



**Parowan City Council Meeting Minutes**  
**March 14, 2024 – 6:00 p.m.**  
**Parowan City Council Chambers**  
**35 E 100 N, Parowan, UT 84761**

**Elected Officials Present:** Councilmember David Burton, Councilmember John Dean, Councilmember David Harris, Councilmember Rochell Topham

**Excused:** Mayor Halterman, Councilmember Sharon Downey

**City Staff Present:** Dan Jessen, City Manager; Scott Burns, City Attorney; Callie Bassett, City Recorder; Heather Shurtleff, Deputy Treasurer; Chief Addison Adams, Parowan PD;

**Public Present:** See attached sign in sheet.

**Elect Mayor Pro Tempore:**

Motion: David Burton moved to elect Councilmember Rochell Topham as Mayor Pro Tempore.

Second: Councilmember David Harris seconded the motion

Vote: All councilmembers voted in favor of the motion.

- 1. Welcome and Call to Order:** Mayor Pro Tempore Topham called the meeting to order at 6:01 p.m.
- 2. Opening Ceremonies:** Councilmember Burton offered the invocation. He 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:** There were no comments from the public.

**CONSENT MEETING:**

- 5. Approval of City Council Meeting Minutes from February 22, 2024**
- 6. Approval of Warrant Register for March 14, 2024**
- 7. Approval of February 2024 Financial Report**

**MOTION:** Councilmember Burton moved to approve consent meeting items 5-7 as outlined on the agenda.

**SECOND:** Councilmember Dean seconded the motion.

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

**INFORMATIONAL PRESENTATIONS:**

- 8. Department Head Reports:** The following department heads reported:
  - a. Jet Smith – Events:**  
Jet reported on the annual events she puts on and on the visitor center/gift shop.
  - b. Justin Dalley and Anna Carlson – Parks and Rec:**  
Justin reported on his responsibilities as Parks Supervisor. Anna introduced herself to the council and reported on the recreation programs in progress and some of the programs she would like to implement.
  - c. Kelly Stones – Public Works:**  
Kelly reported on the public works department and gave statistical data about each of the departments.

**ACTION MEETING:**

**9. Utah’s Patchwork Parkway Annual Report and Funding Request: Rachelle Cuomo and Nancy Dalton**

Nancy Dalton gave a brief history of the Patchwork Parkway and updated the council on the current projects they are working on (see attached presentation). They requested \$1,500 for operating budget, \$2,500 for 2022 FHWA Grant Yr. 2 for a total of \$4,000.

**MOTION:** Councilmember Burton moved to approve the Utah’s Patchwork Parkway funding request for \$4000 for the upcoming budget year (FY25)

**SECOND:** Councilmember Dean seconded the motion.

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

**10. Parowan Chamber Executive Director Follow Up and Funding Request: Tricia Harris and Jed Sudweeks**

Tricia Harris informed the council that the Brian Head Town manager said Brian Head will contribute \$7,500.00 toward this position. That would reduce Parowan’s portion to \$7,500.00.

**MOTION:** Councilmember Burton moved to table agenda item number 10 until they can go through the budget discussion process.

**SECOND:** Councilmember Dean seconded the motion.

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

**11. Parowan City Committees/Boards Update (Update and Define Terms of Service): Dan Jessen**

Dan said he has been working on all the committees setting and adjusting the member terms. He has completed the member terms for Planning & Zoning and the Historic Preservation committees. This has been brought up in other committee meetings and their terms are being set according to code for each one.

Dan created a spread sheet listing all the committees, the committee members, the dates they were appointed and the dates their terms expire. He staggered the expiration dates according to code. The council discussed each committee and the member terms.

**MOTION:** Councilmember Burton moved to approve the Parowan City Committees and Boards update defining the terms of service.

**SECOND:** Councilmember Harris seconded the motion.

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

**12. Approval of Water Ordinances #2024-2 and #2024-3: Dan Jessen**

Dan explained that these ordinances bring the city into compliance with state code.

