PAROWAN CITY COUNCIL MEETING MINUTES
MARCH 12, 2026 – 5:30 P.M.
PAROWAN CITY COUNCIL CHAMBERS
35 E. 100 N., PAROWAN, UT 84761

Elected Officials Present: Mayor Mollie Halterman, Councilmembers 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; Jeremy Franklin, Power Director; Callie Basset, City Recorder.

Public Present: See Sign-in sheet.

Welcome and Call to Order
Mayor Halterman called the Parowan City Council meeting to order at 5:30 PM on Thursday, March 12, 2026. The Mayor welcomed the attendees and expressed appreciation for their presence, encouraging them to return to future meetings.

Opening Ceremonies
Megan Guymon provided the opening prayer, asking for a successful and peaceful meeting and for divine watch-care over the proceedings. She then led the group in the Pledge of Allegiance.

Declaration of Conflicts With or Personal Interest In any Agenda Items
Mayor Halterman asked if any council members had conflicts with the evening's agenda items. No conflicts were declared by any council members.

The Mayor announced one change to the agenda: Airport Manager Megan Trudeau was attending a meeting in St. George and would be introduced at the next meeting instead.

Public Comments
Mayor Halterman opened the floor for public comments, allowing three minutes per person for residents to state their names and share concerns, interests, or suggestions. No members of the public came forward to speak during this time.

CONSENT AGENDA
City Council Meeting Minutes from February 26, 2026
Warrant Register for March 12, 2026
February 2026 Financial Report

Motion: Councilmember Rochelle Topham moved to approve the consent agenda items 5, 6, and 7. **Second:** The motion was seconded by Councilmember David Harris. **Discussion:** Councilmember David Burton noted one correction regarding a reference to the Mayor Pro Tem in the minutes, which should have referred to the Mayor since she was present at that meeting. Callie Bassett was notified earlier in the week and had already made that correction to the minutes.
Vote: All council members voted in favor. Motion carried.

Introduction of New Airport Manager – Megan Trudeau
This item was postponed as the new Airport Manager was attending a meeting in St. George and will be introduced at the next council meeting.

Introduction of New Customer Service Specialist – Megan Guymon
City Manager Dan Jessen introduced Megan Guymon as the new customer service specialist, humorously noting that having multiple Megans on staff was not a hiring requirement. Megan Guymon introduced herself to the council and community, sharing that she has lived in Parowan for 20 years with her husband Dan and youngest son Jackson, with two other grown children. She expressed gratitude for the opportunity to learn new things in her role.

Megan noted her surprise at how busy the city office was, commenting that when she thought it was "hopping," she was told it had actually been a quiet day. Dan explained that Megan would be working in the front office and would have significant interaction with the public, allowing the community to get to know her. The Mayor thanked Megan and her family for sharing her time with the city.

ACTION MEETING
Temporary Beer Event Permit Local Consent for Old Spanish Trail Rodeo, June 12-13, 2026 – Sky Nine Events LLC
The Mayor noted this was a standard temporary beer permit request for the Old Spanish Trail Rodeo scheduled for June 12-13, 2026, at Sky 9 Events LLC. No representative was present for the applicant.

Motion: Councilmember David Burton moved to approve the temporary beer permit for the Old Spanish Trail Rodeo event on June 12-13 for Sky 9 Events LLC. **Second:** Councilmember John Dean seconded the motion. **Vote:** All council members voted in favor. Motion carried.

Application for Beer/Liquor License for Smokin' Joe's BBQ – Brooke Stewart
The Mayor noted that Brooke Stewart was present for this agenda item but indicated there were no questions about the license application.

Motion: Councilmember John Dean moved to accept the application for beer/liquor license for Smokin' Joe's barbecue. **Second:** Councilmember David Burton seconded the motion. **Vote:** All council members voted in favor. Motion carried.

Award Airport Consultant/Engineer and Approve Contract with Lochner
Dan Jessen provided background on the contract, explaining that Lochner was previously known as Armstrong Consultants before being acquired by Lochner, a large engineering firm specializing in airport consulting and engineering. The city has had a long relationship with this group. The current project involves an AWOS system that needs to be completed this summer with FAA funding.

