

Bluff Town Council Regular Meeting DRAFT Minutes
August 5, 2025 at 4:00 p.m.
Bluff Community Center
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@townofbluffutah.gov) at least 4 days before the meeting. Agendas and minutes are posted at: townofbluffutah.gov and audio, in addition, at the Utah Public Notice Website. The public can participate via phone: (719)359-4580, Meeting ID: 92499673928# and via Zoom: <https://zoom.us/j/92499673928>

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.

4:00pm Meeting Called to Order & Roll Call: Mayor Ann K. Leppanen, Luanne Hook, Jennifer Davila, Linda Sosa, Britt Hornsby, Erin Nelson Town Manager

Approval of Bluff Town Council Special Meeting Minutes of June 24, 2025: Hornsby motions to approve Bluff Town Council Special Meeting Minutes June 24, 2025, Davila seconded, Leppanen, Hook, Sosa, Hornsby and Davila voted in favor.

Approval of Bluff Town Council Work Session Minutes of June 24, 2025: Hornsby motions to approve Bluff Town Council Work Session Minutes June 24, 2025, Davila seconded, Leppanen, Hook, Sosa, Hornsby and Davila voted in favor.

Approval of Bluff Town Council Emergency Meeting of July 15, 2025 Regular Meeting: Hornsby motions to approve Bluff Town Council Emergency Meeting Minutes July 15, 2025, Davila seconded, Leppanen, Hook, Sosa, Hornsby and Davila voted in favor.

Approval of Bluff Town Council Regular Meeting Minutes of July 15, 2025: Hornsby motions to approve Bluff Town Council Regular Meeting Minutes July 15, 2025, Davila seconded, Leppanen, Hook, Sosa, Hornsby and Davila voted in favor.

Public Comment: None

Presentation on upcoming Citizen's Academy trainings by Brian Robinson, UT Highway Patrol: Annual Citizen's Academy training to build rapport and trust between local leaders and law enforcement. 4 weeks, 1 night per week, 6pm-8pm. UT Highway Patrol, Monticello, 8/21/25; San Juan County Sheriff, Blanding, 8/28/25; Blanding City Police Dept, Blanding, 9/4/25 & Building/School Clearing, Bluff, 9/11/25. Nelson to coordinate attendees with Town Council, Fire Dept and Planning and Zoning Commissioners.

Summer Internship Final Presentation (Bouchard): Samuel Bouchard completed many projects during his internship: Town Addressing, Addressing Manual, .org to .gov website transition and transfer (completed by deadline!), website design and forms, converted shared files for P&Z from google drive to one drive and presented changes/answered questions during a meeting. Overall a good experience! Many thanks from Town Council and Town Manager to Bouchard.

Unfinished Business

- 1. Discuss Utah Dine Bikeyah's Request for an Extension of 30 "Working Days" to Move Modular and Property (Leppanen):** Update: 8/2/25, 60-day timeline to remove personal property and modular expired. After speaking with Chris McAnany, Monday,

8/4/25, Nelson and Leppanen went to CCC to replace locks. Janet Slowman and Philip Rentz were in modular removing personal property. By 5:00pm on Monday, a few items remained they intended to take, excluding modular. Request from Janet Slowman/UDB with approval from Chris McAnany to extend deadline to remove personal property Friday, August 8 @ 5:00pm. Hornsby motions to extend Utah Dine Bikeyah's request to Friday, August 8, Davila seconded, Leppanen, Sosa, Hook, Hornsby and Davila voted in favor.

