriately raised the issue. The proposed resolution reduced the law enforcement cap from 480 to 240 hours.

Chief Adams addressed the Council, acknowledging that 240 hours would be manageable operationally but expressing concern about the optics of the reduction. Officers had only begun accruing comp time in March 2026 and perceived the reduction as taking back a benefit that had just been granted. He noted his department's culture prioritized time off over overtime pay, and that comp time was primarily used to allow officers to cover shifts for one another and plan family time.

City Treasurer Jerry Ross provided financial context, noting that a 480-hour accrual cap represents approximately 23 percent of an officer's annual salary in potential liability — a significant budget exposure if multiple seasoned officers were to separate simultaneously.

City Attorney Burns framed the broader policy tension: the city's interest in budget predictability versus employees' interest in being compensated for hours worked. He noted that high comp time accruals are often symptomatic of an understaffed department and suggested the conversation should also address whether an additional hire might be more cost-effective than sustained high overtime.

The Council reached consensus that eliminating the voluntary payout option was the most important reform. On the law enforcement cap, the Council accepted the 240-hour limit as proposed. Council Member Topham suggested requiring employees to use comp time before vacation time, but City

Manager Jessen cautioned that this would inadvertently increase the frequency of vacation time "haircuts" (end-of-year forfeitures) and was not recommended.

Motion to approve Resolution 2026-07, updating the Personnel Policy Regarding Compensation Hours as drafted, was made by Council Member Burton and seconded by Council Member Harris. Roll call vote: Rochell Topham – Aye; David Harris – Aye; Lyle Barton – Aye; John Dean – Aye; David Burton – Aye. The motion carried 5–0.

WORK AGENDA

12. Discussion and Consideration of Resolution Updating Fee Schedule for Pool and City Rec – Resolution 2026-08

This item was moved from the Action Agenda to the Work Agenda at the start of the meeting. City Manager Dan Jessen explained that the fee discussion originated from a budget exercise in which department heads were asked to identify 5 percent savings in the general fund. Because the Recreation and Pool departments are primarily composed of labor costs, meaningful expense cuts would require eliminating programs. Instead, staff evaluated whether revenues could be increased to bring the pool budget closer to balance.

City Treasurer Jerry Ross presented the proposed fee changes, which included:

- Increasing daily pool admission from $4.00 to $4.50
- Introducing a spectator/non-swimmer fee (comparable pools in Beaver and Cedar City charge all entrants regardless of whether they swim)
- Increasing punch passes from $40 to $45, and adding a spectator punch pass
- Adjusting the family night fee upward
- Increasing evening pool rentals from $150 to $200 (noting that at $150, the city was losing money on labor alone, as four lifeguards are legally required)
- Increasing non-resident rental rates to $250
- Introducing pavilion rentals at $50 for two hours, $25 per additional hour
- Adding lane rentals at $10/lane/hour ($5 for nonprofit or youth organizations)

Jerry noted that revenue record-keeping has been improved this season to distinguish daily admissions, punch passes, and rental fees. He also relayed Pool Manager Anna's priorities: ensuring every person entering the pool contributes financially, limiting outside food to support the concession stand, and giving staff clear, posted city policy so they are not placed in the position of personally enforcing rules.

Council Member Topham raised an equity concern about the financial burden on lower-income families, particularly given that Parowan is a Title I school community. She noted that a family of five attending the pool three days a week for the season could face a substantial seasonal cost and that for some families, even a $5 increase may be prohibitive. She advocated for some form of scholarship or sponsorship program that would allow all children to participate without financial hardship.

Council Member Dean underscored the point with specific calculations, noting that while individual increases are modest, the cumulative cost for a large family over a full season is significant. He suggested that rather than focusing fee increases on everyday admission, the city might more aggressively raise the private rental rate — citing Cedar City's $500 evening rental fee — as those events are used by families with greater financial means.

Connie Biasi, Office Manager, offered perspective as a longtime community member, reminding the Council that the pool was previously closed and the community rallied to reopen it. She noted the pool's

amenities represent significant ongoing investment, and that even the spectator fee is reasonable given the quality of the facility. She encouraged community pride in supporting the pool financially.

Dan Jessen added that from an economic standpoint, the evenings at the pool book up within a week or two, which signals the rental price may actually be below market. He also noted that the core issue driving the policy review was not the per-admission fees but the principle that fees for fee-based services should reflect the actual cost of providing them, rather than being indefinitely subsidized by property taxes.

