

Bluff Town Council Meeting
November 5, 2019
Bluff Community Center at 6:00 p.m.
190 N 3rd East P.O. Box 324
Bluff UT 84512
435-672-9990

Regular meetings are held every Tuesday at 6:00 p.m. at the Bluff Community Center. Requests to be on the agenda may be submitted in writing to Ann Leppanen (ann@townofbluff.org) at least 4 days before the meeting. Agendas and minutes are posted at: townofbluff.org and audio, in addition, at the Utah Public Notice Website

Draft Minutes

The meeting started at 7:00 p.m.

Roll Call Mayor Ann K. Leppanen, Brant Murray, Luanne Hook, Jim Sayers, Linda Sosa

Approval of Regular Meeting Minutes from October 22, 2019

Murray motioned to approve the minutes, Hook seconded, and Leppanen, Hook, Murray, Sayers, and Sosa voted in favor.

Approval of Regular Meeting Minutes from October 29, 2019

Sayers motioned to approve the minutes, Murray seconded, and Leppanen, Hook, Murray, Sayers, and Sosa voted in favor.

Approval of Special Meeting Minutes from November 1, 2019

Murray motioned to approve the minutes, Leppanen seconded, and Leppanen, Murray and Sosa voted in favor, Sayers and Hook abstained.

Unfinished Business

1. Discussion of Special Meeting on November 1, 2019 on Transfer of Bluff Service Area Property Tax to the Town Council (All)

Leppanen explained in March we notify the County that we will start the Truth in Taxation rule. Leppanen will contact the accountant that works for the BSA and BWW and ask for a phone conference in December and to meet in January. She will ask for a fee schedule.

2. Discussion of Bob Springmeyer's Analysis of Financials for Purchase of Bluff Elementary School (All)

Springmeyer is concerned about our possible purchase and suggested asking more questions, getting a second financial opinion, consider the net monthly operational payment, and follow up with the CIB. Murray volunteered to help.

3. Date for Kickoff Meeting for Sunrise Engineering Project (Sayers)

Sayers reported that the Kick-off meeting is November 12th at 2 p.m. Jesse Ralph and Trenton Brown from Sunrise will lead it. Mary Jacobs from the CDBG has been invited but will not be able to attend. We will post flyers and on the town website and UPNW to inform the public.

5. Roads Update (Murray) Order changed

Murray reported he met with Michael Haviken and we will have to submit our revised application to UDOT at the end of November. This will include mileage for class C roads and road map updates. Haviken has requested costs for snow plowing and repaving from the County.

4. Application for an Open Account for Road Work (Leppanen)

LeGrand Johnson sent an application for credit so we can have an open account with them. They will charge us \$1,954.50 for the approach to the post office. Sayers motioned that

Leppanen sign the credit application, Murray seconded and Leppanen, Murray, Hook, Sayers, and Sosa voted in favor.

6. Interlocal Agreement Discussion with Chris McAnany on November 1, 2019 (Leppanen, Murray)

Chris McAnany set the revised Interlocal Agreement to Mack McDonald at the County and we need to get it back as soon as possible. Leppanen will ask to be on the next Commission agenda. It should cover us for several years.

7. Status of Business License Application Form (Hook)

Hook handed out copies of the application form she has been working on. There are two other drafts, one from Leppanen and one from Sosa and we will have a work session from 12 :00 p.m. to 1:00 p.m. to merge the three drafts. Murray suggested it be on one page. Leppanen wants it to include corporate information. We will send the final version to McAnany.

New Business

8. Need to Amend the Ordinance Index to Include "Signs" (All)

McAnany advised that we can make this addition and Hook will let P&Z know.

9. Report on Nov. 5th Commission Meeting

Leppanen reported the main business at the meeting was a resolution about a hot asphalt plant in Spanish Valley that did not pass for the lack of a second. Sosa reported that there was airport information from Kirk Nielson and he talked to Leppanen about sharing information with us.

