PAROWAN CITY COUNCIL MEETING MINUTES
SEPTEMBER 24, 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; Chief Addison Adams, Parowan PD; Chief Alan Cavalieri, Parowan VFD; Aldo Biasi, Public Works Superintendent; Callie Bassett, City Recorder.

Excused: City Attorney Scott Burns

Public Present: Ronnie Barton, Hannes Frischnecht, Lee Kupfer

1. Welcome and Call to Order
Mayor Halterman called the Parowan City Council meeting to order at 5:30 P.M. on Thursday, September 24, 2026, in the Parowan City Council Chambers, 35 E. 100 N., Parowan, UT 84761.

2. Opening Ceremonies
The invocation was offered by Callie Bassett, City Recorder, who also led the Pledge of Allegiance.

3. Declaration of Conflicts with or Personal Interest in any Agenda Items
All Council Members present declared no conflicts of interest or personal interest in any agenda items.

4. Public Comments
No members of the public came forward to offer comment.

5. PUBLIC HEARING to hear comments regarding the proposed vacation of a platted section of Main Street
Mayor Halterman introduced the public hearing and noted that City Manager Dan Jessen would present a visual overview of the proposed road vacation to assist public understanding of the matter.

Dan Jessen provided a graphical presentation explaining that the subject area is located just south of Heritage Park on the bench below the hill, where the original city grid platted Main Street across steep terrain that was never developed. He outlined a multi-step process: (1) vacate the platted Main Street right-of-way by ordinance, whereby the road area would be divided along its centerline and distributed to adjacent property owners per state code; (2)

record a new plat — either a parcel boundary realignment or minor lot subdivision — to formally dedicate Foothills Drive as a 60-foot-wide public right-of-way and adjust property boundaries; and (3) execute a land exchange between the City and Mr. Shotwell, wherein the City trades its green parcel for Mr. Shotwell's blue parcel. The net result would give Mr. Shotwell ownership of two consolidated parcels to the east, and the City ownership of two parcels to the west plus the newly dedicated road. City Manager Jessen noted that an existing historical sheep/livestock trail easement traversing the area is legally required to be preserved and would not be disturbed; in fact, the new road alignment would follow that trail.

A motion to open the public hearing was made by Council Member David Burton and seconded by Council Member John Dean. The motion carried unanimously.

No members of the public came forward to offer testimony during the public hearing.

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

6. DEPARTMENT REPORT: Fire Department Update and Study on Minimum Asphalt Widths Required for Fire Apparatus – Chief Alan Cavalieri

Chief Alan Cavalieri presented a fire department update and a study on minimum pavement widths for fire apparatus operations.

Fire Department Update. Chief Cavalieri identified several areas of vulnerability being actively addressed. Radio communications were cited as a significant concern, as the current multi-trunk, multi-channel system is too complex for emergency conditions; the chief and four captains have developed a plan to simplify communications. Equipment maintenance had been neglected and is now being prioritized, beginning with first-out engines and brush trucks. The department is also operating eight pieces of apparatus out of five bays, which creates space constraints.

On the positive side, Chief Cavalieri highlighted the state-granted 4,000-gallon water tender, recently painted by Gail Martin, which quadruples the department's immediate water-carrying capacity from approximately 1,100 gallons. He reported that two committees have been formed — a station committee chaired by Jackson Perry and an apparatus committee chaired by Shelby Barton — to improve station cleanliness, organization, signage, and equipment standardization across all apparatus. Training under Brad Benson has focused heavily on water supply operations. Six members attended Firefighter I school, and strong interest was expressed for an upcoming Firefighter II course. Two new EMT-certified members have joined the department, including Sky Harris who pursued EMT school independently. Two new turnout sets are on order, and the department is working to acquire a used extractor washer and dryer, which will require plumbing and gas modifications to the station. Active membership stands at approximately 26 total, with 18–20 regularly training and running calls.

Dan Jessen noted that infrastructure modifications — including natural gas service and plumbing — are needed before a washer and dryer can be installed.

Minimum Asphalt Width Study. Chief Cavalieri reported that, when previously asked for input on pavement widths, he had given a general answer that wider is better. To provide more substantive guidance, he contacted similarly-sized departments and cities, and conducted a field demonstration using two fire engines at local streets, deploying charged hose lines and lowering the ladder rack to measure operational clearances.

The Council viewed a video produced by Spanish Fork City — originally presented to the Utah Legislature — that demonstrated the differences between 25-foot and 33-foot curb-to-curb pavement widths under realistic conditions, including parked vehicles on both sides, a snow plow, an ambulance, and an aerial ladder truck with outriggers deployed. The video illustrated measurable differences in clearance between vehicles and emergency apparatus.

