



PAROWAN CITY COUNCIL MEETING MINUTES

June 11th, 2020

PAROWAN CITY COUNCIL CHAMBERS

35 E. 100 N., PAROWAN, UT 84761

PRESENT:

David Burton	Council Member
Matthew Gale	Council Member
Jim Harris	Council Member/Mayor Pro Tempore
Jim Shurtleff	Council Member
Patti Vesely	Council Member

CITY STAFF PRESENT: Cleve Matheson, City Manager; Judy Schiers, City Treasurer; Mike Berg, Police Chief; Callie Bassett, City Recorder; Stacy Gale, Deputy City Treasurer; Jeremy Franklin, Power Superintendent; Christian Jones, Assistant City Attorney.

ABSENT: Mayor Preston B. Griffiths, City Attorney Justin Wayment

PUBLIC PRESENT: *See Attached Sign-In Sheet*
To support social distancing, Parowan residents were also invited to view this meeting via YouTube.com on the Parowan City Live Stream page.

CALL TO ORDER: Mayor Pro Tem Harris called the meeting to order at 6:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE: Councilmember David Burton offered the invocation. He then led the Council and the public in saying the pledge of allegiance.

DECLARATION OF CONFLICT WITH OR PERSONAL INTEREST IN ANY AGENDA ITEMS: Councilmember Gale said there could be a conflict with agenda item #10. His business works with Hinton Burdick.

PUBLIC COMMENT:

Mrs. Tammy Hulet of Paragonah addressed the Council. Mrs. Hulet represents the Paragonah Sprint Triathlon. The race is scheduled for July 25th and they would like to use the swimming pool. She asked for the Council's input on whether or not they should proceed the race this year due to the condition of the pool and the social distancing issues.

Mayor Pro Tem Harris said there are many repairs that need to be done to the swimming pool. He said the pool will not open until the area goes green.

Mrs. Hulet said she realizes that she needs to have better communication with the city because the race starts at the pool with the swimming, and then athletes leave from the pool and travel north 300 East and then turn west on 400 North to go out to the Gap. Last year, 300 East was chip sealed the day before the race. Fortunately, there was only 1 flat tire.

Chief Berg said he has never been included in any of the planning. Mr. Matheson said they will put him in the email chain. Chief Berg said it is usually \$50/hr. for police assistance in events like this. Mayor Pro Tem Harris said this is a great activity and he hopes Parowan will be able to support it.

Ms. Carol Cable of Parowan addressed the Council. She asked if the City is going to have fireworks this year. Mr. Matheson said we are planning on it unless the fire conditions prevent it. She asked if the 4th of July parade was on. The council said that it will take place if we are in the green phase. Mr. Matheson told the Council there is a new yellow directive that just came out. The Council agreed that these regulations will need to be reviewed before they can determine if they will hold the parade. The current understanding of the Council is that there will not be any city sponsored events until the Governor says that we are green. This may have to be adjusted.

CONSENT MEETING

- 1. Approval of Warrant Register/Purchase Orders**
- 2. Financial Statement for May 2020**
- 3. Write Offs for FY2020**
- 4. Approval of Historic Preservation Committee Member – Annette Cowely**

ACTION: *Councilmember Shurtleff moved to approve consent agenda items 1 – 4.*

SECOND: *Councilmember Vesely seconded the motion.*

VOTING: *All Councilmembers voted in favor of the motion. The motion carried unanimously.*

ACTION MEETING

- 5. Approval of Budget for Fiscal Year 2020-21:**

Mr. Matheson said there have been a couple of changes that they may want to be aware of. The admin insurance line has been adjusted, and the capital lines in power and sewer have been adjusted because the projects they were going to do in this fiscal year have been rolled over to this next fiscal year. They will not be invoiced until the next fiscal year.

ACTION: *Councilmember Gale moved to approve the budget for the Fiscal Year 2020-21.*

SECOND: *Councilmember Shurtleff seconded the motion.*

VOTING: *All Councilmembers voted in favor of the motion. The motion carried unanimously.*

- 6. Approval of Certified Tax Rate – 0.003372 – Resolution 2020-06-01:**

The certified tax rate is the rate set every year by the county. It fluctuates each year, but we get the same amount of money based on property tax values.

ACTION: *Councilmember Vesely moved to approve the certified tax rate of 0.003372, Resolution 2020-06-01*

SECOND: *Councilmember Gale seconded the motion.*

VOTING: *A roll call vote was taken as follows:*

	<u>AYE</u>	<u>NAY</u>
Councilmember Burton	X	
Councilmember Gale	X	
Councilmember Shurtleff	X	
Councilmember Vesely	X	

The motion carried unanimously.

7. Approval of Public Hearing Date of June 25th for Fiscal Year 2020 Budget Amendment:

This is a housekeeping item. This is done every year to close out the budget.

ACTION: *Councilmember Burton moved to approve the public hearing date of June 25th for the Fiscal Year 2020 Budget Amendment.*

SECOND: *Councilmember Shurtleff seconded the motion.*

VOTING: *All Councilmembers voted in favor of the motion. The motion carried unanimously.*

8. Approval of Beer License for Iron County Fair – Joyce Evans:

Mayor Pro Tem Harris said that this is something the City has approved every year and it has worked well. Councilmember Burton asked Mrs. Evans if they have always gone from 12:00 noon until 12:00 midnight. Some of the rodeo events start early in the day.