10. Report on Mexican Water Chapter House Rally (Leppanen, Sosa)

Leppanen reported that there was a nice turnout from Bluff and the room was packed. She was asked to speak and noted that the Commission is working hard and working well together and we need to keep moving forward.

11. Planning & Zoning, Water, Updates

We need to get copies of recommendations and of action items from P&Z.

11a. Report on Land Use Training in Moab on November 2nd (Leppanen, Hook, Sosa)

Hook reported that we received lots of helpful information. Leppanen recommended that other council members and P&Z listen online to the part about meeting procedures, in the last hour of four. Johnny Miller showed a sample agenda that separated administrative and legislative parts of a meeting. He explained that if something is not on our agenda it should not be discussed. To do so is a violation of the Open Meetings Act. Public comment violates the Open Meetings Act but citizens can get on the agenda to be heard. The Council will work on aligning our agenda and has removed Public Comments for now. Murray stated we need to figure out how to do things legally. Leppanen reminded that the public can speak at work sessions. She sets the agenda and has always included submissions from others.

12. Report on Meeting with the Bluff Community Center Manager on October 31, 2019 and Meeting with the Chair of the Bluff Service Area Regarding Supervision of Employees (Sosa/Leppanen)

Topics covered with Carol Shook include: contracts and leases will need to be revised to reflect the Town of Bluff not the BSA. A security deposit needs to be added to the CC contracts because we have AV equipment and kitchen items that could be damaged or lost. While we need to update job descriptions. The Council has not told employees that their jobs are over at the end of December. This is a rumor. We need to create a form to cover people who volunteer on projects and inform our insurance carrier as needed so they are covered. Shook asked if the Council would allow her to buy tablecloths and it will be put on the agenda.

13. Open Accounts of the Bluff Service Area and Decision Which Ones to Close/Transfer (Sosa/Leppanen)

We need to get a list of open accounts and decide whether to close them or not. The Ace Hardware account could be transferred into the Town name, which will retain the history of parts, paint, etc.

14. Town Rip Map (All)

Sosa passed around a draft copy of the RIP map the BOB is creating through the Economic Development Board. It will be helpful for motel owners to give to their guests. Leppanen explained that we value tourism in our town and because of priorities, legal and financial that support the infrastructure needed for residents and tourists this first year and a half of incorporation, we have been unable to put very much time into tourism.

15. Request for Approval for Purchase of a Building Permit Stamp (Leppanen)

Sayers made a motion to allow Leppanen to purchase a stamp for building permits and other needed stamps, Murray seconded and Leppanen, Hook, Sosa, Sayers, and Murray voted in favor.

16. Request for Approval for Purchase of Tablecloths (Leppanen)

Sayers motioned to the CC manager but 12 tablecloths at \$12 each, Murray seconded and Sayers, Murray, Sosa and Hook voted in favor, Leppanen opposed. Sosa and Leppanen suggested we set policy about what the CC provides. We are trying to improve the wi-fi capability and are encountering problems with meeting with the service man and the BSA bill payment. Leppanen made an emergency purchase so the CC would have internet for a rental on the 7th. Sayers motioned to approve pay for a booster to increase the wi-fi signal, Murray seconded, and Leppanen, Murray, Hook, Sayers, and Sosa voted in favor.

17. Utah Office of Tourism Board Meeting on November 8, 2019

Leppanen will speak at the dinner the night before. The meeting starts at 10:00 a.m. Murray suggested the traffic problems during the Solstice Burn be put on the next agenda. He will check with UDOT about traffic control.

18. Transfer of Utilities to the Town of Bluff, Need to Redo the Senior Center Lease, Job Descriptions for Employees Needed, Policies for Use of Bluff Community Center/West Park/Kitchen/Pavilion (All)

Linda Richmond, BSA Financial Officer, has given Murray copies of utility letter transferring from the BSA to Town. Murray and Sosa will work on the Council letters for the transfer and bring them to the next meeting. Next week we will also discuss the senior center lease, job descriptions, rate of pay, and policies.

Adjourned at 7:29 p.m.

Linda Sosa Recording Officer