

Bluff Town Council Regular Meeting Minutes

December 20, 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 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 on Town Council tab 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
Erin Nelson, Town Manager

Approval of Bluff Town Council's Regular Meeting Minutes of December 13, 2022

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

Public Comment:

Jim Hook mentioned that neighbors were concerned about the plane flying up and down the river and explained it was seeding the 150 acres with 600 pounds of seed to improve the river bottom. He has been working on this project for a very long time and it will make a big difference.

Jim Sayers felt this was a great project but was concerned that the pilot was flying very low over a populated area.

Leppanen said she had read the email that went out about the reseeding but did not realize it was going to a very small part of the town. If she had been aware she would have sent it to all the town so they would have been informed.

Unfinished Business

1. Reminder of the Practice of Setting the Agenda (Leppanen)

Leppanen reminded the procedure in use for the last four years:

The deadline for the public to reach her to have an agenda item is the end of the day on the Thursday before a meeting;

The deadline for Council members is the end of the day on the Saturday. Posting is Sunday.

2. Discuss and Set a Work Session (All)

This is set for Friday, January 6th at 9:00 a.m.

3. Video and Update on the AmeriCorps Gold 5 Team's Last Days in Bluff (Sosa/Leppanen)

Leppanen presented a video about the Team's time in Bluff that was a required project for them. It was based on sauerkraut served at a dinner hosted by Leppanen. It was as delightful as they were to work with. After a going away dinner they left Saturday and returned to Sacramento.

4. Vote on Amount of Money to Transfer to Public Trust Investment Fund and Vote on Who is Authorized to Transfer Funds Between Accounts (All)

Sosa reported that our accountant recommended transferring \$600,000 into our PTIF account but Sosa and Leppanen felt \$550,000 was a better figure because of possible future

litigation. Murray motioned to transfer \$550,000, Sayers seconded and Leppanen, Sosa, Hook, Sayers and Murray voted in favor. Sosa offered to be the person authorized to transfer funds and Murray motioned to authorize her, Sayers seconded and Leppanen, Hook, Murray, Sosa and Sayers voted in favor.

5. Update on Status of National Endowment for the Arts Grant, aka Sustaining Cultural Heritage Collections, Report on DRC Meeting (Sayers)

Sayers reported there is no current information on the NEA grant or Eccles but the USDA grant for up to \$50,000 may be coming through. His goal is to complete the fire suppression system in 2023. The ramp into the modular unit will be replaced and Murray will check the propane level.

6. Update on Active Transportation Advisory Committee (Hook)

Hook reported the committee has its agenda and minutes on the town website and invited the public to attend virtual meetings. She said Molly Schmidt hoped to present to the Council January 10th, Nelson will coordinate with her. Workshops with Bike Utah will start in February. Sosa asked about a February bike ride from the minutes but Hook said it may not happen because UDOT would not allow use of the highway. Sosa pointed out is good to present to the Council because it is a forum for the public and many people are on meetings in addition to the YouTube channel.

7. Update on AED and Fire Extinguishers at the Bluff Community Center (Sosa)

Sosa ordered adult and pediatric pads and renewed our yearly maintenance subscription. Leppanen noted all fire extinguishers have been checked except one that needs to go to Cortez to be checked.

8. IT Services and Update and Upcoming Changes (Nelson)

Nelson noted NetForce is starting to make changes and we will transition to Microsoft 365 which will have workspace advantages for our government computers in January. Email will be changing to a different domain. She will go into more depth at the Work Session and be involved with training.

9. Update on Emergency Medical Services Training (Leppanen)

Leppanen reported the training is finishing and the three trainees are finishing testing and other requirements.

10. Holiday/End of the 2022 Year Bonuses for Planning and Zoning and Staff (Leppanen)

Murray motioned to give \$50 bonuses to P&Z and Staff, Sayers seconded and Leppanen, Sayers, Sosa, Murray and Hook voted in favor.

New Business

11 Discussion of Conflict of Interest Forms (Leppanen)

This is a yearly requirement. Leppanen asked all Council members to complete the form, have it notarized and get to Nelson in January.

12. Discussion and Vote on Use of Zions Bank as the Town's Banking Institution (Leppanen)

This is a yearly requirement. Sayers motioned to continue with Zions, Murray seconded and Leppanen, Sosa, Hook, Murray and Sayers voted in favor.

13. Report on San Juan County Commission Meeting Report of December 20, 2022 (Leppanen/Nelson)

Leppanen was concerned that the announcement to stop virtual meetings by Mack McDonald because covid has decreased is detrimental to the towns and unincorporated areas that will be forced to travel long distances for in-person meetings. Sayers agreed it will suppress public participation and transparency. Murray motioned for Leppanen to write a letter with Nelson expressing these concerns to the Commission, Sayers seconded and Leppanen,

Sosa, Hook, Murray and Sayers voted in favor. Nelson noted there is no cost to continue because they have the equipment. Leppanen further noted a vote by the Commissioners with no discussion that may move costs of EMS to municipalities. Leppanen will follow up with this. Nelson noted the County budget was approved and employee salaries may be increasing because of a market adjustment.

