

Bluff Town Council Work Session **Draft Minutes**

April 6, 2021

Bluff Community Center at 9:00 a.m.

190 N 3rd East P.O. Box 324

435-672-9990

Regular meetings are held the first three Tuesdays of every month 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

This meeting was held electronically

Draft Minutes

The meeting started at 9:01 a.m.

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

1. Review and Revise Code of Conduct and Policies and Procedures

Leppanen explained that she has been working on this and needs to include procedures for electronic meetings. She referenced the Robert's Rules package that has samples of rules for electronic meetings and will send that section to Council members. It covers a wide variety of things that can come up. We can check to see what other towns do. She sent an inquiry to NetForce about their onsite training and hasn't heard back; Sayers will follow up with them. We would like to have it up and running by May 1st. Leppanen suggested using the CC address as home base.

2. Discuss and Review Record Keeping Protocol

Leppanen explained the Town has been following State protocol with record keeping, recordings, retentions and GRAMA but we need to adopt a specific policy ordinance. Chris McAnany is working on the ordinance. Leppanen suggested accepting the State Records Management Essentials for Government in whole, although we could change parts of it. Leppanen sent the document to the Council members. Questions included, how do we retain records and email records and how do we pass off information as the Council changes. Leppanen will talk to the State Records and Archives about doing a training for us.

3. Discuss Speed Enforcement and Utah Department of Transportation Projects (driver feedback signs/signage)

At tonight's meeting Sgt. Charlie Taylor of the Utah Highway Patrol will speak to the Council about speed enforcement and what the County and State can offer the Town. Murray would like to know how he patrols. Hook reported Taylor had talked with her earlier about what she felt were problems. She pointed out the hours of 4 p.m. to 8 p.m. were important because kids and pedestrians were most active then, especially tourists walking to restaurants. Sosa suggested 9:00 or 10:00 p.m. so tourists have time to walk back to their motel after dinner. Murray suggested we live in a 4-state area and our interest is stopping speeding, not stopping cars for things like window tints that may be legal in a different state. Or cars with out of state license plates. Leppanen reported the driver feedback signs from UDOT should be delivered in the next 30 days and we need to decide if we want solar, which is movable or electric which is not. If the Council decides solar a maintenance plan will be needed to check the batteries. Leppanen would like to do a ride-along with a deputy. UDOT is upgrading the Sand Island turn with signage and lighting to enhance safety.

4. Discuss Alleys v Roads and Policy in Addressing Alleys and Roads

Leppanen reported she has received the deed for the alleys but it needs to be signed off by the County Commissioners. She spent an afternoon going over the deed with the alley survey prepared by Sam Cantrell, Country Surveyor, and thought it looked good, as did McAnany. It shows which alleys have been previously legally transferred. All the rest are transferred to the Town. It is on the County agenda for April 20th, then the Council will discuss policy for alleys. Cantrell included a memo he had given a previous County Commission explaining how and why alleys were created, they were for the good of the public and should not be given away. For clarification Leppanen explained whether something is a road or alley it is deeded to the Town. There are several roads in Town that have not been graveled or maintained but they are still class C roads. The County had road improvement funds over the years and chose not to do much in Bluff. The Roads committee is working to improve roads. Two containers blocking Coral Sands are in the process of being removed.

5. Mosquito Abatement

Murray is working on a town tire roundup to remove old tires that are ideal hatching places for mosquitos. Jackie Warren is supplying him with materials and information for

mosquito abatement. Included are monthly State conference calls, training to become a noncommercial applicator through USU, and information about the larvicide used. It is not harmful to birds and cannot be used on BLM land or private property without the owner's approval. They will post a Town flyer about how to avoid mosquitos' outbreaks on private property.

6. Policies for BCC, Fire Mesa Kitchen, and Pavilion

Leppanen reported we are getting requests for use of these facilities that have been closed. One request for the pavilion and kitchen did not follow masking, did not social distance and exceeded the number of participants expected. This will be discussed at tonight's meeting. Murray and Sosa felt June 1st was a good goal for opening, especially with new variants of covid. Policy discussed included requests continuing to go to the CC manager, who would explain they are closed, and then to the Council to be put on the agenda for a decision if a variance is requested.

7. Other

Hook will meet with the claims adjuster on the CC roof this afternoon.

Leppanen will attend the P&Z meeting for Hook.

Sayers motioned to adjourn at 10:31 a.m., Murray seconded and Leppanen, Hook, Sosa, Sayers and Murray voted in favor.

Linda Sosa Recording Officer

This meeting took place electronically in order to follow the social distancing guidelines given by state and local authorities. The public was able to connect and participate electronically.

For requests to receive emails/meeting invitations email linda@townofbluff.org