

# Town of Dutch John



P. O. Box 235

Dutch John, UT 84023

[www.dutchjohn.org](http://www.dutchjohn.org)

**NOTICE OF PUBLIC MEETING**  
**Dutch John Conference Hall**  
**Town Council Regular Meeting**  
**August 23, 2023 7:00 P.M.**

## MEETING AGENDA

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

**ATTENDANCE:** Trevor Brooksby, Terri Winn, Harriet Dickerson, Amy McDonald. Al Pulham, JD Guymon, online. Butch Johns. Mayor Sandy Kunkel excused.

### 1. CONSENT AGENDA

1.1 Minutes of meeting: August 9, and August 16, 2023

1.2 Business Licenses: None.

1.3 Expenditures: G&H Garbage \$2,997.00, Ashley Hodges \$1,040.00

1.4 Correspondence: Mayor approved drain pipe cleaning with Longhorn Construction, Mr. Brooksby explained Longhorn Construction was installing a new curb box on the west side of the road they are building. We discovered a storm drain that we did not know about or where the ending was. It was fully impacted with dirt so we asked Longhorn to clean the three storm drains there while they were doing their installation work. **Mitigation Workshop/Survey, Heidi Lundberg.** This was a survey sent from UBAG asking about things we needed. Mayor Kunkel and Ms. Dickerson completed this and sent on. The correspondence below is from Nate Zilles who wants to meet and discuss this survey. **DNR Ryan Mosley – Issues resolved.** Mr. Brooksby said we received a complaint from Ryan Mosley because when he came back from work his road was all tore up and he wasn't able to move his boat and other equipment to the DNA property. The situation is resolved now and Longhorn Construction has provided DNR a copy of their schedule so this will not happen again. **Mate Zilles (UBAG)** has requested to be on the agenda for meeting on September 13<sup>th</sup> to go over Survey Results discussed above.

**E-mail request to accept new member under law agreement.** Ms. Dickerson relayed that Mayor Kunkel asked that council members reply to this e-mail as soon as possible. Members believed Mayor Kunkel has the authority to respond for Council but individual members present expressed favorable comments and will reply.

1.5 Cicada Cove Escrow Release Funds. None.

Ms. Winn moved to accept the Consent Agenda with noted changes to the Minutes for August 9<sup>th</sup> and August 16<sup>th</sup>. Ms. Dickerson seconded. Motion passed unanimously.

### 2. PUBLIC COMMENT. None.

### 3. OLD BUSINESS

3.1 Maintenance Person Update – Discussion and Possible Action. Mr. Brooksby requested Ms. McDonald to put up on screen document received today from our attorney with his suggested changes. Basically he changed job title, making the person an employee rather than a contract. Applications will be sent to [info@dutchjohn.org](mailto:info@dutchjohn.org). Ms. McDonald said this will work. Mr. Herrington added language needed for part-time positions that says “working less than 20 hours a week on average”. So, although there will be times the person is required to work more than 20 hours in a week, there will be other times when he will work less than 20 hours and over the year the average should be less than 20 hours per week. Discussion followed regarding compensation based on experience. \$15.00 - \$20.00 seems fair to members and is a good salary. We are hoping someone local might apply. Mr. Pulham stressed we need to be sure the

person understands they need to work during critical times and couldn't say they had worked their hours and not work at a critical time. Mr. Brooksby said one council member will be appointed to supervise the individual.

Mr. Pulham moved that we proceed with the Part-Time maintenance position for the Town of Dutch John and get it posted as soon as possible. Ms. Winn seconded. Motion passed unanimously.

**3.2 Purchase of Town Landline/Answering Machine/Printer/Scanner – Discussion and possible action.** Ms. McDonald presented printer options. Long discussion followed with the general consensus seems to be a laeser printer. The phone options are very similar and not costly. Ms. McDonald will provide more picture details for next meeting and a decision will be made then. We will also have a firm quote from Union for that meeting.

**3.3 MOU with Dutch John Water and Sewer Department Update – Discussion and Possible Action.** A draft MOU agreement prepared by Ms. Winn, Mr. Brooksby and Ms. Kunkel was presented to Council to review/ suggest changes, additions and/or corrections. It was determined that this document should be forwarded to our attorney for consideration and final preparation which will also need to be reviewed by the attorney for the County.

#### **4. NEW BUSINESS**

**4.1 Roosevelt City Surplus auction successful bid. Discussion and Possisble Action -** Mr. Brooksby said we were successful with our Bid. Mayor Kunkel will get a cashier's check tomorrow and deliver to Roosevelt City. Mr. Brooksby has contact two people who might provide transport of this equipment from Roosevelt to Dutch John. David Richens is an excavator doing work currently in Dutch John. He quoted \$150/hr and estimated it would take 5 hours, so approximately \$750.00. Mr. Brooksby also spoke to his brother who runs Lariat Building out of Roosevelt and he quoted a price of \$300 to deliver. Ms. Winn moved to accept the bid for \$300 from Lariat Building to move the backhoe from Roosevelt to Dutch John. Ms. Dickerson seconded. Motion passed unanimously. Mr. Brooksby will follow up and make the arrangements.