**MOTION:** Councilmember Dean moved to approve water ordinance 2024-2.

**SECOND:** Councilmember Harris seconded the motion.

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

	<u>AYE</u>	<u>NAY</u>	<u>Absent</u>
Councilmember Burton	X		
Councilmember Downey			X
Councilmember Dean	X		
Councilmember Topham	X		

	<u>AYE</u>	<u>NAY</u>	<u>Absent</u>
Councilmember Harris	X		

All Councilmembers present voted in favor of the motion. The motion carried. **Ordinance 2024-2** was adopted.

Dan explained Ordinance 2024-3 relates to water rights exactions. This has been discussed previously and has been put in ordinance format. The water board gave a positive recommendation on this ordinance.

**MOTION:** Councilmember Burton moved to approve water ordinance 2024-3.

**SECOND:** Councilmember Dean seconded the motion.

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

	<u>AYE</u>	<u>NAY</u>	<u>Absent</u>
Councilmember Burton	X		
Councilmember Downey			X
Councilmember Dean	X		
Councilmember Topham	X		
Councilmember Harris	X		

All Councilmembers present voted in favor of the motion. The motion carried. **Ordinance 2024-3** was adopted.

**13. Approval of Check to Caterpillar Financial Services Corporation: Dan Jessen**

Dan explained that they can roll their leasing payments for the track hoe into purchasing it. They may have to do a budget amendment on this. Financing would be for 6 years. This would be the first of 6 payments. This is in the budget; however, it is over the amount the administration is allowed to approve.

**MOTION:** Councilmember Burton moved to approve the check to Caterpillar Financial Services Corporation for \$54,778.84.

**SECOND:** Councilmember Harris seconded the motion.

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

**WORK MEETING:**

**14. Traffic Report and Intersection Study: Cody Marchant, UDOT**

Cody gave his report on the traffic study findings. They studied two intersections on SR-143; the intersection at 200 South and the intersection at Center Street. He said the first 6 pages of the report are the findings of the study. Some of these findings were:

- Traffic volumes fell quite short of warranting a traffic signal at these intersections.
- Pedestrian traffic - only those crossing at the intersection and a couple of 100 feet past the crosswalk were counted for the report.
- Vehicle crashes – only 2 (reported) crashes in the last five years at the Center and Main Street intersection. Only one would have been corrected by having a signal there. Crashes not reported were not included in the data collection.
- These intersections did not meet the 4-way stop warrant. There was not enough traffic movement.

Mr. Marchant said that it sounds like the flashing pedestrian light at 200 North has been helpful and working well.

He said if they were to put one of those at the Center and Main Street intersection, they would want only one crossing, so they would have to get rid of either the north or south cross walk. Mr. Marchant said in their meeting they discussed other safe crossing options, i.e. pedestrian flags, and mid-block crossings either north of the Main Street and Center intersection or between Center Street and 100 South, depending on where the value was. He said some of the benefits of having a mid-block crossing is pedestrians are more visible. There is no turn movement from vehicles and they can see the crossing a lot better. David Burton asked if there was any chance they could do two mid-block crossings, one north and one south of the Center and Main Street intersection. Cody said he was not opposed to that. He said the great thing Parowan has is two travel lanes and a center turn lane. He said that creates a much safer crossing than two through lanes or a five-lane section. He said it takes education and a willingness of people to use the crossing areas.

Cody pointed out that at Center Street there are things the city can do to make crossing safer, and said it looks like visually they have already done some with the no parking stripes. He said there is also the ability to put in bold outs which helps create safer crossing opportunities. Bold outs extend the curbs and put the ADA pedestrian ramps further out into the road so when a pedestrian is crossing, they are already that much farther into the road so there is less crossing distance. They also help make the pedestrian more visible for vehicles to see. These are more costly than flags.

Dan told Cody that the city just finished its active transportation plan. Main street has been designated a pedestrian preferred walkway and the active transportation plan has some suggestions to making it a safer walkway. Cody said he will follow up with Dan on those suggestions. Cody also mentioned that the sidewalks are part of the safe route to school network. He reminded the council that this is for the elementary school, not for the high school.

