

Bluff Town Council Regular Meeting **Draft Minutes**

January 17, 2023

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 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 (6:10), Jim Sayers, Linda Sosa, Brant Murray

Erin Nelson, Town Manager

Approval of Bluff Town Council's Regular Meeting Minutes of January 10, 2023

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

Public Comment: None

**Unfinished Business**

**1. Updates on Cooperative Culture Center, NEH Grant, and United States Department of Agriculture Grant for Fire Suppression Funding (Sayers/Leppanen)**

Sayers explained that there was not a meeting today and the NEH grant wasn't happening. The USDA grant needs some forms filled out and Leppanen will work with him to get them filled out.

**2. Discussion and Vote on Proposed Revisions to Changes to Banking Matters, Accounts Payable Procedures, Budgeting Procedures, and Procurement Policy (Nelson/All)**

Nelson read the revisions to the policy which had been discussed in the work session of January 6<sup>th</sup> and included increasing competitive proposals from \$40,000 to \$80,000, reoccurring and minor purchases by the clerk from \$1,000 to \$4,000, changes on biding, etc. It is a lengthy document and she asked if it should be checked by Chris McAnany, Leppanen answered parts of it are similar to what McAnany had previously written and it met standards. She suggested increasing the amount the clerk can pay to \$5,000 since we have some bills for \$5,000. Murray motioned to make that change and approve the policy, Sayers seconded and Leppanen, Sosa, Murray, Hook and Sayers voted in favor.

**3. Discussion and Vote on the Position and Responsibilities for the Bluff Community Center Manager; Advertise (All)**

This was discussed at the January 6<sup>th</sup> work session and Nelson changed the CC manager to collaborate with the clerk on purchases and suggested the salary be from \$25 to \$30 based on skill. The notice will be posted on Workforce, in town, on our website and in the San Juan Record. Leppanen noted her research showed the average for this type of job is \$30.00 and it will require a great deal of flexibility. Murray motioned to have the \$25 to \$30 salary range commensurate with skill, Sayers seconded and Leppanen, Sosa, Murray, Hook and Sayers voted in favor. It will be open until February 10<sup>th</sup> or until filled.

#### **4. Discussion and Vote on Designation of Emergency Manager Pursuant to the Requirements of Utah Code 53-2a-101 Et Seq (Leppanen)**

Leppanen sent Council members a summary of the lengthy code and explained we can have a temporary manager or be covered under the County plan until we have our own. She has been working with Fire Chief Lott on a mandated emergency plan and she has some questions for Tammy Gallegos. Jim Hook suggested Chief Lott. Leppanen will move this to next week's agenda and check with Chief Lott. She is currently the emergency manager.

#### **5. Update on Status of Community Development Block Grant and Timeline for RFQ (Nelson)**

Nelson explained the need to publish a Request For Quote to get bids to create the architectural plan needed for a RFP, Request For Proposal, formal bids to do the ADA project at the Community Center. She recommended a March 1<sup>st</sup> deadline, bids open at our March 7<sup>th</sup> meeting, and hosting a nonmandatory meeting February 16<sup>th</sup> for interested parties with postings on our website and the San Juan Record. This project must be completed by the end of the year. Leppanen thanked her for the tremendous amount of work it has taken to get to this point. Murray motioned to move forward, Sayers seconded and Leppanen, Sosa, Murray, Hook and Sayers voted in favor.

#### **6. Reminder of Strategic Planning Workshop on January 25, 2023 (Nelson)**

While this is a public meeting only those invited can participate in the all-day session. The Council and consultants will have a debriefing meeting the next morning. The public may attend both and send email comments that will be considered later. Nelson will send out packets to the participants.

#### **7. Update on Status of Solar Farm (Leppanen)**

Because of several inquires Leppanen asked for an update from the possible leasee and manager. The size of the project is decreasing, they are evaluating moving the project to the alternate site on other side of the road, and decisions and possible construction are several years away.

#### **8. Update on Playground Committee Work, Meeting with BigTRec on January 12, 2023, Outdoor Recreation Grant Possibility (Leppanen)**

Leppanen met at the CCC playground with Sarah Burak, Dan Meyer, Jen Davila and a playground vendor she met at the ULCT conference to discuss options for the playground, including changing things out or doing the project in phases. Dave Bastian at the Canyonlands Discovery Center offered to help write a grant, although the grant would cover an outdoor classroom. That could include things like a zip line, boulders or a climbing wall. It was suggested the area be fenced in and have a gate on the west side. UBD would also need to okay the plan because it is a common space. Murray suggested removing the barriers between the highway and the school property.

