



**Parowan City Council Meeting**  
**July 14<sup>th</sup>, 2022 – 6:00 p.m.**  
**Parowan City Council Chambers**  
**35 E 100 N, Parowan, UT 84761**

**Present:** Mayor Mollie Halterman  
Councilmember David Burton  
Councilmember Sharon Downey  
Councilmember Matt Gale  
Councilmember Jim Shurtleff  
Councilmember Rochell Topham

**Staff Present:** Cleve Matheson, City Manager; Justin Wayment, City Attorney; Callie Bassett, Recorder; Heather Shurtleff, Deputy Recorder; Judy Schiers, Treasurer; Stacy Gale, Deputy Treasurer; Chief Mike Berg, Parowan PD

**Public Present:** Please see attached sign in sheet.

- 1. Welcome and Call to Order:** Mayor Halterman called the meeting to order at 6:00 p.m.
- 2. Opening Ceremonies:** Mrs. Jamie Bonnett offered the invocation. She then led the council and the public in the pledge of allegiance.
- 3. Declaration of Conflicts With or Personal Interest In Any Agenda Items:** No conflicts were declared.

**4. Approval of Meeting's Agenda:**

**Motion:** Councilmember Shurtleff moved to table agenda item # 15 until the truth in taxation meeting is held in August.

**Second:** Councilmember Downey seconded the motion.

**Vote:** The council voted as follows: Aye 3 – Councilmembers Downey, Gale, and Shurtleff;  
Nay 2 – Councilmember Burton and Topham

**Motion:** Councilmember Downey moved to approve the rest of the meeting's agenda as outlined.

**Second:** Councilmember Topham seconded the motion.

**Vote:** The council voted unanimously in favor of the motion. The motion carried.

**5. Public Comment:**

Jennifer Hunter addressed the council. She asked if anyone was assigned to clean the vacant lot by KB. Mr. Matheson said yes there is. The lot is not owned by the city by there is an easement there. He said the city will address that. She also asked if there are any fine or city ordinance preventing pets from defecating on private property. If so, she asked what ordinance it is, how much is the fine, and how does she turn someone in. Mr. Matheson said that would probably be a trespassing issue, but we would need to follow up with the police department.

**CONSENT AGENDA:**

- 6. Approval of Minutes from the June 23<sup>rd</sup>, 2022 City Council Meeting**

7. Approval of Warrant Register for July 14<sup>th</sup>, 2022
8. Approval of June 2022 Financial Statement

**Motion:** Councilmember Downey moved to approve the minutes from June 23, 2022 with the changes stated by Councilmember Burton, as well as the consent meeting items 7 and 8 as outlined.

**Second:** Councilmember Shurtleff seconded the motion.

**Vote:** The council voted unanimously in favor of the motion. The motion carried.

#### **ACTION MEETING:**

##### **9. Accept Grant for Airport Runway Reconstruction Design:**

Mr. Matheson said this is the grant that was discussed in a previous meeting that the city applied for. The grant offer was made. As a point of clarification, after Covid started, everything went to electronic signatures. In the past, every signature had to be attested. This document was electronically signed by the mayor and the city attorney. Once signed, the city is on the hook for the grant. He doesn't expect it to be denied or turned down at this level now. But the grant acceptance has been executed. The procedure is for the offer to come to the city council first and is accepted by the city council and then signatures are applied. That is not what happened in this case. However, this isn't typical. The total cost of the project for the design and engineering is \$284,000. The FAA offered the city \$257,000 of that, and the Aeronautical Division of UDOT added \$13,500 to that. This makes the city's obligation \$13,300, which has been budgeted for. This is a formality to reaffirm that the city is accepting this grant offer and will also accept the included UDOT offer.

Councilmember Shurtleff added that these electronic signatures have caused problems in other places as well, not just for Parowan. What happened to us has happened in other municipalities, so it is not a huge issue. It is just something that we need to be aware of for the future, and make sure we follow the proper procedures.

**Motion:** Councilmember Shurtleff moved to accept the grant for the airport runway reconstruct as presented by the Utah Department of Transportation and Federal Aviation Administration with the signature of the mayor and the city attorney; to approve those signatures and move forward with this proposal.

