

Bluff Town Council Meeting  
December 10, 2019  
Bluff Community Center at 6:00 p.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) 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

The meeting started at 6:01 p.m.

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

Approval of Town Council Meeting Minutes from December 3, 2019

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

Approval of Town Council Work Session Minutes from December 9, 2019

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

### Unfinished Business

#### 1. Discussion and Possible Vote on Lighting Ordinance (All)

Leppanen explained that the lighting ordinance was discussed at the work session on December 9<sup>th</sup>. Chris McAnany emailed the Council a red-line version of his suggestions, layout, and the enforcement piece today at 4:00 p.m. Leppanen read the changes out loud and said they were written in a form easy to codify. She explained that the biggest concerns from the work session were first, the period of time for compliance. Discussed were one year, 18 months, or two years, which was also the P&Z recommendation. McAnany suggested two years to let business owners enjoy their current investment and transition into new fixtures. The other concern was the lighting curfew on non-compliant lighting on page 8. Ideas included eliminate that piece, remove the word curfew, change noncompliant to light fixtures, There were small changes, change must to shall and renumber because #9 is missing, Leppanen asked that the red-line document be put on the Town website so everyone will have access to it. Hook mentioned questions about motels being exempt since they are open all night. Leppanen will meet with Amanda Podmore about small changes. We will vote on the ordinance next week to give everyone time to think about changes and enforcement.

#### 2. Comment made in December 3, 2019 meeting on "Private Meetings" (Leppanen)

Leppanen wanted to clarify this comment that came up last week when Murray was talking about business licenses form modifications. His intent was to talk one-on one to each other. We have never had a private meeting, which is defined as three or more council members, and is illegal. Sayers mentioned if three council members are talking then one of them leaves. Excluding social events. Everything we discuss in a public meeting or work session, is recorded in audio and minutes, posted on our website and the Utah Public Notice Website.

3. Bluff Airport: Need to Pay the 2020 Lease and 2020 Management Protocol (Leppanen)  
Jim Hook sent an email that he could pay for the lease out of hanger fees. Sosa explained that whatever protocol is decided about the airport, the check needs to come from the Town checking account. Leppanen will figure out when to meet and create protocol and procedures.

4. Need for Transcriber for Planning and Zoning (Leppanen)

Leppanen reminded the need for an ADA transcriber. This position can be hourly and as needed. Kaitlin Harris is interested. Leppanen suggested hiring her and let the community know there may be a need of an additional transcriber on occasion. McAnany said this was acceptable. She also sent her resume and a proposal for consulting, research, web design, and grant writing at \$30 an hour not to exceed a certain number of hours. Sayers suggested discussing it tomorrow at our work session and we will continue it then.

5. Update on Interlocal Agreement with San Juan County, Fehr Family Trust and Possible Cloud on Titles (Leppanen/Sosa)

McAnany thinks the ILA is finished and Leppanen asked to be put on the County Commission agenda the 17<sup>th</sup> to present it to the Commissioners and answer questions. We could vote to accept it that evening at our meeting. Leppanen asked McAnany to check with the Trust about doing a blanket deed document that would clear the West Park title and other properties in West Bluff.

New Business

7. Report on Community Development Block Grant and Community Impact Board Discussion (Sayers/Leppanen)

Sayers explained the CIB proposals are due February 1st and probably voted on in June. His narrative to go with it is almost finished. The application will be sent by the end of the week. We have until January 31<sup>st</sup> for grant requests from the CDBG. We would like to finish the storm water project in West Bluff that the BSA closed. The amount needed is between \$30,000 and \$35,000. Leppanen will check with Candace Powers to make sure the money has been turned back in. According to Michael Bryant and Jade Powell, the project could have been transferred to us. Sayers explained the CIB is eager to work with people.