Dan explained that they put the contract out to bid on the state system but received only one solicitation. Initially concerned about this, he learned from the FAA that it is common for small airports with good existing relationships to receive only one bid due to the high cost of preparing proposals. The airport board was pleased with the outcome, and Dan emphasized that FAA public procurement rules only allow consideration of qualifications, not price.

Councilmember David Burton asked whether the FAA had recommended Lochner, and Dan clarified that the FAA approved the language of their request for qualifications, while the airport board provided their recommendation and expressed satisfaction with the choice.

Motion: Councilmember David Burton moved to approve the airport consultant engineer contract to Lochner. **Second:** Councilmember David Harris seconded the motion. **Vote:** All council members voted in favor. Motion carried.

Resolution to Update Fee Schedule – Airport Tiedown Fees – Resolution 2026-03
Councilmember David Harris, representing the airport board, explained that most other airports charge tiedown fees while Parowan does not. He noted that when pilots land and discover there is no fee, they simply smile and leave, suggesting the city should implement fees. The proposed fees are: overnight at $10 per night, monthly at $35 per month, and annual at $300 per year.

Dan Jessen supported implementing the fees immediately without a buffer period, explaining that having tiedown fees would help address issues with planes that have been sitting at the airport for years. The fees are comparable to other airports, identical to Cedar City's rates, and represent standard industry pricing. He explained that someone could pay annually and leave their plane tied down for a year, which is common practice.

Dan discussed broader aviation trends, noting that demand for aircraft parking is increasing rapidly. He mentioned that St. George airport has a waiting list of 400 people for hangars, and Heber City has implemented a 3% fee on hangar sales due to high demand. He indicated that Parowan would likely see similar demand and would need infrastructure development before adding more hangars.

The Mayor asked for clarification about annual fees and whether someone could leave an airplane for a year, which Jessen confirmed was possible with advance arrangement.

Motion: Councilmember David Harris moved to approve the resolution to update the fee schedule for the airport tiedown fees. **Second:** Councilmember John Dean seconded the motion. **Roll Call Vote:** Rochelle Topham, aye; David Harris, aye; Lyle Barton, aye; John Dean, aye; David Burton, aye. **Vote:** Motion carried.

A Resolution Authorizing and Approving the Amended and Restated Power Pooling Agreement with Utah Associated Municipal Power Systems; and Related Matters – Resolution 2026-04
Power Director Jeremy Franklin noted that this item had been discussed at the previous meeting and asked if there were any questions that had arisen since then. He confirmed that nothing had changed since the previous discussion, and there was a legal opinion attached to the slide presentation.

Motion: Councilmember Lyle Barton moved to approve the amended and restated power pooling agreement. **Second:** Councilmember David Harris seconded the motion. **Roll Call Vote:** Rochelle Topham, aye; David Harris, aye; Lyle Barton, aye; John Dean, aye; David Burton, aye. **Vote:** Motion carried.

Consideration of Annual Utah's Patchwork Parkway Report & Contribution Request
Nancy Dalton presented the annual report for Utah's Patchwork Parkway, beginning by complimenting the three byway communities for having "awesome, wonderful people who enjoy working together." She provided updates on national and state scenic byway activities and gave an overview of a recent grant project.

Nancy explained that they had received a design grant and completed all construction plans, but when the project went to bid through UDOT's pre-approved contractor system, the first round of bids came in way over budget. The second round produced only one bid at $358,000, which was 212% over both the grant budget and engineer's cost estimate. This would have required the three communities to contribute over $150,000 in additional funds. The group decided to return the construction/fabrication portion of the grant while keeping the design plans at no local cost, since Dalton had documented volunteer hours to meet the $6,000 local match requirement.

She announced that a new billboard would be installed shortly, noting that Yesco has never raised their lease fee since around 2011 and takes pride in being the only company with a billboard on the byway, since off-site signage billboards are not permitted on Highway 143.

Nancy outlined ongoing marketing strategies including social media, website marketing, working with the National Scenic Byway Association, and collaborating with Garfield and Iron County tourism offices. She emphasized their role as "cheerleaders" who do not own anything but promote the byway communities and their activities.

She presented the operating budget, which remained the same as the previous year, emphasizing transparency in showing exactly how funds are used. The request was for $1,500 from each of the three byway communities, the same amount as previous years, to fund grants writing, byway projects, social media maintenance, and general operations.

