

**Bluff Town Council**  
**Regular Meeting Minutes**  
**July 15, 2025**  
**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](mailto:ann@townofbluff.org)) at least 4 days before the meeting. Agendas and minutes are posted at: [townofbluff.org](http://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](https://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

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

Approval of Bluff Town Council **Work Session Minutes from July 8, 2025**. Hornsby motions to approve Work Session Minutes from July 8, 2025, Davila seconded. Leppanen, Sosa, Hook, Davila and Hornsby voted in favor.

Approval of Bluff Town Council **Special Meeting Minutes from July 8, 2025**. Sosa edited item #5 to say that Ann was planning to attend both ULCT Conference and the Homeless Conference. Hornsby motions to approve Special Meeting Minutes from July 8, 2025 with Sosa's edits, Davila seconded, Leppanen, Sosa, Hook, Davila and Hornsby voted in favor.

**Public Comment:** None.

**Unfinished Business**

**1. Motion and Vote to Move into Executive Session to Discuss Strategy for Pending or Reasonably Imminent Litigation Pursuant to Utah Code 52-4-205(4:03pm):** Hornsby motions to move into Executive Session to Discuss Strategy for Pending or Reasonably Imminent Litigation Pursuant to Utah Code 52-4-205, Hook seconded. Leppanen, Sosa, Hook, Davila and Hornsby voted in favor. Meeting suspended at 4:04pm. Returned at 4:44pm.

**2. Community Engagement & Communications Internship Presentation by Josie Lott (Lott)(4:44pm):** Intern Lott presented Final Presentation, Internship ends Friday, July 18. Per the Strategic Plan, Lott was hired, fulfilling Goals 1 & 7. Projects: Dark Sky/Exterior Lighting Ordinance (Strategic Plan Goal #5) – postcard, brochures for business owners and residents, kiosk, business recognition program; Building Department – QR code to building resources, permit venn diagram, flow charts; Burn Materials – fire season education materials; Government Projects & Positions – capital projects plan education brochure, powers and duties handbook specific to Bluff Government; Website – landing pages; Facility Information Session flyer; Town branding/logo (coming soon!). Professional Development: correspondence, feedback, confidence; attend Municipal Meeting and professionals in roles she may want to pursue. Suggested an organizational planner. Discussion from council: Inquired if Lott would apply for internship next year and/or recommend to friends, Lott exclaimed that she felt the work was worthwhile and looks great on a resume. Many thanks from Town Council to Josie Lott.

**3. Update on Post Card Announcement of the Town's Official Designation as a Dark Sky Community (Lott/Nelson)(5:04pm):** Lott reviewed many Dark Sky photos for the postcard, Nelson and Lott liked idea of many prints, however, not cost effective. Scheduled to be mailed on July 25. Nelson and Lott decided to agree on design among themselves and surprise all when they receive it in their mailbox.

**4. Discussion and Vote to Accept Bid for Energy Efficiency Lighting Retrofit Project at the Bluff Community Center (Collins/All)(5:08pm):** Collins reviewed bids received and ranked them according to the evaluation criteria provided in the Request for Proposals. Lyle Northern Electric: 65%; Sanders Electric Buy America Build America qualifying bid: 70%; Sanders Electric non-BABA qualifying: 60%; UltraLights BABA: 90%; UltraLights non-BABA: 95%. Council Discussion: Benefits of local preference (Lyle), since RFP did not state local preference this may not legally be a basis for vote; online reviews of Ultralights (request that Collins look into this). Hornsby motions to accept UltraLights non-Buy America, Build America bid with waiver, if waiver not received, UltraLights Buy America Build America bid to be accepted for Energy Efficiency Lighting Retrofit Project, Davila seconded, Leppanen, Hornsby, Sosa, Davila voted in favor. Hook voted against the motion on grounds if a waiver is not accepted and bringing the bids back in front of the council.

**5. Review of Community Education Event on July 17, 2025, 7 p.m. at the Bluff Community Center (Collins)(5:22pm):** Collins shared the presentation with Council in preparation for the education event, requesting feedback prior to Thursday. Presentation will include grant funds and buildings, future of the buildings and requesting feedback from community members regarding vision for the future and applicants for a focus group to tie into the Design Review Committee.

**6. Update on the Utah Governor's Office of Economic Opportunity (GOEO) Grant – FY 2024; Update on Other Grants (Collins)(5:25pm):** Collins updated Council of the GOEO Reallocation, prior to submission, it will be brought back to council. Reports submitted for GOEO and EECBG (BCC & CCC). Playground Pre-Bid meeting held Friday, July 11, 4 companies, 5 attendees, Bids due August 1.

