

Bluff Town Council Regular Meeting Minutes

October 15, 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 4:02 p.m.

Roll Call

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

Town Manager Erin Nelson

Approval Of Previous Minutes

Approval of Regular Meeting Minutes from October 1, 2024

Approval of Regular Meeting Minutes from October 8, 2024

Public Comment

No public comments were made at this meeting.

Executive Session to Discuss Imminent or Pending Litigation Pursuant to Utah Code 52-4-205

Council Member Hornsby motioned to move into executive session to discuss imminent or pending litigation and Council Member Davila seconded the motion. There was no discussion on the motion and Council Members Leppanen, Sosa, Hook, Hornsby, and Davila voted in favor. The motion passed unanimously, and the Council moved into Executive Session at 4:08 p.m.

The Council returned from Executive Session at 5:11 p.m. where all Council Members were present and took a 4-minute recess.

All Council Members returned at 5:15 p.m. and resumed the public meeting.

Old Business:

1. Review of Meeting Minutes for Joint Meeting of bluff Town Council and Bluff's Planning and Zoning Commission

Mayor Leppanen suggested the Council table this discussion and approve these minutes in the next meeting. There were no objections, and the Council moved to the next agenda item.

2. Reminder about Voting Ballot Box and Review of Schedule for Wednesday, October 16, 23, and 30th, 2024

Town Manager Nelson updated the public and Council Members of voting procedures for the Bluff area and hours the ballot drop box will be available to the public. Nelson confirmed with Council Members the times they would cover the ballot drop box to ensure it is accessible from 9:00 a.m. to 5:00 p.m. Monday through Friday until election day.

3. Presentation and Discussion of IT Services and Update on Move to a '.gov' Domain

Town Manager Nelson was not able to give any updates on the solicitation of IT services as there is still an entity who has not shared a written quote with the town. There was minor development in the '.gov' domain transition and the Town is awaiting approval of the suggested domain name. Once approved the Town's IT servicer will simply need to begin the transfer of the Town's servers.

4. Review of Application Draft for Sole Source Water Designation

Mayor Leppanen and Council Member Hornsby are in the process of coordinating with the EPA to request what the Town will need for their application. Once they have that information they will share it with the rest of Council. There was discussion on what specifically Sole Source Water Designation would mean for the Town and what kind of protections that came along with that.

5. Report on Progress of Bears Ears National Monument Management Plan

Council Member Hornsby has been working through the published Resource Management Plan and as there is only two airports around the monument the Town is in a unique position. Hornsby will continue to reach out to the Bears Ears National Monument Management team to ensure the Town's airport is addressed correctly.

6. Report on Bluff Water Works Meeting of October 9, 2024

The Council Members involved in the Bluff Water Works strategic plan development each gave an update on the progress of that initiative and general activities of the Bluff Water Works board.

New Business:

7. Discussion of Bluff's Planning and Zoning Commission's Term Expirations, Notice of Vacancies, Amendments to Bluff's Planning and Zoning By Laws

Town Manager Nelson reported there are two Planning and Zoning Commissioner seats expiring at the end of November that the Town is seeking to fill. The terms will run from December 2024 to November 2028. For information on requirements interested individuals can visit the Town website or reach out to Amanda Podmore at amandapz@townofbluff.org. To ensure a fair and equitable process all interested individuals will undergo an interview by the 3 remaining Commissioners and will need to be confirmed by the Council and P&Z Commission. The discussion moved to updating the bylaws of the Planning and Zoning Commission and will be an agenda item for the Town's next work session.

8. Report on Bluff's Planning and Zoning Commission Meeting

Council Member Hook gave a recap of the Planning and Zoning Commission meeting and what the Commission has planned. There was discussion on the Land Use Clearance application of an individual who was seeking approval after they had installed a structure without proper permitting. The Council's discussion led to the next agenda item where they discussed the issue further.

9. Discussion of Penalties for Violating Ordinance Section 6.01.020(D)

Mayor Leppanen presented other remedies of this type instituted by other municipalities and confirmed this would be an agenda item on the Council work session. There the Council will discuss monetary penalties for these types of infractions and give teeth to the ordinances adopted by the Town.

10. Review and Discussion of Department of Interior (Bureau of Land Management) and United States Agriculture (Forest Service) Letter of October 7, 2024

Earlier in the week a letter had been sent to the Town from the Bureau of Land Management. Mayor Leppanen will ensure the rest of the Council will receive a copy. Council Member Hornsby notified the Council he would attend a proposed meeting in the coming week.

11. Report on Roads Committee Work, Engineering Discussion and Vote to Hire Thomas Hayden to do Mapping

Council Member Hook recounted the discussions in the Roads Committee meeting and brought forth the items needed that the Council needed to approve. The Committee has received an appraisal from Jones and DeMille for the improvements needed for Calf Canyon Road, however, additional information will be needed before an RFP can be developed. Michael Haviken is working with Jones and DeMille to get that information. It was

reported that the San Juan Transportation Board can provide a 50% match to help remediate costs. Additionally, Hook reported the Roads Committee has selected an independent contractor, Thomas Hayden, to inventory all the signs in the Town Boundaries. The Council discussed his proposed rate, required paperwork, and what the nature of his relationship to the Town would be. Following that discussion Council Member Davila inquired on behalf of community members what the purpose was of recent road surveys around Town. Hook confirmed there were updates to the Town manifest in the works. Hook then reported on road maintenance needed elsewhere and who the Town could contract that work out to. Council Member Hornsby ended discussion by motioning to hire Thomas Hayden for the road GIS work at \$20.00 dollars an hour as an independent contractor. Council Member Davila seconded the motion and there was no further discussion on the motion. Council Members Davila, Hornsby, Sosa and Hook voted in favor and Council Member Leppanen abstained. The motion passed.

12. Report on Bluff's Planning and Zoning Commission Meeting

This agenda item was already addressed and not addressed again.

13. Other

Council Member Sosa thanked Malia Collins for taking on the two-day project of weeding and upgrading the community center before the Art Festival and winter season. There was a significant amount taken to the community garden and Council Member Davila would like help with the compost pile.

Mayor Leppanen stated this was the week of the Bluff Arts festival and pointed out the Town waived all rental fees for the festival but was not listed as an event sponsor.

14. Adjourn

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

The motion passed unanimously, and the meeting adjourned at 5:57 p.m.