

Bluff Town Council Regular Meeting Minutes

May 7, 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.

To view the livestream, or watch past recordings, please visit our YouTube channel:<https://www.youtube.com/channel/UCTqBxSP-Erhxq6muVMX6vdw>.

This meeting was held in person and virtually

The meeting started at 4:04 p.m.

Roll Call Mayor Ann K. Leppanen, Luanne Hook, Jennifer Davila, Linda Sosa, Britt Hornsby
Erin Nelson Town Manager

Approval of Bluff Town Council Regular Meeting Minutes of April 23, 2024

Davila motioned to approve the minutes, Hornsby seconded and Leppanen, Sosa, Hook, Davila and Hornsby voted in favor.

Approval of Bluff Town Council Work Session Minutes of May 2, 2024

Hornsby motioned to approve the minutes, Hook seconded and Leppanen, Sosa, Davila, Hook and Hornsby voted in favor.

Public Comment:

Amer Tumeh talked to UDOT and spoke about their jurisdiction and how signs needed to be off their easement.

Unfinished Business

1. Discuss and Vote on Revised Draft of Sign Ordinance (All)

Leppanen explained that the Council had discussed the ordinance at the May 2nd work session and then sent it to the Town Attorney for review. Davila noted no signs are in the right of way. Hornsby motioned to adopt the sign ordinance, Davila seconded and Leppanen, Sosa, Davila, Hook and Hornsby voted in favor.

2. Discuss and Vote on Revised Bluff Community Center and Fire Mesa Contracts and Implementation Protocol (All)

Hook suggested removing the use grid and just using the \$7.00 per hour fee. Clarifications included payment for use is to be made the next month by the fifth day, dropping the need for liability insurance since the Town insurance already covers buildings, the need for a Utah food handler permit and Hook will inspect the kitchen after each use. Davila motioned to adopt the Fire Mesa Kitchen membership contract, Sosa seconded and Leppanen, Sosa, Hook, Davila, and Hornsby voted in favor. Sosa motioned to adopt the revised Community Center and Pavilion contract, Hornsby seconded and Leppanen, Sosa, Davila and Hornsby voted in favor, Hook voted against.

3. Discuss and Vote on Tree Trimming and Yard Care at the Bluff Community Center and Cooperative Cultural Center (Leppanen)

Will be rescheduled to the 21st meeting.

New Business

4. Recommendation and Discussion of Hiring Project Manager for the Environmental Protection Agency Grant (Nelson)

Hornsby reported the two applicants gave excellent interviews and the interviewers, Hornsby, Nelson and Davis Filfred, were not yet ready to make their recommendation and would meet to discuss the interviews again. Leppanen suggested a short special meeting at 3:30 p.m. on May 14th before the work session to vote on the applicants.

5. Presentation of Amended Fiscal Year 2024 Budget and Tentative Fiscal Year 2025 Budget (Nelson/Leppanen/Sosa)

Leppanen noted it is mandated by the State these budgets be presented by May 7th or at a town council's first meeting in May. Nelson presented the budgets guiding through the General Fund, Roads and the Special Revenue Fund and explaining the projections. She noted the fiscal year 2024 was conservative and the projections had been close. Increases in revenue were from UDOT matching grants and interest from the Public Treasury Investment Fund. The need to hire a bookkeeper and note taker increased the projected expenditures. The Council will continue to work on the draft budgets at the May 14th work session. The budgets must be finalized by June 22nd.

6. Discuss and Set Dates for Public Hearings for Amended 2024 Budget, Tentative 2025 Budget, Five-Year Capital Improvement Plan for FY2025-FY2029, Compensation Increase for Town Manager (All)

The required public hearings for the 2024 amended budget, 2025 budget, five-year capital improvement plan and compensation increase to \$70,000 will each be held separately on

May 21st. Leppanen noted the high-level skill set Nelson has brought to her job is benefiting the Town in large grant revenues and other areas. The roads account was not used this year but Michael Haviken has robust plans for 2025. Nelson will post the draft budgets and draft capital improvements plan on the Town website. Leppanen suggested starting the May 21st public hearings at 4:10 p.m. Each one will be a separate hearing. Davila motioned to approve the amended 2024 draft budget, Hornsby seconded and Leppanen, Sosa, Davila, Hook and Hornsby voted in favor.

7. Presentation and Brief Discussion of Drafted Five-Year Capital Improvements Plan (Nelson/All)

This will be rescheduled to the work session.

8. Planning and Zoning Update (Hook)

Hook reported they are updating forms that Nelson will post on the Town website. They will have a work session for the RV ordinance May 17th from 9:00 a.m. to 11:00 a.m.

9. Summary of Meeting with Mack McDonald on May 3, 2024 (Leppanen)

Leppanen reported covering many topics including:

- The County is on track with the transfer of the Cemetery District from the County to Bluff and is doing a survey of the land;
- the State legislature has made insurance benefits available to EMTs;
- ongoing discussions between the town, the County and Utah Navajo Health Services including transfer of buildings and commitments to Bluff;
- changes, options and fees in the building permit and Land Use Clearance processes, including computerizing the information.

10. Discuss and Vote on Bluff City Historic Preservation Association's (BCHPA) Request to Place a Kiosk at West Park (Leppanen/Davila)

Hornsby motioned to grant the request to place a kiosk at West Park, Davila seconded and Leppanen, Sosa, Hook, Davila and Hornsby voted in favor. The kiosk was built by Design/Build/Bluff students and will have a map of the River Trail on one side and room for other information on the back. BCHPA will work with Malia Collins on placement. A second, smaller kiosk could go at Bluff Gardens. These are not Town assets.

11. Other – None

At 5:35 p.m. Davila motioned to close the meeting, Hornsby seconded and Leppanen, Sosa, Davila, Hook and Hornsby voted in favor.

Linda Sosa Recording Officer