**PAROWAN CITY COUNCIL MEETING MINUTES**

**APRIL 10, 2025 – 5:30 P.M.**

**PAROWAN CITY COUNCIL CHAMBERS**

**35 E. 100 N., PAROWAN, UT 84761**

**Elected Officials Present:** Mayor Mollie Halterman, Councilmember David Burton, John Dean, Sharon Downey, David Harris, and Rochell Topham

**City Staff Present:** Dan Jessen, City Manager; Scott Burns, City Attorney; Callie Bassett, City Recorder; Connie Biasi, Admin Staff; Chie Addison Adams, Parowan PD

**Public Present:** See Sign In Sheet

**Welcome and Call to Order**

Mayor Mollie Halterman called the Parowan City Council meeting to order at 5:30 PM on April 10, 2025.

**Opening Ceremonies**

Alan Cavalieri offered an opening prayer, expressing gratitude for blessings and asking for guidance in the meeting. He then led the Pledge of Allegiance.

**Declaration of Conflicts With or Personal Interest In any Agenda Items**

No conflicts of interest were declared by council members.

**Public Comments**

Terry Franklin expressed concern about BLM plans to clear cut trees in the Red Hills North area. She described seeing orange tags on pinion and juniper trees hundreds of years old in an area with Native American artifacts. She said she was worried about the loss of wildlife habitat and grazing areas for cattle and sheep. She also mentioned the destruction of a picnic area in Cane Springs north of Jackrabbit Mountain. Ms. Franklin urged for local input on BLM plans to protect the area's history and public land.

**CONSENT MEETING**

**Approval of City Council Meeting Minutes from March 27, 2025**

**Approval of Warrant Register for April 10, 2025**

**Approval of Financial Statement for March 2025**

Council member Rochelle Topham moved to approve consent agenda items 5, 6, and 7. The motion was seconded by David Burton. All voted in favor. The motion carried.

**ACTION MEETING:**

**Approval and Appointment of New Fire Chief**

Mayor Halterman presented Alan Cavalieri as the appointee for new Fire Chief of Parowan Fire Department. She highlighted his 25 years of experience as a firefighter in Clark County, his family background in public service, and his leadership experience in training new firefighters. Mayor Halterman emphasized Cavalieri's knowledge, enthusiasm, and family support for the role.

Council member David Burton moved to approve Alan Cavalieri as the new fire chief. The motion was seconded by Rochell Topham. All voted in favor. The motion carried.

Alan Cavalieri was then sworn in as the new Fire Chief.

Dan Jessen recognized Mike Trimmer for his service as interim Fire Chief. Ryan Chidester, the assistant, was also acknowledged.

**Ratify Approval of Bids on Pool Replastering**

Mayor Halterman explained that the pool replastering project came in under budget. She presented four bids received, with Makai Services providing the lowest bid at $35,500, after adjusting for an additive to extend the plaster’s lifespan. The next closest bid was $10,000 higher.

Dan Jessen noted that Makai Services is a reputable company they work with regularly and who recently installed the pool cover.

John Dean moved to approve the quote from Makai Services for the swimming pool replastering project. The motion was seconded by Sharon Downey. All voted in favor. The motion carried.

Dan Jessen mentioned the pool would be filled 3 weeks early this year for the replastering process, which requires immediate water filling and frequent scrubbing. He confirmed the pool would still open by Memorial Day weekend as planned.

**Approval of SC Broadband Contract for Continuation of Broadband Services**

Dan Jessen explained that South Central currently provides phone and internet services for the city. The new contract would double bandwidth at city offices from 5 to 100 megabits while keeping other connections at 20 megabits. The total bill would decrease by about $47 per month. The contract requires a 3-year commitment.

Sharon Downey moved to approve the South Central Broadband Contract for continuation of broadband services. David Burton seconded the motion. All voted in favor. The motion carried.

