

Bluff Town Council Work Session Minutes

May 4, 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

The meeting started at 9:01 a.m.

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

4. Discussion of Bluff's Planning and Zoning Proposed Ordinance for Short Term Rentals

Amanda Podmore presented the ordinance from P&Z and explained some of the thought behind it. The purpose of the ordinance is to get ahead of problems that could come up and enhance housing options for the Town. It applies to residential zones only. She explained this is for 20 permits, a wait list and that permits are nontransferable. The ordinance explains the definition of different types property, size of lots, number of permits, terminations and other requirements. The draft ordinance is available on the Town website. Sayers asked about parking, setbacks, and noise regulations and Podmore said those were addressed in Town ordinances. Leppanen noted if there are 20 permits and each of those could have up to three units on their property that total 60 units, which is quite high. Sosa felt each unit that could be rented should count as one, a house with three rentable spaces would count as three units, not one house. Podmore reported there are currently 13 to 14 units. Property must be ready to rent when applying for a permit to discourage speculation. The Town will need to create an application and permit. Leppanen will check with Chris McAnany for his recommendations. She and the Council thanked P&Z for their hard work.

2. Discussion of Rules of Conduct, Order, and Procedure

Leppanen went through possible changes with the Council. The Council agreed to:

Allow the meeting to be chaired by someone electronically;

Create an ordinance concerning votes required for debt and transfer of funds or property;

Drop refrain from offensive language since disruptive behavior is already covered;

Remove words debatable appeal since they are not clear;

Remove the need for written motions in advance of a meeting; and

Change the date of the changes to June 1, 2021.

This will be on next week's agenda for approval.

The revised document will be published on the Town website.

3. Discussion of Tentative 2022 Budget (Draft)

Leppanen reported she and Sosa had been working on the budget and will meet with Linda Richmond and our accountant Jon Haderlie later in the week. She is projecting \$256,163 in revenue for 2022 based on the 2021 fiscal year. This includes Roads funding. At this point there is \$40,000 to \$50,000 more revenue than expenditures. She suggested several options to deal with the surplus:

Increase capital projects funds and add another capital project;

Increase miscellaneous funds;

Move the surplus into 2022 and find ways to spend it;

Buy six laptops, as recommended by NetForce.

Hook pointed out some grants require matching funds some could be held in reserve for that need. Expenditures have been added to the budget for a bookkeeper and part time Town manager, who could become full time. Leppanen explained the Town will be receiving American Family Act revenue and it will be more than the CARES Act funding of \$21,000. We will have three years to spend it and suggested hiring a consultant to manage the fund. The CARES act funds took a great deal of time. We do not know what it can be spent on but the purpose is mitigating problems caused by covid. Sayers suggested a task force for needs analysis.

5. Status and Discussion of West Park Maintenance, Water Issues, and Bluff Community Center Repair

Sosa talked to Dudley Beck and Paul Martini about their recommendations for replacing the drip system at West Park. Beck has been watering the 13 to 14 trees there for years and is watering it manually since there is ongoing drip line breakage. Martini has installed drip systems professionally and recommended Netafin which is self-cleaning and very long lasting. He will supply the Council with a quote. We will need to borrow or rent a lawn edger to dig a two-inch trench for the line. Sosa also talked to Steve Helgerson who suggested cleaning up the Bar Well and other properties, cleaning culverts, and other improvements. Sosa suggested there is a need but we would need to differentiate the Town's and property owner's responsibilities. Leppanen was called to investigate a water leak near the Church and the property next door. It is near the hydrant and Emery's work but Leppanen felt it was not a Town issue. Helgerson was working with them. Leppanen asked Sayers to contact the insurance adjuster for the CC skylight to see detail about the scope of the work and possible damage to the Senior Citizen Center HVAC. The opening bar for the front door may or may not work and one wall in the Mayor's office is ready to paint as is the archive room.

6. Rights of Nature Presentation Discussion

It was a good presentation and we will discuss the resolution at a future meeting.

7. ULCT Annual Membership Dues Increase for 2021-2022

Leppanen explained dues are determined by population and last year they were frozen at \$134 because of covid. This year ULGT voted to charge a minimum of \$500 to offset the amount of work David Church does for small towns. Leppanen expressed frustration because we have tried to get advice from Church but he has never returned our calls. Sayers noted ULGT does lobby the legislature for small towns, who seem to be assaulted by the legislature. The Council agreed with Leppanen calling Cameron Diehl, the director, about how David Church's help is not an appropriate reason to triple our fee.

1. Discussion on Policy and Procedures for the Town of Bluff Alleys

Leppanen reported we are still waiting on direction from McAnany, he is writing policy for the Town to move forward. Murray suggested we do not give away deeds to alleys and revisit it in a year, Sosa agreed. Sayers said there are some alleys that have never had utilities and the land does generate taxes. He suggested we consider some policy points and will send Council members some ideas. Hook suggested an alley could be needed for a leach field. Murray suggested driving around and looking at alleys. Leppanen suggested we look at the requests that have been sitting at the County, look at alleys where the Fire Department has reported blockage that needs removal and table this until we have heard from McAnany.

8. Other

Hook congratulated Molly Schmidt at Design/Build/Bluff on being awarded the Citizens' Institute on Rural Design (CIRD) team grant. We have two days to decide to accept it. Hook will update the Council.

Sayers motioned to adjourn at 10:46 a.m., Hook seconded and Leppanen, Sosa, Hook, and Sayers voted in favor. Murray left a few minutes earlier for an appointment.

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