Chief Cavalieri also showed photographs from demonstrations conducted at Foothills Trailer Park (approximately 30-foot asphalt width) and a local townhome complex (25-foot asphalt width), where charged hose lines and a lowered ladder rack left little to no room for passing traffic.

Based on his research and field observations, Chief Cavalieri stated that **36 feet of curb-face to curb-face pavement width is the minimum** the department can operate within, assuming parking on both sides (8 feet each side, 10 feet per travel lane). He acknowledged that wider is always preferable, and that the 36-foot figure is a bare minimum, not an ideal.

Police Chief Addison Adams added that parking enforcement, while actively pursued by his department, is inherently time-consuming — vehicles blocking emergency access can take hours to have towed and may expose the city to liability. He noted multiple past instances where he had needed to fold mirrors on parked vehicles and move trash cans to create passage for the ambulance.

Public Works Director Aldo Biasi echoed that his crews make things work regardless of circumstances, but noted that wider streets present real operational advantages. He also addressed maintenance cost implications, noting that chip seal material costs approximately 24 cents per square foot. Council Member Dean calculated that a 42-foot versus 36-foot pavement width over one mile of road represents approximately 31,680 additional square feet, or roughly $11,080 in additional chip seal costs per mile — a future burden on the city and its taxpayers.

CONSENT AGENDA

7. Meeting Minutes from City Council Meeting from September 10, 2026

8. Warrant Register for September 24, 2026

A motion to approve the Consent Agenda was made by Council Member Lyle Barton and seconded by an Council Member David Burton. The motion carried unanimously.

ACTION AGENDA

9. Approval of Class A Beer License for Solrise II UT-5, LLC

City Manager Dan Jessen clarified that Solrise II UT-5, LLC operates the On the Run convenience store near the freeway, formerly known as KB.

A motion to approve the Class A Beer License for Solrise II UT-5, LLC was made by Council Member John Dean and seconded by Council Member David Harris. The motion carried unanimously.

10. Consider Approval of Contract for Phase I of Spring Redevelopment Project with Orton Excavating

City Manager Jessen explained that when the Council previously awarded the Request for Proposals to Orton Excavating, the motion did not include authorization to enter into a formal contract. The contract has since been developed in conjunction with engineer Aaron of Bowen Collins. Due to the federal land component and funding source, the contract is extensive. Phase I is a CMGC (Construction Manager/General Contractor) contract covering exploratory work at the spring and participation in design engineering, with a not-to-exceed amount of $15,030. Phase II, covering the actual reconstruction, will follow under a subsequent contract amendment.

A motion to approve the contract for Phase I of the Spring Redevelopment Project with Orton Excavating, not to exceed $15,030, was made by Council Member David Burton and seconded by Council Member David Harris. The motion carried unanimously.

11. Consider Amendment to Axon Contract with Parowan Police Department

The amendment adds two licenses to the existing Axon contract to accommodate reserve officers.

A motion to approve the amendment to the Axon contract with the Parowan Police Department was made by Council Member Rochell Topham and seconded by Council Member David Harris. The motion carried unanimously.

12. Consideration of Ordinance 2026-09, Vacating a Portion of the Original Main Street Right-of-Way and Authorizing Recordation of the Vacation Pursuant to Utah Code §10-20-813

Dan Jessen reviewed the key findings required by state code, as incorporated in the ordinance's whereas clauses: that good cause exists for the vacation; that neither the public interest nor any person will be materially injured; that the vacation facilitates the orderly establishment of a new public roadway; that it resolves historic boundary issues; that it promotes public health, safety, and welfare; and that existing easements required by law — including the historical livestock trail — shall remain in effect.

A motion to approve Ordinance 2026-09, vacating a portion of the original Main Street right-of-way and authorizing recordation of the vacation pursuant to Utah Code §10-20-813, was made by Council Member David Burton and seconded by Council Member John Dean. Upon roll call vote: Council Member Rochell Topham — Aye; Council Member David Harris — Aye; Council Member Lyle Barton — Aye; Council Member John Dean — Aye; Council Member David Burton — Aye. The motion carried 5-0.

13. Consideration Regarding Preservation of Parowan Prevention Coalition Library Rent and Furniture Budget

Dan Jessen explained that the City has been providing rent-free use of a small office (approximately 15 by 14 feet) in the northwest corner of the library building — historically referred to as the Mayor's office — to the Parowan Prevention Coalition. The Coalition's new local coordinator, Tiffany Johnson, is based in Parowan and intends to use the office as a full working space. While the Coalition's grant funding does not permit expenditure on furniture, it does allow payment of rent. Council Member Dean worked with Ms. Johnson to develop an arrangement whereby the Coalition pays one year of rent upfront at $3,000, and the City uses those funds to furnish the office — a zero-net-effect budget transaction. A budget amendment will be brought forward to formally recognize both a furniture expenditure and a corresponding rent revenue line item, each not to exceed $3,000.