Councilmember David Burton praised the committee's efficiency and organization, noting their active and productive work, well-spent and well-accounted funds, and the reasonableness of the request.

Motion: Councilmember David Burton moved to approve the request for the contribution from the annual Patchwork Parkway request of $1,500. **Second:** Councilmember Rochelle Topham seconded the motion. **Vote:** All council members voted in favor. Motion carried.

WORK MEETING

Discussion on Local Match for Utah's Patchwork Parkway's Utah Outdoor Recreation Grant Application for Interpretive Trailhead Kiosk Fabrication/Construction

Nancy Dalton continued her presentation, explaining that after returning the construction phase of the previous grant in June, the committee's goal was to find funding elsewhere. Utah Outdoor Recreation created a new grant category, and although initially directed to a different category, the review committee recommended their project for the Tier 1 outdoor recreation grant.

Nancy has been working with Utah Outdoor Recreation staff to strengthen the application and ensure it would be competitive. She explained that the first phase (design and planning) cost nothing locally due to volunteer labor documentation, and now they are seeking funding for fabrication, construction, and installation.

The project has been in development for three years since receiving the Federal Highways Grant in 2022. Nancy noted they had to educate Federal Highways that byways involve more than just "roads and bridges" – they include trailheads, visitor centers, and visitor amenities.

She described the project locations, including interpretive panels at Lions Park in Parowan (discussing the trail system), plans to relocate the Mount Messier rock monument from the canyon to Lions Park due to BLM concerns about flash flooding, and adding QR codes so people can hear Messier's famous

composition created for the 1976 Bicentennial. Additional kiosk locations include sites along the byway from Parowan to Panguitch.

Nancy noted that the four directional round logos for Parowan's entryway signs are not eligible for this grant, but Mayor Halterman has been working to get cost estimates that are much lower than originally budgeted.

The project timeline includes submission on Friday, review in late May, announcement of awards, creating a request for bids in the fall (noting they will not have to follow federal red tape since they are in charge), awarding bids, 5-6 months for fabrication during winter, and site preparation and installation from March through September 2027, spanning two budget years for the cities.

For the local match, they negotiated down from 40% to 30%, which includes both cash and in-kind labor from city crews and equipment. The total cash match between all three communities is $28,000, with Parowan and Panguitch each contributing approximately $6,002 split over two years ($3,001.31 per year). Brian Head will contribute 100% cash since their public works crew is not available during their short construction season.

Nancy received support letters from both Panguitch and Brian Head, as well as required letters from both Garfield and Iron County tourism/economic development offices. The Cedar Ranger District agreed to provide ongoing maintenance and donate two crew members during construction at Mammoth Creek and Panguitch Lake.

Dan Jessen asked whether the match requirement could increase if they do not allow the 30% instead of standard 40%. Dalton expressed confidence in her argument based on the communities' budgets, noting that other counties have 60-70% local matches, and the Utah Outdoor Recreation staff member indicated they have a strong case.

Councilmember Rochelle Topham sought clarification about whether this $6,000 was in addition to the previously committed $5,000 from the Federal Highways grant. Dalton confirmed this is a new total of $6,000, replacing the old $5,000 commitment.

The Mayor asked about the relationship to the annual $1,500 byway contribution, and Dalton confirmed the grant match would be in addition to the ongoing annual contribution.

Mayor Halterman praised the project, noting she was taking a class on politics of public budgeting where the strongest message is that budgets reflect value systems. She emphasized how this project aligns with Parowan's stated values of heritage and history preservation, noting the extensive planning involved and the educational value for all ages. She highlighted how the project brings new audiences while educating existing residents, and mentioned the various interactive elements like scavenger hunts that make the byway an adventure.

Nancy described her approach as "the crazy grandma" who engages her four grandchildren in discovering water sources, plants, and wildlife, then bringing specimens home for microscope examination. She emphasized encouraging families to actively engage with the panels rather than just looking, to learn more and get more out of their outdoor adventures.

The Mayor noted that senior couples represent one of the largest growing demographics in tourism, making this a cross-generational appeal.

