

Bluff Town Council Regular Meeting Minutes

August 20, 2024

Bluff Community Center at 4:00 p.m.

190 N 3<sup>rd</sup> 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 Notic Website.

This meeting was held virtually and in person.

**The meeting was called to order at 4:01 p.m.**

**Roll Call**

Mayor Ann K. Leppanen, Luanne Hook, Jennifer Davila, Linda Sosa, Brit Hornsby

Town Manager Erin Nelson

Notetaker Melanie Daniels

**Approval of Bluff Town Council Meeting Minutes of August 6, 2024**

Council Member Hook requested clarification between the Transient Room Tax and the Resort Tax. Council Member Davila clarified language around services being procured for the CCC. Council Member Hornsby motioned to approve the minutes with amendments and Council Member Davila seconded the motion. There was no discussion and Council Members Leppanen, Hook, Davila, Sosa, and Hornsby voted in favor. The motion passed unanimously.

**Approval of Bluff Town Council Work Session Minutes for August 13, 2024**

Council Member Hook clarified acronyms in reference to Bluff Water Works. Council Member Hornsby motioned to approve the minutes with amendments and Council Member Davila seconded the motion. Mayor Leppanen requested all Council Members remember to use full names of people and committees being discussed. There was no further discussion and Council Members Leppanen, Hook, Davila, Sosa, and Hornsby voted in favor and the motion passed unanimously.

**Approval of Bluff Town Council and Utah Diné Bikéyah Minutes for Joint Opening of Bids for Cooperative Cultural Center on August 13, 2024**

Council Member Hornsby motioned to approve the minutes. Council Member Davila seconded the motion and there was no discussion. Council Members Leppanen, Hook, Davila, Sosa, and Hornsby voted in favor and the motion passed unanimously.

**Public Comment**

There were no public comments made at this meeting.

**Unfinished Business:**

**1. Update from Class C Roads Committee on, but not limited to, Jones and DeMille Engineering Proposals, Calf Canyon, Erosion; Discussion of Signage and Annual sign Inspection**

Micheal Haviken joined the meeting and gave the Council and Public updates from the Class C Roads Committee. Haviken reported focus has been on the Calf Canyon Road Erosion issue and has received a detail of what remediation would be. Haviken will be sharing that update with the Roads committee at their next meeting August 22, 2024. Beyond the Calf Canyon Road Erosion issues Haviken reported the intention to develop a Request for Proposal to address the road surface of Black Locust Avenue and subsequent RFP for a 5-year pavement plan for the Town. The discussion on the sign inspection is postponed until after the August 22, 2024, Roads Committee meeting. Before the discussion ended Council Member Hook inquired if the

resurfacing of Black Locust Avenue considered the plans for pedestrian and bike access on that roadway. There was further discussion on the timeline of repairs and Haviken relayed the financial status of the Roads Committee.

## **2. Continued Discussion of Bids of Cooperative Cultural Center Project and Update from Project manager on Environmental Justice and Government to Government Grant, including ASAP**

Project Manager Malia Collins led the update and confirmed there were two qualified bids received. She updated the Council on discussions held at the Design Review Committee held earlier in the day and confirmed the cancellation of the Joint Meeting on August 21, 2024. The new meeting is proposed for Friday, September 6, 2024. Council Member Hook expressed concern over communication with the bidders and Project Manager Collins confirmed her and Town Manager Nelson will reach out to the bidders to update them on a date for bid acceptance. Mayor Leppanen updated the Council on concerns relayed by Utah Diné Bikéyah, and remedies taken by Project Manager Collins. Town Manager Nelson updated the Council and Public on the status of ASAP.

## **3. Update on Conversations Around Solar Panels Transferred from Monticello City to Bluff Town and Process**

Malia Collins led discussion on the solar panels from Monticello and reported on her conversations with all parties involved in preparation for the solar panel transfer to Bluff. There was discussion on possible tax incentives and Project Manager Collins was tasked with exploring those options more thoroughly. Town Manager Nelson and Council discussed the requirements tied to accepting the solar panels.

## **4. Report on Design Review Committee Meetings on August 13 and 20, 2024**

The Council Members had already covered what occurred at the August 13 and 20<sup>th</sup> DRC meetings and reaffirmed that the two accepted Engineer/Architect bids for the Cooperative Culture Center are under review.

## **5. Discussion and Vote on How to Move Forward on Enforcement Issues**

Due to extenuating circumstances Mayor Leppanen requested that the Council table this discussion until further research could be completed. Council Member Davila asked the Council if they had any specific topics she should pursue while at the Utah League of Cities and Towns Conference. Council Members then discussed the role of education in the development of enforcement policies for the Town. The Council discussed the possibility of mediation being included in that policy; however, no final decisions were made.

