

## Bluff Town Council Regular Meeting Minutes

May 18, 2021

Bluff Community Center at 6:00 p.m.

190 N 3<sup>rd</sup> East P.O. Box 324

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

This meeting was held electronically

The meeting started at 6:00 p.m.

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

Approval of Bluff Town Council Regular Meeting Minutes of May 11, 2021

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

### **Unfinished Business**

#### **1. Discussion and Possible Vote on Short Term Rental Ordinance, Fees and Applications for Business Licenses and Short-Term Rentals (All)**

Leppanen reported on the draft ordinance Chris McAnany sent earlier, he is still working on the license and permit. It contained specific detail and will need a comprehensive discussion. Sayers thanked the P&Z Commission for the great deal of work they put into this ordinance. Murray commented how important it is for the protection of Bluff. Hook would like it stated on the first page this covers residential zones. Leppanen suggested adding an hour Work Session after the May 25<sup>th</sup>, 9:00 a.m. Tentative 2022 Budget Hearing to address number of licenses, caps, enforcement, identify the number of properties, etc. A public comment asked if the public could see the draft and comment. Leppanen explained the public comment period was after the public hearing but the public was always welcome to submit comments to Council members. Because the document is a work product and keeps changing, it is not usually published. The Council agreed to continue the discussion May 25<sup>th</sup> after the Budget Hearing.

#### **2. Discussion and Possible Vote on "Rights of Nature" Resolution (Leppanen)**

Moved to the June 1, 2021 meeting.

#### **3. Status of 2022 Tentative Budget and 2021 Tentative Amended Budget (Leppanen/Sosa)**

Leppanen spent the last two afternoons on mandated emergency preparedness training from the State. Before that she and Sosa completed tentative and amended draft budgets. The 2022 Budget Hearing is May 25<sup>th</sup> at 9:00 a.m., the 2021 Amended Budget Hearing is June 1<sup>st</sup> at 5:30 p.m., and she would like to post with the State by June 8<sup>th</sup>. She is waiting to receive the certified tax rate from the County clerk. Jon Haderlie suggested doing the amended budget at the end of the fiscal year unless there a major change during the year.

#### **4. Reminder of Wildfire Preparedness Plan Meeting on May 20, 2021 at 6:00 p.m. (Leppanen)**

Leppanen said this would have a lot important detail and we are covered by the State if we have a wildfire. She commended Chief Lott and the State for their hard work on the program.

## **5. Fraud Risk Assessment due May 14, 2022, Discussion of Hotline Policy for the Town, and Discussion of a Policy for Town Credit Cards (Leppanen/All)**

Leppanen finished this yearly assessment and sent it in Friday. We are assigned points for steps we take to prevent fraud. Sayers has made multiple attempts to set up a fraud hotline on our office phone but has found it impossible to work with Frontier. Leppanen suggested adding a message to our answering machine for fraud reporting.

## **6. Update on future PILT Funding (Leppanen)**

Leppanen corrected a previous statement that Blanding and Monticello had no change in PILT funding, they had small decreases. She is planning on sending a copy of her letter asking for an increase from the County to the members of our classes because public comment can be helpful. Ours funds went from \$6000 a year down to \$2000. A 66% decrease.

## **7. Discussion on the CIRD (Citizens' Institute on Rural Design) Application (Leppanen)**

Hook congratulated Molly Schmidt and Adrienne Caesar on being accepted into this nationwide cohort of design teams that help communities convert their own good ideas into reality. Only 16 applications were chosen. It is funded by the National Endowment for the Arts in partnership with the Housing Assistance Council. It involves one meeting/training workshop a month that will incorporate tools and resources. Sayers asked Schmidt and Caesar about funding. They are exploring funding for projects but no funding is included in the grant. There is no budget, the Sunrise engineer was consulted, not hired. Schmidt and Hook are the contacts. Sosa encouraged a meeting to discuss how the Town project could work. It was suggested a P&Z member could be involved. Leppanen will talk with Michael Bryant about the Community needs assessment. The mayor and Council all congratulated Schmidt and Caesar on this project.

## **8. Discussion on Office Staffing for Declaration Period of June 1 through June 7, 2021 (All)**

The office will be open daily from 8 to 5 for the public to pick up a form to declare candidacy. Office Clerk Kathy Carson will work mornings and afternoons Hook will be Tuesday, June first, Murray is Wednesday, Leppanen is Thursday, Sosa is Friday and Sayers is Monday the 7<sup>th</sup>. The forms can be notarized at the Credit Union.