**4.2 2024 Budget Amendment – Discussion and Possible Action.** Mc McDonald had provided a proposed Amendment to our Budget for review by Council. She explained the proposed changes and explained various items which could be changed to which line items. The major <sup>amount</sup> ~~about~~ was for purchased of the backhoe. Ms. McDonald said she and the Mayor had discussed changing the line item which contains the salary for Allen Parker. His hours are increasing by six hours per week for four weeks per month. Four hours will be salary and two will be mileage reimbursement. Ms. McDonald said we could set the public hearing for half hour before our next regular meeting on September 13<sup>th</sup>. Mr. Dickerson moved to set a public hearing for a budget amendment on the 13<sup>th</sup> of September prior to our regular meeting. Mr. Pulham seconded. Motion passed unanimously.

**4.3 Bid for Storm Drain/Ditch Cleaning – Discussion and Possible Action.** Mr. Brooksby brought a draft of this bid to the last meeting but it was not on the agenda so no discussion was conducted. Ms. McDonald put the draft copy up on the screen for review and discussion. Mr. Brooksby explained changes to that document. The first is not to allow bids by email at this time. This creates a security/confidentiality situation which we don't need. Proposals will be submitted to the Town Clerk and opened during the meeting. PDF files will be required. There are two areas included in the bid – one for 450' across from 5<sup>th</sup> Ave; and the other for 550 ft. on South Blvd. Maps are attached with the bid that give details of each. Ms. Winn moved to approve the Bid as finalized and post as required as soon as possible. Mr. Pulham seconded. Motion passed unanimously. Mr. Brooksby will provide Ms. Dickerson, Clerk, with the corrected copy for publishing and posting. He will also forward a copy to Longhorn Construction and R&B Construction, companies which have expressed interest in reviewing the same. It will also be published on the Utah Public Notice Website.

**4.4 Conference Hall Fridge, Fan etc. – Discussion and Possible Action.** Ms. Dickerson reported that because Mr. Parker will be coming up on a regular basis and others may be using the conference hall office for extended periods of time that we should discuss the possibility of purchasing either a small compact fridge or even a general stand alone

simple refrigerator. Mayor Kunkel also advised that the BOR tried to make the air conditioner work for their recent meeting but to no avail. We could also discuss obtaining a bid to fix it and determine the value of the current heating system as well. Ms. Winn explained if we commence doing more activities a regular size fridge would be very handy. Ms. McDonald will get prices on refrigerators, just order a regular small fan now. Mr. Brooksby will reach out to see if someone will come to evaluate the heating/air condition systems.

#### 5. MEETINGS / TRAINING / INFORMATION REPORT OUT

Review Meeting Calendar - The Community luncheon will be in Dutch John on the 11<sup>th</sup> of September. LEPC on the 14<sup>th</sup>.

Volunteer Fire Department – J. Guymon. Chief Guymon talked with Ashley Hodges about setting up a Chili Cookoff. He asked about the 28<sup>th</sup> of October. It appears to be a good date. Mr. Guymon would like to consider a block party in the street.

Mr. Brooksby asked about the status of the brush truck. Chief Guymon said it will put out a fire but he will take an inventory and see what items are still needed. Mr. Brooksby asked him to provide Council with a list of the needs and we will get them purchased for the department.

Chief Guymon reported Leonard Issacson is now the fourth member of the Fire & EMS District.

Chamber/Tourism/Entry Signs –

Planning & Zoning – A. McDonald - Ms. McDonald said the last meeting was canceled because of insufficient items to discuss. One of their goals will be to get it so all permits can be completed on line and submitted that way. Everyone felt this would be a good step.

Roads/Trails – T. Brooksby - Mr. Brooksby said the one-ton pickup now has four new tires. Mr. Pulham picked up the road patching materials we needed for filling holes. Short discussion of the procedure that needs to be followed to help the process. Mr. Pulham thanked Mr. Johns for his assistance in filling the hole at Ryan Mosley's house. He further said we need to find a place to store it where it would be accessible. Chief Guymon also said the problem at Ryan Mosley's house was serious and Mr. Johns did a great repair job. Thank you.

Buildings and Grounds – Air conditioner. Mr. Brooksby will reach out to a HVAC business and see if we can get a bid

Cemetery Board – T. Winn. Ms. Winn asked about turning the water down as it gets cooler. She said the Board has a meeting scheduled soon.

There being no further business, Ms. Winn moved to adjourn the meeting at 8:20. Ms. Dickerson seconded. Motion passed unanimously.

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Harriet Dickerson, Clerk.