

Bluff Town Council Work Session Minutes

June 24, 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) 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](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

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

- 1. Review and Discussion of Town of Bluff Committees (Design Review Committee, Playground Committee, Roads Committee, Active Transportation Committee) and Structure (number of members, succession replacement, bylaws, meeting schedules)(4:02pm):** List of Existing: Design Review Committee, Playground Committee, Roads Committee, Active Transportation Committee. Things to decide/discuss regarding each: Review of all Committees, Bylaws, Number of people per committees, succession planning. Bylaws referenced during discussion are the Active Transportation Committee (ATC) bylaws.

Design Review Committee: Created from acquisition agreement with Utah Dine Bikeyah, now that agreement has been vacated, discussion to when conversation should occur. Two Council Members (Davila and Hornsby), Project Manager (Collins) and Town Manager (Nelson) are current members. A 5-member committee is listed in ATC bylaws, one additional community member would be helpful. May not be best use of Town funds for Town Manager and Project Manager to attend; Nelson was attending while Collins, Project Manager was learning the history of the project. Hornsby prefers to keep DRC as is, meeting Thursdays at 1:00pm while conversations with architects is occurring, as all decisions come back to Council.

Playground Committee may be best suited as 'Parks and Recreation' Committee.

Recommendation for each committee to discuss members, bylaws and meeting schedule and bring back suggestions in October 2025. Roads Committee currently has 3 members.

Committees are a method to bring in experts, potential and former residents. Formal number and additional members as advisors. Active Transportation Committee has a federal grant in which bidders will reach out to the committee. Hook requested to extend terms for ATC, added to next agenda. Succession Planning for Roads Committee – if Michael Havikin is done January 1, we will need to find another individual to learn prior to January. Suggestion to advertise for two open positions on Roads Committee and request qualified individuals to apply. Thomas Hayden is working on Roads Manual, his internship ends 7/11/25. May be people in SJC or Grand County Roads Depts interested in joining, or individual in town with engineering or roads background.

- 2. Review and Discussion of Draft Ordinance and Forms for the Bluff Cemetery; Discussion of Board Structure (4:43pm):** Cemetery Request for Proposals to be issued

June 27, 2025. Goal is for project to be completed by December 31. Questions to answer: Transfers of Property, Burials placed by non-existent SJC special service district, ways to clean up. History: to purchase a plot historically an individual would go to Robin Bond and request plot, pay and receive Certificate of Burial. To proceed, ToB must have bylaws outlining responsibilities and then a board can be setup. Southwest Heritage Foundation survey has not been completed. Hole In The Rock Foundation and SJC cemetery have been surveyed. Markers where burials are currently taking place are the round monuments stating 'Bluff Cemetery', installed by archaeology volunteers. Leppanen requests council to review other cemetery ordinances and send suggestions. Call for volunteers from town and council to help with this process, contact Mayor Leppanen if interested.

**3. Discussion of Succession Planning for Elected Officials, Staff, and Committees**

**(4:55pm):** Nelson and Leppanen determined that a two-day work session in which all council, including mayor sit and review the Succession Planning Documentation Nelson compiles. Two half days should be sufficient as 2 weeks between meetings is not productive enough for this conversation. Hook agrees that Nelson can expertly guide the discussion. Succession plan assumes committees and Town staff remain consistent. September-November would be ideal, request that all begin looking at calendar and Leppanen will confirm with Nelson her willingness to host.

**4. Review of San Juan County Election Interlocal Agreement (5:01pm):** Town of Bluff has received the draft Memorandum Of Understanding(MOU) from SJC. In the MOU, SJC included interpretation services being provided. Things to address with Vint DeGraw at next meeting: Bluff will require SJC to pick up ballots weekly as opposed to at the end of the election, question why Bluff is still being charged for SJC employees. Election Primary in Blanding is August 12. By receiving this, ToB has the opportunity to evaluate if they want to run their own election, if so, everything would need to be ready by September 12 (last day ballots can be sent to printer). Leppanen thinks this is too short notice to run our own election. Rough calculations say Bluff would spend more than \$8,000 to complete all the requirements to host our own election and there is a chance SJC will not host the larger presidential election.

**5. Review and Discussion of Waivers for Use of the Bluff Community Center (5:09pm):**

Collins presented 2024 figures from BCC/FMK rentals, cost to maintain building/grounds and comparable rates. 2024 income: \$10,000 and cost of building/grounds maintenance: ~\$38,000. Comparable Locations presented. Collins requested Council to discuss fee waivers for 501c3. Discussion centered around: may options for rentable locations; 84512 zip code(local rate); 501c3 fees waived when presenting to Town; only charging cleaning fees for certain events; a regular schedule for basketball/ping pong, etc; increasing cleaning fee and only charging a cleaning fee to all; membership to support a reduced rate. To use the auditorium, contact Community Center Manager to unlock doors to play basketball, ping-pong, etc. Hook requested a vote on July 15 to discuss waiving fees at BCC/FMK.

**6. Adjourn (5:30pm):** Hornsby motions to adjourn, Davila seconded, Leppanen, Sosa, Hook, Davila and Hornsby voted in favor.

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