## **6. Report on bluff Water Works meeting on August 14, 2024**

Council Member Hornsby reported on the Bluff Water Works meeting and informed the Council there were questions as to who should be sent for consultation. The Council will defer to the strategic plan laid out by Gary Lichtenstein and Marx Powell.

## **7. Update on Training of Bookkeeper and Zions Bank**

Council Member Sosa reported that training has been focused on and things have been going well. Town Manager Nelson reported on steps taken with Zion's Bank to get the new Bookkeeper access to the proper accounts and steps taken to research online payment options. Council Member Hook raised questions around the PTIF account, and the Council discussed management of that account.

## **8. Update on Status of Fiscal year 2024 Audit by Larson and Company**

Council Member Sosa reported on what the auditing company requested. Both Sosa and Nelson confirmed that this portion of the audit is relatively quiet as the auditing company is processing the Town's financial information.

**New Business:**

**9. Update by Community Center Manager and Vote on Change of Vendors for Pest Control**

Community Center Manager Malia Collins updated the Council on who the Town previously contracted with for pest control and services provided. Service with New Technology Solutions has been cancelled and Blue Mountain Extermination is who the town will be contracting with moving forward.

**10. Discussion about Rescheduling the Joint Meeting with Utah Diné Bikéyah**

Mayor Leppanen and the rest of the Design Review Committee will report updates as they become aware.

**11. Results of Bluff Wellness Survey**

Council Member Sosa reported on the number of participants, how to access the results of the survey, and a brief explanation of what the survey covered.

**12. Financial Report**

Council Member Sosa broke down the report she shared with the Council and asked for a vote of approval.

<p>August Financials</p> <p>Malia Collins – \$ 799.11 CC Manager</p> <p>Malia Collins - \$1,256.98</p> <p>Malia Collins - \$1,256.98</p> <p>Melanie Daniels -\$1,031.53</p> <p>Melanie Daniels - \$985.48</p> <p>DS Accounting - \$1,750.00</p> <p>NetForce - \$524.58</p> <p>Emery Telecom - \$261.01</p> <p>ULCT - \$500.00 Membership</p> <p>Helgerson - \$50.00</p> <p>Cynthia Whitehorse - \$400.00 CC and Bar Well</p> <p>Action Air - \$299.60</p> <p>United States Treasury - \$3868.20</p> <p>July</p> <p>Utah State Tax Commission - \$180.03</p> <p>New Technology Solutions - \$85.00</p> <p>Dufford Waldeck - \$442.00</p> <p>Dufford Waldeck - \$ 6398.93</p> <p>San Juan County Roads - \$8,035.99</p>	<p>San Juan County – \$350.00 Sand bags</p> <p>San Juan Record - \$208.00 Rocky Mtn. Power - \$828.79</p> <p>BWW -</p> <p>Emery Telecom - \$245.35</p> <p>StateFire - \$543.08</p> <p>ULGT - \$13,546.55 Insurance</p> <p>Bankcard - \$2,052.18</p> <p>X- Mission - \$15.00</p> <p>Google Suites - \$85.10</p> <p>Office Depot - \$2.32</p> <p>Utah State Tax Withholding - \$663.18</p> <p>Cow Canyon Trading Post - \$112.82</p> <p>Pakish/note taking</p> <p>Amazon - \$447.81 Supplies, desk, hanging organizer</p> <p>Agena - \$166.56 light meter</p> <p>Springhill – \$516.20 litigation expense</p> <p>Red Lobster– \$45.49 litigation expense</p>	<p>School Project</p> <p>Rocky Mt. Power - \$128.54 July</p> <p>Rocky Mtn. Power - \$149.44</p> <p>BWW – \$35.00</p> <p>StateFire - \$34.27</p> <p>James Van Reenen - \$55.41</p> <p>Cynthia Whitehorse - \$600.00</p> <p>San Juan Record - \$144.90</p>
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Council Member Hornsby motioned to approve the expenditures and Council Member Davila seconded the motion. There was no discussion and Council Members Leppanen, Davila, Hornsby, Hook and Sosa all voted in favor. The motion passed unanimously.

**13. Other/Adjourn**

Town Manager Nelson reminded the Council John Curtis will be visiting the town tomorrow and the Council discussed the details of the visit. Council Member Hornsby motioned to adjourn the meeting and Council Member Davila seconded it. There was no discussion and Council Members Leppanen, Hook, Davila, Sosa and Hornsby voted in favor. The motion passed unanimously, and the meeting adjourned at 5:02 p.m.