Cody went back to the two mid-block crossings and anything that might be in the median. He said he did not know what the split or partnering could be on something on this. Councilmember Burton said these are state highways, and they are under UDOT jurisdiction. Cody said without the warrants, UDOT does not necessarily foot the bill for everything. Dan said there is the question of the financing, and asked about the approval if the city wanted to move forward and implement something. Cody said they would be in support of one for sure, and he would even push for two mid-block crossings. He said there is a greater mindset for safer pedestrian crossings. He said he will get back to the city with costs and said that without being warranted, they will need the support of city to get these things done.

#### **15. Recommendation for Billboard Ordinance from the Economic Development Committee: Rick Anderson**

Rick Anderson, representing the economic development committee, addressed the council. He said he thinks the council should re-look at the proposed billboard ordinance. He said the council could make the ordinance extremely strict and put in the policy that older billboards should be replaced with newer ones. He said the economic development committee did not want to spend a lot of time coming up with suggestions for the ordinance if the council was not interested in hearing them. He asked if the council would be open to other billboard solutions.

Mayor Pro Tempore Topham said that she would be open to that. Councilmember Burton said he would stick with the decision of the previous council to ban the billboards. He said they went through the vetting process including public hearings, and it was not something that they took lightly. There was a lot of research that went in to it. Rick said that from an economic development group's point of view,

there is some use in billboards and they thought it would be worth discussing again. They feel that there could be some compromises made. They have discussed different scenarios that might be agreeable to the council. The economic development committee feels that billboards help drive the economic growth of the community.

Councilmember Burton said that businesses are still able to have billboards in the county before and after the interchanges. He said the former council did not think they were advantageous to city businesses, but more so to businesses down the road. He said they did not want the interior of Parowan's corridor lined with billboards.

Mike Keil, economic development committee chairman, said the economic development committee was asked to look into this and bring it up with the council. Councilmember Burton said there were some councilmembers that wanted the committee to give the council their perspective on this, and he felt that they should have given their perspective in the public hearing process. Mike said their perspective is that billboards are a benefit for local businesses. He said they would like to have maybe even one billboard that would redirect people to local businesses. They talked about putting in a very contingent use process into place, where someone would have to make their case for the local benefit. Councilmember Burton said they were trying to protect the integrity and uniqueness of the city. Mr. Keil said he thinks there could be a middle ground.

The councilmembers continued to discuss the pros and cons of having billboards within the city limits along I-15. Councilmember Dean said there is one billboard in city limits that is grandfathered in, but he said we do not need additional billboards in the city limits. Councilmember Harris said if they are outside of our exits, he is fine with it. He is not for having billboards in between the exits.

Dan asked if they wanted to have some sort of compromise, what would that look like. Rick said they would like to help put some regulations on those two different areas (North/South of the interchanges). He said properties are going to start annexing into the city and bigger businesses are going to come. They will want to use billboards, and there will not be any way for them to do that. Councilmember Harris said businesses may not come here because of that. Rick said they just want to keep the door open a little.

Mayor Pro Tempore Topham said the city appreciates the input from its residents, and especially from its committee members. Dan said he will bring this back to the council with a couple of different options and work through it.

#### **16. Watering/Maintaining Trees in the Park Strip on Center Strip: Dan Jessen**

Dan gave a quick background on this for the council. He said the trees and landscaping in front of the Brown Derby used to be on the city water system back in the day. There was a problem with the system, and it was taken out. Since then, the trees have been dying. They are barely hanging on. The property owner asked to have the trees maintained by the city or have them removed. Dan said the city does not have a system on Center Street. He said if the city is going to engage in systems on Center Street, there are things to consider such as cost, what is fair to other citizens, and where do they stop? This would need to be defined and budgeted for.

