PAROWAN CITY COUNCIL SPECIAL WORK MEETING AGENDA
THURSDAY, AUGUST 13, 2026 – 4:00 P.M.
PAROWAN CITY COUNCIL CHAMBERS
35 E. 100 N., PAROWAN, UT 84761

Notice is hereby given that the City Council of Parowan, Utah, will hold a special work meeting beginning at 4:00 p.m. on Thursday, August 13, 2026. The Council will meet in the Council Chambers located at 35 East 100 North, Parowan, Utah. This is a public meeting, and everyone is invited to attend. The public is also welcome to view the meeting electronically on the "Parowan City Live Stream" YouTube channel.

WORK MEETING AGENDA:

1. Call to Order: Mayor Halterman
2. Parliamentary Procedure Training
3. Discuss Proposed Legacy B Estates PUD Development Agreement
4. Adjourn

CERTIFICATE OF POSTING: I, the duly appointed City Recorder of Parowan City, do hereby certify that the above notice and agenda was posted this 10th day of August, 2026. A copy of the foregoing notice and agenda was emailed to The Spectrum, posted at the Parowan City Hall, posted on the Parowan City website at www.parowan.gov, and posted on the Utah Public Notice website at http://pmn.utah.gov.

PAROWAN CITY CORPORATION
/s/Callie Bassett, CMC, City Recorder

NOTICE: In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall contact the City Recorder at 435-477-3331 at least 24 hours prior to the meeting

8-8-26 City Council Summary

4:00 WORK MEETING

2. Discuss Proposed Legacy Be Estates PUD Development Agreement - The time has finally come to resume discussions with the Swanson's on the Legacy B Development Agreement. We were all set have a final work meeting to discuss the agreement when they pulled it from the agenda to consider if they could make a standard subdivision work. They have considered several designs since that point and have decided to resume the discussion on their proposed PUD. I will send out some separate documents next week with their updated plans (once I receive the final copy) and a summary of where we are at in the process and items that still need to be discussed so you can prepare for the meeting. The purpose of this work meeting is to come to a consensus of what things the Council is willing to consider in regards to the various items in their proposal.

5:30 NORMAL MEETING

Consent Agenda

8. Local Consent for Temporary Beer Even Permit for Iron County Fair – This is recurring every year – self explanatory

Action Meeting

9. New Reserve Officer Pay Rate – This is the vote on the work item discussed last meeting.

10. Ordinance for Re-roofing a house – This is the vote to update the Code on Re-Roofing a house. I am unclear if there is a consensus or if we will update wording to the Ordinance before adoption.

11 –Annexation Petition Heritage Hills LLC - This is the first of two Annexation Petitions that we will be considering in this meeting and they are unrelated to each other. As required by State Law, if somebody wants the City to Consider Annexation, one of the steps (the first step involving the Council) is to petition the City. We are required to put it on the next agenda for consideration. We have two of them to review in this meeting. We do NOT decide if we will approve the annexation in this first meeting, just if we are willing to consider it or not. If we accept the petition, then we move forward with the official process to do legal review of the proposed annexation, get a zoning recommendation from Planning 9Commission, give notice to certain property owners of a public hearing, and look at an Annexation Agreement with terms of what would be required should we ultimately decide to approve the annexation. If you are not willing to consider annexing the proposed parcel(s), then you would vote to deny the petition

and save the applicant and the City the hassle of the rest of the process. If we accept the petition and start working through the process, the petitioner can withdrawal if they want, but we are required to go through the state mandated process until the vote, at which point it can be voted up or down.

