

# Town of Dutch John



P. O. Box 235  
Dutch John, UT 84023  
[www.dutchjohn.org](http://www.dutchjohn.org)

**NOTICE OF PUBLIC MEETING**  
**Town Council Regular Meeting**  
**Dutch John Conference Hall**  
**November 8, 2023 7:00 P.M.**

## MEETING AGENDA

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

**ATTENDANCE:** Sandy Kunkel, Trevor Brooksby, Al Pulham (On line) Harriet Dickerson, Amy McDonald. Terri Winn excused. JayDee Guymon (On-line) Butch Johns, Evan Grover, Clint Morrill.

### 1. CONSENT AGENDA

**1.1 Minutes of meeting: October 25, 2023**

**1.2 Business Licenses:**

**1.3 Expenditures:** Daggett County \$652, G&H Garbage \$2,967.55, ULCT \$4,856.35, UELS \$385.00, R&D Excavating \$5,100.

**1.4 Correspondence:**

**1.5 Cicada Cove Escrow Release Funds:** Invoice #9 revised, \$75,154.77 Longhorn Construction  
Mr. Brooksby moved to accept the Consent Agenda with corrections to the Minutes. Ms. Dickerson seconded. Motion passed unanimously.

### 2. PUBLIC COMMENT. None

### 3. OLD BUSINESS

**3.1 Western Rivers Old Post Office Lease – Discussion and Possible Action.** Mayor Kunkel said lease has now been corrected and ready for signature. Mr. Lucas couldn't be here but is in agreement with the terms of the lease. Mr. Brooksby moved to approve the Western Rivers Old Post Office Lease agreement and get it signed. Mr. Pulham seconded. Motion passed unanimously.

**3.2 Town Maintenance Position Applicant – Update.** Council reviewed the Employment Contract prepared by Nathan Zilles. Several things on list aren't complete and Hodges out of Town so we can complete the missing items and have ready for signature for the meeting on November 29<sup>th</sup>. Mayor Kunkel discussed the prior question regarding the 20 hrs. and he didn't believe this would be a problem as it is the average of 20 hours so we shouldn't get ourselves in trouble if there were times when it is possible the 20 hours will be exceeded.

**3.3 Agreement for Town of DJ Use of Equipment and Personnel – Discussion and Possible Action** Ms. Dickerson presented the corrected copies of this agreement. It is ready for signature by Mayor Kunkel and can be put on the County Commission Agenda for next week for their signature as well.

**3.4 Snow removal letters – Update** Ms. Dickerson sent out approximately 80 letters. Only three had incorrect addresses and she needs to deliver letters to DWR, State Parks and USFS homes and this will be complete.

Mr. Brooksby said there is a trailer illegally parked on South Blvd. and he will post a notice on it so that it can be towed if it becomes necessary.

## **NEW BUSINESS**

**4.1 Burdick Materials proposal for temporary portable asphalt hot plant and associated materials storage located on the bluff just east of the Dutch John Airport – Discussion and possible action.** Evan Grover led this discussion. Burdick Materials has received the contract for road improvement from Little Hole to the Junction and then from Mile Marker 14 to Manila. In order to perform this contract they are requesting a lease from Daggett County to use land on the Northeast corner of the Dutch John airport to install a temporary portable asphalt hot plant. Permission from the Town of Dutch John is also required. Incredibly interesting discussion followed detailing all aspects of this project with Council members asking questions as to how this will affect our Town and particularly the use of the roads. (It was agreed that if this project moves forward, it will be a good idea to have a Town meeting for residents to learn all the specifics of this project and how they will affect the Town.) At the conclusion of the presentation, Mr. Brooksby moved to support the proposed project of Burdick Materials and proceed with necessary documentation by the Town and the County. Mr. Pulham seconded. Motion passed unanimously.

**4.2 Approval of new cemetery sign and storage shed – Discussion and possible action.** Mayor Kunkel presented a copy of the new sign the Cemetery Board is considering purchasing. Council members desire the original sign not be destroyed but find a new place. Regarding the shed, the materials have been donated and Ken Browning will build it. Mr. Collett is asking for approval of Town Council. Cost of the sign is approximately \$1595 and the shed \$3000. Providing the cemetery budget has sufficient money for these projects, Mr. Brooksby stressed, purchases must fit within budget and follow the Procurement Policy. If this is true, then Mr. Brooksby moved to approve the design of the new cemetery sign and the storage shed in the total amount of \$4,595.00 provided it fits within their budget. Mr. Pulham seconded. Motion passed unanimously. Mr. Pulham clarified that \$3,000 should allow for a shed to be built with quality and durability. Mr. Brooksby also clarified that labor costs must also be within their budget.

**4.3 Meeting Date Change/Addition for Election Canvass – Discussion and Action.** Mayor Kunkel said we have a meeting scheduled for the day before Thanksgiving – the 22<sup>nd</sup> and we could change the date of that meeting to the 29<sup>th</sup> or we can have two meetings. Ms. Dickerson said Brian Raymond has to conduct the canvass and his data has to be submitted to the State prior to our first scheduled meeting in December. He asked that we have ours on the 29<sup>th</sup>. After discussion, Mr. Brooksby moved to change the meeting date from November 22<sup>nd</sup> to November 29<sup>th</sup>. Mr. Pulham seconded. Motion passed unanimously.