**9. Discussion and Vote on Rip Map Funding Request by the Business Owners of Bluff (All) Update on Reporting Requirements for the Food Pantry Grant of 2022 and the 2022 Recreation Funds from San Juan County (Leppanen)**

Leppanen stated that there were two public comments, one in favor and one against funding the rip maps. The favorable one wanted to be sure all businesses were included on the map. The map will be upgraded to include changes in businesses. Sayers motioned to order 150 pads of maps at about \$3,000, Murray seconded and Leppanen, Sosa, Murray, Hook and Sayers voted in favor. Leppanen has completed the reconciliation of the Food Pantry grant with the help of a community member and submitted it to the County. Ginny Burns has requested another grant from the County and if it is awarded the Council will vote on accepting it. The Commissioners have asked for receipts showing how the Town has used recreation funds and Leppanen sent receipts to the County.

**New Business**

**10. Transcription Services for Strategic Planning Workshop (Nelson)**

Nelson reached out to several companies for quotes for transcription for ADA needs, clarity and to allow participants to focus on the all-day workshop. Sayers motioned to approve up to \$900.00, Murray seconded and Leppanen, Sosa, Murray, Hook and Sayers voted in favor.

**11. Creation and Appointment of Members to Solar Eclipse Planning Committee (Nelson); Request to Ratify Purchase of Solar Eclipse Glasses (Leppanen)**

Nelson presented the resolution and recommended members for the planning committee for the October 14<sup>th</sup> eclipse. Nelson will chair the ad hoc committee. Murray motioned to approve the resolution and create the committee, Sayers seconded and Leppanen, Sosa, Murray, Hook and Sayers voted in favor. Leppanen reported to promote safety BEEC is ordering 1500 glasses and the Town is purchasing a portion of them. The Town's glasses will be for volunteers. Sayers motioned to ratify the purchase, Murray seconded and Leppanen, Sosa, Murray, Hook and Sayers voted in favor.

**12. Report on Planning and Zoning's Meeting of January 4, 2023 (Hook)**

Hook reported Amanda Podmore was elected Chair and Marcia Hadenfeldt Vice-Chair. One of their goals is RV policy. Nelson added enforcement policy which the Council would need to work on.

**13, "Status of Point-in-Time Count" on January 25, 26, 27, 2023 and Need for Volunteers (Leppanen)**

Leppanen explained that this is the third yearly count and the unsheltered are counted on January 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>. There is specific detail including asking where someone slept January 25<sup>th</sup>. Leppanen asked for volunteers to help since Father Joe will not be able to help this year. Murray volunteered to take the training and help. The data collected goes to Federal and State agencies and helps to allocate funds for housing.

**14. Discuss and Vote on Giant Cane Eradication Grant (Leppanen)**

Dave Bastain reached out to Leppanen about writing this grant and providing volunteers to continue work on this project. She explained the grant he would write is a community grant from Energy Fuels but there are no ties to Energy Fuels. Murray motioned to move forward, Sayers seconded and Leppanen, Sosa, Murray, Hook and Sayers voted in favor.

**15. Letter of Support from the Council in Support of a New Business from Erin and Jacob Nelson for SJC Economic Development Grant (All)**

Nelson declared a conflict of interest in this request for a letter of support. One of the requirements of the grant is a jurisdictional letter of support. Sayers motioned to approve the request, Murray seconded and Leppanen, Sosa, Murray, Hook and Sayers voted in favor. Leppanen will write the letter and put it on the next agenda for approval.

**16. Report on San Juan County Commission Meeting from January 17, 2023 (Leppanen/Nelson)**

After waiting 45 minutes for this meeting to start Leppanen and Nelson found out the meeting was held at 8:00 a.m. with very little notification of the time change. Listening to the audio of the meeting Leppanen noted County Economic Development submitted a resolution in favor of economic development that included big box stores and gas and oil extraction that was approved. It did include development on the Navajo Nation.

**17. Request form Active Transportation Advisory Committee for Workshops (Schmidt)**

Nelson spoke with Schmidt today about upcoming workshops and public meetings. Schmidt requested a family workshop at the school on March 23rd and two public meetings the next day. Leppanen noted that public meeting must be held at public buildings. While the family workshop is at the school it is permissible because it is a workshop. Murray motioned to approve the dates, Sayers seconded and Leppanen, Sosa, Murray, Hook and Sayers voted in favor. Agendas and attendees will be voted on at a later date.

**18. Report on Bluff Water Works Meeting of January 11, 2023 (Leppanen/Sosa)**

The system is good, the board is considering a secondary water system and different times and days are being considered to make it easier for the public to attend meetings.

**19. Other**

Hook noted precipitation is 113% of normal, the balloon festival was very well attended and she let the County know snow plowing was not needed after the recent snow.

Sayers motioned to close the meeting at 7:31 p.m., Murray seconded and Leppanen, Murray, Sayers, Sosa and Hook 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](https://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`](https://www.youtube.com/channel/UCTqBxSP-Erhxq6muVMX6vdw)