**Second:** Councilmember Gale seconded the motion.

**Vote:** The council vote was as follows: Aye 4 – Councilmembers Downey, Gale, Topham, and Shurtleff  
Nay 1 – Councilmember Burton said he didn't have enough time to look at this and didn't feel he could vote on it.

##### **10. Five County Association of Governments Multi-Jurisdictional Natural Hazard Mitigation Plan – Resolution 2022-07-01:**

Mr. Matheson explained the Five County Association of Governments has been working for a couple of years on this mitigation plan. This plan will be in place until 2027. All cities and towns within the five-county area will participate in this. Parowan is one of those. The mitigation plan document is on their website. This resolution was generated by the Five County Association of Governments as a template for all cities and towns to use to vote on the same thing. Having this plan in place makes the city eligible for funds in the case of a natural hazard – fire, flood, etc. Mr. Matheson said it is a good plan.

**Motion:** Councilmember Shurtleff moved to vote on Resolution 2022-07-01...

**Second:** Councilmember Downey seconded the motion.

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

	<b>AYE</b>	<b>NAY</b>
Councilmember David Burton	X	
Councilmember Rochell Topham	X	
Councilmember Sharon Downey	X	
Councilmember Matt Gale	X	
Councilmember Jim Shurtleff	X	

The council voted unanimously in favor of the motion. The motion carried.

#### **11. Fee Schedule Amendments – Resolution 2022-07-02**

Mrs. Bassett explained that the police department fees discussed at the last meeting were inadvertently left off of the approved fee schedule. This amendment is simply to include those fees previously discussed.

**Motion:** Councilmember Topham moved to approve the fee schedule amendment, Resolution 2022-07-02.

**Second:** Councilmember Downey seconded the motion.

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

	<b>AYE</b>	<b>NAY</b>
Councilmember David Burton	X	
Councilmember Rochell Topham	X	
Councilmember Sharon Downey	X	
Councilmember Matt Gale	X	
Councilmember Jim Shurtleff	X	

The council voted unanimously in favor of the motion. The motion carried. Resolution 2022-07-02 was approved.

#### **12. Coordinated Volunteerism on JustServe.Org**

The mayor said it took some time to research and bring all the pieces brought together for the council to vote on. One of these items was talking with the Utah Local Governments Trust to find out about having a waiver that would could include and attach to the Just Serve website. They also looked into the way the Iron County Fair would operate with volunteers. In that process they were able to find out that online, if we link Just Serve to service opportunities in Parowan, we would actually just go to the Iron County Fair's online volunteer application, and that's when it turns that volunteer over to the county. The mayor really encouraged any one listening to volunteer for the Iron County Fair because they really need volunteers.

**Motion:** Councilmember Burton moved to accept using Just Serve as the mechanism for coordinated volunteerism for Parowan.

**Second:** Councilmember Downey seconded the motion.

**Vote:** The council voted unanimously in favor of the motion. The motion carried.

#### **13. Set Date and Time for Work Meeting on Employee Wages**

The council agreed to set Thursday, July 21<sup>st</sup>, at 6:00 p.m. for a special work meeting.

**Motion:** Councilmember Downey moved to accept a work meeting to discuss employee wages for Thursday, July 21<sup>st</sup>, at 6:00 p.m.





**Second:** Councilmember Topham seconded the motion.

**Vote:** The council voted unanimously in favor of the motion. The motion carried.

#### **WORK MEETING**

#### **14. Discussion/Update on Annexations – Reed Erickson, Iron County Planner/Special Service Coordinator –**

Mr. Erickson briefed the council on Iron County Growth Planning, including their Annexation Policy Plan, the Iron County Tier II Ordinance 205, Exhibit A (residential vs. commercial/industrial zoning), annexation laws and things to consider through the processes, including septic tank density analysis. He then answered questions from the council.

#### **15. Pool Discussion: This item has been tabled until after the truth in taxation hearing on August 11.**

#### **16. Reports, Updates, Old Business Follow Up – Elected Officials and Staff:**

**Mr. Cleve Matheson** said he didn't have anything to report this evening.

**Councilmember Burton** reported that he didn't have any meetings. He said the dredging at Meek's pond, is finished. The other stages of the pond are now starting. Jessica Dunlap is going to get some students together this summer and do some clean-up work around the pond. They have to work on the water now. Councilmember Burton said the 4<sup>th</sup> of July parade was successful. He commended Jet Smith for her hard work on the floats. He added that the "Concerts in the Park" is really taking off and is very well attended. He said they are trying to get a meeting with Meek's park group to get a direction/plan for the Meek's park. He commented that the fairgrounds have been transformed. The county has really done a lot of work. It was a good move on the city's part to transfer that property to the county. They have a great master plan. The fairground entry fencing is going to be put in soon.

