

Bluff Town Council Regular Minutes  
May 11, 2021  
Bluff Community Center at 6:00 p.m.  
190 N 3<sup>rd</sup> East P.O. Box 324  
435-672-9990

Regular meetings are held the first three Tuesdays of every month at 6:00 p.m. at the Bluff Community Center. 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

This meeting was held electronically

The meeting started at 6:03 p.m.

Roll Call Mayor Ann K. Leppanen, Luanne Hook, Jim Sayers, Linda Sosa, Brant Murray

Approval of Bluff Town Council Work Session Meeting Minutes of May 4, 2021

Sayers motioned to approve the minutes, Murray seconded, and Leppanen, Sayers, Sosa, Hook and Murray voted in favor.

Approval of Bluff Town Council Regular Meeting Minutes of May 4, 2021

Sayers motioned to approve the minutes, Murray seconded, and Leppanen, Sayers, Sosa, Hook and Murray voted in favor.

## Old Business

### **1. Rules of Order and Procedure and the Code of Conduct for Public Meetings and Hearings**

The Council had reviewed and discussed the Rules of Order and Procedure and the Code of Conduct for Public Meetings and Hearings previously on May 4, 2021. Leppanen made the discussed changes and presented the amended documents. Murray moved to approve the Rules of Order and Procedure and the Code of Conduct for Public Meetings and Hearings; Sayers seconded. The vote was unanimous to approve the documents as amended and presented by Leppanen.

**2. Discussion and Possible Vote on Short-Term Rentals Ordinance, Fees, and Enforcement, Applications for Short-Term Rentals and Licenses.** Leppanen advised the Council that the Town's attorney had not yet completed his review of the proposed ordinance due to another project of the Council's taking priority. This item will be moved to the agenda for the May 18, 2021 regular meeting.

Leppanen raised the issue of fees for business licenses and short-term rentals. If the Council wants to implement fees, that could occur by ordinance in the discussion of the 2022 budget or be raised in an amended budget hearing later in the fiscal year.

There is one pending application for a business license and Sosa and Leppanen will review it this week. The Town has 10 business days from receipt to approve or deny the business license which is not the same as the short-term rental license.

**3. Discussion of 2022 Budget.** Leppanen said the time frame the Town is following is that the tentative budget gets posted on or before May 14, 2021 which is 10 days prior to the public hearing. On or before that date the Council adopts a tentative budget and then a public hearing is held. That will be on May 25, 2021. Leppanen went through the draft tentative budget which does not yet balance in

the draft.

If business licenses and short-term rental licenses are to be a part of the revenue, then an ordinance has to be passed setting the fee.

In the Bluff Service Area's budget, in addition to the General Fund, they included a Special Revenue Fund for the PILT money from San Juan County, a Capital Projects Fund for holding money for capital projects, and an Enterprise Fund for the Bluff Community Center. After consulting with the Town auditor, Jon Haderlie, Leppanen recommended merging those Funds with the General Fund as they all 3 are actually general funds. There is no state law that requires that these be separated out and it makes reading the budget more user friendly.

Leppanen discussed the PTIF and the auditor's recommendation that the \$30,000 designated in the Capital Project Fund be transferred into a PTIF as that garners interest.

Hook has already made contact with the State of Utah PTIF and has the application. This will require a vote to move these funds. Hook suggested putting all funds into the PTIF, including the property tax and tax revenue, then withdrawing monthly as needed by the Town to pay expenses.

Leppanen and Sosa had discussed this with the auditor and his recommendation was not to do that as it would require adding a second reconciliation in addition to the monthly reconciliation of the general fund.

Leppanen said that the Town will have a surplus for 2021 but how much is still unknown. The \$30,000 from the Capital Projects Fund has to be accounted for in the surplus.

The draft budget includes \$40,000 for a town manager and money for a book-keeper and town clerk as well as the Bluff Community Center Manager and maintenance and janitorial services.

Michael Haviken has outlined road work in the amount of \$54,000 for inclusion in the budget and Leppanen asked to meet with Haviken and Hook about the specifics so that it can go into the budget. For purposes of the tentative budget the \$54,000 amount will be used.

#### **4. Fraud Risk Assessment, Cyber Security Survey, and NetForce Install and Training.**

The Fraud Risk Assessment is ready for Sosa to review and sign. The Town scored 360 points out of a possible 395 points which makes the Town "very low risk" for fraud. This is due May 14, 2021. The Survey for Cyber Security was due May 7, 2021 and that was completed by Leppanen and filed with the Trust. NetForce told Leppanen everything is ready to go except for the training once the electrical work is done. Sayers will follow up with NetForce and the electricians since none of the Council knew what electrical work needs to be done.

#### **5. Discussion and Vote on "Rights of Nature" Resolution.**

Leppanen did not finish this due to the work on the budget which is a priority. This

will be moved to next week's agenda.

**6. Bluff Wildfire Preparedness Plan Meeting on May 20, 2021 at 6:00 p.m.**

There was a reminder to the town of this meeting. The postcards went out to the community and Leppanen thanked Sarah Burak and Amanda Podmore for getting the list out. Leppanen thanked Podmore for working with the printer to create the cards and mailing.

**New Business**

**7. Update of CIRD Design Learning Cohort.**

Hook said there is no update.

**8. Summary of Meeting with Mack McDonald on May 7, 2021 Regarding Bluff Transfer Status and Elections**

Leppanen met with Mack McDonald, San Juan County's Administrator, and Leppanen said they discussed the history of the demise of the Bluff Transfer Station. Commissioners Grayeyes and Maryboy requested McDonald to bring back to a commission meeting recommendations regarding re-establishing this. McDonald will be making recommendations but Leppanen stressed that the financial feasibility and locating land might be difficult. The present need is to the south of Bluff and McDonald will look more closely at the Navajo Nation's situation.

Tim and Irene Hamilton commented that this might have been the result of the recent article in the Salt Lake Tribune about the transfer station.

**9. Roads, Planning and Zoning.**

There is nothing new on roads. Planning and Zoning met to discuss the draft animal ordinance and will discuss finalizing this at their next meeting which is May 19, 2021 at 6:00 p.m.

**10. Financial Report**

Sosa presented the May financial report. Leppanen said that she used this in working on the draft budget.

**11. Other**

The time for filing for a council seat is June 1 through June 7, 2021. The filing is at the Town Council Office in the Bluff Community Center. Leppanen asked the Council to think about how the office is staffed that week and she'll put it on the agenda for next week. Write-in candidates have until 65 days prior to the general election to file their candidacy.

Hook said the Community Garden is going well and there are 2 more sessions.

Hook said Bluff has a community member turning 90 on May 19th. Murray said "Happy Birthday, Melvin." Hook commented that it's too bad we can't have a community recognition of him and Sosa suggested everyone send him a birthday card.

Sayers moved to adjourn the meeting at 7:20 p.m. Murray seconded the motion. It was unanimous to adjourn.

Recorded by Ann Leppanen

This meeting took place electronically in order to follow the social distancing guidelines given by state and local authorities. The public was able to connect and participate electronically.

For requests to receive emails/meeting invitations email [linda@townofbluff.org](mailto:linda@townofbluff.org)