

Bluff Town Council Regular Meeting Minutes

December 3, 2024

Bluff Community Center at 4:00 p.m.

190 N 3 rd 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 <https://www.utah.gov/pmn/>. The public can participate by telephone at 1 904-900-0507 (PIN: 364208783) or through meet.google.com/ytf-sjdx-csv. To view the livestream, or watch past recordings, please visit our YouTube channel: <https://www.youtube.com/channel/UCTqBxSP-Erhxq6muVMX6vdw>. This meeting was in person and virtual

4:05 Roll Call: Mayor Ann K. Leppanen, Luanne Hook(excused), Linda Sosa, Jennifer Davila, Britt Hornsby
Erin Nelson Town Manager

Approval of Bluff Town Council Regular Meeting Minutes of November 19, 2024: Hornsby motioned to approve the minutes as presented. Davila seconded. Leppanen, Davila and Hornsby voted in favor. Sosa abstained. The motion passed unanimously. The minutes were approved.

Public Comment: none

Unfinished Business

1. Discussion of Subdivision Draft Ordinance: The public hearing is scheduled for 12/4/2024. There is a 10 day period for accepting written comments. Leppanen noted some non-substantive changes needing to be made and suggested the Council review the draft ordinance at a work session on 12/10/2024 and vote on 12/17/2024. The state mandated deadline for completion is December 31, 2024.

2. Discussion of Recreational Vehicle Regulation Draft Ordinance: The Public Hearing for the Subdivision Draft Ordinance is scheduled for 12/4/2024. The RV draft ordinance will be discussed at Town Council work sessions tentatively scheduled for 12/10/2024 and 1/14/2025. The Town Council vote will be in January or February of 2025.

3. Review and Vote on Bluff Planning and Zoning Commissioners Recommendation for Vacant Seats: Ed Dobson's and Marcia Hadenfeldt's terms expired on November 30th, 2024. The Planning and Zoning Commission recommended that Marcia Hadenfeldt be appointed to serve another term, leaving one seat unfilled. Leppanen noted that after checking the P&Z and Town bylaws, there is no provision for filling a vacant seat, nor a process for approving meeting dates. In addition, an option was suggested that the timeline of terms be aligned with the calendar year. Nelson also noted the need to add details for procedural clarity and a process for removing a Commissioner. Leppanen will discuss this with the town attorney and address this issue at a future meeting in January. Hornsby motioned to approve Marcia Hadenfeldt for the P&Z vacancy, Davila seconded. There was no further discussion. Leppanen, Sosa, Davila and Hornsby voted in favor. The motion passed.

4. Update on Design Review Committee meeting of November 21, 2024: The Bluff members of the DRC discussed the EPA meeting noting the red flags related to being 7 months into the grant with no draw-down of funds. Collins has received no contact from UDB. Leppanen will contact the town attorney to follow up with UDB regarding the Breach of Contract Notice and almost \$6,000 in overdue invoices. The next DRC meeting is Thursday, 12/5/2024 at 1:00 PM.

5. Update on Bluff Water Works Strategic Planning Meeting on November 21, 2024: Hornsby and Davila reported that the Bluff Water Works Strategic Planning Meeting included discussions of a secondary water system in order to preserve water rights and reduce culinary water usage, the need for the BTC and BWW to operate under one umbrella and the need for a succession plan for Marx Powell. The Strategic Plan was reviewed and some BWW concerns were noted concerning the need to remain politically autonomous and more (locally) representative. The provision of water and infrastructure was

also discussed related to potential growth. Leppanen commented that her personal belief is that the BWW would be incorporated into the town as a Department which would include a Department Chairperson and town oversight of the budget, public postings, etc. Nelson commented on the opportunity for the water board to access the town infrastructure regarding billing, etc. and for the town to integrate the BWW's knowledge of tactical water systems.

6. Discussion and Next Steps in IT Service Provider Transition Including Zoom vs Google, Shared Drive, Users ; A Quote from Galaxy IT for \$350 One Time Plus \$15.00 a Month for a Tablet for Hornsby:

In the interest of cost, efficiency, back-up and security, Nelson presented a recommendation to replace GoogleMeets with Zoom, change gmail accounts to a Microsoft system and provide for a shared drive. Nelson noted the aggressive learning curve for both the Town Council members and the P&Z Commissioners and the availability of support and training. Sosa mentioned the need to consider the inclusion of the office desktop during the transition. One benefit of purchasing a laptop for Hornsby's use would be to evaluate its use in preparation for future users. Nelson also offered an opportunity to optimize the efficiency of the current small-meeting hybrid audio-visual system with an "Owl-900" microphone. Leppanen suggested a possible work session to discuss options to provide for future tech/IT needs. Hornsby motioned to approve the purchase of a Galaxy IT tablet and the purchase of an OWL. Davila seconded. There was no further discussion. Leppanen, Sosa, Davila and Hornsby voted in favor. The motion passed unanimously.

7. Update on Utah Office of Energy Development Grants: The awarding of this grant is scheduled for 12/15/2024. UOED intends to award \$27, 825 to the Town of Bluff for the replacement of lighting at the BCC and the CCC. Rocky Mountain Power will be on-site to complete an energy audit. Collins is getting quotes to address ceiling issues at the BCC.

New Business

8. December 5, 2024 San Juan County Business Basecamp Conference and Expo: Sosa reported on resources provided at the conference.

9. November 19, 2024 San Juan County Economic Development Board Meeting: Sosa reported on housing, technical, grants and resources provided through SERTA and the San Juan County Economic Development Board.

10. Discussion and Vote on Cattle Guard and Culvert Maintenance: This agenda item will be addressed in a future work session.

11. Discussion and vote on BLM Airport Lease totaling \$758.60: The airport involves Bears Ears and BLM jurisdiction issues. Discussion involved making the payment and extending the lease to provide time to consider the need, to clarify the lease and inviting Jim Hook to discuss the usage and economics. Hornsby motioned to approve the lease. Davila seconded. There was no further discussion. Leppanen, Sosa, Davila and Hornsby voted in favor. The motion passed unanimously.

12. Financial Report & Vote to Pay Bills: Nelson mentioned that during the transitional period, the non-routine accounts payable and incomplete/outstanding accounts receivable sections may result in an updated November report. Sosa mentioned that the monthly financial report is in the Powers and Duties book and is sent out after reconciliation. Hornsby motioned to pay the current bills. Davila seconded. There was no further discussion. Leppanen, Sosa, Davila and Hornsby voted in favor. The motion passed unanimously.

13. Other: Leppanen suggested recognizing Grant Sunada, the SJC Public Health Director, who resigned from his position effective in mid-December. Hornsby inquired and Nelson confirmed that the relevant sections of the county-wide housing assessment document will be posted on the town website.

Hornsby motioned to adjourn, Davila seconded. Leppanen, Sosa, Davila and Hornsby voted in favor. The motion passed unanimously and the meeting adjourned at 5:33 PM.

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