2. **Discuss and Vote on Lease Between the Town of Bluff and San Juan County for the Senior Center in the Bluff Community Center Building (Leppanen):** Lease reviewed by attorney, changes made sent to Town Council including the verbiage of Section 18 stating that if/when Town Offices move to CCC, the Senior Center will also be moved. Hornsby motions to approve lease between ToB and SJC for the Senior Center in the Bluff Community Center, Hook seconded. Hook commented that CCC should be spelled out and to also include 'The Old School'; Leppanen edited address of CCC to 630 E Black Locust Ave. Leppanen, Hook, Hornsby, Sosa and Davila voted in favor.
3. **Review and Discuss Draft of Standard Operation Manual for the Roads Department (Nelson):** Roads Department Manual in reference is that Thomas Hayden put together during his internship. Nelson plans to sit down with Michael Havikin and review document to ensure completeness. Request TC review for completeness and sections they recommend including. Hook requests the Roads Department included in the Manual Review meeting.
4. **Review and Discuss Work on Diamond Maps for Correct Addresses Within Town Boundaries (Nelson/Leppanen/Hook):** Nelson explained that since UT state has an addressing system, ToB does not have this included. The hope is that UT will eventually use Google Maps as their base as Diamond Maps pulls from Google. Approx 15-20 addresses identified as 'incorrect', meaning house and physical address do not align with grid system. Nelson will reach out directly and work with identified to correct. These 'incorrect' are still in state system.
5. **Review and Discuss Work on the Town of Bluff Website (Nelson):** Former .org domain will redirect to new townofbluffutah.gov website. Nelson is currently working on: Building Department's resources created by Intern Lott; Forms created by Intern Bouchard and Xpress BillPay to be added; Opportunity for pictures and infographics. Nelson encourages TC and Staff to review website and alert her to errors/mistakes. Ideas/Suggestions are also accepted, but will be lower on the priority list. Nelson encourages council to move next meeting, August 12 to Zoom.
6. **Update on Dark Sky Literature and Finalization of Public Service Brochures (Nelson):** Intern Josie Lott has put together brochures, residents and businesses. Nelson to request printing quotes and confirmed there is money in the Budget. Brochure distribution: Available on the website and copies at Offices for pick-up.
7. **Discuss Renewal of Wellness Survey (Leppanen):** Annual Wellness Survey has a free and at-cost option. In the past ToB has gone with free version and all data received is free. With no specific data needed, council agrees the free version is best choice.
8. **Update on San Juan County Commission Meeting on August 5, 2025 (Leppanen):** Approval of Election Contract between Bluff and SJC. Signed copy to be received later this week.

New Business

9. **Discuss and Vote on Stipulation Regarding Public Road Status of 6th West, Bluff, Utah (Leppanen):** Owners of property on 6th West filed their quiet title action, ToB Attorney encouraged ToB to request owners to stipulate that it effects alleys outlined in

quiet title and not 6th West, as 6th West is a Class C road. Hornsby motions to adopt stipulation regarding public road status of 6th West as drafted by Chris McAnany, Davila seconded, Leppanen, Sosa, Hook, Hornsby and Davila voted in favor. Leppanen and Sosa signed with confirmation that Nelson will make corrections.

- 10. Discussion of Water Delivery in Bluff and Procedures to Follow When the Water System is Down; Discuss Possible Dates for Joint meeting with Bluff Water Works (All):** Davila updated Council that two calls were received on BWW voicemail at time of Water Delivery 'blip', BWW has created a 'Water Emergency Tree' and were able to utilize and got water back on quickly. New tank alarms installed and valve replaced on Monday, August 4. Reminder to public that Bluff Water Works meets the second Wednesday each month, encourage public to attend meeting and ask questions. Next meeting, Wednesday, August 13 @ 7:00pm at Bluff Library. Leppanen requested two council members attend, as Davila is there as a BWW Recorder, not Town Council. Hook and Sosa (if available) will attend.
- 11. Discussion of Bluff Airport and Need for Standard Operation Manual (Leppanen/Nelson):** Nelson to reach out to Airport Manager to direct her in creating and compiling the information for Standard Operation Manual.
- 12. Discuss and Vote on Whether to Cancel/Change the Bluff Town Council Regular Meeting Day of September 2, 2025 (Leppanen):** Labor Day, September 1. The following meeting would be on September 9, Work Session and most likely a Special Meeting. Davila mentioned that TC has criticized P&Z for cancelling meetings during a holiday week. Hornsby motions to cancel Town Council Regular Meeting September 2, 2025, Davila seconded, Leppanen, Hook, Hornsby, Davila and Sosa voted in favor.
- 13. Discuss and Vote on Moving to Stage 2 Fire Restrictions (Leppanen):** Utah moved Unincorporated Areas into Stage 2, Leppanen reached out to Chief Lott regarding moving to Stage 2 and he agreed to do so ASAP. Hornsby motions to move to Stage 2 Fire Restrictions, Davila seconded, Leppanen, Sosa, Hook, Hornsby and Davila voted in favor. Stage 2 information to be shared with residents.
- 14. Discuss Community Impact Board (CIB) Application Process and Deadline for February 2026 Funding Opportunities (Leppanen/Nelson):** Reminder to Committees looking for funding. Every quarter, CIB reviews applications, presentations and scores. Next deadline is October 2025 and funding beginning February 2026. Possibilities: Roads and Cooperative Cultural Center.
- 15. Reminder to Review Work Session Agenda and Draft Ordinances for Tuesday, August 12, 2025 (Leppanen):** Work Session next Tuesday, many ordinances in rough form, Leppanen would like to see a couple ready for attorney review by the end of the work session, specifically, Dog Ordinance. Request to start Work Session at 3:00pm, Council available and agreed.
- 16. Presentation of Bids for Cemetery Mapping Services RFP and Vote to Award Contract (All):** Two bids received. Sentry Mapping: Bid Packet A (\$7,200); SWCA Environmental Consultants: Bid Packet B (\$62,963.83). Nelson reviewed the bids against the Evaluation Criteria in RFP and scored accordingly. Bidder A: 75 points Bidder B: 70 points. Discussion: Request from Bidder A their past work and referrals, they operate nationally and only do Cemetery Mapping while Bidder B is broader and offers many services. Nelson to reach out to Bidder A for past work and referrals prior to voting.
- 17. Reminder and Update on November 2025 Election: Last Day to File as a Write-In Candidate is Friday, August 29, 2025, 5:00 p.m. (Leppanen/Nelson):** Nelson recommends that if anyone intends to file as a write-in candidate to contact her to schedule a meeting to ensure she is in the office to help complete paperwork.

