

## Bluff Town Council Regular Meeting Minutes

June 1, 2021

Bluff Community Center at 6:00 p.m.

190 N 3<sup>rd</sup> 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 6:01 p.m.

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

Approval of Bluff Town Council Meeting Minutes of May 18, 2021

Murray motioned to approve with one modification in Hook's report on BWW, Sayers seconded and Leppanen, Hook, Murray, Sosa, and Sayers voted in favor

Approval of Bluff Town Council 2022 Tentative Budget Hearing of May 25, 2021

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

Approval of Bluff Town Council Work Session of May 25, 2021

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

### Unfinished Business

#### **1. Report on Bluff's Wildfire Preparedness Plan Presentation on May 20, 2021 (All)**

Leppanen reported the meeting had a good turnout, about 30 people. Chief Lott and Duncan Fuchise are continuing to work on the State mandated preparedness plan and she has helped by supplying some basic facts for the draft.

#### **2. Report on Emergency Operations Plan (Leppanen)**

Leppanen attended with Chief Lott on May 26<sup>th</sup> and this looks at other areas of emergency preparedness. For Bluff they are considering evacuation routes, how to evacuate the school, a toxic spill, flooding, etc. Our own plan fits under the County plan, then State plan and finally FIMA, if needed. The State has mandated entities create and maintain a plan and it is due July 1<sup>st</sup>. It will not be finished by then but we are still protected under the County plan. Anyone aware of other hazards is encouraged to inform them.

#### **3. Report on Citizens Institute for Rural Design (CIRD) Meeting on May 26, 2021 (Hook)**

Hook reported this first meeting was attended by Sayers, Malyssa Egge, Molly Schmidt, Adrienne Caesar, and Hook. They worked with others in breakout groups. Hook found it very helpful and said more could join if interested. It lasts for 18 months.

#### **4. Discussion and Vote on Hotline Policy for the Town of Bluff (Leppanen)**

#### **5. Discussion and Vote on the Town of Bluff's Credit Card Policy (Leppanen)**

Leppanen explained that #4 and #5 are from the ULCT handbook and the State Auditor and give us risk management points. Murray motioned to approve the Hotline and Credit Card policies, Hook seconded and Leppanen, Hook, Sayers, Murray and Sosa voted in favor.

**6. Reminder of Declaration of Candidacy for Office 2022 - 2025 (Leppanen)**

Hook was in the office this afternoon and the office will be open from 8 a.m. to 5 p.m. the rest of the week. Tuesday the 7<sup>th</sup> is the last day and it is cut off at 5:00 p.m.

**7. Discussion and Vote on Short-Term Rental Regulations, Fees for STR Permits and Business Licenses, and Revisions to Business Licenses and Ordinance (All)**

Chris McAnany had sent a draft ordinance. Bob Springmeyer had sent Hook a description of the way Springdale was dealing with STR, current ones are grandfathered in and if they are sold they go back to being a residential area. Eventually STRs would only be in commercial areas. They could be rented out for a period of longer than 30 days. The Council thought this simplified some issues and decided to ask McAnany to redraft that portion. This will be part of a Work Session on the 7<sup>th</sup> at 10:00 a.m. and the Council will be able to compare both drafts. The budgets will also be part of the Work Session.

The meeting stopped to change the recorder batteries.

**8. Report on American Rescue Plan Act (ARPA) (Leppanen)**

Leppanen explained we could receive these funds this fiscal year or next, causing her to have to change one of the budgets. She attempted to get the State to recognize our population is 262 not 245 but they insist on 245 because CARES funding was based on 245. Leppanen recommended trainings and reading about regulations and pointed out ULCT has a FAQ on their website.

**9. Discussion and Vote on "Rights of Nature Resolution" (Leppanen)**

Leppanen finished a rough draft and will add it to the work session, Sayers suggested it conforms to the General Plan. Leppanen said the goal is to protect with a soft standard the water and other parts of nature we appreciate.

**10. Follow up: Status on NetForce/Bluff Community Center Wiring (Sayers); Approval for Payment for the Wiring (Leppanen); Tire Removal Plan (Murray); Spraying the Bluff Community Center (Hook); Special Pilot Program Training by the Utah Local Governments Trust (Sayers); Sun Roof Repair**

Sayers reported Northern Electric is coming to install outlets for the NetForce equipment which will cost in the \$1200 to \$1500 range. Tri-Hurst will fix the skylight, and the Recycle Trailer need its wiring fixed. Murray motioned to approve all these projects, Sayers seconded and Leppanen, Hook, Sayers, Murray and Sosa voted in favor. Murray will report back on the tire removal. He and Jackie Warren are working on compliance requirements for distributing pellets. Hook reported spraying the building and ants could be done professionally for \$80 a month. She will check to see if it could be done every other month with a pause in the winter.

**11. Tourism Tax Advisory Board Meeting of May 24<sup>th</sup>, 2021 (Jen Davila)**

Davila reported on the first meeting of the year. Relic, a promotion company the County has been using, presented a slideshow on areas they are targeting and how they are targeting them using mass media. State visitation is way up and visitors are being encouraged to go to State parks because on congestion at Arches, for example. Allison Yamamoto-Sparks with San Juan County Economic Development is working with BEEC and the Fort to get information about local resources available.

**12. Request from the CC Manager to Allow the Yoga Class to Meet in the East Side of the Gym and 4-H Class to Use Space for June Robotics Class (Sosa)**

It was decided for June the east part of the CC could be used for yoga and the 4-H class. They are capped at 10 people and we will consider a larger opening in July. The Food Pantry is in the process of emptying out the west part of the gym.

## **New Business**

### **13. GRAMA Request (Sosa)**

Sosa received a GRAMA request for information on property that is out of compliance with weed and property maintenance ordinances. She wrote to them that we are a new town and do not have that kind of ordinance. The letter was returned. She called them and got an answering machine that turned off in 10 seconds. She received a second request today. The Council agreed to ignore it.

### **14. Resolution to Approve Opening a Utah Public Treasurers' Invest Fund (PTIF) Account (Hook)**

This will be part of the budget discussion in the Work Session. Murray suggested it was proper to start it the next fiscal year. Leppanen is researching options with Zions Bank.

### **15. Discussion of Town Manager Job Duties and Description (All)**

Leppanen submitted the draft job description to the Council. Murray liked the general flexibility since the managers duties will vary. Leppanen said we will need to have a personnel policy and training for our four employees and would like to post the job description soon.

### **16. Discussion of Bookkeeper Job Duties and Description (All)**

Sosa is working on a job description of the duties this requires and we will all bring ideas to next week's meeting.

### **17. Discussion of Utah League of Cities and Towns Dues and National League of Cities Potential to Join (Leppanen)**

Leppanen has not been able to talk to Cameron Diel yet about the dues increase. She felt it could be valuable for the Town to join the National League and will research it more.

### **18. Discussion of Utah Local Governments Trust Hotline (Leppanen)**

This hotline number will allow us to connect with an attorney for legal advice at no additional cost.

### **19. Report on Utah State University's Wellness Survey Meeting on May 24, 2021 (Leppanen)**

We will have the opportunity to connect with this in the Fall and it starts in January or February. Blanding recently did it. Leppanen encouraged people to go to their website.

### **20. Financial Report (Sosa)**

Sosa sent the May Financial Report to the Council. Leppanen uses it to track how close to budget we are.

At 7:42 p.m. Sayers motioned to close the meeting, Murray seconded and Leppanen, Murray, Sayers and Sosa 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](mailto:linda@townofbluff.org)