



Dutch John Town Council Work & Business Meeting

Minutes

Wednesday, June 25, 2025 at 6:00 pm

Meeting Address: Dutch John Community Building, 530 S. Blvd., Dutch John

Public access is available electronically. See <https://dutchjohn.org/electronic-meetings> for more details.

Work Items:

1. Call to Order / Pledge of Allegiance

Minutes:

- Call to Order - 6:03pm

Attendance - Butch Johns, Harriet Dickerson, Al Pulham, Sandy Kunkel, Amy McDonald, Allen Parker (online), Rachel Albritton

2. Airport Overlay

Minutes:

- Section 4A, number 6. New additions were added regarding a safety zone for fire trucks and emergency vehicles to get around.
- Harriet asked if this agreement covers future expansion. Butch clarified that this only covers the current airport but the Airport Master Plan written by Daggett County does focus on future growth.
- Allen believes overall this is a well throughout ordinance. He also reminded us that other town ordinances are living documents that can be adapted over time to accommodate growth and changes within the town.
- The next step is to send this over to Planning and Zoning for a recommendation.
- The RDA has also requested a copy of the draft ordinance for review.
- No comments. The Council is ok with sending the draft over to Planning and Zoning as well as to the County Commissioners.

3. Future Growth Plan

Minutes:

- Butch shared a map that Planning and Zoning marked up during their previous working session, showing potential zoning for future development. The area spans east of Little Hole Rd and Sixth Ave, extending past the storage units, then northward to 191 near the reservoir. It covers the Dutch John Draw area to the west, and then stretches south, down to 191 near the new Western Rivers Shop development.
- This update would be to only the future zoning map in the current general plan. The adoption of a new future zoning map will need to go through the public hearing process.
- Butch suggested that maybe in August there can be a meeting with the Town Council and the RDA to discuss future plans as an entire group.

4. Business License Ordinance

Minutes:

- The town currently does not have an ordinance related to issuing and managing business licenses. Nate provided the council with a draft ordinance that the Town can start with. Nate also made some recommendations on other ordinances that the Town may want to consider drafting and adopting.
- Sandy requested that this be placed on a future agenda to give the Council time to review the draft provided and develop recommendations for changes, additions, etc.

5. Financial Report

Minutes:

- There has been more funding for roads this year than anticipated.
- Al asked if the Freedom Festival Donations/Transfers is a working value. Amy stated that the value there is from both last year and this year because the Town's fiscal year begins on July 1. So donations are from July 1, 2024 - June 30, 2025.
- Sandy asked for clarification that Cemetery donations are actually donations and does not include plot sales. Amy confirmed that is correct.

Business Meeting:

6. Call to Order / Attendance

Minutes:

- Call to Order at 7:00pm

7. Roll Call

Minutes:

- Council and Town Members: Butch Johns, Harriet Dickerson, Al Pulham, Sandy Kunkel, Amy McDonald, Allen Parker (online), Rachel Albritton

8. Consent Agenda

Minutes:

Motion

- Amy made a motion to accept the consent agenda with corrections to the minutes. Harriet second. All in favor. No opposed.

a. Minutes of meeting: June 11, 2025 Meeting and Public Hearing**Minutes:**

- In the public hearing minutes, change Warren Hatch to Oran Hatch.

b. Business Licenses: Corey Hassell, Lindsay Christensen**c. Expenditures: Voucher List****d. Correspondence:****Minutes:**

- Conversations with Nate to get an example of a business license ordinance.
- Conversations with CIB on the grant proposal submissions.

9. Committee / Staff Reports**a. Mayor's Report****Minutes:**

- Butch had a meeting with Matt Tippet.
 - Butch stated he wants to keep moving the RDA negotiations forward for the land deal for the RDA land above the cemetery.
 - Potential to replace the green waste pile with a mulcher that could be reused. Sandy asked if you can do that with wood that has been treated. Treated wood should not be in that pile (although there is acknowledgement that it happens).
 - Al inquired whether the RDA could access county heavy equipment to assist with clearing waste piles near the cemetery, noting that the volume of debris exceeds the town's current capabilities. Butch argued that since the town is acquiring the land at no cost, it should absorb the cleanup expenses. Sandy supported Al's request, suggesting the county should partner in the effort, and added that the Bureau should also be involved given its contribution to the existing trash accumulation.
- Butch spoke with the town inspector last week. Matt has agreed to come up here three days a week, perhaps on off hours, to get inspections done.