14. Interim Appointment of Malysa Egge for Bluff's Planning and Zoning Commission (Leppanen/Nelson)

Nelson was happy to report Egge agreed to continue as an interim Commissioner while waiting for a permanent member to fill the vacancy. Murray motioned to accept Egge as interim until the post is filled, Hook seconded and Leppanen, Sosa, Hook, Murray and Sayers voted in favor.

15. Report on December 7, 2022 County Tourism Tax Meeting (Sosa); Report on County Economic Development Meeting (Sosa)

Sosa reported the Tourism Tax Advisory Board is based on the TRT taxes. This year the County received about \$1.3 million, a large portion of that is from Monument Valley. Of that 53% goes into the County General Fund and pays for infrastructure, EMS roads, etc. The remaining 47% goes to tourism, marketing and salaries. These taxes are collected by businesses. The County Economic Development Board discussed the new year. A grant was just received of \$200,000 from the State. It is part of the rural grant program and we will be offering \$175,000 in grant money for this coming year. The applications will be available in late January. Four local businesses received funds last year. The purpose of the grant is to generate income, increase employees, help starting businesses. Meghan McFall at USU will be hosting grant writing workshops starting in January. Sosa's term is up at the end of January and she is willing to continue.

16. Financial Report (Sosa)

Sosa reported that Murray approved the reconciliation of accounts. More than half of the Short-Term Rental fees have been received. Sayers motioned to approve the bills, Murray seconded and Leppanen, Murray, Hook, Sosa, and Sayers voted in favor.

P&Z Stipends - \$120.00

Krieg Benally - \$337.50

Erin Nelson -\$1812.87

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Erin Nelson - \$13.90 Certified Letter Staff Report

Malia Collins - \$443.28

Kathy Carson - \$77.57

James Van Reenen - \$44.56

Patricia Bellson - \$68.34

Marcia Hadenfeldt notary - \$20.00

Spencer Wade (Nov.travel) - \$304.00

Ginny Burns/Pass through grant 3rd Disbursement (Nov)- \$2500.00

Ginny Burns/Pass through grant final Disbursement – (\$1816.63)

Helgerson - \$50.00

Helgerson - \$250.00 Food Pantry Dumpster

Rocky Mtn. Power (Nov) – \$222.30

Bankcard – \$68.20

 XMission - \$15.00

 Landfill – \$53.20

DS Accounting - \$750.00

San Juan Record - \$36.40

BWW (Nov.)- \$66.32

BWW - \$60.00
Emery - \$99.95
CivicPlus - \$372.32
NetForce - \$499.00
Sunrise -\$362.50
Pelorus - \$400.00
Frontier - \$126.19
Bradford Lock -\$376.00
Rocky Mountain Power -\$411.75
Dufford Waldeck - \$2114.00
NetForce - \$449.00
Diamond Propane -\$315.99
American AED - \$99.00

School Project
BWW – \$35.00
Rocky Mtn. Power – \$401.66

17. Request for Reimbursement for the Lopper Tools for Giant Cane Removal (Hook)

Murray motioned to reimburse Hook, Sayers seconded and Leppenan, Sosa, Murray and Sayers voted in favor and Hook abstained. AmeriCorps has mapped the town Giant Cane.

18. Discussion and Vote on Purchase of AudioVisual Equipment and Printer/Scanner for the Office (Nelson); Discussion and Vote on Purchases for Fire Mesa Kitchen, i.e. microwave; towels, hot pads, scrubbers, and the like and Request of Bluff Community Center for an Updated Inventory (Sosa/Leppenan); Discussion and Vote on Mini-Fridge for Bluff Community Center Offices (Nelson)

After discussion Murray motioned to buy a HP laser printer, Sayers seconded and Leppenan, Sosa, Hook, Murray and Sayers voted in favor. Sayers motioned to upgrade the CC with a mid-range projector that could be rented for \$50 for people renting the Community Center, Murray seconded and Leppenan, Sosa, Hook, Murray and Sayers voted in favor. Murray motioned to buy a mini-fridge for the office area, Sayers seconded and Leppenan, Sosa, Hook, Murray and Sayers voted in favor. Nelson will research prices and an inventory will be done at Fire Mesa to see what is needed.

19. Other

At 7:26 p.m. Sayers motioned to close the regular meeting, move into executive session to discuss pending or reasonably imminent litigation and adjourn from there at the conclusion of the session, Murray seconded and Leppenan, Sosa, Hook, Murray and Sayers voted in favor.

20. Executive Session to Discuss Pending or Reasonably Imminent Litigation Pursuant to Utah Code 52-4-205

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-Erhxq6muVMX6vdw>.