8. Report from Lois Young from the San Juan Public Health

Young took questions that came from the Council at her last meeting with us to Kirk Bengé. He explained to her that the Board's goal is to identify and solve problems but is not there yet because of a backlog of other things. The White Mesa contamination issues were chloroforms that had been tested for over a two-year period and not found to be present. Bengé will ask for a presentation about the issue in February. He is happy to address Bluff health concerns. Sayers thanked Young for her information and effectiveness.

9. Report on Utah State University Community Garden Phone Conference with Reagan Wytsalucy and Meeting at 5:30 p.m. on Tuesday, January 7, 2020

Leppanen and Sosa spoke over the phone with Wytsalucy who is eager to offer her services for this project. Discussion included the Bar Well property, organic, types of irrigation, and fencing. She will do a presentation January 7<sup>th</sup> at 5:30 p.m. at the CC. PILT funds could be used.

10. Report on Utah State Sales Tax Application and Progress on Employee Status, Withholding (Sosa)

Sosa reported that we have received our tax-exempt number and she filed for our State ID number.

11. Need and Approval for a Building Permit Application/Approval Stamp (Leppanen)

This had already been approved and Leppanen received a stamp from Lyman Printing in SLC that was not a permit stamp. She will follow up to get the correct one.

12. Discuss and Vote on Per Meeting Payment for Planning and Zoning Commission; Stipend for 2019 for Planning and Zoning (Leppanen)

Leppanen explained that six months ago and again recently McAnany made the suggestion it would be nice to offer P&Z something for attending meetings in 2019. She suggested \$50 for each Commissioner and she is looking at a stipend for attending meetings in 2020. She will research it. Sayers said they are doing difficult, detailed work and agreed.

13. Notice to Others on Vacations/Unavailability for Meetings (Leppanen)

Leppanen would like to have a procedure that we can follow for Council Members that are out of town overnight, It is important to know in advance if we have a quorum or enough check signers for everyday information and if an emergency arises. Sosa suggested keeping it simple, members email Leppanen. Sayers suggested notifying her as soon as a member knows they will be gone. Hook will look into an app the fire dept. uses. There is a legal hierarchy of who is in charge. The Council liked the email procedure.

14. Establish a Protocol for Communications between the Bluff Town Council and Planning and Zoning Commission (All)

Leppanen would like to formalize a process for information and files. Hook suggested it be a part of P&Z Rules and Procedures. Leppanen read a draft resolution from McAnany. Leppanen will also revisit our Rules and Procedures.

15. Discussion and Division of Duties for Employees, Payroll, Personnel Manual (All)

Will move this to tomorrow's work session.

16. Roads (Murray)

Leppanen is in charge of the currant, two- day crack seal project since Michael Haviken and Murray are out of town. She has talked with Mike Hannah who thinks it will be done tomorrow.

17. Water: Reminder of Bluff Water Works Meeting on 12/12/19 at 7:00 p.m. (All)

18. Bluff Service Area: Reminder of Bluff Service Area Meeting on 12/11/19 at 7:00 p.m. and Joint Work Session on 12/11/19 at 11:00 a.m. (All)

19. Letter to Jen Davila about Balloon Festival

Sayers motioned to waive the fees for the Balloon Festival for BOB, Hook seconded and Leppanen, Hook, Sosa and Sayers voted in favor.

20. Financial Report (Sosa)

Sosa sent the bank reconciliation for November to Council Members. Sayers motioned to pay:

Pelorus \$400.00

San Juan Record \$22.80

BLM Airport Lease \$758.60,

Leppanen seconded and Leppanen, Hook, Sayers, and Sosa voted in favor.

21. Municipal Signage, Requests from Justin Galloway and Kyna Mallory (Leppanen)

Leppanen explained that the Town is responsible for signage and we need to create policy for size, placement, etc. Hook said signs are up to us and a building permit must be issued first. Galloway's land has no building permit yet. Sayers stated this is necessary for emergencies and FedEx. Leppanen will add it to the next agenda.

Other

Sosa is testing the business application on a few people.

Adjourned at 7:27 p.m.

Linda Sosa Recording Officer