

Bluff Town Council Work Session Minutes

March 12, 2024

Bluff Community Center at 2:00 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 person and virtually

The meeting started at 2:05 p.m.

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

10. (moved) Presentation of Draft Signage Ordinance from Planning and Zoning

Amanda Podmore presented the changes made by Planning and Zoning to the sign ordinance and noted changes were made for economic, esthetic and safety reasons. More clarity was added to definitions, there is an added enforcement section with options for the town, changes in size, off premise signs and sandwich boards. Collins researched the size of signs in relation to the speed limit in town using international, commercial code. For readability, at 40 miles per hour the recommendation is 86 sq. ft., 30 miles per hour is 48 square ft. Leppanen thanked P&Z for their hard work and next it will be reviewed by our town attorney. Then the Council will discuss it and vote on it.

1. Discussion of Need for Capital Improvement Project and Transfer of Funds to PTIF (Public Treasurer's Investment Fund)

Nelson explained the benefits and procedures for Capital Improvement projects and supplied the Council with information sheets. Creating a plan for future projects dovetails with our strategic plan and includes prioritization, categories and a checklist. This will go to a work session to discuss ideas, such as airport improvements, the CCC, emergency equipment, and secondary water. The strategic plan will be followed. There was discussion about putting more money in the PTIF and Dave Sanderson will be consulted.

2. Discuss Changes to Fire Mesa Kitchen Rental Contract by Adding an Hourly Rate Component and Conditions of Use

Sosa noted the all-day rate works out to \$9.33 an hour and the half day rate is \$20.00 an hour, both include cleaning. Product and ingredients must not be stored in the kitchen. While

it is a commercial kitchen it is a community kitchen, not a business kitchen. The new contract option seems more appropriate for a commercial business and the Council the considered continuing with the original contract. The coffee shop is using the kitchen at no cost until April 1st.

3. Discuss Bluff Cemetery and Ownership/Management Issues

Moved to a different time, progress is being made.

4. Discuss Request by San Juan County to Shift Issuance of Building Permits and Inspections to the Town of Bluff

Leppanen explained the County wants to shift these services to towns. She asked the Council to think about options, such as partnering with Blanding. We have not gotten specific information from the County yet.

5. Discussion of Protocol for Absence from Town or Inability to Sign Checks

Leppanen explained the importance of letting others know if they are going to be out of town. Hook noted the treasurer is supposed to sign checks.

6. Discussion of Active Transportation Advisory Committee's Work

Moved for lack of time

7. Discussion on Adopting a Policy for Eliciting Letters of Support and Committee By-Laws in General

Moved for lack of time

8. Discussion of Community Impact Board (CIB) Meeting on March 26, 2024 from 1 pm – 4 pm; Capital Asset Inventory; Needs of the Town from CIB

Nelson will attend this virtually and encouraged Council members to also attend.

The town could use large things for EMS and a project list is needed.

9. Discussion of Environmental Justice Government to Government Grant and Partnership with Utah Dine Bikeyah

The meeting went well.

10. Presentation of Draft Signage Ordinance from Planning and Zoning (Amanda Podmore) Already covered.

11. Other

At 3:37 p.m. Hook motioned to close the meeting, Hornsby seconded and Leppanen, Sosa, Davila, Hook and Hornsby voted in favor.

Linda Sosa Recording Officer

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