**7. Discussion and Vote on Waiver of Fees for Bluff Community Center, Fire Mesa Kitchen, Equipment (Hook)(5:27pm):** Hook revisiting charging fees to rent the BCC/FMK. Two waivers in the past: Balloon Festival and Bears Ears Celebration. Currently we are waiving fees for all nonprofits and charging individuals. Propose that we only charge locals (84512 zip code) cleaning fee only or require everyone (non-profits and individuals alike) to pay full price. Discussion: Sosa likes the current structure and is open to change some fees (chair and table rental), is concerned that adding complexities it will increase staff time. Davila would like to see BCC opened for more local recreation usage rather than change the structure of charging for private rental use. Hornsby stated, many nonprofits are bringing vital presentations and services to Town, worth continuing to waive fees to all nonprofits even if occasionally the use does not directly benefit. Next discussion: Waivers for specific events (funerals, graduations, etc).

### **New Business**

**8. Recommendation to Change Meeting Hosting Platform for Bluff Town Council and Planning and Zoning Meetings to Zoom Starting August 1, 2025 (Nelson/Bouchard)**

**(5:37pm):** Nelson recommends that Town move away from Google entirely (currently paying \$70/month) and to Zoom by August 1, requesting two subscriptions (1.Town Council and Planning and Zoning & 2.Staff Use). Free options are available for meetings up to 60 minutes. Notice will be required in San Juan Record and website of link change. By August, P&Z will have moved their Google Drive documents to One Drive. Recommendation to start with 2 monthly subscription (\$17/month/subscription) for 2 months and if all is well, subscribe for 1 year (\$160/year/subscription). Discussion: Zoom capabilities; education required for public. Davila

motions that we move to Zoom with two subscriptions with two, one month trial periods, starting August 1, Hornsby seconded, Leppanen, Sosa, Hook, Davila and Hornsby voted in favor.

**9. UDOT's Transportation Alternative Program (TAP) Grant Opportunity—Discussion and Vote (Hook)(5:47pm):**

Grant opportunity from UDOT to add ADA portion following paving, may receive funding for both portions (paving and ADA trail) of the 'Main Street' project.

Discussion: Getting people from East Bluff to West Bluff and how this project addresses this issue. Hook motions to ask Jones and DeMille for an estimate of cost for concrete and material (used at Sand Island) to build the trail. Leppanen inquired if Jones & DeMille provides estimate if they still may bid on the project later, depending on the grant verbiage. Hook requests that Jones and DeMille review the grant and determine if they can bid, Nelson requests an estimated cost for an estimate. Grant application due end of August.

**10. Discussion of Need for Estrays Ordinance (Leppanen)(5:56pm):** Davila inquired that with what Town Attorney sent; Leppanen agreed that Town of Bluff does not need to address Estrays. Documents stated that Utah is an open range state, landowners are responsible for damages on their property, if they are concerned, homeowner must fence. Next time Bills are on the agenda, request to discuss the invoices for the two round-ups SJC sent Bluff.

**11. Report on Bluff Water Works Meeting on July 9, 2025(5:58pm):** Fast meeting, no new news.

**12. Discussion and Vote Regarding WattSmart Program Check from Rocky Mountain Power and Use of Funds (Collins/Nelson/All)(5:59pm):** \$1,500 check received from Rocky Mountain Power WattSmart Program. By allowing audits and including them into our CCC discussions, we have received the first of multiple incentives. Nelson inquired how the council wants to assign this money in the budget. Leppanen motions the funds go toward 'Solar Panel Installation on CCC', Davila seconded, Leppanen, Sosa, Hook, Hornsby and Davila voted in favor.

**13. Discussion and Vote to Pay Bills (Nelson/All)(6:03pm):** Nelson presented bills: legal fees & routine bills. Hornsby motions to pay bills, Davila seconded, Leppanen, Hook, Hornsby, Sosa and Hook voted in favor. Sosa has not been sending out monthly reports, and requests that Nelson begin doing this.

**14. Other/Adjourn(6:04pm):**

- Thursday, July 17, 2025 1-4pm: Utah Division of Air Quality hosting a meeting at Bluff Community Center; Beehive Emissions Reduction Plan Ideas Lab brainstorming ways to reduce emissions, refreshments will be served. Statewide plan to lower pollution and improve transit.
- Election Clarifications: 1 Mayor Seat and 1 Candidate: Josh Ewing; 2 Council Seats and 3 Candidates: LuAnne Hook, Gary Haws, Spencer Wade.
- BikeUtah Convention has sponsorship options (lowest level: \$250). Sponsors names will be featured on all literature – placed on next meeting agenda.

**6:08:** Hornsby motions to **adjourn**, Davila seconded, Leppanen, Hook, Hornsby, Sosa and Davila voted in favor.

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

**Acronyms:**

BABA- Buy America, Build America

BCC – Bluff Community Center

CCC – Cooperative Cultural Center

UDOT – Utah Department of Transportation

ULCT – Utah League of Cities and Towns