



We have reviewed and do approve the City Council Meeting Minutes of January 11, 2023, presented at the January 25, 2024, City Council Meeting.

Mayor

City Council

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Date:

Prepared by:

[Handwritten date: January 25, 2024]
[Handwritten signature: Callie Bassett]



Parowan City Council Meeting Minutes
January 11, 2023 – 6:00 p.m.
Parowan City Council Chambers
35 E 100 N, Parowan, UT 84761

Elected Officials Present: Mayor Mollie Halterman, Councilmember David Burton, Councilmember John Dean, Councilmember Sharon Downey, Councilmember David Harris (via Zoom), Councilmember Rochell Topham

City Staff Present: Dan Jessen, City Manager; Scott Burns, City Attorney; Callie Bassett, City Recorder; Judy Schiers, City Treasurer

Public Present: See attached sign in sheet.

- 1. Welcome and Call to Order:** Mayor Halterman called the meeting to order at 6:01 p.m.
- 2. Opening Ceremonies:** Merry Dean 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 Item:** No conflicts were declared.
- 4. Public Comment:**

The mayor gave instructions on how she would like the meeting to proceed. She stressed the importance of the highest level of leadership example in their communication and civil discourse. She said this applies to the council, staff, the community present, and anyone else involved in their meetings. She also said there is a structure to their meetings that they follow for agenda items. Items are brought to the work meetings for discussion, and are then voted on in the next action meeting. Public comment during these meetings is left to the discretion of the mayor as to whether it is allowed. She said public comments are encouraged and are a key to the council's process. She quoted from Cedar City's Council Meeting Rules regarding civility and orderly conduct in meetings.

Troy Houston addressed the council. He reminded everyone to "say what you mean, and mean what you say, but don't be mean when you say it." He said Dan invited him to go look at the pool. He gave it 5 Stars. He said he had some concerns. There was a structure built over an intermediate high pressure gas line that needs to be redone. He said the pool boiler's exhaust is behind a closed structure with a roof over it. He said that either needs to be relocated or vented up and out of the structure to avoid problems with carbon monoxide. He said the two homes being built on 200 North by Councilmember Burton's home are required by state law to hook into the sewer line. He also said accessory buildings are not being built with the proper setbacks. He said properties need to be surveyed and staked, setbacks need to be met. He urged the city to follow their code. He congratulated the new councilmembers on their election to council.

Cindy Bulloch said she was at the meeting on behalf of Congresswoman Celeste Malloy. Cindy said Congresswoman Malloy is fully staffed and has decided to make her main district office in St. George. There are also satellite offices in Bountiful, Delta and Richfield. She said the congresswoman has received her committee assignments. They are transportation, infrastructure, and small businesses. She has already sponsored two bills on transportation and USDA focused. These are set up to help areas that have a lot of public lands. She said there is a grant that may help Parowan for law enforcement.

Cindy told the council that their office does case work. If anyone ever has a problem with the federal government, they can call Congresswoman Malloy's office and they will help them work through the problem. Cindy gave her cell # to the council and told them to reach out whenever they needed to.

Janelle Zajac congratulated the newly elected council and those who are still serving. She urged the city to consider doing something about enforcement of ordinances. She suggested focusing on an ordinance a month. She feels she is not the only one who thinks code enforcement has been overlooked. She wished everyone a good new year.

Troy Houston addressed the council again, saying every property owner should be treated the same. For example, if one property owner is required to put in curb and gutter, everyone should be required to put in curb and gutter.

CONSENT MEETING

5. Approval of City Council Meeting Minutes from December 14, 2023
6. Approval of Warrant Register for January 11, 2024
7. Approval of December 2023 Financial Report

MOTION: Councilmember Topham moved to approve consent meeting items 5-7.

SECOND: Councilmember Downey seconded the motion.

Councilmember Burton had questions regarding the warrant register that he thought should be pointed out for the public. Dan and the staff were able to answer these questions.

