

Bluff Town Council Regular Meeting Minutes DRAFT
December 17, 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 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 will be in person and virtual.

4:00 Roll Call: Mayor Ann K. Leppanen, Luanne Hook, Jennifer Davila, Linda Sosa, Britt Hornsby

Public Comment: none

Introduction of Jon Haderlie, Larson & Company, and Presentation of FY 2024 Audit Results:

Haderlie reviewed the 2024 fiscal year audit report and noted that, again, Bluff was found to be in compliance in all financial accountability and reporting areas.

Approval of Bluff Town Council Work Session and Meeting Minutes from December 10, 2024: A spelling correction was noted. Hornsby motioned to accept the minutes as corrected. Davila seconded. Leppanen, Sosa, Hook, Davila and Hornsby voted in favor. The motion passed unanimously. The minutes were approved.

Unfinished Business

1. Discussion and Vote on Utah Department of Transportation Speed Study: Jared Beard has taken a position as the assistant regional director. Cody Marchant has taken Jared's former position at UDOT and is knowledgeable about recent changes to the process of modifying the speed limit. Discussion included the timing of the speed study during April/May, coordinating with the elementary school's Safe Passage plan to move students across the highway, and making the Bluff entrance signs more visible. Davila noted that in the past, the District painted crosswalks at the old school. There are currently no crosswalks at the new location. Hook mentioned referencing the Active Transportation Plan. Hornsby volunteered to contact the school. Leppanen emphasized creating a list of concerns in preparation for future discussions with UDOT. Hornsby motioned to move forward with the speed study. Hook seconded. Leppanen, Sosa, Hook, Davila and Hornsby voted in favor. The vote was unanimous: The motion passed.

2. Discussion and Vote on Road Standards for Insertion into the Draft Subdivision Ordinance:

Leppanen noted that the proposed subdivision ordinance draft is vague regarding road standards. Due to the mandated deadline of December 31, 2024 and the town attorney's limited schedule availability, Leppanen suggested not including the Road Standards in the draft and moving the discussion to a work session in January. Erin Nelson, Town Manager, has developed an appendix of Bluff's roads standards which could be added to the discussion at the work session. It was agreed to postpone the vote.

3. Discussion and Vote on Subdivision Ordinance: Michael Haviken, chair of the Bluff Roads Committee, joined the discussion. Discussion included Class C roads, inclusion of the condominium definition, the need for clarification of the notification process and formatting/highlighting. Leppanen will submit both drafts to the town attorney and also inquire regarding the notification process. Leppanen recommended voting with a qualifier regarding notification, which could be addressed at a special meeting as needed. Hornsby motioned to adopt the subdivision ordinance. Hook seconded. Leppanen, Sosa, Hook, Davila and Hornsby voted in favor. The vote was unanimous: The motion passed.

Leppanen also presented the need to record votes on a Subdivision Ordinance Codification which is a document verifying the replacement of the previous ordinance with the current one. Leppanen, Sosa, Hook, Davila and Hornsby voted in favor. The vote was unanimous

4. Discussion and Vote on Helgerson Property Management Proposal to Clean and Improve Cattle Guards: Helgerson Property Management submitted an invoice to clean out 3 cattle guards at the cost of \$800 each including labor. Should drainage also need to be addressed the cost would increase to \$130 per. Hook will confer with Helgerson. Hornsby motioned to accept the Helgerson Property Management proposal to clean and improve cattle guards. Davila seconded. Leppanen, Sosa, Hook, Davila and Hornsby voted in favor. The vote was unanimous: The motion passed.

5. Report on City and Town Coordination Meeting on December 12, 2024: Kristen Bushnell has scheduled monthly meetings between SJC Planning and Zoning and the town managers of Monticello, Blanding and Bluff. Leppanen reported discussions on the Building Inspection agreement. Leppanen suggested providing for multiple agreements specific to each municipality and emphasized the need to accept Bluff's agreement as prepared by the town attorney. Further discussion including EMS, Fire, County Health services, and communication with the county were discussed by the Town Council and will also be addressed at future City and Town Coordination meetings.

New Business

6. Discussion of Request by Coral Sands to Vacate an Alley: This request requires a 2-week notice for a Public Hearing plus an additional 10 days for written public comments and notification of adjacent land owners. Leppanen also mentioned the inclusion of any other community applicants whose requests may require a Public Hearing. Leppanen will contact the newspaper to inquire about holiday-deadlines for posting and will also contact Pam Yearous for scheduling.

7. Discussion and Vote on Bluff's Planning and Zoning Meeting and Work Session Dates: Following discussion, Hornsby motioned to approve the Bluff P&Z meeting dates with P&Z discretion to schedule around holidays. Davila seconded. Leppanen, Sosa, Hook, Davila and Hornsby voted in favor. The vote was unanimous: The motion passed.

8. Discussion and Vote on Stipends in December 2024: Hornsby motioned to approve the stipends in December 2024. Hook seconded. Leppanen, Sosa, Hook, Davila and Hornsby voted in favor. The vote was unanimous: The motion passed.

9. Report on December 9, 2024 San Juan County Tourism Tax Board Meeting: Sosa reported on the Tourism Tax Board's use of data to inform decisions with the focus on marketing.

10. Discussion and Vote on Intent to Continue on San Juan County Economic Development:

Hornsby motioned for Linda Sosa to continue on the San Juan County Economic Board. Davila seconded. Leppanen, Sosa, Hook, Davila and Hornsby voted in favor. The vote was unanimous: The motion passed.

11. Other:

*Hook mentioned that the Bluff P&Z Commission meets tomorrow. She also mentioned that the fire siren is temporarily turned off as a trial. First responders will be notified via pagers.

* In order to plan for coverage over the holidays, Leppanen asked the Council members to log their unavailability dates into the calendar.

Hornsby motioned to adjourn. Davila seconded. Leppanen, Sosa, Hook, Davila and Hornsby voted in favor. The meeting adjourned at 5:40 PM.