**Ordinance Prohibiting New Sewer Connections Outside City Limits – Ordinance 2025-09**

Dan Jessen explained this ordinance would prohibit new sewer connections outside city limits while grandfathering existing connections. He clarified it would not apply to sewer service within the incorporated limits of Brian Head due to the shared sewer treatment facility.

David Burton moved to approve ordinance 2025-09. The motion was seconded by Sharon Downey.

A roll call vote was taken:

* Rochelle Topham: Aye
* David Harris: Aye
* John Dean: Aye
* Sharon Downey: Aye
* David Burton: Aye

The motion carried unanimously.

**Resolution to Initiate the Process to Reclaim Unused Cemetery Lots – Resolution 2025-02**

Connie Biasi presented the resolution for initiating the process to reclaim unused cemetery lots. She clarified that the focus would be exclusively on plots purchased in the 1800s, where the original owners are no longer living, to reclaim burial rights. Biasi noted that the descendants of these owners are likely also deceased, emphasizing a conservative approach in selecting lots.

The reclamation process involves several steps as outlined in state code and municipal code. Initially, a resolution copy is to be served personally to the lot owners. However, since the lot owners are deceased, the process will involve publishing the resolution as a Class A notice for 30 days. During this period, individuals with claims to the lots can present proof to the city.

Connie further listed specific plots under consideration, initially owned by Edward Anderson, Enoch Wardell, John Mitchell, and James Davenport. She explained that further research on family connections had been conducted using resources available, such as Family Search, to ascertain the authenticity of lot claims. The city's efforts aim to respect the historical significance of such plots and provide clarity on their status moving forward.

Discussion ensued, addressing procedural constraints such as mailing resolutions to last known addresses if available and ensuring plots are surveyed to determine available space. In conclusion, both council members and attendees recognized the importance of the conservatively thought-out process for reclaiming these cemetery lots, noting that there will be opportunities for public input before final decisions are made.

Sharon Downey moved to approve the resolution to initiate the process to reclaim unused cemetery lots, resolution 2025-02. The motion was seconded by David Burton

A roll call vote was taken:

* David Burton: Aye
* Sharon Downey: Aye
* John Dean: Aye
* David Harris: Aye
* Rochelle Topham: Aye

The motion carried unanimously.

**Discussion Regarding Longer Stays in RV Parks by Conditional Use Permit**

KC Jones and his team presented their request to allow longer stays in their RV park. They proposed allowing stays up to 9 months for 30% of the park capacity, which they believed would help them remain competitive and profitable, especially during the slower winter months. During the presentation, they discussed their operational model and the potential economic benefits to local businesses from longer-term visitors. They emphasized that the extensions would aid in attracting more consistent business, thus providing stability for their operations.

The council engaged in an extensive discussion about the pros and cons of amending the current ordinance to permit longer stays. A primary concern raised was about enforcing stay limits effectively to prevent the development of de facto permanent residencies in the RV park. Council members expressed the desire to maintain the RV park’s transient nature, as intended, while recognizing the practical benefits that longer stays might offer. There was also a debate on how such changes could impact local infrastructure and services.

Some council members noted that visitors staying longer would contribute more significantly to the local economy, potentially spending more on goods and services, thus benefiting local businesses. Others questioned whether these economic benefits were substantial enough to justify possible zoning and regulatory changes.

After much deliberation, the council agreed to move forward with drafting an ordinance amendment. The proposed changes would permit stays of up to 9 months for 30% of the park’s capacity, subject to obtaining a conditional use permit. This approval was seen as a compromise ensuring that the park retained its core purpose while adapting to the operators’ needs. This motion for the ordinance amendment was met with a mixed response, with a vote of 4 in favor and 1 against. The motion carried, and the amendment will be formally voted on at the next meeting.

Sharon Downey moved to amend the code at the next meeting to change from 29 days to 9 months and 30% by conditional use permit. The motion was seconded by David Burton.

The vote was 4 ayes (Burton, Dean, Downey, Harris) and 1 nay (Topham). The motion carried.

