

Bluff Town Council Regular Meeting Minutes

January 11, 2022

Bluff Community Center at 6:00 p.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 6:01 p.m.

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

Approval of Regular Meeting Draft Minutes from December 14, 2021

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

Approval of Regular Meeting Draft Minutes from January 4, 2022

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

Public Comment: There will be a three-minute time limit for each person wishing to comment. If you exceed that three-minute time limit, the meeting controller will mute your line.

Dan Myers spoke that he appreciated the recent road work and Balloon Festival work. He encouraged keeping the playground equipment at the CCC.

Sarah Burak also encouraged keeping the playground equipment.

Leppanen will add it to the next agenda.

Unfinished Business

1. Discussion and Vote on Ordinance to Adopt Municode (n/k/a CivicPlus) for Codification of Ordinances and Determination of Frequency of Publication (Leppanen)

Murray motioned that we adopt the ordinance and update every six months, Sayers seconded and Leppanen, Hook, Sayers, Sosa and Murray voted in favor.

2. Update on Status of NetForce (Sayers)

Sayers contacted NetForce and announced the training on the system will be at the CC tomorrow at 12:30. Leppanen suggested Council members bring their laptops.

3. Update on Cooperative Cultural Center and Policies and Procedures (Murray/Sayers/Leppanen)

Sayers is working on policies and procedures and reported that meetings with the Design Team are going well. They will meet every first and third Tuesday at 2:00.

Minutes are being kept. Sosa will contact Heather Atene about the bills that will be paid proportionally. The Meet and Greet for the Council and Board will be the 18th, it was suggested Ginny and Greg Burns be invited. January 29th UDB is celebrating their 10-year anniversary using a tent in the CCC yard. Sayers will contact our insurance carrier about the playground and other policies. Leppanen pointed out we will need policy for scheduling use of common areas. She gave James Van Reenen employment papers to fill out. She reminded others to lock doors and turn off lights as they leave the building. Sayers will help her pick out a vacuum for the carpets.

4. Discussion of Salary for Town Manager and Status of Advertising (Sayers); Discussion of Planning and Zoning Commission's Note Taker (Leppanen)

Sayers would like to increase the salary to \$60,000. Leppanen explained this job opening had been advertised at several business schools, ULGT, and colleges. This will go to a Work Session. Leppanen pointed out the need for defining tasks and strategic planning before hiring. Leppanen and Sosa have worked on the start to strategic planning with Theresa Breznau and Kathleen Pakish by listing duties on a white board in the CC and asked other Council members to add their duties. Sayers agreed starting with current elements is the first step. P&Z is still looking for a note-taker.

New Business

5. Discussion of Date and Plan for Work Session Regarding a Strategic 5 Year Plan for the Town of Bluff (All)

The Work Session will be January 19th at 10:00 a.m. and will include duties of a town manager.

6. Summary of Meeting on December 17, 2021 with Aubrey Christensen and Mason Berglund Re: "Situation Assessment" of Cemeteries (Leppanen)

The State is working to set up a data base compiling information about cemeteries. Leppanen explained the survey she took and interview were interesting and exposed the challenges the Town faces. While the town voted on having a cemetery district, the county did not follow through with the paperwork of sending it to the State. She is continuing to work with Mack McDonald to resolve this issue.

7. Report on Planning and Zoning (Hook), Report on San Juan County Commission Meeting on January 4, 2022 (Leppanen)

Hook reported P&Z has a Work Session planned for January 19th, revisiting the lighting ordinance February 2nd, and the tentative hearing date is February 16th. Leppanen said it was fine for P&Z to use the same printing company in Salt Lake for printing and mailing. Leppanen reported most of what was covered at the Commission meeting was routine start of the year things.

8. Discussion on Conflict in Scheduling at the Bluff Community Center (Photography Workshop v. Bluff Arts Festival) (Leppanen/Sosa); Discussion and Vote on Policies Related to Waiver of Cleaning Fees (Leppanen)

Leppanen explained every year there is a scheduling conflict between the workshop and festival, since the festival's request came in first it will be honored and the CC manager will work with the workshop to find alternatives. After discussion it was decided to keep the current policy. If the rental fee for an entity is waived the cleaning fee will not be.

9. Discussion and Vote on the 2020 Census Count Repopulation Operation (CQR) (Leppanen)

Leppanen explained revisiting this will not result in a change in our population count, which was 262 but now is 245. It would not benefit the town.

10. Report on Commercial Lease for Ginny Burns at the Cooperative Cultural Center (Leppanen)

This lease has been revised to cover six-month periods of time, since UDB could decide to use the building. Sayers is working on a USDA grant.

11. Fiscal Year 2023 Capital Improvements (CIB) List Schedule due March 1, 2022 for Fiscal Year 2023 (Sayers)

This is a reminder.

12. Notice on Water Right 09-331 (Leppanen)

Marx Powell let Leppanen know this is the water right at the school.

13. Other

Leppanen expressed concern about increasing covid numbers and reminded those doing exercise classes to wear masks when watching others play.

Murray congratulated the AmeriCorps group on their award.

Sayers thanks Debbie Westfall on her service to P&Z and Michael Haviken on his service and expertise to Roads.

Yoga is cancelled until March.

Sayers motioned to adjourn the meeting at 7:20 p.m., Brant seconded and Leppanen, Hook, Sosa, Murray, and Sayers 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 will be able to connect and participate electronically.

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