

Bluff Town Council Regular Meeting **Draft Minutes**

July 16, 2024

Bluff Community Center at 4:00 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 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.

This meeting was held virtually and in person.

The meeting started at 4:03 p.m.

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

Approval of Bluff Town Council Meeting Minutes from July 2, 2024

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

Approval of Bluff Town Council Work Session Minutes from July 9, 2024

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

Approval of Bluff Town Council Special Meeting Minutes from July 9 2024

Hornsby motioned to approve the minutes with a modification, Davila seconded and Leppanen, Hook, Sosa, Davila and Hornsby voted in favor. Sosa explained that the original minutes omitted the vote on approval of the USDA grants, #11, and Nelson caught it. Leppanen noted work started on the grants in June and the June 18<sup>th</sup> minutes (#9) have more detail.

Public Comment: None

## **Unfinished Business**

### **1. Update on Hiring the Project Manager and Bookkeeper/Notetaker (Leppanen/Sosa)**

Leppanen was happy to introduce Melanie Daniels who was hired today to be the bookkeeper and notetaker for Council and Planning & Zoning meetings. She will start taking notes in August and will train on the accounting system with Sosa. She will share office #2. Malia Collins has been offered the job of project manager for the CCC project and is familiarizing herself with the work. She and Leppanen are considering options for office space. Nelson is heading a walk-through for potential project bidders on the 25<sup>th</sup> and Collins is procuring OSHA required hard hats and other gear. The kitchen has been cleared for use.

### **2. Update on 2023 Audit with Larson and Company (Sosa)**

Sosa explained Larson has contacted her for preliminary confirmations for data retrieval and the main work starts August 9<sup>th</sup>. Leppanen suggested the 2025 budget be followed carefully because if we spend \$750,000 in a year we are required do a federal audit in addition to the usual state audit and it is much more involved. Nelson will be following the grant funding usage closely.

### **3. Report on Bluff Water Works Meeting of July 10, 2024 (Leppanen/Sosa)**

Leppanen reported a quick meeting with no new information and water bills are late because of a glitch and the bookkeeper being gone.

### **4. Report on Bluff's Planning and Zoning Commission Work Session (Hook)**

Hook reported discussion on solar power permitting and Land Use Clearance requirements, solar does need a permit. It was decided the building permit and Land Use Clearance forms would be sent to the County for review for accuracy. The sign permit is being streamlined. Ed Dobson would like the 24-hour requirement for posting the Planning & Zoning agenda be changed to 48-hours to be sure he is notified in time.

### **5. Report on Design Review Committee Meeting of July 16, 2024 and Update on Progress of Utah Dine Bikeyah in the Grant Process (Leppanen)**

Leppanen explained the meeting was canceled because there was no new information to discuss. Dine Bikeyah is now in position to receive their grant funds since they completed renewing their SAMs number and Anti-lobbying form. They need to finish anti-discrimination policy for the civil rights division of the EPA. There is a meeting with the EPA on July 25<sup>th</sup> to tie up loose ends. The bid process for the project ends in early August.

### **New Business**

### **6. Financial Report (Sosa)**

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

P&Z Stipends - \$150.00  
Erin Nelson - \$2,256  
Erin Nelson - \$2,256  
Patricia Bellson - \$187.53  
Malia Collins - \$470.98  
Krieg Benally - \$318.75

DS Accounting - \$750.00  
NetForce - \$646.25  
NetForce – \$3,117.67 computers  
Helgerson - \$50.00  
Helgerson - \$415.00 mow CC  
New Technology Solutions - \$50.00  
Dufford Waldeck - \$  
United States Treasury - \$377.91  
Action Air - \$1103.44  
San Juan Record - \$208.00  
Rocky Mtn. Power - \$828.79  
BWW - \$63.00 app.  
Emery Telecom - \$245.35  
Bankcard - \$223.60  
X- Mission - \$15.00  
Google Suites - \$85.10  
Direct Supply - \$56.99 credit  
Navajo Times - \$84.80  
High Country News - \$40.00  
Amazon - \$55.69 Recorder  
San Juan Building Supply - \$152.27

School Project  
Rocky Mt. Power - \$  
BWW – \$35.00

## **7. Discussion of the Utah league of Cities and Towns Annual Conference September 4<sup>th</sup> and 5<sup>th</sup>**

### **(All)**

Leppanen was invited to participate on the Utah Wellness Panel but she may not be able to attend.

She encouraged Council members to attend because of networking and valuable information and asked those interested to let her know.

### **8. Other**

Hook suggested pouring concrete for the ADA sidewalk at West Park now since it is being poured for the kiosk. Leppanen explained policy and procedure and will move it to the August 6<sup>th</sup> agenda.

Planning & Zoning meets tomorrow at 6:00 p.m.

At 4:49 p.m. Hornsby motioned to close the meeting, Davila seconded and Leppanen, Sosa, Davila, Hook and Hornsby voted in favor.

Linda Sosa Recording Officer

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