**Discussion and Approval of Language to be Used in AJM Investments LLC Annexation Agreement**

Dallas Buckner, representing AJM Investments, presented details of their proposed annexation agreement at the council meeting. The agreement under discussion includes key aspects such as zoning, water rights, road improvements, parks, and open space requirements. Dallas elaborated on the developer's preference for zoning that would allow for a mix of densities, including specific zones marked for different types of housing, to ensure variety and compliance with future trends such as those encompassed by the "Rural Done Right" initiative. The variety aims to balance housing types, from lower density to more compact housing solutions, aligning with the broader city plan for balanced growth and diversity in housing.

One significant point of discussion was the handling of water rights. The initial city preference suggested either a total dedication of water rights upfront or correspondingly as subdivision applications are filed. However, the developer proposed a phased approach to water rights dedication. This approach entails initially dedicating 40 acre-feet of water to support up to 80 homes with additional water rights to be conveyed as further subdivisions occur. The council members deliberated on these water allocations, weighing city infrastructure needs against the developer's logistic capabilities.

Zoning was another critical topic with several options on the table. Dallas shared the developer's plans that proposed an intricate zoning designation across the 166-acre site, incorporating various densities to cater to a wide range of housing needs while adhering to density restrictions. The council extensively debated whether to agree on fixed zoning initially or to implement a density restriction to maintain alignment with the city's broader zoning expectations.

Regarding road improvements, the discussion focused on specific road access such as 200 North and City View Drive, which would provide necessary ingress and egress to the proposed development. The developer's plan suggested 200 North be improved initially, with subsequent development requiring a secondary access road. The council emphasized the importance of creating robust traffic infrastructure to address current and future needs, deliberating whether to bundle roads as an annexation requirement rather than a subdivision obligation.

A significant non-agreement was related to parks and open spaces. The city council sought clarity on the open space allocation, weighing the prospect of developing community assets like Valentine Peak Park over several dispersed pocket parks within the development. This led to considerations about fees and development responsibilities potentially offsetting anticipated parks contributions as the annexation advances.

The complexities and evolving circumstances of the agreement prompted the council to determine that more time and examination were necessary to finalize the language of the annexation agreement. Consequently, a work session was scheduled for April 23rd at 6 PM to delve into the comprehensive details and make informed decisions before any final ratification takes place. This decision underscores the council's dedication to thorough due diligence on agreements that impact Parowan City's future development trajectory.

Sharon Downey moved to table item number 14, discussion and approval of language to be used in AJM Investments LLC annexation agreement to April 23rd at 6 PM. The motion was seconded by David Burton. All voted in favor. The motion carried.

**Discussion on Legacy B Estates Planned Unit Development**

Brody Swanson presented the Legacy B Estates Planned Unit Development (PUD), discussing the creation of a manufactured home community designed to offer more affordable housing options by selling homes while retaining ownership of the land. This strategic model allows buyers to purchase homes at a lower price point without the high upfront costs of land ownership, facilitating affordability in a challenging real estate market.

**Discussion Highlights:**

* **Water Rights and Infrastructure Requirements:** There was significant discussion on how the development would meet the city's requirements, with the need to address when water rights should be dedicated due to its unique model of single ownership rather than subdividing. Brody agreed to work with the city on a development agreement detailing water rights dedication.
* **Lot Sizes and Density:** The council and Brody explored the benefits of the development's varied lot sizes within its overall layout. The PUD plan involves a phased infrastructure development process, which allows for gradual expansion and ensures effective community management.
* **Landscaping and Maintenance Responsibilities:** Brody's presentation emphasized the importance of quality landscaping and maintenance, aligning with community standards to maintain property value and aesthetic appeal. The discussion also touched on the developer's intent to offer landscaping services to homeowners, while allowing those interested in maintaining their properties the option to do so independently.
* **Financing Options for Manufactured Homes:** Options for financing remained a focal point, with Brody explaining that traditional and conventional loans are available for manufactured homes within the community. The financing terms, including interest rates and down payment requirements, were compared favorably against typical housing loans.
* **Community Amenities and Open Space:** Plans for community amenities like pickleball courts were highlighted, contributing to the development's appeal. Potential space for community play areas was considered, though much of the recreational activity might be absorbed by nearby facilities like Valentine Peak Sports Complex.
* **Long-term Ownership and Resale Considerations:** The potential for homes to appreciate in value was underscored, reflecting on Brody's personal experiences. The development model aims for buyers to build equity in their homes over time despite not owning the land. Discussion also touched on the resale process and the assurances available to tenants if the property ownership changes.

