

Bluff Town Council Regular Meeting Minutes
October 29, 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. All records, including audio, are posted on 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: Ann Leppanen, Linda Sosa, Luanne Hook, Britt Hornsby, Jennifer Davila
Town Manager: Erin Nelson

Approval of Bluff Town Council Work Session Minutes of October 8, 2024: Hook asked for clarification regarding who asked about Dark Skies. Nelson confirmed that Nelson had inquired, but it was in a different meeting. Hornby motioned to approve the October 8th meeting minutes. Davila seconded the motion. All in favor, none opposed. The motion passed unanimously.

Approval of Bluff Town Council Regular Meeting Minutes of October 15, 2024: Hornsby made the motion to approve the October 15th meeting minutes. Davila seconded. All in favor, none opposed. The motion passed unanimously.

Approval of Bluff Town Council and Bluff Planning and Zoning Joint Work Session Minutes: Sosa motioned to approve the meeting minutes. Davila seconded the motion. No discussion. Sosa, Hook, Davila, and Leppanen voted in favor, Hornsby abstained due to not attending the meeting. Four in favor, none opposed, one abstain. The motion passed.

Public Comment: None

Unfinished Business

1. Update and Discussion of IT Services (Nelson)

Nelson provided information received during her conversations with the IT service providers that she has been receiving quotes from. All quotes were provided to the council in the agenda packet. Nelson indicated that the lowest cost provider would be Galaxy IT, after they reached back out to her after listening to other town council meetings and they lowered their proposed on boarding quote. With this decrease in cost, the overall cost for a 12-month period would be the lowest compared to the other quotes. Nelson expressed concerns about the overall responsiveness of some of the other companies.

Nelson also shared that after she spoke with NetForce again, their monthly rate was less competitive after they increased their level of service to meet what was being quoted by the other companies. Nelson also indicated that she was impressed with the level of responsiveness from Galaxy IT. There was discussion about the cost of travel, hourly service, and the ability of a service provider to cover the town's needs remotely. The council also discussed that larger projects like getting a new building online would be outside of the scope of the service contract and would be something that would be paid for separately at the hourly rate. They also asked whether Galaxy had other municipal customers. Nelson

stated that they did not at this time but do have private companies that contract with the federal government and need high security.

The council was unable to vote to approve a contract with a service provider but planned to vote in the November 5th meeting. Nelson indicated that she was hoping to have as much time as possible to be able to get the domain changed to the “dot gov” domain before the deadline at the end of the year.

2. Report on Bluff Water Works Strategic Planning Meeting on October 22, 2024 (Davila/Hornsby/Sosa)

Hornsby, Davila, and Sosa provided information about the meeting. Bluff Water Work’s board was all there except for Brant Hart, and Malysa Egge, who was a participating member of the public. Hornsby indicated he thought it was a successful first meeting. There was discussion about succession planning and the need for an incident response plan. Standard operating procedures also need to be documented.

The council members who attended indicated that in the strategic planning meeting, there was discussion about what the town government wanted to see in the plan. Nelson stated that the town government clearly stated their intentions in their own strategic plan that was approved last year. The town’s strategic plan lays out Goal #2 in Organizational Effectiveness, on page #13, Objective #3: Create a water department. Nelson said that plans can change, but as of right now, the town paid \$32,000 for the strategic plan and intends to follow what has been approved.

Hook wanted to know if minutes were released, and the attendees shared that Melanie Krantz is working to release those, and they were unsure if the meeting had been recorded. Leppanen confirmed that while the meeting was noticed on the Utah Public Notice Website sharing that a quorum of Town Council representatives were in attendance, that because the council was not voting or deciding on Town of Bluff government business, we are not required to post minutes or audio recordings.

There was discussion regarding when the next strategic planning session is being held, and the council members will confirm the date and time. The council also stated that a Town Council work session may be helpful in the future to better prepare for the Bluff Water Works discussions.

3. Update on Water Service Line Inventory (Leppanen)

Leppanen received communication from an employee of Sunrise Engineering confirming their work with Marx Powell on the line inventory. The information was submitted prior to the deadline set by the state. The report is still being compiled, but the findings were satisfactory. When the approved reports are available, Leppanen will ask for a copy and ensure they are discussed in a council meeting.