Council Member Topham raised the question of where Ms. Johnson would be accommodated during the forthcoming library remodel. The issue was acknowledged, with Dan Jessen noting that the remodel schedule is still being refined and that temporary alternative arrangements could be explored.

A motion to approve the plan for the Parowan Prevention Coalition to pay one year of rent upfront and for the City to furnish the office, not to exceed $3,000, was made by Council Member John Dean and seconded by Council Member Rochell Topham. The motion carried unanimously.

14. Possible Action to Reconsider R.O.W. Widths on Local Road Typical Sections 2:14:21

Mayor Halterman introduced this item as an opportunity for the Council to reopen the right-of-way width discussion in light of the substantive information presented by Chief Cavalieri under Agenda Item 6.

Dan Jessen provided procedural context, noting that neither the City's code nor its administrative procedures contain explicit rules governing reconsideration of prior Council votes. He referenced Robert's Rules of Order, which generally requires a member of the prevailing party to make a motion to reconsider, or that a material change in the factual basis for the original decision has occurred. He suggested that the Council consider adopting a formal ordinance in a future meeting to codify reconsideration procedures. He expressed the view that the Chief's in-person presentation constituted sufficiently new information — specifically, a clear numerical threshold of 36 feet — to justify placing the item back on the agenda, having previously relied on secondhand accounts of the Chief's position. Council Member John Dean moved to reopen the item for a vote. Council Member David Harris seconded the motion.

Council Member Dean noted that he had measured several existing streets in Parowan that morning and found widths of 28 feet on Highway 91 and 2200 North, underscoring that the proposed 36-foot minimum for new subdivisions is comparatively generous. He also noted that during a recent Parade of Homes event in a newer subdivision, there were no calls to the police department regarding road blockages despite heavy traffic.

Council Member Burton opposed reopening the matter, stating that his original vote on February 12th was not based on the Chief's verbal presentation at that time, but on a written report the Chief had submitted — and that report had been clear. He argued that the Chief's information had not materially changed, and that right-of-way width and asphalt width are distinct issues. He further noted that the Council had conducted extensive prior deliberation covering parking, utility easements, snow removal, garbage collection, and public safety, and that the broader community sentiment he had heard favored wider streets.

Council Member Barton stated that his personal and professional experience in the trucking industry led him to consistently favor more road space, noting that streets tend to become more congested over time and that wider roads provide needed operational flexibility.

Chief Adams reiterated that while 36 feet is operationally workable, there have been many instances throughout his career where additional road width would have been beneficial, including incidents requiring mirror-folding and vehicle damage during fire suppression operations at narrower streets in other jurisdictions. He cautioned that parking enforcement is never instantaneous and that delays in moving vehicles during emergencies remain a real risk regardless of posted signage.

Chief Cavalieri affirmed his position had been consistent throughout: 36 feet is the minimum, bigger is always better, and he would work with whatever the Council decided.

Public Works Director Biasi acknowledged costs exist on both sides of the decision — maintenance costs increase with wider pavement, while operational and liability costs may increase with narrower pavement — and deferred to the Council's judgment.

A motion to reopen consideration of the R.O.W. widths on local road typical sections was made by Council Member John Dean and seconded by Council Member David Harris. Upon roll call vote: Council Member David Burton — Nay; Council Member John Dean — Aye; Council Member Lyle Barton — Nay; Council Member David Harris — Aye; Council Member Rochell Topham — Nay. The motion failed 3-2. The prior ordinance establishing right-of-way widths on local road typical sections therefore remains in effect.

WORK AGENDA

15. Discussion on Possible Upcoming Eagle Rock Commercial Subdivision Amendment

City Manager Dan Jessen provided background on the Eagle Rock Commercial Subdivision, a platted commercial subdivision adjacent to the Eagle Rock PUD residential area. The commercial lots — originally served by a lift station and associated sewer and water infrastructure not owned by the City — were recently acquired under a single buyer. That buyer, Trailer Source, obtained a building permit to construct a sales office for trailer products (flatbed, dump, and box trailers), a use unrelated to the adjacent manufactured home sales business. Dan noted that, rather than pursuing a private driveway arrangement that would have required costly vault and bypass valve infrastructure to meet fire code, the developer

agreed to install an 8-inch public water line and sewer lateral and to upgrade the internal road to a public standard, allowing the City to own and maintain the utilities.