VOTE: All councilmembers voted in favor of the motion. The motion carried.

ACTION MEETING:

8. *Rural Communities Opportunity Grant Approval: Dan Jessen*

Dan said the city applied for a Rural Communities Opportunity grant last year and did not get it. They applied again, working with the Economic Development committee, to complete the airport road. The road needs to be fixed and extended around the airport. They did not get the grant. Dan said that since then, he has spoken with state agencies, and some of the things the city doesn't have is any sort of plan, design, or cost estimates. He said they put together a grant application to do a master plan for the city's industrial park. This grant will hire a company to map and plan things out. It will show roads, and it will give cost estimates. Most of the industrial park is unimproved land behind the airport. Dan said that having a plan done will help the city negotiate the future. Dan said they applied for were awarded the grant. City council has to approve it so the contract can be signed.

Details of the grant:

- Grant total = \$35,000.00
- 20% match = \$7,000.00
- If approved, this will have to be added to the budget through an amendment if it looks like it will happen in this fiscal year. If not, it will just go in next year's budget.

MOTION: Councilmember Burton moved to approve the Rural Communities Opportunity Grant.

SECOND: Councilmember Downey seconded the motion.

VOTE: All councilmembers voted in favor of the motion. The motion carried.

9. *MOU between Parowan City and Iron County on Emergency Medical Services:*

Dan said this is not anything new. He said the city is formalizing the status quo. He explained that Iron County used to supply the emergency services for the county. The county decided to privatize the service. Gold Cross has been doing a good job. It is based on a business model. Dan said Iron County doesn't pay for the services, nor does Parowan City. The option now is that the city may provide its own services. Dan said Parowan City would like to continue the arrangement that has been made with the county. Councilmember Burton said that Gold Cross is in town 24/7. Dan said it has worked really well, and he hopes that the county will be able to keep the status quo.

MOTION: Councilmember Downey moved to approve the MOU between Parowan City and Iron County on Emergency Medical Services for five years.

SECOND: Councilmember Burton seconded the motion.

VOTE: All councilmembers voted in favor of the motion. The motion carried.

10. Approval of MOU with Hansen Planning Group to Complete a Subdivision Ordinance Update:

Dan said the state made a lot of changes last year to the subdivision ordinances on a state level, which now requires cities to look at and update their subdivision ordinances. The state is allocating monies to provide assistance to cities in order to do that. The Planning Commission feels the Hansen Planning Group would be a good company to work with. The city already has a working relationship with Mike Hansen, who works with Jones and DeMille. The Hansen Planning Group will help the city become compliant with the new updates by reviewing and updating the city's subdivision ordinances. They will work with the city on this project. The city is pre-approved up to \$14,000.00, and they will bill the state. They promised not to go over that amount without talking with the city and getting approval first. The deliverables include:

1. A state compliant subdivision title;
2. A memo regarding engineering standards; and
3. Updated subdivision application forms.

Dan said they will also provide optional service such as codifying and uploading adopted ordinances into the Civil Link-U program (hosted by Jones and DeMille), and hosting a training event with city council, planning commission, and city to staff that helps explain the recommended changes. The city will be required to promptly adopt its amended subdivision code after it is developed. Dan said the planning commission gave a positive recommendation on this.

MOTION: Councilmember Burton moved to approve the MOU with Hansen Planning Group to complete a subdivision ordinance update.

SECOND: Councilmember Downey seconded the motion.

VOTE: All councilmembers voted in favor of the motion. The motion carried.

11. Approval of City Councilmember Assignments for 2024-2025:

Mayor Halterman read the council assignments (see attached).

MOTION: Councilmember Downey moved to accept the city councilmember assignments as read.

SECOND: Councilmember Topham seconded the motion.

VOTE: All councilmembers voted in favor of the motion. The motion carried.

