

Bluff Town Council Regular Meeting Minutes

January 2, 2024

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. 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 and audio, in addition, at the Utah Public Notice Website.

To view the livestream, or watch past recordings, please visit our YouTube channel:<https://www.youtube.com/channel/UCTqBxSP-Erhxq6muVMX6vdw>.

This meeting was held in person and virtually

The meeting started at 6:01 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 Regular Meeting Minutes of December 19, 2023

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

Expression of Appreciation for Service by Brant Murray and Jim Sayers (All)

Leppanen noted with appreciation Murray and Sayer's time on the Council and the great progress made from their hard work and dedication.

Murray and Sayers expressed how proud and honored they are to be on the first council. It has been hard work and it has been fun.

Introduction of Jennifer Davila and Britt Hornsby to the Bluff Town Council and Community (Leppanen)

Hornsby summarized his background and is excited to start work on the Council.

Davila thanked the Council for moving the Town forward in a positive way and is looking forward to being part of the process and shape the direction of the Town.

Administration of Oath of Office to Jennifer Davila and Britt Hornsby (Marcia Hadenfeldt)

Public Comment:

Josh Ewing thanked Murray and Sayers for their service. He is proud of the Council and excited to welcome the new members. He thanked everyone for their hard work.

Sarah, Quinn, and Virgil congratulated Hornsby.

Unfinished Business

1. Discussion and Vote on Mayor Pro Tem; Discussion and Vote on Clerk/Recorder; Discussion and Vote on Treasurer (All)

Leppanen motioned for Hornsby to be Mayor Pro Tem, Sosa seconded and Leppanen, Hook, Sosa, Davila and Hornsby voted in favor.

Leppanen motioned for Davila to be Treasurer, Sosa seconded and Leppanen, Hook, Sosa, Davila and Hornsby voted in favor.

Sosa will continue to be Clerk.

2. Discussion and Vote on 2024 Meeting Dates and Times; Holidays (All)

Sosa motioned to meet the first three Tuesdays of each month from 4:00 p.m. to 5:30 p.m. and revisit the time at a later date, Davila seconded and Leppanen, Hook, Hornsby, Sosa and Davila voted in favor. Nelson will update the meeting link.

3. Discussion of Declaration of Conflict of Interest Forms to be Provided to the Clerk/Recorder (All)

The forms are to be filled out and notarized.

4. Discussion of Open and Public Meetings Act (“OPMA”) Requirements; Other Training through Utah League of Cities and Towns (“ULCT”) and Utah Local Government Trust (“ULGT”) (All)

Leppanen explained that she, Sosa, Davila and Hornsby should be getting their certificates for OPMA, which is a yearly requirement, in the mail because they attended the Newly Elected Officials Training. She noted other trainings are available online and very helpful.

5. Update on AmeriCorps Team Arrival on January 8, 2024; Discussion of Lodging, Supplies, Food for First Night, and Orientation Day on January 9, 2024; Work Commences January 10, 2024 with Supervisor Sayers at the Cooperative Cultural Center (“CCC”) (Leppanen)

Leppanen explained when the team arrives they do not go food shopping until after their orientation the next day and asked for town food donations. Sayers will supervise the team projects at the CCC until January 22nd and a backup plan may be needed. They will do other projects such as the Community garden. Sosa will write a check to St. Christophers for the first half of their housing.

6. Discussion and Approval of Memorandum of Understanding (“MOU”) to Engage Hansen Consulting for the Mandated Revisions to the Town’s Subdivision Ordinance (All)

Leppanen explained the state has mandated this work and Planning and Zoning chose this company for the town. The Council will go forward with the MOU.

7. Update on Status of Bluff Community Center (“BCC”) Remodel and Use of American Rescue Plan Act (“ARPA”) Funds and Reporting Requirements (Leppanen/Sosa/Nelson)

The work is still in progress but Thursday may be the move back in day. There is one more payment from ARPA and that will close out the grant.