12 –Annexation Petition Daveco LLC – Same as #11, just for a different annexation. This one is notable because we already had the owner (Dave Mineer) come to the Council to ask if we would consider certain terms of a potential annexation and wanted to discuss zoning and the location of a master planned road. If you remember, we told him that he needed to follow the official process for us to have a conversation like that. Now we are at that point in the official process. I believe Dave will want to discuss the road and potential zoning. I think he is undecided if he wants to annex into the City or stay in the County. I think he feels like it could be beneficial to both parties if we can agree on certain terms. He would like to connect to City utilities, but could also build a version of what he wants if he stays in the County. He is aware that our Transportation Master Plan would have the frontage road go through his property, but depending on the alignment of it, it could be less desirable for him if we are inflexible as to where it goes. I don't believe the County can/will legally force him to build the road if he stays in the County. Also, he needs certain zoning to do what he wants to do with his business and residential plans. So, it would seem that both parties have something to gain from having a productive conversation about a potential annexation. I'm hoping to have a low-emotion meeting to rationally discuss if we will consider annexation, or not. I think our agreement to settle the other property dispute (100 N) is a sign of good faith from both parties but I am cautious that this meeting could potentially reopen an old wound if we allow it to.

13 – Awarding of Non-Exclusive Preferred Fleet Service Agreements – Remember how we decided at budget time to make Stephen a full-time PW employee and bid out our fleet maintenance? Well, that is what this item is for. I put out and RFP. I will send out the summary of the proposals that we received. We received 3 bids; 1 proposal for working on Police/Passenger Vehicles, and 2 proposals for working on Heavy Equipment/Diesels/Other. I wasn't sure what we would get when we put it out. After receiving the proposals, it doesn't make sense to award any exclusive agreements. It will make sense as you get my documentation. Approving staff to enter into these agreements will give us pricing that we can lock in for a year and make it so we don't have to bid out specific repairs throughout the year since we will trigger our procurement policy sometime during the year if we don't. These contracts will allow the department heads to quickly get repairs done when the need arises.

Work Meeting

14 – Pressurized Irrigation and Potential Use of Racetrack Well – This item is to discuss the potential of using the Racetrack well to subsidize water for the P.I. system, as was done in the past. Aldo will be on hand to discuss the costs to physically reconnect the well to the system (if you remember, we have discussed it a time or two in budget discussions). Things to consider

are 1) the policy (it was done in the past and a past council discontinued it but I'm not sure of the details). 2) The cost of reconnecting the well so it can have a duel use, this would involve a state approved backflow device, and 3) the power cost to pump the well. This is maybe the most significant thing to consider. Having said that we were going to be discussing rates for P.I. this year anyway and this may be a good time to discuss level of service/rates. Cory Kemp will be there since he is offering to help install the necessary parts to help us save money, if we chose to do it.

15 – Proposed Zone Change for Parcel A-0026-0027-0000 from A-1 to R-2 – This is the same zone change that was considered once before but the Council was legally advised that a zone change couldn't be approved for a different zone than had been noticed. So it was denied and the applicant started the process from scratch with an R-2 zone request. There was a second public hearing and a positive recommendation this time from Council and now it is back for your consideration. Work meeting then action meeting. You are considering R-2 only. Up or down.

16 – Cooperative Land Realignment, Road Dedication, and Property Exchange Agreement with Lance Shotwell– This is the Lance Shotwell Parcel Realignment, Road dedication and land trad that we looked at a while back. It has been on the back burner while he and I worked on getting a deed created for the city parcel. It is now ready to move forward for consideration. We are looking at an agreement because there are a bunch of steps in the process and we need to get on the same page and lock both parties in to finishing the process if we agree to start it. If we go down this road, it will involve 6 meetings (4 in city council), 2 of them will have a Public Hearing. We don't want to partially go down the road and then not complete the process since it will expose both the City and Lance to less desirable outcomes if we get half-way and stop. I will explain it all in this meeting so you are aware, Lance is aware, and the public is aware of what we are considering. The final decision about the property trade will be made after the existing road is vacated, the parcels are realigned, and the new road is dedicated.

17 – Robert's Rules Training – This item came in after Callie sent out the agenda and so she will be sending out another agenda. David Burton asked if the Mayor could do a training on some items about procedure involving some aspects of Robert's Rules and so Mollie is planning on having a quick training.

