



Dutch John Town Council Work & Business Meeting

Minutes

Wednesday, February 25, 2026 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. Call to Order / Attendance

Minutes:

- Call to order at 6:15pm
- Council and Town Staff: Butch Johns, Harriet Dickerson, Sandy Kunkel, Amy McDonald, Rachel Albritton, Allen Parker
- Public: Peter Guinn, JayDee Guymon

2. Financial Report

Minutes:

- Amy proposed to move money from savings into the PTIF (Public Treasurers' Investment Fund) account to earn interest.
- The proposed transfer would put over \$1,000,000 in the general fund and \$365,000 in the road fund within the PTIF.
- It was noted that funds can be easily moved out of the PTIF

3. Budget for 2027 Fiscal year

Minutes:

Revenues

- Sales Tax: The projection for sales tax was deliberately low, based on the uncertainty following the COVID-19 period. Freedom Fest Donations: Anticipated donations would be included as revenue.
- TRT Money (Transient Room Tax): The town plans to ask for \$14,000 from the TRT committee for the 2026 fiscal year, up from the current \$6,000, citing

increased costs.

- Cemetery Board: The board is anticipating selling lots of burial permits.

Expenditures

Several expenditures items were reviews. Highlights included the following:

- Airport Management Partnership: Butch explained ongoing discussions with the County on a proposal for the town to become the managing partner of the airport, with Ken Campbell as an employee.
 - This would be an 18-month trial period.
 - The proposed budget commitment is \$30,000 for operations (wages) and \$12,000 for capital expenditures (e.g., grant matches).
 - The county has suggested they would match the town's financial contribution.
 - The new airport manager position would be an hourly, not a salaried, employee of the town.
- Crime Insurance: The council needs to budget for crime insurance to be added in lieu of being bonded as a treasurer, though the cost is not expected to be significant.
- Scholarship Fund: Amy proposed a new initiative to start a scholarship fund, either for a high school senior (\$500-\$1,000) or to fund an educational savings plan for an elementary student. Butch suggested to fund the program through a percentage of PTIF interest which was received favorably by all Council members.

Business Meeting, 7:00PM:

4. Call to Order / Pledge of Allegiance

Minutes:

- Call to order at 7pm

5. Roll Call

Minutes:

- Council and Town Staff: Butch Johns, Harriet Dickerson, Sandy Kunkel, Amy McDonald, Rachel Albritton, Allen Parker
- Public: JayDee Guymon, Peter Guinn, Leonard Isaacson, Michelle Miller

6. Consent Agenda

Minutes:

Motion

Harriet motioned to accept the consent agenda. Amy second. All in favor. No opposed.

a. Minutes of meeting: February 11, 2026 Regular Meeting and Public Hearing

Minutes:

- Minutes were accepted as presented.

b. Expenditures: Voucher List

Minutes:

- The voucher list was mistakenly left off the agenda. Amy will email this out for review.

c. Correspondence:

Minutes:

- Harriet got an email from the ULCT (Utah League of Cities and Towns) requesting the Town Council contact their representative, concerning a proposed bill regarding concerns mail-in ballot drop-off boxes. The bill, if passed, would require two poll workers and ID checks for anyone dropping off a ballot. The ULCT warns the bill is unfunded, which would force towns to pay poll worker salaries, eliminate their current drop-off system, and create logistical difficulties for voters. Harriet plans to write an email on the Town Council's behalf to Mr. Chew, urging him to vote against the bill.

7. Committee / Staff Reports

a. Mayor's Report

Minutes:

- Butch and Allen Parker will attend the county commission meeting next Tuesday to discuss three main items:
 - The Brownfields Grant for the public works yard and its ramifications under federal superfund laws.
 - An update on the minor subdivision code.
 - The budget money that was put in for the airport.
- It was realized that the council never formally approved the resolution and ordinance for adopting the NFIP plan back in October. This item will be placed on the agenda for the first meeting in March (March 11th) for action.

b. Volunteer Fire Department

Minutes:

- March is scheduled as a major training month, including the pack test and wildland refresher training.
- JayDee is applying for a state reimbursement grant for wildland fire gear (PPE, equipment, or training) to outfit the brush truck. The grant is due this Saturday.
- The Request for Proposals (RFP) for remodeling the fire station is "real close" to being finished and put out for bidding.
- There was a discussion about cleaning out the fire station (removing an unused oven, sofa, etc.) and potentially getting a separate dumpster for the non-essential items.
- The issue of a location to dump or pile up trees and limbs from town cleanup and sagebrush clearing was discussed, with the town's 10-acre

parcel being suggested as a possible location for an eventual burn.

c. Planning and Zoning

d. Building and Grounds

Minutes:

- The town is still waiting on the engineer for plans and the bidding process.
- A modification to the purchasing policy is needed to allow RFPs to be based on qualifications rather than solely cost.
- Ron Campbell confirmed the fence around town is his property but is negotiable if the town wants to take it down.

e. Cemetery

f. Freedom Festival: July 4, 2026

Minutes:

- Amy did talk with Nate about the previous meeting discussion. We do need to do an RFP.

g. America 250 Utah Celebration

8. Public Comment

Minutes:

