Town of Dutch John
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NOTICE OF PUBLIC MEETING
Town Council Regular Meeting
Dutch John Conference Hall
November 13, 2024 7:00 p.m.

MINUTES FOR MEETING AGENDA

CALL TO ORDER / LEDGE OF ALLEGIANCE

ROLL CALL :	November 13,2024	Present	Absent	Excused
Mayor:	Butch Johns	X		
Council members:	Sandy Kunkel	X		
	Al Pulham	X		on-line
	Amy McDonald	X		
	Harriet Dickerson	X		

On-line: Allen Parker, Jack Lytle
Sydney Lamb, Tri County Health

1. CONSENT AGENDA
   - 1.1 Minutes of meeting: October 23,2024 – Corrections made.
   - 1.2 Business Licenses: Wes Tillman
   - 1.3 Expenditures: Voucher List No questions
   - 1.4 Correspondence: Letter sent to County requesting information on taxes.

Ms. Kunkel moved to approve the Consent Agenda with corrections to the Minutes. Ms. McDonald seconded. Motion passed unanimously.

2. COMMITTEE REPORTS – Mayor Johns reported there is no possibility for getting the CDBG (Community Development Block Grant) grant. In conversations with the State, Nate Zilles, Kevin Yak, they decided it would be a lot of work with very little opportunity of getting any money and our time is better spent in other areas.

3. PUBLIC COMMENT. None.

Before going to Old Business Mayor Johns said Sydney Lamb is here and would like to address Council. She was on the agenda originally but inadvertently removed. Ms. Lamb is the Public Information Officer at Tri County Health. She is trying to make sure they have a strong relationship with all of the cities and towns in their area. She asked if there were some ways they could support our community. Mayor Johns said he had received a call yesterday asking if there were any public health services available. We have a family that is homebound and two other families who would benefit from these services. Ms. Lamb said currently there are

Mr. Pulham commented he liked that it is simple and functional and he had no major concerns. He reiterated that he liked our current website with its own personality but hopefully we can modify this to also have a personality. Mr. Pulham asked where the company home base is and it is in Maine with a regional office in Colorado. Further discussion said we would have a log in to insert what "news" we wanted and Mayor Johns said the agenda part looks easy. Ms. McDonald said it has ADA compliance which we do not currently have. Ms. McDonald moved we use Town Cloud for our new website, going with the 3 yr. plan including the agenda option for administrators. Ms. Kunkel seconded. Motion passed unanimously.

5.3 Impact Fee – Planning Grant/Capital Facility Fee Grant/Zions Bank – Discussion and Possible Action. Allen Parker led the discussion. There were three areas we decided upon for impact fees: Storm water, streets, Public safety. One part of the public safety questions is resolved as to how we are going to approach it because the results of the election say we are not going to be part of the Fire District. First you need to establish a baseline standard taking the level of service we have right now. He has given us an estimate based on his experiences as to what it will cost to gather the information for this baseline. He contacted Zions Public Finance, Inc. and they have given us an estimate for $5,000 each for storm water and streets and $6,000 for public safety. The Public Safety study does not require a capital facilities plan because there is no large scale infrastructure required for this service. For streets and storm water capital facilities a plan needs to be in place. He has been looking for an engineering firm that has experience and knows the standards that are required. They will also look at future planning for us. All of this is required by State law. So, looking at a Capital Facilities Plan will substantially increase the expense. This should not be too discouraging because we have available to us is a CIB Planning Grant. This grant was established specifically for small communities like ours. You can get up to $100,000, including our match and it does not have to go to the CIB Board, it is just approved by staff. We can get this started in the Winter and in the Spring use that to set our impact fees. The grant has a 30% match. It is not a big deal for what we are trying to create. If we don't have something in place as development occurs, it will cost the Town a whole lot more to get things in place.

Mr. Parker wants to know the Council's feeling about the Zions proposal. Also, what are our feelings about filing for a Planning Grant.

Commissioner Lytle thinks the CIB grant is 50% not 30%. Ms. Kunkel said she believes we got a CIB Planning Grant when we wrote our General Plan and it was pretty reasonable.

Mayor Johns stressed that although there is a cost it is something we will get back over time which outweighs the money we put into it.

Ms. McDonald asked if we have any kind of estimate as to the cost of the engineering study. Mr. Parker replied that we won't know that until after we put out an RFP. It will be based on the assessment of the work-load and which areas that want them to do a capital facilities plan

none but she will talk to her Director about the issue. Ms. Kunkel asked if Ms. Lamb knew why the companies who used to provide service quit. Ms. Lamb said she heard it was because it wasn't financially reasonable. Ms. Kunkel said she believed they had certain criteria that were difficult to meet for some people needing service. Mr. Pulham asked if they had ever considered holding a vaccination clinic for those who might have difficulty getting to Vernal. Ms. Lamb said this was considered and they will continue to pursue it. Mayor Johns said we appreciated her coming to our meeting.

4. OLD BUSINESS

4.1 Public Hearing for Budget Amendment, Scheduled for Nov. 27th at 7:00 p.m. – Discussion and Possible Action. This public hearing will be between the work meeting and the regular meeting. Ms. McDonald explained the purpose of the amendment. When the State reviewed our 2025 submitted budget, the entire budget balanced, but the subcategories didn't. She adjusted the general fund income and expenditures so that each category balanced. Ms. Kunkel moved that we hold a public hearing for a budget amendment on November 27th at 7:00 p.m. Ms. Dickerson seconded. Motion passed unanimously.