8. Report on Status of EJG2G Grant, Specifically, Update on Asbestos Testing in CCC and Requirements for “removal, mitigation or encapsulation” (Nelson/Sosa/Leppanen)

Nelson is working closely with the EPA to fulfill requirements for this grant, especially the budgeting of the asbestos removal. She, Leppanen and Sosa met with a State asbestos specialist about moving forward and options. The CCC has non-friable

asbestos which is less severe and less costly to deal with. Nelson estimated \$60,000 to \$70,000 to encapsulate by covering floors with concrete. This information is being included at DRC meetings to keep them informed in budgeting and options for directions to go in.

9. Report on Meeting of the DRC on Tuesday, January 2, 2024; Update and Discussion on Representation of the Bluff Town Council on the CCC's Design Review Committee ("DRC") (Leppanen)

Leppanen met with Janet Slowman-Chee, the new UDB director, before the meeting and reported she is unhappy about decisions made and ownership of the building. UDB supplied \$307,500 to purchase the building which is in the Town's name until the joint contract is fulfilled, which is based on joint renovation. Dave Conine the original consultant has retired. Hopefully the Town can receive more direction and communication from the DRC and UDB because both grants hinge on partnership. Only work that has already been agreed on can be done. Davila asked about community involvement. Nelson pointed out the EPA requires specific action items for both entities to obtain the grant, which means working jointly. This phase is fire suppression, HVAC, insulation, etc., at this point. The EPA is explicit about how funding is used. Davila volunteered to join the DRC and Hornsby is also interested in being involved.

10. Report on Bluff Water Works Meeting on Wednesday, December 27, 2023 (Sosa)

Sosa reported the first part of the meeting was their budget for next year, which is similar to the current year. A proposal for a strategic plan based on affordability and sustainability is being presented at their next meeting and several Council members are interested in attending so Leppanen will put a notice on the Utah Public Notice Website. Davila is the BWW secretary and it will be looked into to see if that limits how many other Council members can attend their monthly meeting without posting a notice.

New Business

11. Discussion and Vote on Securing the Governor's Office of Economic Development Grant in the Amount of \$445,000 for Use in Developing the CCC (Nelson)

Nelson put a lot of very quick work into this application and was notified the Town had been selected to receive it. It is for CCC renovations including restrooms, fixtures, furnishings, signage, and architectural and marketing consultation. The outcomes are a workforce daycare center, satellite offices, business incubator, and retail art gallery. It must be used in two years. The required matching funds of suggested \$20,000 will include the AmeriCorps work in the building, Nelson's time and some cash that could come from Capital Projects. The Council thanked Nelson for her hard work. Sosa motioned to accept the grant, Hornsby seconded and Leppanen, Davila, Hook, Hornsby and Sosa voted in favor.

12. Discussion and Vote on Request by Canyon Smokehouse for a Letter of Support from the Bluff Town Council for their Application to the San Juan County Rural County Grant Program (Erin Nelson and Jacob Nelson, Owners)

Jacob Nelson explained how the funding would be used to expand patio space and furnishing which will increase income and tax revenue from their business. Davila

motioned to grant a letter of support, Hook seconded and Leppanen, Davila, Hook, Hornsby and Sosa voted in favor.

13. Recreation Funds for 2024 (Leppanen)

Nelson explained we received a letter from Mack McDonald that the County owes the Town \$1,488.00 for the last fiscal year. Leppanen will sign the letter and sent it to the County and they will send us a check.

14. Other

None.

15. Executive Session to Discuss Imminent or Pending Litigation Pursuant to Utah Code 52-4-204

At 7:23 p.m. Sosa motioned to close the meeting and go into executive session to discuss imminent or pending litigation pursuant to Utah Code 52-4-204 and close the regular meeting from there, Hook seconded and Leppanen, Davila, Hook, Hornsby and Sosa voted in favor.

For requests to receive emails/meeting invitations, email linda@townofbluff.org