

Bluff Town Council Regular Meeting Minutes

June 6, 2023

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 6:10 p.m.

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

Approval of Bluff Town Council Regular Meeting Minutes of May 16, 2023

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

Approval of Bluff Town Council Work Session Minutes of May 17, 2023

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

Public Comment: None

Leppanen explained she and Amanda Podmore will be proposing some changes to facilitate transparency in public comments. Public comments are directed to the Council or Planning and Zoning Commission, not the audience, and they are working on a system where those wishing to comment sign up in advance of the meeting and the order of commenters is random. No requests for first or last.

Unfinished Business:

1. Update on Active Transportation Plan Advisory Committee (Molly Schmidt/Hook) – 15 minutes

Schmidt presented using a shared screen making it easy to follow. This can be viewed on the Town YouTube channel. She covered the history of the project which started May of 2020, grants, project phases, etc. The goal is to finalize the map and identify projects. The plan Bike Utah is working on will be presented to the Council in August and is needed to apply for UDOT grants, although a small project could be applied for if the map is finalized, according to Hook. Projects include trails and a footbridge for walking and biking across the wash. Murray felt it seemed early to apply for grants and was interested in the size of the footbridge. Hook thought it would be similar in length to the regular bridge. Leppanen suggested it would be useful to move this to a work session in July since there are so many aspects to consider.

2. Discussion of Ginny Burns' Bluff Food Pantry and Building Resilient Inclusive

Communities (BRIC) Grant of \$13,500 (Leppanen) Several months ago the San Juan County Health Department approved a second BRIC grant for the Ginny Burn's Food Pantry. It is a

pass-through grant. A check for \$13,500 has been received and must be used by July 31st, although there could be a short extension.

3. Update on Results of Mock Drill for an Active Shooter at the Bluff Elementary School (Nelson)

Gary Lichtenstein, assistant fire chief, reported that he, Nelson, 28 law officers and volunteers were involved in this mock drill May 31st. No students were present. The Community Center was used for parents to gather. He felt it went very well and helped to see where improvements could be made. The County, BLM and Highway Patrol were involved and Lichtenstein though it strengthened relationships.

4. Update on Cooperative Cultural Center's Meetings and Discuss and Vote on Use of Grant Money from the State of Utah to Demolish the Ceiling at the Cooperative Cultural Center (Leppanen/Sayers); Review and Vote on Bid Process (Nelson/All)

Sayers reported the grant funding for \$79,000 was received about six months ago and needs to be used by June 30th. Leppanen and Nelson are getting the bid process in place. Murray motioned to use the funds to demolish the ceiling tiles at the CCC in an expedited manner, in preparation for the fire suppression system, and related costs such as the asbestos testing bill, Sayers seconded and Leppanen, Murray, Sosa, Hook and Sayers voted in favor. The Design Review team met and UDB agreed. Nelson described the bid process and noted our procurement policy requires sealed bids for projects starting at \$80,000 so competitive bids are accepted. It will run in the San Juan Record this week. She explained she explained this is happening at the end of the fiscal year and it needs to be done quickly and efficiently. She recommended we have a standardized form for bidders, making it easier to make comparisons. Included would be the scope, and insurance. She recommended the bidding open this week and close the 15th, giving the Council time to evaluate and vote. Leppanen noted the tight turn-around and need to start quickly and be invoiced quickly. She has talked to the State and we could get a small extension if needed.

5. Update on Bluff Airport Maintenance with Aviation/UDOT (Leppanen/Nelson)

Leppanen explained in the budget meeting UDOT will send the Town their part of the bill and we will add our portion, around \$14,000, and we will pay the full bill. Jim Hook noted the work starts Wednesday and finishes Thursday night. The painting will happen later.

6. Review of Form for Residents' Use on Mosquito Abatement Process and Vote on Form (Nelson/All)

Nelson noted distribution of these pellets is regulated by the State and can only be used on a resident's private property, information covered in the release form. Murray motioned to approve the distribution form, Sayers seconded and Leppanen, Murray, Sosa, Hook and Sayers voted in favor.

7. Discuss and Vote on Agreement with San Juan County to Run Bluff's 2023 Election and Past Election Bills from 2019 and 2021 (Leppanen)

Leppanen is continuing to work with the County on previous bills. The County sent an interlocal agreement that commits the Town to pay the cost of a primary, if needed, and the general election. If both are needed the cost is about \$3,000. Murray motioned to approve Leppanen signing the election commitment for 2023 with the County, Sayers seconded and Leppanen, Murray, Sosa, Hook and Sayers voted in favor. Leppanen reminded that tomorrow is the last day to declare candidacy, after that persons can run as a write-in.

8. Discuss and Approve Fraud Risk Assessment Form (Leppanen/Nelson)

Our Fraud/Risk report is due at the end of June. Because we have added a travel policy and several other things our points have increased to 370, a very low financial risk assessment. Sayers motioned to approve the report, Murray seconded and Leppanen, Murray, Sosa, Hook and Sayers voted in favor. The report will go to our accountant and insurance carrier, ULGT.

9. Discussion of a Master Fee Schedule for Town Services and Functions

Nelson has been working with Chris McAnany on possible fees for services. This will be moved to a work session.

New Business:

- 10. UDOT Temporary Right-of-Way for Sand Island Bridge Repair Project (Leppanen)**
This letter asking for comment from the BLM identified three archeological sites on a map near the repair project. Sayers suggested letting them move forward with needed repairs.
- 11. Discussion of a Work Session in June 2023 (All)**
Tuesday, June 13th at 11:00 a.m.
- 12. Financials (Sosa)**
McClure Inspections - \$4,135.00 – asbestos
Murray motioned to use CCC funds to pay this bill for testing, Sayers seconded and Leppanen, Murray, Sosa, Hook and Sayers voted in favor
- 13. Other**
Sayers suggested updates for the AmeriCorps/Community Rebuilds possible project and the playground demolition on the next agenda.

Sayers motioned to adjourn at 7:13 p.m., Murray seconded and Leppanen, Murray, Sayers, Sosa and Hook voted in favor.
Linda Sosa Recording Officer

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

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