

Bluff Town Council Regular Meeting Minutes

January 4, 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

Swear in Hook, Leppanen, Sosa

The sworn in officials will get the signed paperwork to Leppanen and Sosa tomorrow.

Approval of Work Session Minutes from December 14, 2021

Hook had asked Sosa for the copy of an earlier grant which she hadn't received and wished to abstain. The exact words Hook asked to be recorded in the minutes are:

> I will abstain from voting and modifying these minutes. There was obvious confusion at our work session and I recommend requesting a copy of the grant application from Linda Sosa.

> The grant that the council applied for and won in spring of 2021 is for working on a safe pedestrian/bicycle corridor along the highway which doubles as our Main Street. I would like this added to this meeting's minutes.

Sosa expressed confusion because the Council had not applied for a grant in the spring of 2021.

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

Approval of Regular Meeting Minutes from December 14, 2021

Deferred to Jan. 11th, Sayers noted a missing number and section. Sosa will correct and send them out again.

Sosa asked the Council to email her ahead of time about minutes that need to be researched or obvious corrections.

Discussion and Vote on Mayor Pro Tem (All) Reminder of Completing "Disclosure of Private Business Interests" Forms

Hook nominated Sayers to continue as Mayor Pro Tem, Leppanen, Sosa, Hook and Murray voted in favor, Sayers abstained. Leppanen reminded those with private interests to complete their Disclosure forms and get them to Sosa.

Discussion and Vote Regarding Elimination of Use of “Chat” During Public Meetings and Hearings and Replacement with “Public Comment” at Beginning of Meeting (Leppanen)

After discussion, Murray motioned to establish a public comment piece at the beginning of meetings limited to three minutes per person, Sosa seconded and Leppanen, Hook, Murray, Sosa, and Sayers voted in favor. Sayers will disable the chat box. Leppanen pointed out meetings are public record but chat messages disappear right away making it hard to record.

Public Comment: Limited to 3 minutes per speaker

Jim Hook thanked the Council for their hard work and encouraged the Council to be nice to others.

Presentation on “Tiny House” Community at the St. Christopher’s Episcopal Mission (Vicar Joe Hubbard)

Was not available.

Unfinished Business

1. Review of Road Work and Bills from Galen Headley and LeGrand Johnson (Leppanen/Haviken); Discussion and Vote on Pay Back Amounts and Resolution on Loan from the Town of Bluff General Fund to the Class C Road Fund (All)

Murray motioned to approve payment to Galen Headley of \$1,462.50 from the Roads Discretionary fund, Sayers seconded and Leppanen, Hook, Murray, Sosa, and Sayers voted in favor. Leppanen reminded that LeGrand Johnson had been paid the matching funds and the remaining \$32,777.65 was to be loaned to the Roads fund from the General Fund. The previous resolution was approved for up to \$40,000. Michael Haviken recommended paying the General Fund back in three equal payments in September of '22, '23 and '24. There was discussion about doing paying over two or three years. Sayers motioned to pay over three years, \$10,925.88 each of the three years, Hook seconded and Leppanen, Hook, Sosa, and Sayers voted in favor, Murray opposed. Leppanen will change the resolution with the new numbers.

2. Update on American Rescue Plan Act and Community Development Block Grant Survey (Leppanen)

Leppanen created a plan to make the CC ADA compliant and redo some space for the Food Pantry. A representative helped her fine tune the plan to meet the qualifications. If we receive grants from both ARPA and CDBG we could have \$120,000 for the total package. Because we are no longer unincorporated the Town must qualify to receive CDBG and CIB funds with community income levels. Jade Powell worked with Leppanen to find a representative community list that maintained anonymity and settled on the Rocky Mountain Power list of households that listed by address, no name. The instructions directed to delete commercial and industrial addresses and pick every ninth household. Leppanen had ten households and gotten surveys from eight, Sosa seven out of eight and other Council members had eight to survey. The survey from Powell consists of three simple questions, the person completing then puts the paper in an

envelope, seals it, and all are sent to Jade Powell in Price by the January 14th deadline. Forty-two households must be surveyed totaling 57 people or more. Sosa suggested Thursday as the mailing deadline. Murray offered to drive the unopened envelopes to Price if needed to meet the deadline.

3. Update on AmeriCorps Departure Open House and Dinner on December 18, 2021 (Sosa/Leppanen/Sayers) National NCCC Award (Leppanen)

It was agreed the Open House and small dinner was enjoyable and a wonderful ending for the team. Shortly after they left Bluff the Council was notified the team won the top national award in this region. Reagan Wytalucy and Joe Hubbard were noted as doing a wonderful job with the project and team.

4. Discussion and Update on Plan for Working with the Community on Compliance with the Lighting Ordinance; Discussion and Vote on Consideration of Deletion of Subsection in Lighting Ordinance that reads “An adversely affected property owner may bring an action to enforce this chapter to the same extent as the Town” (All)

Sarah Burak and Adrienne Caesar have been in conversation with Kate Magargal, who teaches a Dark Skies class at the University of Utah. She is willing to have her class work with the community and Council starting with a zoom meeting January 25th from 6 to 7:30. The purpose would be to get to know each other and the Dark Sky needs and wants of a rural community. The second meeting would be February 22nd, where the class presents the data they have analyzed. Superintendent Nielson is working with Leppanen to solve light pollution from the school. Leppanen talked with Chris McAnany about the problems surrounding the mentioned subsection. He recommended sending it to P&Z to research because it falls within zoning issues. They would research it and make recommendations to the Council. Leppanen suggested sending it to P&Z for fine tuning and hopefully add it to their February public hearing. Murray motioned that the subsection be sent to P&Z to revisit, Sayers seconded and Leppanen, Sayers, Hook, Murray and Sosa voted in favor. Citizens with concerns can sent them to Leppanen.