Councilmember David Burton strongly supported the project, calling it "imperative that we preserve our heritage and educate our next generation about our heritage." He praised the committee's tremendous work and challenged anyone unfamiliar with the premise of the patchwork highway and quilt walk to study the sacrifices made for that historic event.

Nancy concluded by noting this was a work session for questions, with a decision to be requested in two weeks. She emphasized the project's collaborative nature and mentioned additional partnerships, including forestry volunteers who have been cleaning bathrooms for years and whose in-kind contributions strengthen the application.

The Mayor asked additional questions about forestry support and volunteer contributions, and Dalton confirmed the strong partnerships and participation that show this is not just one group funding and doing everything, but everyone working together.

Reports, Updates, Old Business Follow Up

Councilmember David Burton reported on several items, beginning with a committee meeting about the Old Rock Church bricks. The committee received an estimate and is supportive of spending money to redo the bricks and add additional donated bricks currently in storage. The committee indicated they have funds available and want to handle the project themselves.

He attended the Utah Patchwork Parkway meeting and emphasized his impression of the cooperative effort between two counties and three communities working toward a common goal. He praised their productivity and efficiency, noting they do not just meet and do nothing but are very active and accomplished.

Councilmember Burton reported on the water board meeting, where City Manager Jessen reviewed and updated the board on various topics including impact fees, which received board support. They discussed different water projects including recharge efforts and well dates. He mentioned the race track well can only be used for culinary purposes due to valve issues, not for irrigation supplementation. The board discussed moving forward with a storage pond for the secondary system by the canyon well, requiring location planning.

The irrigation system is tentatively scheduled to be turned on April 14th, with charging on April 13th. There was discussion about rotating watering days annually and maintaining the odd/even address schedule to balance pressure.

Councilmember John Dean reported attending the art league meeting with Steve Decker, where they discussed potential locations for an art center. He noted good dialogue and hope to find a suitable place, though the process may take months to possibly a year or two.

He attended both the water board and economic development meetings to listen and learn. The planning and zoning meeting included a public hearing with no attendance, making for a very short 14-minute meeting.

Councilmember Dean met with two people from SUU at Meeks Pond to discuss the community garden. He praised the public works team for cleaning up the area, leveling dirt, and removing trash. They are working to dig out and replace melted valve boxes for the water source. He expressed hope for receiving a mini grant from Get Healthy Utah for raised beds.

He reported on a productive Zoom call that day with the Mayor and others to discuss Main Street and a significant event scheduled for April 28-29.

Councilmember Lyle Barton reported attending the county commission meeting, noting that data centers are showing interest in the area, which should be kept in mind for future planning.
He attended the shade tree committee meeting, where Vern is planning an Arbor Day celebration. They will hold another meeting next month to finalize plans for tree planting at Meeks Pond and possibly opening the Meeks cabin for tours during the celebration.

Councilmember David Harris reported on the airport board meeting, which covered the tiedown fees already discussed in the action items. He praised the economic development committee and specifically Tricia Harris for her enthusiasm with chamber activities. He noted they received around $35,400 and are working on six different grants, recommending that businesses not yet members should join the chamber due to their hard work.

Councilmember Rochelle Topham reported on the theater board meeting, noting they got lights repaired in the upstairs of the visitor center. They plan to move and organize all costumes and theater items from the basement to the visitor center, creating a comprehensive inventory since items sometimes get lost when loaned to other towns and events. A workday is scheduled for April 13th from 10 AM to 2 PM.

She shared a detailed email from Fire Chief Alan Cavalieri covering several areas. Six volunteers are progressing well through firefighter 1 school and will move on to hazmat operations, followed by wildland red card training at the fire station beginning in June.

Regarding equipment, Danny Aimes recently maintained all apparatuses and identified issues that will need discussion during budget hearings. The chief suggested selling one truck in poor condition.
For turnouts, Chief Cavalieri expressed excitement that Chief Royce Barton from Paragonah is helping outfit all volunteers with light summer turnouts suitable for vehicle accidents, lift assists, and brush fires. This equipment was expected to take years to acquire. His other fire department in Henderson donated 40 pairs of boots (condemned for structure fires but suitable for light duty) to use with the summer turnouts from Paragonah.

