

Town Council-Elect Work Session
Bluff Community Center
190 N 3rd East Street
Bluff, Utah 84512

Minutes
Modified and Approved 8/7/18

The mayor-elect and council-elect met Tuesday, July 31, 2018 at 4:00 pm in a working session that was open to the public.

Present were: Ann Leppanen-mayor elect, Brant Murray, Jim Sayers, Lu Hook, and Linda Sosa.

Meeting called to order at 4:03 pm.

AGENDA ITEMS

1. Approval of Minutes from the July 24, 2018 work session (Sosa).
Unanimously approved without changes or modifications. This agenda item should be on all subsequent agendas.
2. Incorporation update (Leppanen). The final local entity plat of Bluff, the Notice of Impending Boundary Action, and the letter from the Utah State Retirement System were all sent via express mail on July 31, 2018 to the Lt. Governor. The Lt. Governor's office should respond within 10 days if there are any deficiencies in the filing. Bluff may be able to incorporate as early as September but no later than the end of December. Leppanen will request Brad Bunker to print 2 more final local entity plats, one for the town and one for filing if needed. Leppanen will clarify if the map will be available through the GIS (Geographic Information System). The San Juan County recorder's office said the fee for recording the plat would be \$75.
3. Cost of consultant (Leppanen). The starting costs for a consultant to set up the town systems could not be quantified but the starting rate is in the thousands of dollars. Other towns have started up using volunteers and that is what Bluff will need to do.
4. Computer work with Lindsay (Leppanen). Lindsay Lutrell has been helping Leppanen with downloading the audios of the work sessions to a flash drive. Leppanen will submit an invoice of payments to Lindsay once the downloading process is assumed by one of the council and a computer.
5. Tech update (Sosa). Zander Lott and Sosa are waiting for Josh Ewing to return to Bluff so that they can meet and begin the process of transferring the Incorporation website to the town. Lott recommended to Sosa that the council purchase a PC and not a Mac system as the government entities interface primarily through PCs.
6. Fundraising update (Sosa). There is a small number of Bluff decals

- remaining. More decals should be ordered as the sale has helped with the fundraising effort. There is approximately \$2,100+ in the town incorporation fund. Sosa will talk to Josh Ewing who placed the initial order and submit another one.
7. Michael Haviken and Roads (Sayers). Michael Haviken provided a preliminary Roads Report along with an application to UDOT for funding of Class B or Class C Roads. There is pending legislation to begin to provide funding for Class D roads. Haviken reported there are no C roads within the boundary of Bluff. There are a total of 17.180551 miles of Class B roads and a total of 68.29987 miles of Class D roads within Bluff's boundaries. Sam Cantrell, the San Juan County Surveyor, has the capability to produce the road map but cannot do it without the approval of the San Juan County Commissioners. San Juan County has expressed an interest in taking over the following roads: portions of the San Juan Hill, lower Butler Wash, and the loop from 160 to 191. SJ County will only get the roads within Bluff's boundaries that Bluff wants to give them. Haviken has gathered more information than could be reported in his allotted time so the work session scheduled for Tuesday, August 14, 2018 will be dedicated to his presentation.
 8. Bluff Art Festival (Leppanen). Jocelyn and Dan Meyers are planning the 2018 BAF which is set for October 19-21. In order to have funding from the Eccles Foundation they require a letter from a 501c3 entity. The Business Owners of Bluff are a 501c6 and they can't accept that designation. A suggestion was made that they approach the Bluff Service Area but the council-elect as of this time does not have the authority to assist.
 9. Rules and Procedures of Order (Hook and Murray). Hook has been reviewing and working from the University of North Carolina's School of Government document which she has set up as a "google doc." Murray has been reviewing the Utah League of Cities and Towns document. Both will submit drafts to the council for review and comment. The council-elect will need to approve Rules of Procedure and Code of Conduct once seated which could be as early as the second week of September. A dedicated work session will be set for this document review.
 10. Other/new business. Hook raised the issue of "community comments" at the start of the work sessions and meetings. This should be added to the next week's work session agenda. The council-elect has asked to use the Bluff Community Center every Tuesday at 8:30 am for an hour and a half work session.

Meeting adjourned at 5:25 pm.

The next work session is Tuesday, August 7, 2018 at 8:30 am at the Bluff Community Center.

AKL/Sosa