

Bluff Town Council Work Session  
October 14, 2019  
Bluff Community Center at 8:30 a.m.  
190 N 3<sup>rd</sup> East P.O. Box 324  
Bluff UT 84512  
435-672-9990

Regular meetings are held every Tuesday 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) in writing 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

### Minutes

Roll Call Mayor Ann K. Leppanen, Luanne Hook, Brant Murray, Jim Sayers, Linda Sosa  
Audience Robin Cantrell, Marx Powell

### Morning Agenda

#### 1. Discuss Community Development Block Grant Bids for Possible Vote at Special Meeting on October 14, 2019, 5:00 p.m.

Four bids were received for the 50-year water plan from:

The Applegate Group from Denver CO

Wright Water Engineers, Inc. from Durango CO

Sunrise Engineering from Filmore UT

Jones and DeMille from Richfield UT

Leppanen, Hook, and Sosa opened the bids at a Special Meeting Friday the 11<sup>th</sup>.

Leppanen explained the tight timeframe we are under; we originally used October 2<sup>nd</sup> as our due date for bids and the CDBG changed it to October 11<sup>th</sup> and want the completed contract by October 15 at 5:00 p.m. October 14<sup>th</sup> is a government holiday. We must select a firm, send it to the CDBG for clearance, they send it back, we get it signed, and send it back to the CDBG. Leppanen will check with the CDBG on the morning of the 15<sup>th</sup> to see if they have a contract form or we get one from the firm, and if a date extension is possible. The Council discussed pros and cons of the firms. The USGS just published a water study that included Bluff, Leppanen asked Powell if it was permissible to contact the firm doing the work and ask if it could be included. Powell said we can ask our firm questions and clarifications as needed. Powell explained that the BWW has a good working relationship with Jones and DeMille. The BWW has a different water studies dating from 1994 and Powell stated they would work with the firm that does the work. They have a lot of data and experience. Hook suggested a steering committee. We have enough grant money to cover any of the firms.

9:31 – Break

9:45 – Resume

2. Discuss and Draft Applications for Building Permits and the Process to be Used by San Juan County and Bluff's Planning and Zoning's Review of the Application, including the Checklist for Obtaining a Building Permit

3. Discuss and Draft Application and Permit for Sign Installation

Leppanen presented the proposed sign permit application and explained that it had been separated from the building permit since there were sign ordinances, Dark Skies considerations, and zoning code. Planning and Zoning has final approval on signs. Leppanen distributed the proposed building permit application. She suggested adding an approval or denial section and adding lighting ordinances to the sign application. Hook will streamline the applications, we will vote and approve them at our October 22nd meeting and they will be forwarded to Planning and Zoning for their approval with or without modifications and vote at their next meeting, October 24<sup>th</sup>. Jen Davila is seeking a sign permit and will be able to get the approved form after October 24. The Council discussed the draft business license application and draft license. Leppanen explained that we need an ordinance for the business license. Murray suggested dropping the line that stated the amount paid on the license and decreasing the size so three fit on one page. The Council agreed to waive the fee for the first year, have the form accessible on the website, create a letter explaining the license to business owners, and add other businesses to the list we currently have from the State. We will consider and vote on the ordinance at the October 14<sup>th</sup> meeting. Leppanen suggested after a year of collecting data on the sales tax we will be able to compare and look for patterns in the amounts reported. Leppanen has been working with the San Juan County building permit and asked Bev Smith to make changes that fit Bluff. Leppanen talked to Chris McAnany Friday about the permit process and the interlocal agreement. The Commissioners will need to approve it and we will get on the agenda for their first meeting in November. Also needed in the Interlocal Agreement, checking with McAnany about liability issues and the Surveyor's Department, they will partner with us for a year as we learn sign issues. We need to check with Ben Musselman to specify what roads we want snow plowed, procedure, contact person, and cost. Murray will go to the Commission Meeting Tuesday and talk to him.

11:00 – Break

11:14 – Resume

Discussion about the building permit process. We will send the paperwork to Scott Burton, at the County, who will collect and keep the fees and do the inspections. We can check with him about how commercial permits work.

12:00 noon - 1:00 p.m. Break for Lunch

Afternoon Agenda

Leppanen, Hook, Murray, Sosa

1. Review and Discuss 2018 Policies and Procedures

2. Review how the Town Council Creates Agendas and Discuss Use of a 'Consent Agenda'

Discussion about changes included adding a consent agenda to be used as needed to streamline consensus motions. In November we will work on emailing and/or printing

Council Member meeting packets containing minutes and handouts before meetings. In December we will decide on meeting dates for 2020.

### 3. Review Procurement Policy

Discussion: credit card management for efficiency; open charge accounts in stores vs. ordering supplies in volume. We will meet with the CC manager and cleaners to discuss how many and what supplies they need to cover a six-month period and order in bulk

### 4. Review BSA Employee Job Descriptions and Discuss Assumption of Duties and Supervision

Leppanen explained that as we transition we should be able to keep the BSA employees who include Carol Shook, Denny Bellison and Pat Bellison. Leppanen will work on their job descriptions. We will need accounting help and she asked to put that on our next agenda. Discussion included duties, chain of command, purchases, and contract labor. Michael Haviken works on Roads. Hook mentioned the need for a person to do transcription for ADA requirements. She will create a transcriber job description.

2:29 – Break

2:41 - Resume

### 5. Review and Discuss 2018 Code of Conduct

It was suggested that Public Comment is limited to the start and end of meetings with occasional comments during our business meeting recognized by the mayor, the need for persons to raise their hand, and waiting until the end of Council discussion.

### 6. Review and Discuss the Town Council Committees and Boards (public health, planning and zoning, San Juan County planning and zoning, Bluff Airport, roads, water conservancy board

Lois Young will report to the Council in November on the Health Department. Haviken will give a roads report in November. Hook will set up an airport update. In December we would like a report from the parks volunteers.

### 7. Other

We will meet at 5:00 p.m. to continue discussion and vote for a bid on the 50-year water plan.

Adjourned at 2:50

Linda Sosa Recording Officer

The audio of the meeting is available at the Utah Public Notice Website