WORK MEETING

12. Budget Amendment Discussion Regarding Renovation on the Old Rock Church Exterior:

Dan said that he, the mayor, and Councilmember Burton, met with the Daughters of the Utah Pioneers (DUP). They went over the lease for the Old Rock Church. They found that there is a five-member board

that needs to be reconvened. It should be made up of 3 DUP members, appointed by the Mayor and confirmed by the council. The lease clarifies who is responsible for what. Briefly, the City is responsible for the building, the board makes recommendations on maintenance and anything that needs to happen to the building, and the DUP is responsible for the museum and artifacts. The DUP pays a \$10/year lease for the building.

Dan said renovating the Old Rock Church exterior does not need a budget amendment as originally thought. He said the money has been raised for improvements to the Rock Church through the Old Rock Church Days. They are going to use the DUP's money to do some maintenance on the building now. The city will keep its money in reserve as money for matching grants. The DUP would like to seal and repaint the wood around the windows, doors, etc., and fix the steeple. They are comfortable with the bid they received from Rosenberg Painting to do the painting. These funds will not run through the city, so an amendment is not necessary.

The mayor said the building itself is surprisingly sound. They have talked about finding funding to take on the new roof and architectural plans for the seismic upgrades. The bricks that were sold will be laid before Old Rock Church Days in June. They are going to get design help for that. Dan said the city will need to amend the budget for the brick donations. There will be a public hearing next meeting regarding budget amendments, which will also be on the action agenda.

13. RAP Tax Ordinance – 2024-01

The city informed the state tax commission that Parowan has enacted a RAP tax. The state wants to see the official adopted ordinance. Dan said the council needs to determine what the RAP tax committee will look like, so that can be included in the ordinance. They had a discussion regarding the RAP tax and what they would like to see in a committee. This will be discussed further at the next council meeting.

14. Reports, Updates, Old Business Follow Up: Elected Officials and Staff:

Councilmember Burton reported that the planning and zoning commission re-elected Larry Zajac as chairman for the year. They discussed internal accessory dwelling units (IADU's). He said the state passed a bill last year that puts mandates on cities regarding these. The mandates conflict with the city's ordinances. The city will have to change its ordinances to be compliant. The ULCT is trying to form a rural community committee to work with the legislature and represent rural communities. He encouraged the council to sign up for the notices about the legislative session. Sign up through the ULCT website. He said we have good representation, but we need to let them know that we are not the same as the Wasatch front. Councilmember Burton said he hopes they will get the committee going. He said there are opportunities for the council to interject their opinions on rural communities. He also welcomed the new councilmembers and said he is looking forward to working with them. He wished everyone a happy, prosperous New Year.

Councilmember Downey did not have anything to report due to the holidays.

Councilmember Dean did not have anything to report.

Councilmember Harris did not have anything to report.

Councilmember Topham reported that rehearsals for the play "*Bright Star*" have started. She said there is a call out for more men for the play. Play dates are March 14 – 23 (excluding Sunday). She reported that the theater is being rented out quite a bit and April is almost fully booked. There are some repairs that need to be done to the theater – lighting, broken window, and fixing the speaker. She reported

that Parowan's birthday is being celebrated on the 12th. The celebration will be at the High School gym at 9:00 a.m., the luncheon at 11:00 a.m. and the Town Meeting at 12:00 p.m. in the auditorium. The birthday ball will be on Saturday the 13th at 7:00 p.m.

Dan Jessen reported that work is being done on the pickleball courts. They have taken down the fence and are grubbing and prepping the ground. He said they have a master plan concept that needs to be discussed by the council. Mayor Todd Robinson has assisted with the layout and the master plan. They will do work as weather allows. He said they are also working on the bike park as weather allows. They are going to have the student's help name the park. They really want to have buy in from the students. They want them to feel like this is their park.