b. Volunteer Fire Department**c. Planning and Zoning****Minutes:**

- It was confirmed that the contract states \$5500 / year for the first three years.
- Jessie Lassley's planner has reached out to Allen Parker and they have

been having some discussions on a subdivision plan for his commercial property. The development plan has changed to a subdivision with 47 lots. Al asked about a time frame. Allen thinks that construction on foundational infrastructure starting as soon as permits are given and lot development would begin in the spring.

d. Building and Grounds

Minutes:

- Al stated his gratitude to Dave McDonald for all of the mowing he has completed and his contribution to preparing the field for the freedom festival.
- Al also asked about the church yard which hasn't been mowed. He asked if the town mower can be used to mow the church lawn so that it is prepared for the freedom festival and pancake breakfast. There were no objections from the Council. Butch just wants Al to talk with the Bishop first for permission.

e. Cemetery

f. Freedom Festival: July 5, 2025

Minutes:

- The only thing left to do is a liability form.
- There will be two vendors coming up.

10. Public Comment

Minutes:

- No public comment.

11. Old Business

a. Conference Hall Remodel - Discussion and Possible Action

Minutes:

- Butch received a quote from the Vernal contractor for just over \$300k.
- Allen walked through the proposed floorplan and associated price breakdown. The size of the main room would stay roughly the same in order to accommodate community events. A server room, office space and restroom improvements would be made. Additionally a new roof, utilities etc. are also part of the estimate.
- Sandy is concerned about the north door. Allen stated that this would be fixed.
- The council will need to put together a detailed package and have it go out to bid.
- Butch stated that the cost of this could be covered in one of three ways:
 - Option 1: Through CIB. This option would be a gamble because approval / award would not be guaranteed.
 - Option 2: Take out a traditional bank loan.

- Option 3: Take money from PTIF and pay the money back to PTIF over 5 years plus interest.
- Butch feels that the Council should go with option three.
- Rachel inquired about the guarantees for keeping the project cost at (or near) the bid amount, noting that it's common for contractors to quote a certain price, only for the actual costs to be much higher. Butch explained that this depends on the details outlined in the final contract.

Motion

- Amy made the motion to allocate \$30K to begin the drafting of engineering plans noting that adjustments may need to be made for the FY2026 budget. Harriet second.
 - 3 for (Butch, Amy, and Harriet)
 - 2 against (Sandy and Al).

b. Contract for Amy McDonald - Discussion and Possible Action

Minutes:

- A draft contract, based on the template used for previous maintenance work, was presented as a starting point. The contract outlines the Town's growing needs, and it was agreed that Amy McDonald is a logical choice to fulfill these responsibilities.
- Amy's proposed compensation is \$22.50 per hour, with a weekly commitment of at least 20 hours and no more than 29.5 hours. She will establish set office hours and define a weekly maximum to ensure balanced time between her responsibilities with the Town and the school.
- Tentative office hours were proposed as:
 - Monday, Wednesday, Thursday, Friday: 9:00 AM – 2:00 PM
 - Tuesday: 2:00 PM – 6:00 PM -The official employment letter is still in progress.
- As a side note, Allen suggested that this may be a good time to develop a formal personnel policy. He mentioned knowing someone who could assist with this effort.

Motion

- Harriet made a motion to hire Amy McDonald to work in the conference hall with the above-listed schedule, from July 1 through August 13. She will be compensated at a rate of \$22.50 per hour and will be required to maintain a timesheet for accountability.
- Sandy seconded the motion.
- All voted in favor.
- Amy abstained from the vote.

c. Proposed Property Tax Update - Discussion Only

Minutes:

- There are (2) public notices that need to be posted in July.
- Amy got all the tax information from the County.

d. USDA Grant, Rural Development Water and Waste Disposal Loan and Grant Program - Discussion and Possible Action

Minutes:

- Butch made a recommendation to withdraw from the application process.
- Allen added that the program is not as good as originally perceived.

Motion

- Butch made a motion to withdraw from the grant process. Sandy second. All in favor. No opposed.

12. New Business

a. Request for Bid for a Used Utility Vehicle - Discussion and Possible Action

Minutes:

- Butch wants to advertise for a used utility vehicle (side-by-side).
- A bid request is needed for purchases for more than \$5k.

Motion

- Amy made a motion for everyone to come up with what is needed for a used utility vehicle work together to get the request posted on all available public forums. Sandy second. All in favor. No opposed.

13. Closed Session, if necessary* Pursuant to 52-4-20

14. Adjournment

Contact: Harriet Dickerson (hdickerson@dutchjohn.org 435-880-8042) | Minutes published on 08/28/2025, adopted on 08/27/2025


Deputy Clerk