

Bluff Town Council Work Session Minutes

July 8, 2025

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 <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. 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

4:01pm Meeting Called to Order and Roll Call: Mayor Ann K. Leppanen, Luanne Hook, Linda Sosa, Britt Hornsby, Jennifer Davila, Erin Nelson Town Manager.

1. Presentation by Dr. Gary Lichenstein Regarding Bluff Volunteer Fire Department and Possibilities for Reorganization(4:02pm): Dr Gary Lichenstein presented as a resident, not a member of the Fire Dept. He led a strategic planning process for the Fire Dept in 2023, defined Town Features vs Fire Dept Needs and cornerstone of a paid administrative arm. Presented: Fire Dept Expenses vs Revenues with an emphasis on Wildland Fire Program. Solution: Municipalities can set up Special Service District or Service District in which Town has no financial liability of Fire Dept, as the ‘creating entity’, Town Council determines the governance. Agreed that taxes are not an effective way to fund Fire Dept, pulled # of water meters and proposed \$40/month/water meter to support Wildland Program. With councils’ permission, Lichenstein will research further Special Service District vs Service District and will present again. Many thanks to Dr Lichenstein for the presentation; due to interlocal agreements with SJC falling away in the recent months/years Council is eager to see what Lichenstein’s research concludes.

2. Presentation on Thomas Hayden’s Internship Projects (Hayden) (4:24pm): Hayden presented internship projects, which included: (1) GIS Mapping (Geographic Information Systems) on Diamond Maps (designed for small towns/municipalities) which includes Road signs and culverts. Able to change/add information in future for use in communicating with SJC or internally; (2) Road Sign Inventory; (3) Road Dept Manual developed with Michael Haviken, Road C Manager: how do we manage roads, what have we done in the past, coordinating efforts with SJC (grading, plowing), current projects, agencies Town has worked with, future priorities. Intern Experience: positive experience, appreciated weekly check-in meetings, unique that there is always something to do if not all information for one project is available yet, due to small town the work feels important. Council Questions/Comments: Hayden will meet with Roads Committee to review the manual; Final deliverable from Jones and DeMille can be downloaded into Diamond Maps; training videos available online to use Diamond Maps; Addressing ties into a state program and there is the potential for the future ‘shape file’ to tie into Diamond Maps. Many thanks and appreciation from Town Manager and Council for the work he has done.

3. Discussion of Possible Dates for Succession Planning “Retreat”(4:43pm): Leppanen led discussion about an in-person succession plan. Discussion around scheduling prior to November election OR after election when they know who will be succeeding. Many prefer prior to election

(Fall) to prevent putting it off. Next steps is for all council members to share known out of town dates for this fall with Leppanen.

4. Review and Discussion Regarding Need for Animal Ordinance(s) and Scope of Each Including (1) Residential Agriculture, Farm Animal and Domestic Animal Regulations; (2) Estrays; (3) Dogs and Cats (Leppanen/All)(4:49pm): Leppanen requested feedback on animal ordinance(s) that have been sitting. (2) Estrays- unbranded or branded sheep, cow, horse, mule, ass, swine running around at large. Per state law, when an animal is rounded up, an ordinance must be in place stating process to be followed (since ‘rounding up’ is the taking of another person’s property and ‘getting rid of’ it. Leppanen to work with attorneys office to come up with a draft), will likely result in a contract with SJC Deputies. Requesting a simple ordinance specific to estrays. Planning and Zoning began drafting a document in 2021 that had many pieces and was set aside, planning to break it down into smaller pieces with the process. (3) Discussion of whether to include stray dogs/cats to the stray ordinance and the difference between the process. Dog/Cat Ordinance options: Feral vs Licensing of Pets vs Dangerous Pet. Council suggested separate ordinances for large animals vs dogs/cats. (1) Residential Agriculture to be discussed at a later date. Not an issue currently.

5. Discuss Lease with San Juan County for the Senior Center Space(5:15pm): Lease with SJC for the Senior Center expires August 31, 2025. Leppanen has been in conversation with Tammy Gallegos, SJC wants to continue lease. Currently acting under a 5-year lease that can be renewed for an additional 5 years, which has been renewed once. Current rate: \$450/month, \$5,400/year with ToB paying electric and water, invoicing quarterly. Council agrees to include a provision added to the lease stating that the Senior Center may move to the Cooperative Cultural Center and the lease may be adjusted at that time. SJC currently pays for all maintenance on equipment within the Senior Center. SJC documents from transferring the BCC from BSA to ToB to be investigated for rent increase clauses.

6. Change in Write-in Date for Election(5:22): Originally the Lieutenant Governor’s Office stated write-in deadline was September 2, but Labor Day holiday was not taken into account. Actual date: August 29 @ 5:00pm. If specific questions, please call/email Erin Nelson. Recommendation to email town of write-in date change.

7. Update on Domain Change, New Email Addresses, and Communications to the Public Regarding New Contact Information (Nelson, Bouchard)(5:24pm): All government entities needed to transition to .gov domains, www.townofbluff.org is now rerouting to www.townofbluffutah.gov. Security and trustworthiness is tighter on .gov than .org. Townofbluff.org will be maintained and rerouting to townofbluffutah.gov. Email addresses are transitioning over to @townofbluffutah.gov, passwords and login will stay the same. Encourage all to change passwords regularly and to do so after the switch on Friday, July 11. Galaxy IT will be aware of the transition and available to contact. Intern Sam Bouchard encountered a few roadblocks during the transition that taught him many new things! Worst case scenario: logged out of outlook and must log back in. Phishing emails will not stop with the .gov domain, still important to be vigilant.

8. Discussion to Host Public Informational Session and Survey Regarding Bluff Community Center and Cooperative Cultural Center (Collins/All)(5:33pm): Collins proposed a public presentation educating residents of all grants ToB has for CCC and BCC. Informing public of what the grants are for in relation to the buildings ToB owns. Requesting feedback from public after the presentation in the form of a survey to bring this information back to Town Council to guide decisions. Council recommends: Add to discussion what the architects are working on, that most of it is infrastructure (light switch placements, HVAC, etc). Focus on the two buildings and not parks, too broad of a scope may bog down the planning process.

Request to explain thoughts around Daycare/Senior Center sharing kitchen. Collins will present to the public on **Thursday, July 17 @ 7:00pm at Bluff Community Center.**

9. Update from Planning and Zoning (Hook)(5:47pm): P&Z is working on the Renewable Energy Ordinance; training through CivicInq and SolSmart; current inquiries with SolSmart regarding their review of solar ordinances as a free service. Next agenda: Hansen Group review of General Plan and SolSmart/Renewable Energy Ordinance. Joint meeting with Town Council to be scheduled once we have answers from Sheriff's Office regarding enforcement. Next Meeting: Thursday, July 17 @ 6:00pm

10. Other/Adjourn(5:54pm): 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