- Leonard Isaacson, the County Emergency Management Manager, and Michelle Miller, came to advocate for better utilization of the County Emergency Management office and to discuss training requirements for Town Council members.
- Leonard Isaacson expressed a desire to be more involved, noting he had not been asked to help often and was only notified of a recent critical meeting a day or two before it occurred. He encouraged the Town Council to utilize the County Emergency Manager to provide input on issues in order to avoid communication failures, noting that Dutch John falls under the county's Emergency Operation Plan and Mitigation Plan.
- Michelle Miller stressed that cooperation and coordination are vital. She confirmed that any participation in grant funding from FEMA, which comes through their office, requires specific training in the National Incident Management System (NIMS). The training ensures that all parties are on the same page and are familiar with the language and processes involved.
- The recommendation from the FEMA website is to refresh the NIMS training every 3 to 5 years, as the courses (like IS 100) are continually updated.
- Training is recommended for all elected officials.
- Based on a quick reference, Michelle provided a list of specific Independent Study (IS) courses from the FEMA website recommended for senior and elected officials/policyholders (IS 240.c, 241.c, 242, 909, 706, 402).
- She also mentioned that for specific issues like the floodplain insurance program and flood risk mapping, there are "specific knowledge based" courses to ensure

officials are familiar with the language and processes.

- Michelle noted that an IS 402 class is being offered in March (March 26th) in the U-Bag area, led by instructor Jeremy Hills.
- The conversation also clarified the schedule for the Local Emergency Planning Committee (LEPC) and the Emergency Preparedness Planning Committee (EPPC). The two meetings have been combined and are now held quarterly, not monthly. The next LEPC meeting is scheduled for April 8th or 9th at noon.
- The EPPC specifically deals with fire-related projects, training, and resources involving groups like the Forest Service and BLM. It's a forum for regional groups to discuss issues and resource needs, which can lead to equipment requests being included in the State Homeland Security Program (SHSP) grant.

9. Old Business

10. New Business

- a. **Business Licenses: Spinner Fall Guide Service, Brody Jefferies, Daniel Prevedel, Hank Boehm, Curtis Brown Outfitting, Dead Drift Guides/Jeff Hoff, Eric Carlson Guide, Dark Water Fly Fishing/Tyler Root, Western Rise/James McGuirk, Lindsey Christensen, Garrett Morse, Wesley Tillmann**

Minutes:

- The council discussed concerns about guide services (fly-fishing) applying for business licenses under individual LLCs when they may be employees, and whether the town should be concerned with their permits from the DNR/Forest Service. The consensus was that the town's role is to enforce its own ordinance, which requires proper paperwork and fee payment, and that enforcement of guide permits is the responsibility of the DNR and Forest Service.

Motion

- Rachel motioned to accept all business applications that are paid or in pending. Sandy second. All in favor

- b. **Adoption of the Amended Consolidated Fee Schedule - Discussion and Possible Action**

Minutes:

- Harriet objects to the candidate filling fee and requested that it would be removed. Amy said the purpose of the fee would be to cover the administrative review and management of the necessary paperwork.
- Butch read the resolution aloud for the record.

Motion

- Amy made a motion to adopt the proposed consolidated fee schedule as written. Harriet second.

Vote

- Butch Johns - yes
- Harriet Dickerson - yes
- Sandy Kunkel - yes

- Amy McDonald - yes
- Rachel Albritton - yes

c. Ranch8 PUD Waiver Request - Discussion and Possible Action

Minutes:

- The Council discussed Ranch 8's request for waivers to exempt curb, gutter and sidewalks. P&Z's recommendation for approval was acknowledged, but the Town Council expressed significant concerns regarding the impact on the town's future look and infrastructure responsibilities.
- The primary concern raised by Butch was that the development's perimeter, specifically along North Boulevard, must conform to the town's established aesthetic and future plans. The Council emphasized that the curbs and sidewalks are what the town wants for continuity and safety, especially since the town is planning to re-pave and add curbs/sidewalks to North and South Boulevard using grant money.
- The Council stressed that the cost of improvements on the adjacent public-facing roads should not fall on the town, arguing that the developer must be required to install curbs and sidewalks along the entire back side of the property facing North Boulevard as well as their portions of the property along airport road. This is to prevent the town from having to use public funds for infrastructure that should be a developer's responsibility.
- Council members noted that other developers have been required to put in curbs and sidewalks, and that approving the full waiver could set an undesirable precedent that undermines the town's development standards.
- A discussion took place about potential limitations in the current code that might prevent the Council from requiring the perimeter improvements. A suggestion was made to prioritize modifying the town ordinance to explicitly require the desired curbs and sidewalks on the public-facing side to ensure the Council's will is legally enforceable.
- The Council is expected to take action on the waiver request at an upcoming meeting, likely with conditions requiring the installation of curbs and sidewalks along areas mentioned previously.

d. Subdivision Ordinance Amendments - Set Public Hearing

Minutes:

- A public hearing is set for March 11, at 6:30.


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

12. Adjournment

Minutes:

- Meeting adjourned at 8:48

Contact: Harriet Dickerson (hdickerson@dutchjohn.org 435-880-8042) | Minutes published on 03/18/2026, adopted on 03/11/2026



Deputy Clerk