City Manager Jessen added that they asked Chief Cavalieri for a priority list on equipment purchases. Since fire trucks are extremely expensive, they will take a bite-at-a-time approach. He noted that the mechanic recommended disposing of their ladder truck, but since it is safe and runs (despite oil leaking issues), they will probably find ways to keep it rather than tackle that major expense first.

City Manager Dan Jessen mentioned two upcoming items. First, following their strategic retreat focusing on long-term goals and values-based budgeting, they are scheduling departmental budget hearings for late March/early April. Worksheets have been sent to all departments for input.

He reminded everyone that the RAP (Recreation, Arts, and Parks) tax application period is open until the end of March, encouraging nonprofit organizations with qualifying projects to apply. He noted the city will apply for parks and recreation projects, and possibly arts organizations might apply.

Dan outlined the need for two work meetings in the coming month. First, a meeting with the Heritage Foundation to discuss modifying the conservation easement for Meeks Pond. With current momentum and excitement about the area, the parks department wants to do improvements like planting grass,

which is not currently allowed under the easement. The Heritage Foundation has indicated willingness to modify their priorities to allow more flexibility.

Second, following discussions at the strategic retreat, they need a work meeting on code enforcement to determine the council's preferred approach and degree of enforcement, providing staff with clear direction. They now have a full-time building inspector and code enforcement person who can handle these responsibilities.

Dan provided an update on the legislative session, noting that usually this time of year brings depression over new compliance requirements. However, this session was different – while there was a record number of bills, many problematic ones were voted down or died in committee. He praised the legislature for their work in shutting down potentially harmful legislation.

He gave specific credit to the city's representatives who responded well to letters and emails from the city. One positive outcome was passage of ADU (Accessory Dwelling Unit) requirements, but Parowan already has a DADU code in place and may only need minor tweaks.

Mayor Halterman reported on several items, beginning with an offer from Mike Freeman from the Utah Division of Water Rights to conduct a water symposium in Parowan. Freeman had poor turnout in Cedar City and offered to present in Parowan, covering water rights, ground and surface water, and answering community questions. She expressed interest in scheduling this educational opportunity.

She reported on multiple grant applications currently pending, expressing optimism about various projects. The EDA grant for airport road and infrastructure should advance to the next stage of approval soon, though final approval could take another 4-6 months. Several outdoor recreation grants, primarily for trails, have been submitted.

The Mayor announced plans to paint crosswalk enhancements using templates donated and fabricated by Councilmember Topham, making student and community crosswalks safer and more visible.
She discussed continuing America 250 celebration efforts, noting she could not find appropriate funding for Nancy's byway project but will continue seeking options. She confirmed being able to redo entry signs at a much-reduced cost.

The Mayor highlighted business license renewals reaching an all-time high of 220 businesses with 21 new ones, calling this a great indicator of economic vibrancy and hope in the community. She noted Office Manager Connie Biasi suggested waiting another 30 days might bring in additional renewals.

Three ribbon cuttings are scheduled this month: Summit Landscaping, the new IHC emergency room wing, and Bad Habits Auto. She connected this business growth to their Rural Done Right goal of being a pro-business community encouraging responsible commercial growth that strengthens the local economy.

City Manager Jessen reminded everyone about Tuesday's Republican caucus at the high school, encouraging attendance and noting the opportunity to become delegates if interested in participating in the democratic process.

Closed Session
The meeting moved into closed session to discuss pending or imminent litigation.

Motion: Councilmember David Burton moved to go into closed session for the reason being pending litigation. Seconded by Councilmember Topham. **Roll Call Vote:** Rochelle Topham, aye; David Harris, aye; Lyle Barton, aye; John Dean, aye; David Burton, aye. **Vote:** Motion carried.

Present in the Closed Session: Mayor Halterman, Dan Jessen, Scott Burns, Lyle Barton, David Burton, John Dean, David Harris, Rochell Topham, and Callie Bassett.

The council moved out of closed session at 7:26 p.m.

Adjourn
Motion: Councilmember Rochell Topham moved to adjourn the meeting. **Second:** Councilmember John Dean seconded the motion. **Vote:** All councilmembers voted in favor. The meeting adjourned at 7:26 p.m.

Mollie Halterman, Mayor

Callie Bassett, CMC, City Recorder

Approved: 3/26/2026