**Outcome:**

No formal action was taken during this work meeting. However, Dan Jessen suggested drafting a development agreement to capture the specific commitments and conditions discussed during the meeting. This agreement would address various logistical, legal, and operational aspects of the PUD. The item will return to council for potential approval in the next meeting, aiming to ensure all stakeholders are clear on the development's parameters and benefits.

**Reports, Updates, Old Business Follow Up**

Council members and staff provided various updates during the meeting:

**Rochelle Topham:** She highlighted the successful hiring of the new fire chief and mentioned that the theater board meeting, initially scheduled for the week, had to be rescheduled due to conflicts in schedules. Topham also expressed her excitement about future planning for theatrical events, which remain crucial for community development and engagement. Additionally, she noted the contributions of the newly appointed fire chief, emphasized the robust nature of the hiring process, and discussed the importance of community involvement in city governance.

**David Harris:** He provided a brief overview of the recent airport board meeting. While the specifics were not extensively covered, Harris hinted at exciting future developments and improvements planned for the local airport, enhancing transportation options and possibly driving economic growth in the region.

**John Dean:** He offered praise for the recent budget hearings, describing them as highly informative and enlightening. Dean emphasized that the hearings provided significant insights into the financial planning and strategic allocation of resources needed to meet the city's goals. The budget hearings were not only a gateway to understanding current fiscal conditions but also a critical step toward ensuring the efficient and effective use of public funds in future projects and initiatives.

**Sharon Downey:** She commended the linemen for their engaging demonstration at the elementary school. The demonstration was not only a practical display of electrical safety and the linemen's skills but also an educational opportunity for the students. Downey highlighted the importance of such community outreach programs in fostering awareness and understanding of city services.

**David Burton:** He extensively reported on various fronts, including historic preservation committee activities, planning and zoning updates, and the water recharge project timelines. He particularly noted the cemetery technology demonstrations highlighting the potential for innovative approaches in city operations. Burton's report provided a comprehensive look into the city's ongoing and future projects, reflecting a commitment to maintaining historical sites while also embracing technological advancements.

**Dan Jessen:** He mentioned the potential opening of a police officer position, hinting at an ongoing assessment of public safety needs and staffing requirements. Jessen also touched on ongoing work related to the city budget, emphasizing the importance of fiscal responsibility and strategic planning in maintaining city functions and facilitating growth.

**Callie Bassett:** She spoke about her recent attendance at the Utah Municipal Clerk's Association training. This experience offered valuable insights into best practices and new ideas to improve the efficiency and effectiveness of administrative tasks at the city level. Callie shared her intent to implement some of these learnings to enhance city operations.

**Mayor Mollie Halterman:** She discussed a range of upcoming events and projects aimed at strengthening community ties and promoting Parowan City. These include the eagerly anticipated Old Rock Church Days, scheduled UAMPS, and League of Cities and Towns meetings, as well as the State of the City address on May 6th. The mayor's updates underscored a busy and vibrant calendar of events designed to engage citizens, drive collaboration, and celebrate the city's unique identity.

**Closed Session (if needed)**

No closed session was held.

**Adjournment**

Sharon Downey made a motion to adjourn. David Burton seconded it. All voted in favor.

The meeting was adjourned at 10:34 p.m.

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Mollie Halterman, Mayor

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Callie Bassett, City Recorder

Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_