Dan reported that the City will be doing a survey. He said the city is being mandated by a federal rule to be compliant with the lead and copper rule by the US Environmental Protection Agency. The city must survey the entire water system, including all individual lateral connections. They must know what type of piping is there – plastic, copper, lead, steel, etc. This is a monumental task. They want to have the city's data put together by October 16, 2024. They will be putting together an informational letter in the utility bill. The city is going to do a self-survey, where people can go out, look at their meter and line into their house. They can take a photo, then go online, and complete the information, and attach their photo. Dan wants to ask the water board if the city can incentivize participation on this survey. Dan said just so everyone knows, the city's water mains, wells, the entire delivery system, there is no lead in those. He said anyone can go online and look at the water testing results for the city.

Dan said there will be a Main Street Bridge presentation at the next council meeting by Jones and DeMille. If the presentation is acceptable, he would like to amend the grant. They need to get with the Joint Highways Committee and get the grant amended. He said time is of the essence.

Dan reported that they have had a lot of meetings and a lot of progress on the large water recharge project that is going to include the city, the county, the pumpers, and the reservoir company. The city received a \$1 million grant from the Governor's Office of Economic Opportunity for water infrastructure. They are moving and making progress, even though it may not feel like it. The reservoir company is making a commitment financially to come to the table as well. Dan said it will take a lot of work, time, and coordination to get this project done. They are going to meet with Bowen Collins to see if they will do the engineering work on this.

Dan said the water board will be electing a new chair, as well as the historic preservation committee. There may also be another that needs new leadership. They are talking about better organization of the committees, keeping track of length of terms. He also said the library is closed because the heater died. They are going to be able to re-open as soon as the parts come and they can get it fixed.

Councilmember Burton said that Dan is too humble. He said getting that grant was monumental towards getting the water recharge project done. He thanked Dan

15. Closed Session: The Council may consider a motion to enter a closed session for specific purposes allowed under the Open and Public Meetings Act (Utah Code § 52-4-205), including to discussions regarding deployment of security personnel, devices, or systems; and strategy sessions to discuss the purchase, exchange, lease, or sale of real property; litigation; the character, professional competence, or physical or mental health of an individual; attorney-client communications (Utah Code § 78B-1-137); or any other lawful purpose.

MOTION: Councilmember Dean moved to go into closed meeting to discuss deployment of security personnel, devices, or systems; and the purchase, exchange, lease, or sale of real property

SECOND: Councilmember Topham seconded the motion.

VOTE: A roll call vote was taken as follows:

	AYE	NAY
Councilmember Burton	X	
Councilmember Downey	X	
Councilmember Dean	X	
Councilmember Harris	X	
Councilmember Topham	X	

All councilmembers voted 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 Halterman, Dan Jessen, Scott Burns, Rochell Topham, Sharon Downey, Addison Adams, Callie Bassett, David Burton, John Dean, Zack Tuttle, and David Harris (via Zoom).

16. Adjournment:

MOTION: Councilmember Topham moved to adjourn the meeting.

SECOND: Councilmember Downey seconded the motion.

VOTE: All councilmembers voted in favor of the motion. The motion carried. The meeting adjourned at 8:53 p.m.



Mollie Halterman, Mayor



Callie Bassett, City Recorder

Date Approved: Jan. 25, 2024

City Council committee assignments for 2024-2025

Councilmember David Harris-

Power Board

Roads (Class C)

Economic Development

Airport Board

Councilmember John Dean-

Parks & Rec/Pool/Cemetery

Sewer/Solid Waste

Library Board

Visitors Center/Events

Shade Tree Commission

Councilmember Rochell Topham-

Public Safety/LEPC/PAAL

Theater Board

Community Cares PES/PHS liaison

RAP

Councilmember Sharon Downey-

Power Board

Court

Heritage Foundation

Board of Adjustments

Patchwork Bi-Way

Councilmember David Burton-

Planning & Zoning

Water Board

Historic Preservation

County Commission Meeting liaison