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

Leppanen has talked with McAnany and hopes to have the ordinance written so this can move forward.

6. Update Status of NetForce (Leppanen)

Leppanen noted we have received the bill for replacement of the camera at the CC but still have not received training on the system or YouTube channel. Sayers will contact NetForce

7. Update on Community Cultural Center and Policies and Procedures (Murray/Sayers)

Sayers and Murray met today with Dave Conine, who is retiring next month, and new member Norman Lyman. Heather Atene was not present. Sayers said insurance should update soon and the playground is a liability. Leppanen said some community members are interested in the equipment and the value of it needs to be assessed. James Van Reenen needs to receive employment paperwork. He has supplied a professional vacuum catalogue to Sayers for the floors. Sayers has started contacting others about a USDA grant for a fire suppression system. Murray announced the meet and greet is

being planned for January 18th at lunchtime where the Board and Council can meet for the first time. It is a social gathering, not a business meeting.

New Business

8. Report on Status of Lowry & Associates, Inc. Audit of the Town's Workers' Compensation Policy No. 20010 and the Bluff Service Area's Workers' Compensation Policy No. 13550 (Leppanen/Sosa)

Leppanen and Sosa completed this annual report that includes data, hours and payroll of our employees, contract workers, and volunteers.

9. Discussion of Finding of Effect for Shay Mesa Fuels Hand-Thinning Project by the Bureau of Land Management (All)

The Council agreed this is well thought out but out of our area.

10. Discussion and Vote on an "Ordinance Enacting a Variance Process with Respect to Town Land Use Codes" (All)

Murray motioned to approve as presented, Sayers seconded Leppanen, Sayers, Hook, Murray and Sosa voted in favor. McAnany will work with those creating a form.

11. Discussion of Recommendation by Larson & Company for an Outside Accountant (Leppanen)

Jon Haderlie recommended an accountant for setting up a PTIF, Capital Projects, depreciation, etc. Murray motioned to give Leppanen authority to contact him, Sayers seconded and Leppanen, Sayers, Hook, Murray and Sosa voted in favor.

12. Local Emergency Planning Committee for San Juan County and Consideration of Presentation on Phone Apps for Emergencies (Leppanen)

Leppanen explained the emergency planning committee, which she is part of. At the last meeting a phone app was presented that allows emergency overrides of the public system. If the phone system was down or had too many callers, the mayor or fire chief could use it to communicate with authorities. The Council agreed it was a good idea.

13. Financial Report and Summaries of Tourist Tax Meeting and Economic Development Meeting in December, 2021 (Sosa)

Sosa sent the December financial report, which covers half of the year. She has completed sending 2022 business licenses and almost with finished short-term rental permits. Sosa explained these checks would have been presented last month but the last meeting was cancelled because of the holiday.

P&Z Stipends - \$150.00

Carol Shook - \$184.70

Patricia Bellson - \$51.26

Bess Bennett - \$55.50 clean kitchen

Helgerson - \$50.00

Rocky Mtn. Power – \$354.91

River Canyon - \$70.99

Bankcard - \$372.01

XMission - \$15.00

Google Suites - \$51.24

Staples – \$98.59

Amazon - \$45.61 ink

Diamond Propane \$480.30
Waldeck Dufford – \$1482.00
DOI/BLM- \$758.60 airport lease
Larson - \$9,300.00 audit
Pelorus - \$400.00
Emery - \$99.95
BWW - \$60.00
Frontier - \$113.76
School - BWW - \$35.00
 Rocky Mtn. Power - \$226.92
 Bankcard - \$161.57 Cleaning supplies
 James Van Reenen - \$300.00 floor equipment

Sayers motioned to approve payment, Murray seconded and Leppanen, Sayers, Hook, Murray and Sosa voted in favor. At the County Economic Development meeting, it was reported that tourism was down for the year by 72% occupancy. The San Juan County Economic Development (CED) Board finalized approval for the Rural County Grant Program with \$163,000 funds available for San Juan County businesses to apply. The grant funding was created to provide businesses and non-profits investing in San Juan County to apply for incentives that promote economic growth and business expansion. Similar to last year's program which funded a mobile dialysis machine, equipment that produces oxygen, an employee for a saddle maker, equipment for a sawmill and several other requests. Gary Torres talked to the Tourism Tax Board about park visitation, including Bears Ears. From 200,000 visitors in 2012 to 620,000 visitors last year. The BLM will be adding employees.

14. Resolution for the Town of Bluff to Continue to Use Zions Bank for Its Financial Institution (Leppanen)

Murray motioned to continue using Zions Bank, Sayers seconded and Leppanen, Sayers, Hook, Murray and Sosa voted in favor.

15. Vacancy Announcement for San Juan County Planning and Zoning: Applications due December 31 or until filled (Sosa)

Leppanen was not sure if Leah Schrenk would be reapplying for this position that she has been holding and encouraged those interested to apply to Mack McDonald in case the town has an open seat.

16. Other

Sayers asked that agenda of the 11th include increasing the salary for a Town Manager and Hook asked that the P&Z meetings of December and January also be on that agenda.

Sayers motioned to adjourn the meeting at 7:40 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