

Bluff Town Council Meeting  
March 20, 2020, 4:00 p.m.  
Bluff Community Center  
190 N. 3rd East PO Box 324  
Bluff Utah 84512

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 K. Leppanen ([ann@townofbluff.org](mailto:ann@townofbluff.org)) at least 4 days before the meeting. Agendas and minutes are posted at:

[townofbluff.org](http://townofbluff.org) and audio, in addition, at the Utah Public Notice Website

DRAFT MINUTES

The meeting began at 4:02 p.m.

Roll Call: Mayor Ann K. Leppanen, Jim Sayers, Luanne Hook, Brant Murray  
Linda Sosa, Excused Absence

Approval of Regular Meeting Minutes from March 17, 2020. Murray moved to approve the minutes as presented, Hook seconded. Leppanen, Hook, Murray voted to approve the minutes and Sayers abstained. Unanimous approval.

**Update on COVID-19 Task Force.** Leppanen outlined the process of the Task Force which is comprised of elected officials in San Juan County as well as other community members. Monday through Friday the task force members call in to either report any daily change in status in their community or that there were no changes. A daily briefing is then sent out to the members by 5:00 p.m. that day. Leppanen forwards that daily briefing to various community leaders for distribution and posts the same on the Community Center and PO billboards.

On Mondays, Wednesdays, and Fridays at 9:00 a.m. members call in to a central number to discuss concerns and provide updates.

Sayers raised a concern about the Senior Center located in the Bluff Community Center Building; there is at least one individual in the Senior Center who is not an employee and is not gloved or suitably masked. Leppanen will take that concern to the Task Force call in on Monday, March 23, 2020.

Sayers commented on the new community action group Bluff Area Mutual Aid (BAMA). BAMA members are distributing food and supplies and providing outreach to the Bluff extended community and on the reservation. The council agreed this is a positive idea but also agreed that BAMA should be encouraged to work with the San Juan County

Task Force in order to coordinate efforts and resources. It is absolutely crucial to follow chain of command in a crisis.

**Employment of a Person to Help Leppanen with Distribution of Information and Tasks Related to the Task Force.** Leppanen is in need of some clerical and on the ground assistance in order to manage dissemination of information and manage related office duties. Sayers moved to authorize the Mayor to hire a part-time person to help with duties during this crisis and to authorize the Mayor to use her discretion in setting the hours and wage. Murray seconded the motion. Hook, Sayers, Leppanen, and Murray voted in favor; the motion passed unanimously.

**Bluff Airport Manager Position.** Jim Hook presented a written job description for the position of airport manager based upon his research of other small and large airport managers and FAA regulations. The job description outlines essential duties and responsibilities and qualifications. This position plans and directs all phases of the airport within legal and regulatory guidelines of the FAA, the UDOT Aeronautical Program, and the Town of Bluff, and provides general supervision over all Bluff Airport 66V operations.

1. Prepares and regularly updates long-range plans for airport operations.
2. Establishes and implements all operational procedures and policies to ensure safe and effective operations.
3. Develops specifications for FAA inspections and ensures compliance with those specifications.
4. Coordinate operations with various federal and state regulatory agencies.
5. Supervises and inspects the use, maintenance and construction of all airport facilities and grounds.
6. Ensures airport safety and security
7. Establishes and monitors precautionary and preventive maintenance programs.
8. Manages leasing activities involving airport tenants, including marketing, preparing and monitoring leases and addenda and collection of past-due accounts.
9. Prepares grant applications.
10. Perform any other related duties as required or assigned.

#### REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Bachelor's Degree in Business Administration, Public Administration, Aviation Management, other related field, or related experience.

#### COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

#### SUPERVISION RECEIVED

Virtually self-supervising. Minimal oversight. Reports to the Mayor of Bluff and also provides annual (or as requested) updates, at Town Council meetings.

#### WORKING/ENVIRONMENTAL CONDITIONS

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock, vibration. The noise level in the work environment is usually loud.

#### PHYSICAL ACTIVITIES

While performing the functions of this job, the employee is regularly required to talk or hear; occasionally required to stand, walk, push, carry, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and peripheral vision.

Following discussion, Murray moved and Sayers seconded to adopt the job description with one slight change (moving the “Reports to the Mayor of Bluff and also provides annual or as requested updates, at Town Council meetings) from “Supervision Received” to “Essential Duties and Responsibilities.” Luanne Hook declared a conflict of interest and abstained from the vote; Sayers, Murray and Leppanen voted in favor of the motion to adopt the job description and appoint Jim Hook the interim Bluff Airport Manager. Jim Hook will provide the town council with additional operational procedures and will work with the Town’s legal counsel to establish the written paperwork required.

#### **Letter from the Town Council in Support of the Business Owners of Bluff and Employees.**

Sayers expressed concern about loans versus direct subsidies to businesses and hourly wage earners during this economic turndown. After discussion, Sayers moved for a letter to be written and Murray seconded the motion. Sayers, Murray, Leppanen, and Hook voted yes; it was unanimous. Leppanen will draft and circulate the letter.

**Zumba.** Zumba instructors would like zumba to be resumed in the pavilion at the Bluff Community Center. The Town Council previously unanimously voted to close the Bluff Community Center and all related properties until the threat of the COVID-19 virus has been diminished or eliminated. There is nothing that prevents folks from engaging in Zumba on their own.

Sayers moved to adjourn at 4:49 p.m. Murray seconded the motion; Leppanen, Hook, Sayers, Murray voted to adjourn; it was unanimous.

Adjourned 4:49 p.m.