

Bluff Town Council Regular Meeting **Draft Minutes**

February 6, 2024

Bluff Community Center at 4:00 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 4:00 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 virtually

The meeting started at 4:02 p.m.

Roll Call Mayor Ann K. Leppanen, Luanne Hook, Jennifer Davila, Linda Sosa, Britt Hornsby
Erin Nelson Town Manager

Approval of Bluff Town Council Regular Meeting Minutes of January 16, 2024

Hook motioned to approve the minutes, Hornsby seconded and Leppanen, Hook, Sosa, Hornsby and Davila voted in favor

Public Comment: None

Unfinished Business:

1, Update on Status of Equal Justice Government to Government Environmental Protection Grant and Vote for Approval of Award of State Grant of \$445,000 (Nelson/Leppanen)

Nelson is working on the details needed to receive the EPA grant including a specific budget and timeline. She explained this is a three-year grant but we would like to complete the project in two years. Collaboration and agreement with Utah Dine Bikeyah is needed plus projects they are interested in and plans they have. There are two or three weeks for our negotiations and then the final submission is due. We can start looking for contractors and services needed and do requests for proposals so we are ready to start work when the funds are received. Nelson is also working on the second grant, a state grant so it is a bit less regulated. The State requires this grant to go into the general fund and it is also earmarked for the CCC. Sosa motioned to approve acceptance of this grant, which includes matching funds, Hook seconded and Leppanen, Hook, Hornsby, Sosa, and Davila voted in favor. These two grants total about \$1.6 million.

2. Update on Work by AmeriCorps NCCC Team Red 4; Site Visit by Senator Mike Lee Staff on Friday, February 2, 2024; Workshop with Melanie Daniels from Utah Dine

Bikeyah on Native Foods; Workshop by Reagan Wytsalucy of Utah State University Extension at the Community Gardens with the Team on February 14, 2023; and Discussion of End of the Work Dinner (Leppanen)

- The Team has removed the carpet on the Food Pantry side of the modular and will paint it. Janet Slowman-Chee gave approval to do the other side. They will deep clean the CCC kitchen. At the CC they will repair the wall in the utility room, prime and paint both utility rooms. They are painting the lower part of the gym wall. They are doing brush removal across from the Senior Center. Tina Krutsky came up with more ideas including sanitizing tables and chairs. They are working hard;
- Mike Lee's staff did a site visit and had lunch at Twin Rocks with the team;
- Reagan Wytsalucy will hold a workshop at the Community Garden the 14th from 10:00 a.m. to 11:30 a.m.
- Melanie Daniels will have a traditional foods presentation that may include trying foods after Wytsalucy;
- The team will leave on the 21st Leppanen suggested hamburgers for the dinner.

3. Reminder of Work Session on February 13, 2023 at 3:30 p.m. with Pathways on Strategic Planning and Vote for Approval of Cost for Bound Copies of Strategic Plan (Nelson)

Nelson explained this is the first step in implementing the plan and reminded the Council about the Google Drive link to make comments about parts of the plan that have already been implemented. Davila motioned to purchase eight bound copies of the Strategic Plan and eight of the Active Transportation Plan for the Council, Hook seconded and Leppanen, Hook, Hornsby, Sosa, and Davila voted in favor. Each set costs \$175.00.

4. Report on Results of Point-in-Time Unsheltered Persons Count and Request from San Juan County Administrator for Representation on a Review Committee on Unsheltered Issues (Leppanen)

Leppanen did a drive around and checked various agencies but there was no report of any unsheltered at the time of the count. She offered to be on the review committee since it will have continuity with what she is already doing.

5. Review and Discussion of Hansen Planning Group's Initial Audit of the Town's Subdivision Code and Next Steps (Leppanen)

These preliminary findings with questions about the directions to move forward were sent to Council members. Planning and Zoning chose this group to revise our subdivision code and it was decided to have P&Z continue with the project.

6. Update on Design Review Committee Work and Utah Dine Bikeyah Regarding NDN Grant (Leppanen)

Leppanen explained the DRC has not been meeting because Chee has been in SLC and it will be getting back on schedule. There are many issues to discuss to finish the information needed for the EPA grant. She will let Slowman-Chee know David Conine wrote the NDN grant and get her the information she has about it.