4.2 Review Applications for Maintenance Position – Discussion and Possible Action
We had one applicant. Mayor Johns asked Council if they wanted to interview and Ms. Kunkel said yes as well as checking references. Ms. Kunkel asked if we wanted to wait for other applications. Mayor Johns said he was contacted by one person living at DJ Resort, but they never followed through with Ms. Dickerson. Mr. Pulham will be part of the hiring committee. It was decided that we will get references and check them and then set up an interview. Mayor Johns will follow up.

5. NEW BUSINESS

5.1 Radio Installation Cost, JayDee Guymon – Discussion and Possible Action
Mayor Johns reviewed that we need to get three new radios installed in our three trucks and because the cost will be more than $500, we need a motion to proceed. Chief Guymon reported he had talked with the people who will do the installation and got an updated cost: $300 per vehicle, $15.00 miscellaneous, as well as a per mile charge. Ms. McDonald moved That we authorize up to $1,500 for installation of radios. Ms. Kunkel seconded. Motion passed unanimously.

5.2 New Website Provider – Discussion and Possible Action. Mayor Johns asked if Council had reviewed the information from Town Cloud. Ms. McDonald said she liked the functionality of the website. It will be possible to add some of our individual pictures to make it our own, and it can probably be ready in approximately 2-3 weeks. She recapped the cost: $350 set up, $1,180 per year for 3 years for a total of $3,029.40.

for. Mr. Parker has a copy of one without fluff that was done for Panguitch and it is 150 pages. So, we need to apply for the CIB grant and then see what comes back as a final number. If we do not receive this grant, it will require another discussion about what we are trying to accomplish and will also determine how we write the RFP. Mr. Pulham said he feels Mr. Parker has done the research and we need to pursue this. He feels we are going the right direction.

5.4 PTIF Resolution- Discussion and Possible Action

Mayor Johns presented an authorization the State PTIF fund requires in order for the Town to open a second account which will be funded from our Enterprise fund. This Resolution will permit the Mayor and Amy to add/delete monies. For accounting purposes, it is necessary for these funds to be separate from our other account, hence the need for a second account. Ms. McDonald moved we approve the Public Entity Resolution required by the State of Utah to set up this new account. Mr. Pulham seconded. Motion passed unanimously.

5.5 Cox Campaign Sign question. Discussion Only.

The Town was contacted about a campaign sign being posted on our property. Ms. Dickerson said State law says that local governments shall permit persons to post a sign on public property. If the town has restrictions, then people must follow those, but people have the right to post signs on public property as long as they stay within the boundaries and easements. Mayor Johns said this was on the agenda to acknowledge receipt of the question and we will also look at the PnZ Ordinance and see what it says about signs. We can discuss it later.

5.6 Resolution for Articles of Incorporation establishing a Local Building Authority of The Town of Dutch John – Discussion and Possible Action

Mayor Johns said Council could have reviewed this document prior, but Ms. McDonald read the Resolution into the record. We are organizing a non-profit entity into which we will transfer our property and other assets. Ms. Kunkel asked the purpose for doing this. Mayor Johns stated this will allow us to have leverage when negotiating for capital projects which will benefit the Town. It will be particularly useful if we need to apply for a bond or other financing. Mike Harrington will be at our meeting on December 11th to explain everything. Mr. Parker added it is a tool that is used throughout the State to give entities a better way to manage and control assets. Passing the Resolution will allow our attorney to complete the application for an LBA and file the documents with the State. Ms. McDonald moved to approve Resolution 2024-08 Resolution to Create a Local Building Authority for the Town of Dutch John. Ms. Kunkel seconded. Motion passed unanimously.

5.7 Town Meeting Schedule for 2025 – Discussion and Possible Action.

Ms. Dickerson said we are required to file a copy of our meeting schedule with the State every year. The only change from last year is the addition of office hours. In reviewing the document there was an error and the correct days should be the 2nd and 4th Wednesdays of each month. Ms. McDonald moved to approve the proposed meeting schedule with the correction made. Ms. Kunkel seconded. Motion passed unanimously.

5.8 Christmas Appreciation – Discussion and Possible Action.
Ms. Dickerson said in the past at Christmas we have given the firefighters, members of this Council and members of the Planning & Zoning Commission gift cards for $50.00 and she believes we should do it this year. Ms. Kunkel asked if we have received the yearly donation from Bridger Valley Electric, but it has not been received yet. Ms. McDonald asked about the number of firefighters and Chief Guymon said 8. There are 5 Town Council Members and 5 members of Planning & Zoning and our Building Inspector, so the total is 19.
Mayor Johns said he would entertain a motion to provide appreciation gifts with the purchase of 19 gift cards for $50.00 and a Christmas card from the town to the individuals included above. Ms. Kunkel said so moved and Mr. Pulham seconded. Motion passed unanimously.

There being no further business, the meeting adjourned at 8:30 p.m.

Harriet Dickerson

Harriet Dickerson, Clerk