



# **Dutch John Town Council Work & Business Meeting**

## **Minutes**

**Wednesday, October 22, 2025 at 6:15 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. Land Use Ordinance Updates**

#### **Minutes:**

- Work Session opened at 6:15pm
- Butch opened the work session with a discussion on ordinance conflicts specific to the construction of roads. There are inconsistencies in the ordinance regarding frontage roads. Allen will draft proposed revisions to unify the language, reflecting the Town Council's position that private roads should not be permitted. All roads providing public frontage must meet public road standards. Allen will submit the proposed changes to the Town Council for review and adoption; once approved, the ordinance will be returned to Planning and Zoning (PNZ) for final adoption and publication.
- The group discussed requirements related to driveways, including length, curb, and gutter standards.
- In regards to survey timing for PUDs and Subdivisions, surveys should be conducted after the concept plan and before the preliminary plan. This sequencing of this is unclear in the current ordinance and will need revision for clarification.
- Currently, there is no process for PNZ to verify completion of site improvements after a Certificate of Occupancy (CO) is issued. To address this, it is proposed that a temporary CO be issued for up to one year, allowing time to complete remaining site requirements. A final CO would then be issued once all improvements are finished. Allen will draft a proposal and present it to the Town Council for consideration.
- All proposed changes in Chapter 9 related to Accessory Dwelling Units (ADUs)

were approved. However, proposed changes in Chapter 10 concerning Short-Term Rentals (STRs) were rejected, as a new understanding of STR regulations has emerged since the original proposal.

- Work session closed at 6:57pm

## **Business Meeting:**

### **2. Call to Order / Pledge of Allegiance**

#### **Minutes:**

- Meeting called to order at 6:59 pm

### **3. Roll Call**

#### **Minutes:**

- Town Council: Butch Johns, Harriet Dickerson, Al Pulham, Sandy Kunkel, Amy McDonal.
- Town Staff: Allen Parker, Rachel Albritton
- Public: Katie Anderson (online, Town of Manilla), JayDee Guymon

### **4. Consent Agenda**

#### **Minutes:**

#### **Motion**

- Amy made a motion to accept the accept agenda with amendments to the Oct 8 minutes. Al second. All in favor. No opposed.

#### **a. Minutes of meeting: October 8, 2025**

##### **Minutes:**

- Amy asked why the October 8 minutes did not include information on the National Flood Insurance Program discussion. Rachel reviewed her notes and confirmed the omission was accidental. The minutes will be amended to include the missing information.

#### **b. Business Licenses: None**

#### **c. Expenditures: Voucher List**

##### **Minutes:**

- Sandy inquired about the payment to Vortex. The Town had issued the original payment, but it was not received. A stop payment was placed on the original check, and a new one was issued.

#### **d. Correspondence:**

##### **Minutes:**

- UDOT TPA Grant is reopened. Nate is asking if we want to apply again this year. Butch listed off several different grants that are available. The Council believes they should apply for the General Master Plan.

- Corey Auger: Money due as part of the Cooperative Wildlife System in the amount of \$379
- Wildfire Mitigation Fund: An application available for funding. Butch would like some funding to build a firebreak near the town dumpster.

#### **e. Financial Report**

##### **Minutes:**

- Al asked about the water overage at the cemetery.
- Al asked how the power bill could be reduced. The Council noted that the upcoming fire station remodel should lower costs by replacing outdated, energy-intensive systems with more efficient technology.

### **5. Committee / Staff Reports**

#### **a. Mayor's Report**

##### **Minutes:**

- UELS will be surveying the Public Works land and the cemetery. Its estimated that the survey for the cemetery will be \$3500 and the survey for the public works land will be \$2600.
- Sundrop Meeting: There was a meeting with the developers for the proposed Sundrop community today (October 22). The meeting was held today (Oct. 22). Developers plan to begin with 40 acres across from Guide-Row on South Blvd., extending to North Center Blvd. While there remains a small chance the project may not proceed, they are awaiting resolution of final RDA issues related to prior Participatory Agreements. Coordination with Planning and Zoning will be needed to address trail preservation.
- Airport development meeting Nov. 3rd: Discussion will be focused on how to move the plan for the airport forward. The focus is on the airport itself, not any additional development around it.
- Blueprint Steering Committee: The Blueprint Steering Committee, composed of county and town officials with input from local business owners, focuses on economic development in rural communities across the state. A workshop will be held on Dec. 3 at 6 p.m. to review the committee's document, followed by additional one-on-one interviews with business leaders and town officials. The final plan will require Town Council approval at the Dec. 10 meeting.
- Side-by-Side Purchase: Butch asked whether road funds could be used to buy equipment. Harriet confirmed they can, but anything purchased must be used solely for road maintenance—such as mowing and weed spraying along roadways. A new side-by-side is estimated to cost between \$10,000 and \$13,000, and if purchased through a designated state procurement website, the RFP process would not be required.

