

Bluff Town Council Special Meeting Minutes

September 24, 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 Notic Website.

This meeting was held virtually and in person.

The meeting was called to order at 4:15 p.m.

Roll Call

Brit Hornsby as Mayor Pro-tem, Ann K. Leppanen, Luanne Hook, Jennifer Davila, and Linda Sosa

Erin Nelson serving as Town Manager

Approval of Bluff Town Council Public Hearing Minutes on the U.S. Department of Agriculture Rural Development Grant Request for \$50,000.00 for an Emergency Portable Generator

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

Public Comment

No public comments were made at this meeting.

Unfinished Business:

1. Discussion and Vote on Final Approval of the U.S. Department of Agriculture Rural Development Grant for the Portable Generator for the Town of Bluff

Town Manager Nelson made the final presentation for the U.S. Department of Agriculture grant and after a few clarifying questions about the grant award procedures the council agreed to officially submit an application.

Council Member Davila motioned to have Erin submit the grant application for the portable generator and Council Member Hook seconded. There was no discussion on the motion and Council Members Sosa, Hook, Davila, Hornsby, and Leppanen voted in favor. The motion passed unanimously.

New Business:

2. Discussion and Vote on End of Quarter Adjustments and Financials

Town Manager Nelson updated the Council on what is being done as duties are being transferred to the bookkeeper and how the Town's finances will be reported moving forward. The next financial report should be a better reflection of documents that are more accessible and usable. Nelson then presented the pay discrepancies discovered in Quarter 1 concerning the Town's salaried employees. The Town Manager had been paid the wrong rate at her previous pay rate starting in May 2022 and ending in June 2024, as well as the salary of the Project Manager hired in July 2024. Both employee rates were based on a 26 yearly pay cycle, however, the Town operates on 24 yearly pay cycle. The Council discussed the details of the backpay and agreed that the Town Manager will be paid with full interest accrued during the outlined period. Council Member Davila motioned to correct the back pay mistakes due to a confusion of a 24 and 26 payroll cycles for 2022 through 2024 for all salaried staff. Council Member Hook seconded the motion and Council Member Leppanen ask for the motion to be amended to include all salaried staff impacted by the pay discrepancies. Council Members

Hook, Leppanen, Davila, Hornsby, and Sosa voted in favor. The motion passed unanimously. Nelson expressed her appreciation for the Council and excitement for how the organization moves forward.

3. Other/ Adjourn

Council Member Hook brought up the need for a back-up AV tech support person as Kreig Benally is sometimes unavailable for the Town's special meetings. There was brief discussion of who and how that would happen, and the Council decided it would be best to discuss this at a later meeting.

Council Member Davila motioned to adjourn, and Council Member Hook seconded. There was no discussion on the motion and Council Members Hook, Davila, Hornsby, Sosa, and Leppanen voted in favor.

The motion passed unanimously, and the meeting adjourned at 4:34 p.m.