19 – Closed Session - We may need one

An Amendment (Standard)

A standard amendment modifies **parts** of the existing motion. It is used for surgical changes to specific words or sentences.

- **The Action:** It inserts, strikes out, or strikes out and inserts specific words.
- **The Scope:** The core framework of the original motion remains intact.
- **Example:** If the motion is *"to buy a red truck for $20,000,"* a standard amendment might change *"red"* to *"blue."*

- **A Substitute Motion**

A substitute motion replaces the **entire** main motion with a completely new text on the same subject.

The Action: It strikes out the entire resolution, paragraph, or motion and inserts a brand new one.

- **The Scope:** It throws out the original structure and replaces it completely, though it must still relate to the same general topic.
- **Example:** If the motion is *"to buy a red truck for $20,000,"* a substitute motion might be *"to lease a silver cargo van for three years."*

Key Comparison

Feature	Standard Amendment	Substitute Motion
What it changes	A few words or a sentence	The entire motion or paragraph
Voting Process	One vote adopts the change	Requires two votes (one to substitute, one to adopt)
Complexity	Usually low to moderate	High (allows both versions to be edited at the same time)

1. Proposing the Substitute Motion

- **Recognition:**
  The member must gain recognition from the chair.
- **The Motion:** The member states: *"I move to amend the motion by substituting for it the following paragraph/resolution..."*
- **The Second:** The substitute motion **requires a second** to proceed. If it does not get a second, it dies and the meeting returns to the original main motion.

- **2. Perfecting the Motions (The Debate and Amendment Phase)**

Once seconded, the chair states the substitute motion. At this stage, **both** the original motion and the proposed substitute motion are open to discussion and modification. This is known as "perfecting" the text:

First Priority: Members may first propose secondary amendments to **perfect the original motion** so it is in its best possible form.

- **Second Priority:** Members may then propose secondary amendments to **perfect the substitute motion**.
- *Note:* You cannot vote on the actual substitution yet; you must first ensure both options are fully polished by the assembly.

3. The Vote on the Substitution

Once debate on the amendments concludes, the chair calls for a vote on **whether or not to make the substitution**. This requires a **simple majority** to pass.

If the Substitute Passes: The original motion is completely discarded. The substitute motion now **becomes the new main motion**.

- **If the Substitute Fails:** The substitute motion is discarded, and the assembly returns to the **original main motion** as it was written.

- ## 4. The Final Vote

A common mistake is stopping after the substitution vote. **The assembly must still vote a second time** on the final, resulting main motion:

The chair will state the final wording (either the successful substitute or the original motion) and call for a final vote.

- If this final vote passes, the motion is adopted.

A **Division of the Question** is a motion used to split a single, complicated motion into two or more separate motions that can be debated and voted on independently.

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Unlike a substitute motion—which replaces the entire text—a division simply separates distinct, unrelated ideas contained within one proposal.

When Can You Divide a Question?

- **Independent Clauses:** Each resulting part must be able to stand alone as a complete, logical motion that can pass or fail on its own.
- **Not for Substitutes:** You cannot use this to split a motion if the parts are dependent on one another or if it would destroy the meaning of the original proposal.

- ## The Procedure

1. Proposing the Division

- **Timing:** Must be made after the main motion is stated but before the final vote begins.
- **The Motion:** A member states: *"I move to divide the question so that the proposal to buy computers and the proposal to paint the office are voted on separately."*
- **Second Required:** This motion **requires a second**.
- **2. The Decision**
- **Debate:** It is **not debatable** (under standard Robert's Rules).
- **Vote:** It requires a **simple majority** to pass.
- *Exception:* If the parts are entirely independent, the Chair can divide the question by unanimous consent without a formal vote.

3. The Outcome

- **If it Passes:** The original motion is broken into separate main motions. The assembly debates, amends, and votes on **Part 1 first**, and then moves on to debate and vote on **Part 2**.
- **If it Fails:** The motion remains unified as one single piece of business.