ACTION: *Councilmember Burton moved to approve beer license for the Iron County Fair.*

SECOND: *Councilmember Vesely seconded the motion.*

VOTING: *All Councilmembers voted in favor of the motion. The motion carried unanimously.*

9. Manufacturing Power Rate – Jeremy Franklin:

Mr. Franklin reported that the Power Board went over this rate earlier in the year. With COVID-19, Mr. Franklin said he forgot to bring this to the Council, and so he is doing so now. He gave a little back story on this situation. Five years ago, the city made an agreement with a manufacturing company that opened up in Parowan. They gave them a discounted rate of \$0.06 per kWh to run at off peak hours.

This was a 5 year agreement, which expired January 1, 2020. They are looking into having this rate again. The power board is recommending that they open this lower rate up to other manufacturing companies involved with the manufacturing of goods as a manufacturing rate. There would have to be stipulations set in place that would require these companies to use more power on the off peak hours (10:00 p.m. – 10:00 a.m.) as on the on peak hours (10:00 a.m. – 10:00 p.m.). The only other stipulation they would require is that the customer would have to have a 400 amp rated panel for the bigger users. These companies would like to put annual contracts in place.

ACTION: *Councilmember Shurtleff moved to approve the manufacturing power rate as proposed by the power board..*

SECOND: *Councilmember Vesely seconded the motion.*

VOTING: *All Councilmembers voted in favor of the motion. The motion carried unanimously.*

10. Audit Bid Selection:

The City put out an RFP for audit services. We received 4 bids including one from the auditor who has been with us for 10 years. It isn't always apples to apples in these bids, but our current auditors are the only one that put in their stipulations that they will bill actual hours. The other bids were a "not to exceed" a certain amount of hours bid.

The staff is very comfortable with the current auditors, Hinton Burdick. They have been with Parowan City for more than 10 years. There is a good working relationship there. One key thing for this RFP was the inclusion of a single audit, which Hinton Burdick did include.

ACTION: *Councilmember Shurtleff moved to accept the bid from Hinton Burdick for our city audit for the five (5) year contract beginning with the audit for Fiscal Year 2020.*

SECOND: *Councilmember Vesely seconded the motion.*

VOTING: *Ayes (3), Abstain (1). The motion carried.*

WORK MEETING

11. Cemetery Discussion:

Councilmember Shurtleff said he thinks there are some areas that need to be fixed in order to provide the service the cemetery does for the residents of Parowan. The discussion between the Council members about the cemetery included creating policies and procedures, working on the cemetery ordinance, fees for residents and non-residents, pre-purchasing of lots, making sure there is a name for each burial right, purchasing burial rights at time of need, and resident priority over non-residents.

Conclusions drawn from this discussion:

- There should be an assigned name for each burial plot.
- Every transaction (purchase, sale, transfer of name, etc.) should go through the City Office and an administration fee paid.

- A moratorium should be put in place on the purchase of burials rights (except in time of need) so that the policies and procedures can be put in place. Cemetery changes are land use changes, so proper noticing/public hearings must also take place.
- According to Attorney Christian Jones, a study must be done to support the increase of fees to a much higher rate for non-residents than residents.
- The number of pre-purchased burial rights should be limited to two.

These things need to be researched further. There will be more discussion about this in future meetings.

12. Council/Mayor/City Manager/Staff Reports

Councilmember Burton reported that Planning and Zoning met. They are going to work on the 550 East Road proposal and bring it back to the Council. They are going to start working on the General Plan again. Larry Zajack will work on this. There is also an RV ordinance that needs to be amended.

Councilmember Burton also reported that the Shade Tree Committee is trying to get some trees planted at the Meeks Park. They are looking for more committee members and looking into getting some funding secured for the trees. Councilmember Burton also reported that they are getting bids for the repairs that need to take place at the swimming pool.

Councilmember Gale didn't have anything to report this evening.

Councilmember Vesely reported that she met with Cori Adams at the Library. She said Mrs. Adams she is really turning the library around and making it very fun for the kids. They are having reading contests with dragon bead for reading minutes rewards to make a dragon necklace. Councilmember Vesely also said that the Chamber of Commerce has moved their meetings to the Library. There is also a Women's AA group that meets there. They also open early for the elderly. During this time, Mrs. Adams isn't charging for copies or faxes. Dr. Roth has donated 17 landscape photos.

Councilmember Vesely also reported on the Theater Board. They have decided that there won't be any public meetings or performances in the Theater until the City has reached stage green. They have scheduled a play for September (as long as we are at green) and are looking for a producer for this. The Chamber of Commerce will be using the theater marquee to announce future sponsored events.

Councilmember Shurtleff asked Mr. Matheson to speak about the airport. Mr. Matheson said that in order to facilitate getting more of the apron done, the state asked if we would like to put the crack seal project towards the apron. After going out and looking at it and receiving recommendations and advice from Armstrong Engineering, it is hard to get the FAA to fund another rehabilitation or preservation if you are doing a reconstruction in a few years. Based on what they saw at the airport, it really needs some crack sealing done to get it to those next five years. So, they will still do the crack seal project and about 60% of the apron project.

Mr. Matheson said that someone donated a Frizbee Golf putting basket. It has been installed at the Main Street Park over by the rose garden. He also mentioned that Lady Bug Nursery donated

13. Closed Session (if necessary). None necessary.

14. Adjournment:

ACTION: Councilmember Burton *moved to adjourn the meeting.*

SECOND: Councilmember Vesely *seconded the motion.*

VOTING: All Councilmembers *voted in favor of the motion. The motion carried unanimously. The meeting adjourned at 8:07 p.m.*


James M. Harris, Mayor Pro Tempore


Callie Bassett, City Recorder

Date Approved: 6/25/2020

Corrections made to Action Meeting items 5 and 6 were approved on Thursday, October 8, 2020 by the City Council.


Preston B. Griffiths, Mayor


Callie Bassett, City Recorder