City Recreation Manager Amber Biasi explained that the modest fee increases across City Rec sports programs (moving most registration fees from $40 to $45) were intended in part to support the introduction of paid referees and umpires to improve program quality and serve as a feeder program for high school athletics. She noted that the city's rec program serves families who cannot afford travel ball and emphasized the city program remains far less expensive than comparable alternatives.

The Council discussed the possibility of establishing a formal scholarship or sponsorship program to ensure no child is excluded due to inability to pay, with broad consensus that this was a worthwhile goal to develop. City Manager Jessen noted the Parowan Coalition has historically sponsored jerseys and registrations in individual cases, but no formal program exists.

No vote was taken. The item was continued to the next regular meeting for action. Dan Jessen noted that some additional pool revenues have been built into the current budget, and he confirmed the item can be tabled without immediate adverse consequence.

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

Council Member Burton reported on the Memorial Day program at the city cemetery, commending the grounds crew — specifically Justin Dally and Joe Lister — for the meticulous care of the graves. He noted that flags were placed at markers on Thursday before the holiday weekend for the first time, which was well received. He provided a brief update on the springs and Meeks Pond, reporting the pond had been filled and was in good condition. He indicated the cemetery fence project was not completed in time for Memorial Day and that Labor Day would be the new target deadline.

Council Member Dean reported attending the Planning and Zoning meeting following a period of absence, noting that the Transportation Master Plan amendment was reviewed quickly with the committee's positive recommendation, consistent with the action taken by the Council this evening.

Council Member Barton noted he had been assisting with the installation of fencing and provided a brief update on the Iron County Commission meeting, where commissioners voted to place a 180-day moratorium on new data center applications in the county. He noted Commissioner Robinson's observation that consumer use of personal technology effectively creates the demand for such facilities.

Council Member Harris had no meetings to report.

Council Member Topham reported attending the Five County Association of Governments hazard mitigation plan update meeting. She explained the plan must be updated every five years, and that participation is required for the city to be eligible for FEMA grants and similar funding. A community survey is being developed and will be shared publicly. She also reported that a Theater Board meeting was postponed.

City Manager Jessen reported two items of concern. First, the Main Street Bridge project has not yet begun construction due to delays caused by the high-pressure gas line, which must be relocated before approximately 90 percent of bridge construction can proceed. The contractor will not begin the clock on its construction timeline until the gas line is moved. Jessen indicated two contingencies are under consideration: completing construction without paving in the current season (leaving gravel through the winter) or requesting overtime work hours once a start date is secured to compress the schedule and still achieve paving before the season closes. Second, Jessen reported that Building Inspector/Code Enforcement Officer Keith Naylor has separated from the city. The position has not yet been posted. Jessen indicated he is evaluating whether to contract building inspection services through Enoch City and hire a part-time planning/permit technician rather than fill a full-time equivalent position, which carries a substantial benefits burden. He noted the city is still accepting building permits and that Enoch City is providing interim support.

Mayor Halterman noted that she and Council Member Topham both attended the hazard mitigation meeting, representing Parowan well. She highlighted the Atlas Survey (connecting Main Street to outdoor recreation), which closes June 1 and has received only 27 responses to date. She encouraged the public to participate. She updated the Council on the Old Rock Church restoration, noting the interior has been freshly painted and that period-appropriate light fixtures salvaged from the Lyle House by Preservation Utah will be installed. Brick pavers are being reset and will be ready for the combined Old Rock Church Days and Pioneer Day celebration on July 24. She reported on a meeting with Envision Utah regarding their "Playful Landscapes" grant program, which embeds active learning installations along walkways and in parks. Parowan would be among the first rural communities to participate. She also noted an upcoming walkabout event required as part of a grant qualification process related to the community garden project.

Jennelle Zajac provided an update on the **Community Garden**, reporting that fencing on three sides is nearly complete, planter boxes have been filled, and manure has been spread. Volunteer work sessions are scheduled Friday and Saturday, 8:00 AM to 11:00 AM, to complete tilling, fencing, and irrigation, with the possibility of planting beginning on Saturday.

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14. Closed Session

No closed session was held.

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15. Adjourn

Motion to adjourn was made by Council Member Burton and seconded by Council Member Harris. The motion carried unanimously.

The meeting was adjourned at 8:23 PM.

Mollie Halterman, Mayor

Callie Bassett, CMC, City Recorder

Date Approved: 6/11/2026