

December 17, 2019
Bluff Community Center at 6:00 p.m.
190 N 3rd 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

Draft Minutes

The meeting started at 6:01 p.m.

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

Approval of Regular Meeting Minutes of December 10, 2019

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

Approval of Minutes for the Joint Work Session with the Bluff Service Area on December 11, 2019

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

Approval of Minutes for Bluff Town Council's Work Session on December 11, 2019

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

Unfinished Business

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

Leppanen explained that the redline changes from Chris McAnany have been on our website and on December 10th the Council met in a work session to discuss them. The two major areas of discussion were the length of time for non-complying lighting to become compliant and the light curfew. McAnany suggested two years to allow people to get the use out of their lighting and give the town time to get grants in place. The lighting curfew section will be dropped. Links will be added to the International Dark Skies Assoc. and Class Four Sports Lighting.

Amer Tumeh asked about grants and Leppanen answered that we support grants and assistance. Tumeh mentioned parking lot lights may not be on buildings and explained that he changed from yellow lights back to white lights because someone hit a wall in the middle of the night. Hook explained one goal is to join with other Dark Skies towns in the region like Flagstaff.

Wes Shook mentioned that light trespass might affect one home but not their neighbor. Hook explained that shielding lights will take care of that problem. Sayers motioned to accept the ordinance with the exclusion of section H, the light curfew, Hook seconded and Leppanen, Sayers, Hook, and Sosa voted in favor. Leppanen reminded the community we can be flexible; if someone sees something that needs to be improved please bring it to the Council.

2. Solstice Burn and Discussion of Liability Opinion by Insurer (All)

Sayers contacted our underwriter about the Solstice and informed them it was on private land and not supported by the Town; no town official or employee can be involved for liability purposes.

3. Review and Approval of Professional Services Contract with David Everitt (All)

Hook motioned to accept Everitt's contract as a consultant, Sayers seconded and Leppanen, Sayers, Hook, and Sosa voted in favor. He will work on codification, as a hearing officer for appeals, and other issues. Leppanen will ask him about a personnel manual.

4. Review and Discussion of Employment of Contractor for Transcription and Other Contract Services to the town (All)

Kaitlin Harris sent a proposal for transcription services in addition to grant writing, graphic and web design, mapping and more at \$30 an hour and up to 30 hours a month. Sayers motioned to have Leppanen complete a contract for her services, Hook seconded and Leppanen, Sayers, Hook, and Sosa voted in favor. Leppanen reminded that other community members may also apply to do transcription.

5. Review and Discussion of Employment Contracts and Terms for Dennison Bellison, Patricia Bellson, Carol Shook (All)

We met with these BSA employees December 10th for discussion and completion of their paperwork. Shook will continue as supervisor and manager, Bellson will clean, inspect, and stock supplies, Bellison will continue maintenance as needed. Shook will not do marketing. Sosa will do pay roll; Shook will collect hours and get them to Sosa. Hook had possible changes and it was decided we would keep their work the same and revisit with Shook in February. Sayers motioned to go forward with what the employees are already doing and have Leppanen finalize and clean up the contracts, Hook seconded and Leppanen, Sayers, Hook, and Sosa voted in favor.

6. Discussion and Vote on Interlocal Agreement between the Town of Bluff and San Juan County; County Commission Meeting (Leppanen/Sayers/Sosa)

Sayers reported the ILA did not pass. This means we are still operating under the previous ILA that does not identify snow plowing and alley issues. Because we are a town the County Commission cannot weight in on our internal affairs. The County Attorney agreed that they cannot be involved in Town business; we are separate entities. Leppanen checked with McAnany who will remind the County that any building permit issued without Town approval will be null and void. McAnany will talk with Mack McDonald and Kendal Laws. Leppanen will ask to be on the January 21st County agenda.

7. Assigning Street Numbers for Properties and Street Signs (Hook/Leppanen)

Leppanen has not gotten a response back from the County. We may wait until Michael Haviken and Murray are back and let them research this.