Councilmember Burton asked Mr. Matheson how long before the water loading station is done. Mr. Matheson said the station is installed. They are having some technical difficulties. The meter setter was not compatible with the meter itself. Councilmember Burton said that switching to the odd/even house number watering days made a big difference last year on the pressurized irrigation pressure. This year not so much. Councilmember Burton said he is really concerned about losing our city trees. There are lots of issues with the trees: drought, disease, borers. He feels they need to look at a master plan for the trees. He said it need to be addressed, and they can't ignore it. He also feels very strongly about a cemetery expansion master plan. He said he was disappointed that pool discussion was postponed. He said they can't keep stalling. They need to move forward.

**Councilmember Topham** reported that there haven't been any theater board meetings for a couple of months because they are preparing their production of Aladdin Jr. The play opens July 25th. There are three full casts of kids participating. She also commented on the concerts in the park. She said she saw hundreds of people there. She also said she is still working on the RAP and TRT taxes.

**Councilmember Downey** reported that she didn't have any meetings. She has gotten three bids on the library roof. She would love to see those concerts in the park extended through August.

**Councilmember Gale** reported didn't have anything to report.

**Councilmember Shurtleff** reported didn't have anything to report.

**Mayor Halterman** said she attended a water conservation meeting with the county leaders. They walked through things like retro fitting toilets, sinks, shower heads. She is looking forward to rebates and help with those. There is legislation on new construction creates guidelines for fixtures that don't meet the requirements any more. She gave a shout out to Cindy Stanphill for really taking a look at her yard and determining where she could do some turf removal, and then making her yard look beautiful and setting the example for her neighbors and the community. There is information on the usu.edu website on how to xero scape effectively.

Mayor Halterman also reported that she attended the Coordinating Council meeting where they discussed public transportation. There was talk of a larger transportation study and a transportation route between Cedar City, Parowan, and Brian Head.

**17. Closed Session (UCA 52-4-204 & 205) to discuss the following:**

**Motion:** Councilmember Downey moved to go into closed session to discuss the character, professional competence or physical or mental health of an individual.

**Second:** Councilmember Topham seconded the motion.

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

	<b>AYE</b>	<b>NAY</b>
Councilmember David Burton	X	
Councilmember Rochell Topham	X	
Councilmember Sharon Downey	X	
Councilmember Matthew Gale	X	
Councilmember Jim Shurtleff	X	

The council voted unanimously in favor of the motion. The motion carried. The council moved into closed session at 7:49 p.m.

Present in the closed session:

Mayor Mollie Halterman, Councilmembers David Burton, Rochell Topham, Sharon Downey, Matt Gale, Jim Shurtleff, City Attorney Justin Wayment.

The council moved out of closed session at 10:35 p.m.

**ACTION MEETING**

**18. Any action necessary as a result of the closed session discussing the character, professional competence or physical or mental health of an individual:** No action was taken by the council.

**19. Adjournment:**

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

**Second:** Councilmember Topham seconded the motion.

**Vote:** The council voted unanimously in favor of the motion. The motion carried. The meeting was adjourned at 10:35 p.m.

(Signatures on next page.)



Mollie Halterman, Mayor



Callie Bassett, City Recorder

Date Approved: 

10-11-12




**CLOSED MEETING**  
**Sworn Statement**  
Required by 52-4-206(6)(a), UCA

I, Mollie Halterman, swear, as the person presiding at this closed meeting, the sole purpose for closing the meeting was to discuss the following:

- ☒ Discussion of the character, professional competence, or physical or mental health of an individual; or
- ☐ The deployment of security personnel, devices, or systems.

Sworn to and executed this 14 day of July, 20 22

  
Mollie Halterman, Parowan City Mayor

STATE OF UTAH    )  
                                  ) ss.  
COUNTY OF IRON )

Subscribed and sworn to this 14 day of July, 20 22, by  
Mollie Halterman, Parowan City Mayor



  
Callie Bassett, City Recorder

