

Bluff Town Council Regular Meeting Minutes
October 11, 2022
Bluff Community Center at 6:00 p.m.
190 N 3rd East P.O. Box 324
435-672-9990

Regular meetings are held the first three Tuesdays of every month at 6:00 a.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, on Town Council tab, and audio, in addition, at the Utah Public Notice Website

The meeting started at 6:02 p.m.

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

Approval of Bluff Town Council Regular Meeting Minutes of 10/4/2022

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

Public Comment: Tim Hamilton thanked the Council for improving his road.

Introduction and Presentation by Chris Wiltsie of Bike Utah Regarding the Active Transportation Plan (Leppanen)

Wiltsie explained he has been in conversation with the Active Transportation Committee about plans and grants. He presented the 1,000-mile Program that the Governor's Office had contracted with Bike Utah do, which is to add that many family friendly miles of trails throughout Utah and to create infrastructure. So far completed is 770 miles. He explained a range of options for multi-use paths. Phases included:

- Initial public and partner engagement,
- Vision, goals and objectives,
- Existing conditions,
- Recommendations based on data,
- Implementation and strategy,
- Performance measurement.

The timeline is from January to August.

Molly Schmitt added community engagement included public meetings, community goals, a survey, focus groups and including tribal areas.

Unfinished Business

1. Discussion and Vote on Amendments to the Town's Outdoor Lighting Ordinance #2022-4b-1 (All)

This will be voted on at next week's meeting. Leppanen reached out to Dr. Barentine with questions about business sign curfew and lumens in agricultural zones. He replied shortly before tonight's meeting so there was not time for the Council to read it. Another question is the time of compliance.

2. Discussion and Vote on Process to Vacate an Alley or Road (All)

This was discussed at today's Work Session. Leppanen spoke with Chris McAnany who answered two Council questions, it is a legal requirement that property owners within 300 feet of the requested property be notified and utilities must be notified. The \$250 fee may be low since administrative costs include the town manager, AV tech, clerk, printing, mailing and publishing. Leppanen asked Nelson to track the expense of the first property owner to do this process. Murray motioned to approve the process and form, Hook seconded and Leppanen, Sosa, Hook, and Murray voted in favor, Sayers abstained expressing conflict of interest. Documents will be available on the website in several days and Nelson will print several copies for the office.

3. Update on Pathways Contract (Leppanen/Sayers)

Sayers reported he, Nelson and Leppanen went over the contract and it is very clear. They supply a site on the internet for a Base Camp for all documents. The process includes public surveys, engaging community stakeholders and actionable items. The timeline is from the end of December until August.

4. Update on Design Review Committee's Work and Grant Possibilities (Sayers/Leppanen) Checking Update (Sosa)

Sayers reported a very brief meeting Tuesday, October 11th. Leppanen met at 8:00 a.m. with Dave Conine and the Utah Dine Bikeyah lawyer and worked on the redrafted banking resolution which was passed by UDB. Leppanen will join their weekly Monday staff meeting to explain the document and have Woody Lee sign it, if he is present. The Council has already approved and signed our agreement. The document identifies Zions Bank as the bank for the joint checking account. McAnany will review the resolutions. Leppanen met playground businesses at the ULCT conference who are willing to look for free at the CCC playground and give us a baseline of cost. She asked that a representative of UDB and Planning and Zoning be present. Murray has been cutting branches over the playground. Leppanen reported discussing the fire suppression system with Michelle Williams of the USDA over lunch at the ULCT conference, who felt a \$50,000 grant was doable. Leppanen let the DRC committee know Russ Wheeler is interested in buying shelving from the library. Sosa contacted Pelorus and they will add the joint checking account to our accounting program when needed. She contacted Zions Bank about the process to obtain a joint account and they will get back to her.

5. Update on Bluff's Planning and Zoning Commission (Hook/Nelson)

Hook reported the Martin LUC was approved. They are compiling ideas for an RV ordinance to forward to the Council. There is a site plan flow chart on the website to help determine what is needed for building and remodeling.