## **New Business**

### **9. Land Use 101 and the American Rescue Plan (All)**

Leppanen explained this new land use legislation is required training and encouraged the Council to sign up for it, especially those continuing on the Council. Leppanen sat in on the national presentation of the American Rescue Plan last week given by National League of Cities. The regulation is over 100 pages long. There is a Town Hall meeting May 20<sup>th</sup> from 10:30 to 11:45 and she encouraged others to attend. We will get funds in two blasts and it could be as much as \$50,000 with guidelines for specific usage. Leppanen placed a placeholder in the budget for the funds, not knowing if they will be received this fiscal year or next (July 1<sup>st</sup>).

### **10. Report on San Juan County Commission Meeting on May 18, 2021 (Leppanen); Report on Bluff Water Works Meeting on May 12, 2021 (Hook); Report on Planning and Zoning Meeting of May 19, 2021 (Hook); Roads Report**

Leppanen reported Mack McDonald gave a long history of the Bluff Transfer Station covering many points. Technically, Bluff had a drop box, not a transfer station. Leppanen weighed in at the meeting on how Bluff was in the process of manning the operation when the Commission suddenly transferred it to the HTR group, and while Bluff is only 11 miles from the White Mesa Transfer Station people on the reservation have a much longer distance to travel. The Commission will talk to the Chapterhouses about drop

boxes. Hook said there was talk about trash problems and fines. Hook reported that Marx was not able to attend this meeting but will aim for another date. They authorized Jen to give updates along with whoever from the Council attends their meetings. They stressed they were open to the public. The annual water quality report will be printed on the back of the late summer bills. This year, they will also email Council a copy to include in an email blast for easier access. They are interested in being involved with the Ft. Lewis water study project and highly recommended those and other water related questions be directed through their county board so that they remain compliant with security requirements.

### **11. Discussion of the Bureau of Land Management's Cactus Park Further Consultation (All)**

It was agreed that this sounded fine. There are 30 days for us to respond if we have comments.

### **12. Status of Independent Audit that is Ongoing (Sosa)**

Sosa reported that this has started with Erin Richards, she requested financial reports and Sosa and Leppanen completed the Internal Audit Questionnaire. Leppanen explained this prepares the Town for our State audit and gives us points for risk management.

### **13. Utah Local Governments Trust Online Training Pilot Project (Leppanen)**

Leppanen encouraged Council members to look at this wide range topics. We will need to look at trainings related to employee issues. Sayers will check with our insurance agent for suggestions.

### **14. Financial Report (Sosa)**

Sosa submitted the May bills:

P&Z Stipends - \$150.00  
Carol Shook - \$184.70  
Denny Bellison – \$61.68  
Erin Richards - \$110.00  
Kathy Carson - \$265.96  
Helgerson - \$55.00  
Helgerson - \$50.00  
Helgerson - \$150.00 tree removal  
Rocky Mtn. Power – \$252.00  
River Canyon - \$80.99  
Bankcard - \$671.98  
    XMission - \$15.00  
    Google Suites - \$51.24  
    Stamps -\$55.00  
    Comb Ridge Eat and Drink - \$43.62 Riebie and Kitchen visit  
    Amazon - \$202.05 Pickleball Stencil  
    Salt Lake Mailing - \$305.07  
ULGT - \$498.00 workman's comp insurance  
BWW - \$61.39  
San Juan Record - \$21.70  
Waldeck Dufford - \$598.50  
Diamond Propone - \$179.11  
Eno Kee - \$ 680.00 Concrete repair CC  
Frontier - \$115.11

Murray motioned to paid the bills, Sayers seconded and Leppanen, Hook, Murray, Sayers, and Sosa voted in favor

**15. Other**

Hook noted P&Z meets tomorrow at 6:00 p.m. and is covering animal and off-street parking ordinances.

Sayers moved to adjourn the meeting at 7:26 p.m., Murray seconded the motion and Leppanen, Sayers, Sosa, Hook, and Murray voted in favor.

Linda Sosa Recording Officer

This meeting will take place electronically in order to follow the social distancing guidelines given by state and local authorities. The public will be able to connect and participate electronically.

For requests to receive emails/meeting invitations email [linda@townofbluff.org](mailto:linda@townofbluff.org)