**4.4 MOU from Mike Hansen regarding Subdivision Ordinance update – Discussion and Possible action.** Mayor Kunkel said that we had been waiting to see what Vernal was going to do but since it can be paid for by a grant and we have had such good service with Mike Hansen we should consider the MOU as presented. Mr. Brooksby had reviewed the document and it is something that we need to do to be in compliance with the new legislation. It is a subdivision plan and will only change that portion of the Ordinance and needs to work within our General Plan. Ms. McDonald believes the change will be minimal. Mayor Kunkel noted the State feels the changes are important enough that they are willing to pay for it. After further discussion, Mr. Brooksby moved to accept the MOU from

Mike Hansen regarding Subdivision Ordinance Update. Mr. Pulham seconded. Motion passed unanimously.

4.5 Christmas Thank you Cards for Volunteers – Discussion and Possible Action. Mayor Kunkel reminded us last year we gave volunteers a small money amount as a thank you for their efforts. Mr. Brooksby feels cards are better than cash. Mr. Pulham moved that we continue the Christmas Season recognition for our volunteers and others who support and give service to the City with a card in the amount discussed. Mr. Brooksby seconded. Motion passed unanimously. Mayor Kunkel said the amount will be \$50.00. There are possibly 10-12 firefighters and 5 Town Council and 3 Planning & Zoning.

4.6 Google Workspace Renewal – Discussion and Possible Action. Ms. McDonald said it is time to renew our Google Workspace account. It will give us more protection on storage and guidelines for keep information. Her recommendation is to stay with Google. Other Council members agreed. Discussion of keeping the vault followed. Ms. McDonald will forward members information on the vault. The vault adds \$32.00 more a month. Mr. Brooksby suggested we try it for a year and see if it meets our needs. Mr. Brooksby moved we renew our contract with Google Workstation at the Business Plus for 12 months for a total of One Thousand Six Hundred Eight-four dollars and 80/100. Mr. Pulham seconded. Motion carried unanimously.

## 5. MEETINGS / TRAINING / INFORMATION REPORT OUT

Review Meeting Calendar - Mayor Kunkel said we are having our local government meeting in Manila at 12:00 on Monday.

Volunteer Fire Department – J. Guymon – Chief Guymon reported on November 15<sup>th</sup> Tri County Health is having a specialized training at Western Park in Vernal from 4-7 p.m. It will be a table-top exercise and we are all invited but is especially for emergency management people. Chief Guymon expressed his thanks to everyone who helped with the Chili Cookoff. It went extremely well, particularly Amy McDonald and Jaris Poenisch.

He gave a reminder that Saturday the 18<sup>th</sup> they will be burning the burn pile.

Leonard Issacson filed and received a grant from which our department got two handyman jacks and new helmets for our structured fire and they look fantastic and we appreciate the grant. Mayor Kunkel said the grant was through the Emergency Management services organization. We also received some new radios. Chief Guymon reviewed all the items our department has received over the years.

Chief Guymon has purchased the fire blanket approved at the last meeting. He also got gifts for the firefighters – there are 10 on the list but one is moving from the area.

Mayor Kunkel again expressed our appreciation for all that they do.

Planning & Zoning – A. McDonald - Ms. McDonald said the Commission has been doing training which has been very informative and beneficial.

Roads/Trails – T. Brooksby. Update Mr. Brooksby said they did the final inspection walk through for the Kestral Circle Road today with Longhorn Construction, Paul Hawkes, Jack Lucas, Allen Parker, Sandy and Trevor. We had three items on a checklist that need completion. The street sign and stop sign are about a week out. Allen Parker will get final approval letter for signature by Council at our meeting on the 29<sup>th</sup> and that will trigger the start of the warranty period. We have a quote for storm drain for the big ditch. This was missed by everyone in the beginning but is necessary. Mr. Brooksby reviewed the quote for a total of \$8,700.00 He discussed with Jack Lucas that they would be willing to

pay 1/3 of the cost. He believes we should discuss also sharing the cost with Uintah Engineering and Sunrise Engineering who missed the necessity as well. Mayor Kunkel added for safety reasons this is absolutely necessary. We should put it on our next agenda item. Mayor Kunkel said as a Town we do have responsibility for the safety of our citizens. Hopefully Uintah Engineering and Sunrise Engineering will be willing to help with the cost.

Buildings/Grounds – Update. Beginning remodel discussion. Mayor Kunkel said today there was a drill evacuation with the School. It went well, but they suggested we purchase blinds for our windows as a precautionary measure.

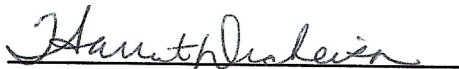
Mr. Brooksby reviewed the draft drawing he prepared to start the remodeling discussion. Lots of good ideas for consideration. We will need to follow current commercial building code for the improvements we intend to pursue.

Mayor Kunkel has news about the sign finally. It will probably be on #191 close to the entry into Town. There will be room to add our osprey. She is not sure of the placement coming from Rock Springs.

Cemetery – T. Winn

Election – Update – H. Dickerson. Ms. Dickerson reminded members who need to complete the Campaign Financial Form that she would like them by Friday so they can be submitted to the State and posted to our website. Ms. Dickerson reported that Monica and Cora Guymon have been hired by the County to handle to handle our ballots.

There being no further business, the meeting adjourned at 9:40.

A handwritten signature in cursive script, appearing to read "Harriet Dickerson", written over a horizontal line.

Harriet Dickerson, Clerk