- 18. Community Workshops on August 22, 2025 and August 23, 2025 on Radiological Risks and Nuclear Energy (Leppanen):** Hosted by SJC Economic Development, August 22 is a closed meeting, therefore only two Town Council members may attend to adhere to Open Public Meetings Act. August 23 meeting is open to the public, 8-1:30 at Blanding Arts and Events Center.
- 19. Discussion and Vote for Town Sponsorship of \$250 for the Utah Bicycle Summit on August 14, 2025 (Hook):** Bike Utah wrote ToB Active Transportation Plan (~\$40,000 document). Utah Bicycle Summit hosted by Bike Uta on August 14, Hook requests ToB sponsor the Summit at the \$250 level. With sponsorship, ToB will be listed as a supporter and an option for a table at the Summit. Hook is unavailable to attend. Discussion around other sponsorships, the support Bike Utah has provided. Hook motioned to spend \$250 to sponsor Bike Utah Summit on August 14, Davila seconded. Sosa feels uncomfortable using taxpayer money to sponsor, there is nothing in Town policy prohibiting town sponsorships. Leppanen, Hook, Davila, Sosa and Hornsby voted in favor.
- 20. Request from LaAnndra Chee to Rent the Community Center from 8 PM to 12 AM on Saturday, August 9, 2025 and Vote to Approve Exception to the 10 PM Policy (Chee/All):** When time frames were instituted, two current council members were not on the council. Highly contested among residents to settle on the 10pm policy. Chee spoke with Collins and Nelson earlier in the week inquiring about hosting a Country Dance fundraiser for family, Chee was not in attendance to this meeting. Discussion: Many private business and chapter house options that do not have 10pm policy; Bluff Community Center is surrounded by residents, CCC may be a better location when it is open, since it is a commercial property and on the highway; Stipulation that those hosting must provide Security that will enforce no alcohol policy and safety (especially in parking lot); Clean-up concerns; Request to start prior to 8pm and conclude at 10pm. No motion made to extend policy, Nelson will contact Chee with request to adhere to 10pm policy with option to start earlier.
- 21. Review Financials and Vote to Approve Bills (Nelson):** In addition to received packet, \$250 Bike Utah Sponsorship, \$40,000 from PTIF to General Fund to cover Uncommon Architects invoice and others. Highlighted areas are reflective of payroll received as Nelson has not received all timesheets. Timesheet Policy discussed enforcing deadline and paychecks received at next pay cycle. Davila motions to pay bills as presented, Hook seconded, Leppanen, Hook, Sosa, Hornsby and Davila voted in favor.
- 22. Open Playground Bids (Collins):** 4 bids received with multiple options each. Due to large amounts, no bids have been opened until this public meeting. RFP requested bids for a Sports Court and Playground Equipment which affects options provided.
Lucky Dog Recreation, Option 1: \$179,406.49; Option 2: \$157,489.13
Garrett Parks & Play, Option 1: \$189,545; Option 2: \$200,920; Option 3: \$246,856;
Option 4: \$259,439; Option 5: \$266,358
Intermountain Playscapes, Conner Grimes: Playground Equipment \$128,657
Big T Recreation, Option 1: \$133,735; Option 2: \$160,963; Option 3: \$115,151
- 23. Other/Adjourn:** Davila attending UT Office of Tourism Agro/Astro-Tourism Conference Monday, August 11-Tuesday, August 12.
Active Transportation Committee will meet 1st Thursday of each month at 12:30pm.
6:15pm Hornsby motions to adjourn, Davila seconded, Leppanen, Sosa, Hook, Davila and Hornsby voted in favor.

For requests to receive emails/meeting invitations, email linda@townofbluffutah.gov

Acronyms:

BWW: Bluff Water Works

CCC: Cooperative Cultural Center

RFP: Request for Proposals

P&Z: Planning and Zoning

SJC: San Juan County

TC: Town Council

ToB: Town of Bluff