7. Update on Renovations to Bluff Town Offices and Food Pantry; Discussion of Renewal of Lease between the Town of Bluff and Food Pantry for Room 5; Meeting with Utah Food Bank Officials on January 23, 2024; and Inspection by United States Department of Agriculture in February 2024 of Modular at Cooperative Cultural Center, Fire Mesa Kitchen and Food Pantry at Bluff Community Center (Nelson/Leppanen)

- Nelson reported most of the work is completed except the ADA door and a couple of punch list items. The final ARPA report is completed and submitted. Nelson and Leppanen explained the difficulties of doing this kind of work in a rural area and requested more funding from our insurance company for the water damage repair;
- Ginny Burns will sign a new lease that includes the modular and room at the CC but has the same specifications as the original lease;
- Kathy Carson, Bev Smith and Burns are working with the AmeriCorps Team to move food into the new area. USDA guidelines are being followed that include separating USDA food and public contributions plus labeling. Food Bank officials toured the Food Pantry rooms and provided instructions;
- The USDA will be inspecting the kitchens and Food Pantry rooms at both the CC and CCC.

8. Discussion of Bluff Public Meeting on January 31, 2024 with San Juan Economic Development and Points Consulting for Housing Assessment in San Juan County (All)

Davila explained these meetings have occurred in four or five regions of the County and attendance was high in Bluff with people coming from Aneth, Montezuma Creek and communities across the river. Data was presented with missing pieces in the steps needed for housing. Leppanen met with Maria and Brian, the presenters from the State, after their Monument Valley meeting and gave them more data pertaining to Bluff including Listening to Bluff, the 50-Year Water Plan and Kem Report.

9. Discussion and Vote for Approval of Sending Letter of Support to UDOT for Federal Grant Application to plan Bike and Pedestrian Trails on Highways 191, 163 and 162 (Hook)

Hook explained that this is a larger project than the Bluff piece and covers from Moab to Monument Valley with Montezuma Creek. Leppanen motioned to approve writing a letter of support, Hook seconded and Leppanen, Hook, Hornsby, Sosa, and Davila voted in favor. Active Transportation will write the letter.

10. Report on Planning and Zoning Public Hearing on February 1, 2024

Hook reported lots of comments about sustainability and appealing to tourists using signage. P&Z will continue to work on the ordinance with these additional comments and a draft of the ordinance is on the Town website.

New Business

11. Review and Vote on State Auditor Required Privacy Policy Statement for Posting on the Town of Bluff Website (Leppanen)

Leppanen received this information and is working on a draft policy with input supplied by the State Auditor and Utah League of Cities and Towns. This will be moved to a work session but will be completed this month.

12. Discussion of Capital Improvement Plan (CIP) and Setting a Work Session for the CIP (Leppanen/Nelson)

Nelson explained our strategic plan calls for a CIP and how that can work. It is for large projects and over several years, like the CCC and airport improvements. The work session is set for March 12th at 3:00 p.m.

13. Discussion of Lease between the Town of Bluff and Cow Canyon Coffee Shop for Use of Fire Mesa Kitchen and Food Manager's Permit for Public Health Permit (Leppanen)

Leppanen explained she has been working with the BCC manager, Malia Collins, to adapt the current kitchen use form for this use. Ideas included charging hourly, revisiting how it is working in several months, and their manager food handling permits. Leppanen and Collins will continue to define the lease. Collins has taken the food handlers manager test. The kitchen passed the health department inspection and the County permit will be applied for.

14. Report on End of Year Financial Reports and Pelorus (Sosa)

Sosa explained the reports are complete except the link to Social Security which has become much more difficult due to increased security and authentication. Pelorus has offered to do the final part of submission for all its clients for free because of the difficulties.

15. Discussion for Work Session on Friday, February 9, 2024 (All)

This will be Monday the 12th at 1:00 p.m. and the focus will be EPA grant.

16. Other - None

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

Hook motioned to close the meeting at 5:24 p.m., Davila seconded and Leppanen, Hook, Sosa, Hornsby and Davila voted in favor

Linda Sosa Recording Officer

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