To accomplish this cleanly, Dan recommended amending the subdivision plat to effectively shift the platted internal road from one alignment to a more logical configuration — eliminating the road currently fronting the residential subdivision boundary and replacing it with a public road running through the commercial parcel to serve the development. The surveyor, Jay Adams, is finalizing the new lot configuration and road profile. The amendment will also address easements for the existing lift station, which sits outside the residential subdivision boundary on what is now commercially owned land. Dan indicated he has advised the developer to memorialize all necessary easements in the new plat.

The developer intends to seek a Planning Commission waiver of the curb, gutter, and sidewalk requirement, which is allowed under current code given the area's industrial commercial character and limited pedestrian connectivity. The City Council will separately consider the subdivision amendment itself.

Council Member Topham inquired about the lift station's operation; Dan confirmed it is maintained by the Eagle Rock HOA as part of their fees. Council Member Burton asked about ownership of the vacated street area; Dan confirmed the adjacent lots would be extended to absorb it.

The discussion also touched on flood risk in the area. Council Member Barton noted that debris blockage at the 2200 West box culvert is the primary flood threat to Eagle Rock. Dan confirmed the County engineer is working with NRCS on a design that combines the existing culvert with a low-water crossing to handle larger flood events, and that UDOT has been engaged regarding the freeway culvert capacity.

This item is informational. The subdivision amendment plat will return to the Council at a future action meeting.

16. Reports, Updates, Old Business Follow Up: Elected Officials and Staff
Council Member Rochell Topham and **Council Member David Harris** had no items to report.

Council Member Lyle Barton thanked the Public Works crew for clearing weeds and willows along 200 South, improving sight lines for residents backing out of driveways. He also provided an update on the water diversion project, reporting that final grading and riprap grouting are underway and that the main sluice gate has been delivered but not yet installed. Photographs shared by Dan Jessen confirmed the gate is on site, with catwalks and related infrastructure largely complete.

Council Member John Dean reported that the Planning and Zoning Commission meeting went well, with the sign ordinance update nearing readiness for Council consideration. He also noted participation in an agritourism Zoom call that he found informative regarding uses of farm properties for small-scale RV and visitor activities.

Council Member David Burton noted that a power connection to the diversion site remains outstanding and will delay full operational readiness of the gate systems. He indicated that the City is beginning to advance other projects that have been in the background during the major capital project period, and that additional announcements are forthcoming.

City Manager Dan Jessen reported several items:

- A photograph was shared of the new water tender with its hose system activated, with appreciation expressed for the asset.
- The tree committee, led by Vern Fridley, has provided a detailed recommendation on tree species, spacing, and cost for a two-row buffer on the west side of the pickleball courts. The goal is to complete planting with a drip irrigation system before the end of the growing season.
- A ribbon cutting was held at Brian Head for the restored lookout structure, originally constructed as a CCC project in the 1930s. The restoration was completed by Forever Zion and Historic Corps. Mayor Halterman and City Manager Jessen attended; conditions on the summit were described as extremely cold and windy.
- Library remodel planning is advancing. The Mayor and City Manager will attend a meeting on October 1st where grant funding of $475,333 (comprised of a $333,000 loan at 1.5% interest and the balance as a grant) is expected to be formally awarded. A parameters resolution for the bond/loan will appear on upcoming agendas, followed by a 30-day protest period and public hearing. An architect-engineer is being sought to prepare commercial remodel plans. A hybrid bidding process is being considered to allow individual trade awards rather than a single general contractor. Library staff and management are exploring options to maintain basic library services at the visitor center during the construction period.

A ribbon cutting for the new Stephanie's chairlift at Brian Head was also noted as occurring the following morning at 10:30 a.m.

17. Closed Session

A motion to convene in closed session pursuant to Utah Code § 52-4-205 for the purposes of discussing reasonably imminent litigation and the character, competence, and/or health of an individual was made by Council Member Barton and seconded by Council Member John Dean. Upon roll call vote: Council Member David Burton — Aye; Council Member John Dean — Aye; Council Member Lyle Barton — Aye; Council Member David Harris — Aye; Council Member Rochell Topham — Aye. The motion carried 5-0. The Council convened in closed session at 7:20 p.m.

Present in closed session: Mayor Mollie Halterman, Councilmember Lyle Barton, David Burton, John Dean, David Harris, Rochell Topham, City Manager Dan Jessen, and City Recorder Callie Bassett.

18. Adjournment

There being no further business, Council Member Rochell Topham moved to adjourn the meeting, seconded by David Harris. The vote was unanimous in favor of the motion. The meeting adjourned at 8:11 p.m.

Mollie Halterman, Mayor

Callie Bassett, CMC, City Recorder

Date Approved: Oct. 22, 2024