

Bluff Town Council Work Session Minutes

January 6, 2023

Bluff Community Center at 9:00 a.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 9:02 a.m.

Roll Call Mayor Ann K. Leppanen, Luanne Hook, Jim Sayers, Linda Sosa, Brant Murray (9:09)

Erin Nelson, Town Manager

1. Discussion of Possible Revisions to Procurement Policy

Nelson presented possible changes using screen share. Chris McAnany wrote an ordinance for donations that could be incorporated or referenced in the policy. Sosa suggested PTIF transfers be on the agenda as a vote as needed. Leppanen noted we voted on PTIF procedure and have followed it. Sayers suggested changing reoccurring payments and minor purchases from \$1000 to \$4000 because of technology purchases and flexibility and change competitive bids from \$40,000 to \$80,000. Nelson will add a minimum and maximum timeline for paying bills and work on sealed bids, governmental bids and grants, etc.

2. Discussion of the Position and Responsibilities for the Bluff Community Center Manager; Need to Advertise

Discussed were hourly vs salary, a range of \$24 to \$30 because of the many skills needed and responsibilities, and added responsibilities as needed. This will go on the January 17th agenda. The job will be posted UPNW, Workforce and in town.

3. Discussion of Bluff Cemetery

Leppanen explained Mack McDonald will start working with State about this issue and asked the Council to think about the options of Bluff taking over the Cemetery District or relinquishing it to the County.

4. Discussion of Date for Public Hearing on Request to Develop 6th West by the Hooks; Request by the Helgersons to Review the Status of the Vacating of the Road on Their Property by San Juan County

The target date for this February 23rd at 6:00 p.m. A great deal of documentation and detail is required and Nelson will get the requirements and an information packet on the Town website. Missing any piece voids the request. Leppanen suggested this meeting happening once every year.

5. Review a Proposed Agenda Policy

This will be voted on at the January 17th meeting. The public may request agenda items by Thursday evening and Council members by Saturday evening.

6. Discussion of Protocol and Policy Related to Interactions with Others During a Public Meeting

Leppanen encouraged the Council to listen to a presentation by Johnnie Miller at the January 3rd Commission meeting stating the importance of no notes passed to others or cell phone texting or communication in a meeting between Council members or with the public. This violates the Open Public Meetings Act.

7. Discussion of Designation of Emergency Manager

Following State law, Chief Lott has been working on a Town emergency plan. Leppanen, Nelson and Sosa have participated in County emergency planning for the town. According to State code 53-2a-101, the Emergency Management Act, we need to designate and register a Town Emergency Manager. While Leppanen is holding this position, it could be someone in town who is not an elected official. Leppanen is reading the manual and will summarize the details and responsibilities.

8. Other – None

Sayers motioned to close the meeting at 10:01 a.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. 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)