8. Update on Community Development Block Grant and CIB Request for Purchase of Old Bluff Elementary School (Sayers/Leppanen)

Sayers checked with Kyle Hostler of the School District who said nothing has been decided. Input from the CIB has been positive. He will get the application in soon; it is due in February.

9. Update on Business Licenses (Sosa)

Sosa has gotten positive responses from the first set of applications. Jen Davila had questioned the signature, which states the signee will follow Town ordinances and resolutions. Leppanen stated this was common language for this type of document. Sosa explained the purpose is to gather correct information from the businesses.

New Business

10. Stipend for 2019 for Planning and Zoning Commissioners (All) and Payment to Planning and Zoning Commissioners for Attendance at Meetings (All)

After discussion Sayers motioned to pay P&Z Commissioners \$30 per person per month for service in 2020, Hook seconded and Leppanen, Sayers, Hook, and Sosa voted in favor. Hook motioned to pay Commissioners and their advisors \$50 for their service in 2019, Sayers seconded and Leppanen, Sayers, Hook, and Sosa voted in favor.

11. Report on Bluff Service Area Meeting on December 11, 2019, Transfer of Money from BSA to the town, Possible Transfer of Utility Trailer from BSA to the town and Issues with Title and Inspection (Sosa/Leppanen)

The BSA is working on transferring money from three accounts to the Town and keeping enough in their budget for their limited needs as they dissolve. Their goal is to be on the June ballot and

have started work on the petition to dissolve. They are transferring the recycle trailer to the Town and Leppanen is working on getting it a VIN number, lights and insurance. Hook said that Vance Nielson is happy to keep taking the cardboard to Blanding. Sayers motioned to accept this asset from the BSA, Hook seconded and Leppanen, Sayers, Hook, and Sosa voted in favor.

12. Report on Bluff Water Works Meeting on December 12, 2019 (Sayers/Sosa/Leppanen)

Sayers reported that the meeting started with their budget meeting and there were no changes in their regular meeting. They went into executive session at the end. Topic unknown since it wasn't listed.

13. Credit Card Machine for the Town for Payments by Renters and Such (Leppanen)

We will research the best practices for accepting credit card payment.

14. Request by P&Z for a 10-foot cable for screening purposes (Leppanen/Sosa)

Leppanen is meeting with Podmore about removing the redlines from the Dark Skies ordinance and they will order the cord.

15. Overview of State Auditor's Financial Reports (Sosa/Leppanen) and Financial And Compliance Self-Evaluation Form (Leppanen)

Pelorus is finishing the auditors report and Leppanen will complete the Financial and Compliance reports and submit them.

16. Reports on San Juan Economic Development Interview, USU Advisory Council and Kristian Olsen Interview, Japheth McGee and Zions Bank Discussion (Leppanen)

Leppanen and Sosa meet separately with the Economic Development Business Coordinator and talked with him about how Natalie Randall's department has benefited the Town and how we can work together in the future. Olsen met with Leppanen about becoming a member of the USU Advisory Council. Leppanen met with McGee who helps with rural funding of projects. He is willing to help us with CIB funding and will work with Sayers on his presentation of our old school acquisition project to the CIB.

17. Financial Report (Sosa)

Sayers motioned to pay Frontier \$69.14 and Chris McAnany \$1,639.50, Hook seconded and Leppanen, Sayers, Hook, and Sosa voted in favor.

18. Reminder: Community Garden Presentation on January 7, 2020 at 5:30 p.m.

Other

Hook updated that P&Z is working on short-term rentals, off street parking, and animal ordinances. They are changing their meetings to first and third Wednesdays at 6:30 for 2020. Crack sealing has be going on in parts of Bluff.

Adjourned at 7:36 p.m.

Linda Sosa Recording Officer

December 24th and December 31st meetings canceled for the holidays