

Bluff Town Council Meeting  
March 10, 2020  
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 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

### Minutes

The meeting started at 6:00 p.m.

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

Approval of Work Session Meeting Minutes of March 3, 2020

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

Approval of Regular Bluff Town Council Meeting Minutes of March 3, 2020

Murray motioned to accept the minutes with one modification, Sayers seconded and Leppanen, Hook, Murray, Sosa, and Sayers voted in favor.

### Unfinished Business

#### 1. Review and Approval of Job Description for Bluff Town Council Clerk (All)

Leppanen emailed a draft job description to Council members for suggestions. There were several additions and the Council agreed it should be simple and standard. Leppanen will edit it and bring it to next week's meeting for approval. The Council will develop the interview process at that time.

#### 2. Update on Request for Acceptance of Road by Craig and Barry Simpson (Leppanen)

Murray and Michael Haviken have started the measurement process. Leppanen asked Anthony Lott to check the road and he used the large fire engine to check clearances. He emailed that the road was fine.

### 3. Discussion and Vote on Resolution for Enterprise Fund Designation in Amended Budget (Leppanen)

When Leppanen created the amended budget some of the funds were put into an enterprise fund for the Community Center. Murray read the resolution supporting creating the enterprise fund. Murray motioned to create the enterprise fund, Sayers seconded, and Leppanen, Hook, Murray, Sosa, and Sayers voted in favor.

### 4. Update on Bluff Service Area Election to Dissolve (Leppanen)

Jackie Warren and Ginny Burns have been working on getting the petition signatures verified. They will give an update at tomorrow's BSA meeting.

### 5. Update on Community Impact Fund Application (Sayers)

Sayers reported the Town of Bluff required public hearing will be held on April 2<sup>nd</sup>. The CIB expects full disclosure of the financial picture and loan/grant requests at that time. The Bluff presentation to the CIB will be Thursday May 7<sup>th</sup> and Zions Bank Public Finance Municipal Advisor and bond attorney Brandon Brown will work with Sayers on the presentation. Sayers and Hook met with Atsushi and Hiroko Yamamoto and Adam Goetz about design possibilities. Design/Build/Bluff expressed tentative interest in involvement and the possibility of graduate education interaction through the U of U. Sayers will check to see if there will be a cost for these preliminary design services and write a MOU. He is preparing a public notice for the hearing.

## New Business

### 6. Planning and Zoning Discussion with Amanda Podmore (All)

Robin Cantrell reported on possible goals P&Z was considering for 2020. Included were: a land master plan with trails, green space, etc., administrative policy/process between entities, review of ordinances and forms, variance and conditional use policy, and Dark Skies. Both entities agreed reviewing ordinances and possible amendments or clarifications was the most important and suggested a joint work session to focus on the other ideas. Murray reported he and Tim and Nancy Swanson took part in a phone conference with Heidi Goedhart of UDOT. Discussed were trails, walking and biking improvements, and public safety. Prior to the opening of the school speed limits and critical crossing areas need to be identified.

#### 7. Discussion and Vote on Duties and Fiscal Procedures Ordinance (All)

Chris McAnany prepared an ordinance establishing certain appointed positions within the Council, specifying duties of certain officials, enacting fiscal procedures, establishing ethics provisions for Town officials and employees, and enacting procurement rules.

There was discussion about how to alert members to special meetings which Leppanen will check McAnany. Sayers motioned to approve as presented with a possible modification about special meeting alerts, Murray seconded and Leppanen, Hook, Murray, Sosa, and Sayers voted in favor.

#### 8. Executive Session to Discuss Pending or Reasonably Imminent Litigation (All)

Moved to end of meeting.

#### 9. Roads (Murray)

Murray covered earlier and emphasized public safety.

#### 10. Financial Report (Sosa)

Sosa reported current bills:

San Juan County Roads Dept - \$18,049.34

Chris McAnany - \$4,850.00

San Juan Record - \$24.50

BWW - \$45.65

Rocky Mountain Power -\$383.17

Bankcard - \$47.25

Google Suite

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

#### 11. Other

Jesse Ralphs of Sunrise Engineering emailed growth projection data and the Council agreed to stay with the 3% that was previously voted on.

Leppanen reported her discussion with Kirk Benge about the proper steps for sanitizing the CC and contents after the large FCM gathering over the weekend included someone with flu symptoms. A group spent 8 hours cleaning all tables, chairs, surfaces, restrooms and kitchen. The next agenda will include how to deal with rentals while the coronavirus is effecting public safety. Leppanen will listen to a public safety conference call from the Governor tomorrow.

Jen Davila gave the Council copies of their Bluff Tourism booklet and invited the Council to the BOB meeting.

At 7:28 p.m. Sayers motioned to go into executive session to discuss pending or reasonably imminent litigation, Murray seconded and Leppanen, Sosa, Hook, Murray, and Sayers voted in favor.

At 7:33 p.m. Murray motioned to close executive session and return to the regular meeting, Sayers seconded and Leppanen, Sosa, Hook, Murray, and Sayers voted in favor.

All voted in favor of adjourning

Adjourned at 7:34 p.m.

Linda Sosa Recording Officer