6. Review of Bluff's Planning and Zoning Commission's Draft Application for Site Plan Review and Draft Bylaws (All)

This will be sent to McAnany for review. Nelson noted minutes and agenda requirements will be added to the Active Transportation Committee and DRC. Nelson is the contact person who will set up the Town website tab and be the contact person to post this information.

Sayers asked to be excused from the meeting at 7:00 p.m. and left the meeting.

7. Report on Wayfinding Meeting of October 10, 2022 (Leppanen/Nelson)

Both Leppanen and Nelson were unable to attend this meeting and Leppanen will contact Elaine Gizler at County Economic Development for an update. UDOT is not supportive of Wayfinding signs.

8. Update on San Juan County Commission's Meeting on October 4, 2022 (Nelson)

Nelson reported on a project near Spanish Valley to remove uranium tailings and pointed out people wanting to camp should avoid that area and the County has hired a company to create a website to highlight local trails.

9. Report by Roads Committee (Haviken/Hook/Leppanen)

Twin Rocks hired a company called Paverite out of Farmington to re-do their parking area. The company had leftover materials and approached Nelson in the office to do work for the Town at a discount. They met with the Roads committee. The Town voted and budgeted previously to have \$55,000 of work done by the County or a private company with a matching grant from the County Transportation Board. Paverite gave the committee a description of the services and a quote of \$75,000. That was agreeable and they started work behind the CC. Leppanen was not aware they expected a down payment of \$25,000 and they had already started the work. The Council was concerned because our purchase policy and procedures were not being followed. Sosa expressed the need for a standard contract, not a written invoice. What we were given will not withstand a State audit. Leppanen and others noted the invoice was not a contract and lacked the company address, had warranted workmanship but did not mention materials, did not address whether it was all inclusive or whether there could be add-ons, like paying for County water. If they have done work for governmental entities they must be aware more formal paperwork is required. The problem is not the company doing the work but the need to correct the paperwork. It was agreed the Council would pay for the work done so far but Leppanen and the committee will meet with the Paverite representative tomorrow to fix these problems and be able to continue the work. Murray motioned to follow Town procedures and pay for what work has been done, Sosa seconded and Leppanen, Sosa, and Murray voted in favor, Hook opposed.

New Business

10. Report on State Growth Conversation Meeting from October 4, 2022 (Nelson)

Nelson reported this is a joint collaboration with the Governor's Office and Vision Utah that addresses strategic planning for future growth. Included were changes due to migration, 10 to 20-year growth projections, visitor impact on resources, housing, jobs and water. The State plan is three phase plan with listening to the public, public engagement, and an action plan based on information gathered. There is major growth happening in other parts of the State.

11. Report on Utah League of Cities and Towns Annual Conference October 5-7, 2022 (Leppanen/Sosa)

Leppanen and Sosa felt the conference was well worth it and encouraged others to attend next year.

12. Other

- There is a drive through flu shot clinic at the CC on October 18th from 11 a.m. to 1:00 p.m.

- There is early voting at the CC October 12th and November 2nd from 10:00 a.m. to 2 p.m. There was confusion about the process of setting dates and informing people and Leppanen will discuss the problems with Mack McDonald.
- The Pre-Disaster Community Plan meeting is October 18th at 1:30 p.m. at the CC. Leppanen encouraged attendance by the community to share ideas and concerns.

13. Executive Session to Discuss Possible Litigation (All)

This is deferred until all Council members are present.

Murray motioned to adjourn the meeting at 7:32 p.m., Hook seconded and Leppanen, Sosa, Hook and Murray voted in favor.

Linda Sosa, Recording Officer

This meeting followed the social distancing guidelines given by state and local authorities. This meeting was held virtually. The public could participate by telephone at 1 904-900-0507 (PIN: 364208783) or through meet.google.com/ytf-sjdx-csv. To view the livestream, or watch past recordings, please visit our YouTube channel: <https://www.youtube.com/channel/UCTqBxSP-Erhxg6muVMX6vdw> **For requests to receive emails/meeting invitations email linda@townofbluff.org**