Justin Dalley added that they would have to put a PVB in for the backflow. Then they would need to decide what to do – water the trees or landscape. Kelly told Dan that when they removed that system, if the property owner wanted to remove the trees, they could put in cement and the city would pay for it. That never happened. If they decide to do this, it must be planned for and budgeted for. Justin said

there is no grass there right now. He said there used to be, and the trees used to be watered when the grass was watered. The tree committee said the council should figure it out. Councilmember Harris said they should pull the trees and put in cement. Justin agreed. The consensus of the council was that they do not want to water the trees. They do not want to set a precedent.

#### **17. Parowan Committee/Boards Code Update Discussion: Dan Jessen**

Dan said he has not been here due to being sick, so he has not been able to work on this. He would like to bring this back after some work has been done. They will bring this back as a discussion, and Dan will bring language for the code as back to the next meeting.

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

**Councilmember Burton** reported on the planning and zoning meeting. There was a lot line adjustment for Mike Crockett. There was an update on the proposed changes to table of uses (see public hearing notice for details). The committee had a lengthy discussion on IADU's and EADU's. Larry gave the committee members a lot of information to study.

Councilmember Burton attended the Iron County. commission meeting. He said the citizens should be aware that the schedule for the landfill has been changed. 1<sup>st</sup>/3<sup>rd</sup> weeks of the month, the landfill is open Wed-Sat. The 2<sup>nd</sup>/4<sup>th</sup> weeks they will be open Tues – Friday. He reported that the historic preservation committee approved a covered entry on 200 South on Diane Benson's home. They approved the demolition of the old Northington home. Jay Wilcken reported on the Freemont monument. It is finished.

Councilmember Burton reported on the water board meeting. They had a discussion on the underground water management plan. They want to have a meeting with the legislators through the pumpers. They want to have the city involved and all the water users, and talk to the legislators about the implementation of this plan. Councilmember Burton said Kurt Vest's position is to try to have everyone work together and make this work through a combination of things, such as recharge and crop changes. He thinks he can get everyone together so no one will have to take any cuts. He hopes people cooperate and come together. Councilmember Burton said the projected date to turn on the pressurized irrigation is April 16<sup>th</sup>.

**Councilmember Dean** met with the shade tree committee. They discussed the Arbor Day celebration on April 29<sup>th</sup> at the city park. He got a quote from Beaver Landscape and sent that to Dan. It was the same price as last year. He said he watched the planning and zoning meeting on YouTube. He is trying to learn as much as he can about the city. He said he visited with Mary Hanley and Justin about the dog poop disposal station. He said he talked to citizens and business owners about the billboards issue, as well as the price adjustment for electric bills.

**Councilmember Harris** reported on the Economic Development committee meeting. He said they discussed the billboard ordinance. He said there was a Power Board meeting. They lowered the PCA from \$.04 to \$.03. He would like to discuss this further at the next meeting. He reported that the Red Creek Hydro is up and running.

**Mayor Pro Tempore Topham** reported that "Bright Star opens Friday night. She attended the community management program meeting. She said all surrounding towns should have an emergency plan put together. She is going to work on updating Parowan's emergency plan with Chief Adams, Chief Schiers, and Dan. Dan said he has a folder of information that he will share with Rochell.

**Dan Jessen** reported that SB 161 was still sitting at the governor's office. He said the airport road is a big challenge. Dan reached out to the county to see if they still have their zipper, which grinds up asphalt. Dan asked if the city can borrow it. They said yes. Stephen is going through it mechanically to get it up and running. The city is going to grind that road and turn it into a gravel road. They will be able to maintain it like that. They are looking for grants to help with that.

**Staff:** Callie asked if the council received an email from Civic Ling. It is Jones and DeMille's training website. Callie said she would forward the link to the council.

Scott Burns reported that the city's legal affairs are well in hand and in order.

**19. Closed Session: There was no closed session held.**

**20. Adjournment**

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

**SECOND:** Councilmember Harris seconded the motion.

**VOTE:** All councilmembers voted in favor of the motion. The motion carried. The meeting adjourned at 9:16 p.m.



\_\_\_\_\_  
Mollie Halterman, Mayor

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Callie Bassett, City Recorder

Date Approved: \_\_\_\_\_ 4/11/24