4. Update and Report on Design Review Committee’s Meeting on Thursday, October 24, 2024 (Hornsby/Davila/Collins)

Hornsby reported that there was no significant forward motion, but the group had discussed tree trimming. There were no board members present at the meeting. Nelson confirmed that general maintenance should not come out of the joint account but should be billed in the two-thirds/one-third split. The town’s DRC members thought tree trimming was approved earlier this year but was only delayed for environmental reasons to protect songbirds. The Town will move forward with tree trimming to ensure the work is completed, as it is necessary for the health of the trees and for safety on the property.

Nelson told Janet Slowman-Chee that the second quarter invoice was past due, and the town would be now billing for the third quarter.

Collins confirmed the meeting was recorded. The council agreed that audio recordings can be shared on the town's website. The next meeting will be held on Thursday at 1:00 pm. The link to the meeting is not shared publicly, but the minutes and audio are available from DRC meetings.

New Business

5. Report on Tax Revenue for August 2024 (Daniels)

Daniels read off the tax revenue from August 2024:

Resort Revenue Tax	\$15,247.22
Transient Room Tax	\$7,821.86
Sales Tax	\$10,142.86
Highway	\$963.27

Hook requested to have the numbers include comparisons to prior year numbers. There was discussion regarding access to financials; all council members can view Pelorus, including reporting information. Nelson indicated that she wanted to work to evaluate who should be developing and presenting reporting. There is still work needed to identify and document roles and responsibilities and the town does not want to keep adding work to the bookkeeper role. Leppanen stated that a mid-year budget amendment is needed.

Council members asked how they can view Pelorus information. Leppanen hopes to use the December work session to get other council members "up to speed." The town is in a period of transition, and it will be important for people to feel comfortable in their roles. The council agreed that having clearly delineated roles that are well-documented will be important to the transition.

6. Report and Discussion on Office of Energy Development Block Grant (Nelson/Collins/Leppanen)

Nelson and Collins attended a webinar hosted through Utah's Office of Energy Development regarding a new grant that is available. The Energy Development Block Grant has a pool of \$1,100,000 for retrofitting buildings to be more energy efficient. Municipalities are eligible to apply and will be required to adhere to federal funds requirements like Davis-Bacon Wage pay and Build America/Buy America. The application deadline is November 15th. The grant does not require matching funds, does not have a capped dollar amount, and would have a quarterly reporting frequency. Nelson and Collins recommended submitting two different grant applications.

The first application would be for the Cooperative Cultural Center building to cover insulation, lighting, and/or the heating/cooling system. Nelson stated that the funds cannot be combined on the same piece of infrastructure that is already receiving federal funds. For example, it could not be coupled with the EPA grant to cover the rest of the HVAC system. Because of this, Collins will work to develop a proposal that would shift EPA funds to other areas and have the Block Grant cover all the insulation costs or all the lighting costs.

Nelson recommended submitting a second application for the Bluff Community Center to replace the fluorescent bulbs and light fixtures throughout the building. Municipalities can submit multiple applications but cannot submit multiple applications for the same project (i.e., only one application could be submitted for the CCC building).

7. Other/Adjourn

Nelson wanted to remind everyone that Bluff is not a physical voting location on election day, but the Town Offices have a ballot drop box and it will be available Monday through Friday from 9 am to 5 pm. The closest in person voting locations will be Montezuma Creek and White Mesa. Hornsby stated that people can check their voter registration status online and can make updates on the same day. Leppanen reminded listeners that if they intend to mail their ballots, they must be postmarked by November 4, 2024.

Nelson also shared that the Bears Ears Marathon is taking place on November 2nd. There will be road closures and a lot of activity by the CCC building and Bluff Fort.

Hornby gave a shout-out to the Bluff Arts Festival organizers, the Bluff Community Foundation.

The softball field at the Bluff Community Center was also used and hopefully will see more use soon.

Hornsby made the motion to move into the executive session, then adjourn directly from the executive session. Davila seconded the motion. All in favor, none opposed. The council moved into executive session at 5:18 pm.

Executive Session Convened Pursuant to Utah Code 52-4-205 to Discuss Imminent or Pending Litigation (All)

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