



Dutch John Town Council Work & Business Meeting

Minutes

Wednesday, March 25, 2026 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. Employee Policy Manual

Minutes:

The council primarily focused on reviewing sections of the Employee Policy Manual, noting the document has been a long time in the making. Discussion included the benefit of adding an "adopted or approved" date to sections to help track future changes, similar to the planning and zoning ordinance. Amy noted that policies marked with an asterisk, such as those concerning comp time and Leaves of Absence, will need updating or will only apply once the town hires full-time employees. Key areas of focus included Employee relations, Employment records and Status, and Employee Benefits and Leave.

2. Financial Report

Minutes:

- The work session closed before reviewing the Financial Report.

3. Budget for 2027 Fiscal year

Minutes:

- The work session closed before reviewing the FY27 Budget.

Business Meeting, 7:00PM:

4. Call to Order / Pledge of Allegiance

Minutes:

- The meeting was called to order at 7:00pm

5. Roll Call

Minutes:

Town Council & Staff: Amy McDonald, Harriet Dickerson, Sandy Kunkel, Allen Parker
Public: Jamie Barrus (PNZ Committe Member), Peter Guinn, JayDee Guymon, Karen England, Gilbert Wall

6. Consent Agenda

Minutes:

Motion

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

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

Minutes:

- Minutes were accepted as presented.

b. Expenditures: Voucher List

Minutes:

- The voucher list was reviewed, noting payments to Timberline Engineering for the building project and Copeland Miles for Z counting, which is now required as the town is no longer in the small financial bracket.

c. Correspondence:

7. Committee / Staff Reports

a. Mayor's Report

b. Volunteer Fire Department

Minutes:

- JayDee reported that the fire engine failed certification due to a pump leak and water contamination in the transfer case. The estimated top-end cost for repair is between \$19,000 and \$21,000.
- An ISO survey went well, suggesting the town's ISO rating will decrease.
- JayDee and John Rauch were recertified in wild land firefighting, and the department is recruiting more volunteers.

c. Planning and Zoning

Minutes:

- PNZ held a special meeting to identify necessary fixes and clarifications for the town ordinance.

d. Building and Grounds

Minutes:

- An RFP for the building remodel has been issued to several builders and the town anticipates a competitive bidding process. The contract mandates substantial completion within 90 days of the notice to proceed. Bonding and insurance are required. No evidence of asbestos was found in the building during inspections by Matt and the engineer.

e. Cemetery

Minutes:

- Craig was contacted regarding next year's budget but has not held a committee meeting.

f. Freedom Festival: July 4, 2026

Minutes:

- Harriet is working to refine the RFP for fireworks.

g. America 250 Utah Celebration

Minutes:

- The celebration will be incorporated into an event on May 14th, which includes a dinner at the school and JayDee and John Martin's turkey shoot.

8. Public Comment

Minutes:

- Peter Guinn voiced strong disappointment regarding the proposed development permit moratorium. Representing the Ranch 8 development, he stated they have been working closely with PNZ for several months, invested significantly, and made design concessions. He argued that the project appears to be targeted, as they are the only party currently working on a PUD or subdivision, and implored the council to reject the PNZ's recommendation.
- Amy McDonald announced the Easter egg hunt, which will take place on April 4th at 10:00 AM around the town building, fire station, and school.

9. Old Business

a. Little Library Express Update, Karen England - Discussion Only

Minutes:

- Since its launch on October 21st, the program has logged 55 visits, averaging 12 visits a month.
- The proposed summer schedule (April 1st to September 30th) will move to the first Mondays of the month from 3:00 PM to 5:00 PM, maintaining two stops per month.
- Karen England plans to present a funding request for an actual bookmobile to the Uinta County Commission, a process which is expected to take about a year.
- Due to the town building remodel, the service will need a new summer location, with the school suggested as a possibility.

b. Designation of Emergency Manager - Discussion and Possible Action

Minutes:

Action on the MOU with Daggett County Emergency Management was postponed to allow for revisions. Mike reviewed the document and identified four necessary clarifications:

- Tighten up the vague reimbursement process.
- Add an additional point of contact besides the Mayor.
- Clarify that Dutch John personnel will participate in joint training "as available".
- Add "hold harmless language".

10. New Business

a. Business Licenses: David Bowers, Green River Drifters

Minutes:

Motion

- Amy made a motion to approve the business licenses for David Bowers and Green River Drifters. Sandy second. All in favor. No opposed.

b. Indian Trails Ranch, Gilbert Wall, Grazing - Discussion and Possible Action

Minutes:

- Gilbert Wall presented a proposal to graze cattle, equipped with GPS-based virtual fence collars, on the north side of the "little mountain" to help with fire prevention by keeping the grass down. The Town Council agreed to refer him to the Planning and Zoning Commission to request a modification in the Future Development ordinance for a temporary grazing allowance.

c. Fire Engine Work - Discussion and Possible Action

Minutes:

Motion

- Amy made a motion to have JayDee move forward with the necessary fire engine pump repair work, estimated to cost up to \$21,000. Sandy second. All in favor. No opposed.

d. Post Maintenance Worker Position - Discussion and Possible Action

Minutes:

Motion

- Sandy made a motion to post a seasonal maintenance worker position to handle various needs, including cleaning out culverts, mowing grass, moving equipment for the building remodel, and road patching. Harriet second. All in favor. No opposed.

e. Grating for Culvert - Discussion and Possible Action

Minutes:

Motion

- Sandy made a motion to hire a welder on a time and material basis to install grating on the blocked culvert outlet. Harriet second. All in favor. No opposed.
- Amy McDonald will contact Raymond Terry to get this done.

f. Development Permit Moratorium - Discussion and Possible Action

Minutes:

- The moratorium halts the acceptance, review, and approval of all new applications for PUD developments, large density subdivisions, and commercial and mixed-use developments town-wide.
- The moratorium will remain in effect for no more than 12 weeks from the date of adoption, or until a new ordinance is adopted, whichever occurs first.
- An exception is included for affected projects with approved final plans or vested rights prior to October 1, 2025. Additionally permits can be granted for remodels.
- Amy read the resolution aloud for the record.

Motion

- Sandy made a motion to accept the proposed moratorium. Harriet second.


Vote

- Butch Johns: yes
- Harriet Dickerson: yes
- Sandy Kunkel: yes
- Amy McDonald: yes
- Rachel Albritton: absent (excused)

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

12. Adjournment

Contact: Harriet Dickerson (hdickerson@dutchjohn.org 435-880-8042) | Minutes published on 04/12/2026, adopted on 04/08/2026


Deputy Clerk