#### **b. Volunteer Fire Department**

##### **Minutes:**

- JayDee is currently focused on preparation for the Chili Cook-off.
- Training is planned for November, and JayDee is working on getting additional training lined up for Dec. and Jan.

**c. Planning and Zoning**

**Minutes:**

- Rachel noted that a staff report on the Ranch 8 concept plan had been submitted to the developers, who have since provided a rebuttal. She asked Allen about the next steps and whether a response would be issued before the upcoming Planning and Zoning meeting. Allen stated he is working with Mike Hansen to clarify the approval process and next steps, and confirmed that Ranch 8 will be included on the next Planning and Zoning agenda.

**d. Building and Grounds**

**Minutes:**

- Al asked for feedback on winter preparation, and dumpster maintenance as his last day is coming near.

**e. Cemetery**

**Minutes:**

- The cemetery has been winterized.
- New signage has arrived.
- Sandy will ask the school district if the mower and speed sign can be stored in the bus garage.

**f. Freedom Festival: July 4, 2026**

**Minutes:**

- Butch asked for a summary report of the 2025 event.

**6. Public Comment**

**Minutes:**

- Al received comments from town members regarding the Town's property tax. Butch said that residents are encouraged to bring comments to Town Council meetings.

**7. Old Business**

**a. Chili Cook Off October 25, 2025 6:00PM at Flaming Gorge Elementary School**

**Minutes:**

- \$10 in advance or \$20 the day of the event

**b. CIB Grant for Fire Station and EMS Remodel - Discussion Only**

**Minutes:**

- Butch has signed the papers and is waiting for state signatures.

## 8. New Business

### a. Compensation Ordinance - Discussion and Possible Action

#### Minutes:

- A public hearing was held earlier this evening, no public comment beyond Council members was received. Harriet read the ordinance aloud.

#### Motion

- Amy made a motion to accept the ordinance. Sandy second.

#### Discussion

- Sandy asked for clarification that if/when the compensation amount changes will the current ordinance be amended? It was clarified that the ordinance will be renewed annually, and any changes to the amount being paid to council members would require a public hearing as part of the renewal process.

#### Vote

- Butch Johns - yes
- Harriet Dickerson - yes
- Al Pulham - yes
- Sandy Kunkel - yes
- Amy McDonald - yes

The ordinance was signed and notarized.

### b. Daggett County Mitigation Resolution - Discussion and Possible Action

#### Minutes:

- Katie Anderson from the town of Manilla, gave an overview of the resolution.
- The resolution would assist the Town of Dutch John in the planning and preparation for potential hazards to protect public health, safety, and orderly growth. The Town worked with other local governments and organizations to create an all-hazards mitigation plan that meets FEMA's requirements. Having this approved plan makes the Town eligible for FEMA grant funding to help reduce risks. The Utah Division of Emergency Management supports this effort, and the Town believes approving the plan is in the best interest of the community.
- Harriet read it into the records.

#### Motion

- Sandy made a motion to approve the resolution. Amy seconded. All in favor

#### Votes

- Butch Johns - yes
- Harriet Dickerson - yes
- Sandy Kunkel - yes
- Al Pulham - yes
- Amy McDonald - yes

**c. Transfer Ownership of Land and Buildings Owned to the LBA - Discussion and Possible Action**

**Minutes:**

- Transfers all the real property that the town currently owns over to the Local Building Authority of the Town of Dutch John.
- During discussion, it was noticed that the “Big Lawn” was not on the list of properties. The document was updated and reprinted for signatures.
- Harriet read the resolution aloud for the record.
- Butch asked for all those in favor. All in favor, no opposed.

**d. Codification of Land Use Ordinances - Discussion and Possible Action**

**Minutes:**

- Allen explained that the codification process would consolidate all current ordinances into a single document. The Town can hire a codifier to vet, ensure internal consistency, and host the document online.
- Estimates for the work will be needed. -Sandy supported the initiative, noting that ordinances are fundamental to the Town’s authority and vision. Al added that it would be a significant benefit if an economical option can be found.
- The Council approved Allen moving forward with obtaining estimates.

**e. Cancel November 26th and December 24th Meetings - Discussion and Possible Action**

**Minutes:**

- These are both work meetings. Sandy made a motion to cancel the meetings. Al second. All in favor. No opposed.

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


**10. Adjournment**

**Minutes:**

- Meeting adjourned at 8:40pm.

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Contact: Harriet Dickerson (hdickerson@dutchjohn.org 435-880-8042) | Minutes published on 11/21/2025, adopted on 11/12/2025

  
Deputy Clerk