

Bluff Town Council Regular Meeting Minutes

June 17, 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.

Approval of Bluff Town Council **Work Session Minutes** from **June 10, 2025**. Hornsby motions to approve minutes, Davila seconded. Leppanen, Hook, Sosa, Davila and Hornsby voted in favor.

Approval of Bluff Town Council **Special Meeting Minutes** from **June 10, 2025**. Hornsby motions to approve minutes, Davila seconded. Leppanen, Hook, Sosa, Davila and Hornsby voted in favor.

Public Comment (4:02pm): None

Introduction of Jeremy Hoggard and Presentation on Changes to Bluff's Emergency Medical Response (4:03pm): Jeremy Hoggard introduced himself, was appointed EMS Director in October 2024. Explained that to be compliant in Utah to have a transporting ambulance you must be able to staff it 24 hours/day, 7 days per week. Bluff's transport ambulance has predominately been covered by Blanding in previous 6 years. To stay legal, the transport status has been taken down to EMR, first responder model. Goal to eventually get the ambulance back into transport. Department of Human Services oversaw EMS until 2023 when moved under Department of Safety. If we were to continue operating as we were, SJC would be non-compliant.

Upcoming training: To host a class in Bluff, minimum 10 enrollers. Full-time team is working on a hybrid model to offset number of days required to attend class elsewhere in the County (Monticello or Blanding). Cost of class: \$300/student (books, supplies, time) excluding testing fee. If the hybrid program works best, communicate to Jeremy Hoggard. Class starts: July 8. EMR class: 52 hours, EMS class: 160 hours, Advanced EMT: additional 200 hours. Town of Bluff has funds available to help pay for classes, if someone is interested, let a council member, Town Manager or current EMT know. If a full class, Bluff would be able to cover the ambulance 24 hours at the first responder model. In addition, some EMR's would need to become EMT's to become a transporting ambulance. Many praises for Kathy Carson and the many years and time she has put into Bluff EMS. To get back to transport, an EMT would have to be on every shift. Bluff holds the same status as La Sal. With EMR's, two could take ambulance to scene, treat patient until transporting ambulance arrives. EMR sounds like a downgrade, but with additional people trained, more time can be covered than is today. Current agreement is being rewritten between SJC and UNHS: South of the river is paged to UNHS and

Bluff EMS. Blanding and Bluff are paged for Incorporated Bluff. Current incentives for EMR: same as EMT's, Hoggard doesn't foresee it changing, \$2.50-\$3.50/hour on call (\$20-40/12 hour shift) plus hours on the ambulance is ~\$16/hour. Large catastrophe: what happens to the non-transporting ambulance, exceptions to the rule can be made which will allow it to transport. Industry standard in rural EMS: 'unofficial response time' respond to ambulance in 5 min or less. Expectations of EMS have grown, requirements for the class have increased, time to remain proficient with skills (Continuing Education, Skills Maintenance). School district and SJC EMS have separate programs, 2025/2026 school year have a more focused plan. SJC has no intentions of cutting Bluff.

Unfinished Business

1. Review and Vote on Policies, Contracts and Memberships for the Bluff Community Center, Fire Mesa Kitchen, the Pavilion; Discussion and Vote on Waiver Policy for Rentals; Discussion and Vote on Purchase of Chairs for Rent (Collins) (4:31pm):

Collins presented the previously discussed purchase of 50 folding chairs for outdoor rentals of Pavilion and FMK and external organization rental. \$27.98/chair on Home Depot website. Hornsby motions to purchase 50 folding chairs for rental and outdoor use at the Community Center, Hook seconded, Leppanen, Hook, Sosa, Hornsby and Davila voted in favor. Cash Acceptance legality and other municipalities policies moved to a work session. 'Cost to Replace' column for BCC removed last week, keeping a 'Cost to Replace' for FMK Membership which Collins will spell out enforcement in the contract. Audio/Visual available by request only and stored in room 2 if equipment is not requested. Discussion of Storage of Dry Food and Kitchen wares in FMK, last week discussed if you have been a member for 1 year you may begin storing, ultimately decided that the contract will stay the same and not allow members to store any goods in the kitchen. Waiver Policy – What are we aiming to accomplish with the rentals? Cover Operation Costs (Community Center Manager Time, Cleaning, Utilities), Provide a Service. Discussion around charging only a cleaning fee, cancellation policy, when/who to charge for rental (if 84512 zip code, only pay cleaning fee). Moved to work session on June 24 for further discussion.

2. Cooperative Cultural Center (CCC) Asbestos, Grant and Next Steps Discussion and Possible Vote on Asbestos Mitigation (Collins)(4:50pm): Collins provided details from meeting with Debra of Governors Office of Economic Opportunity in which she is taking steps to reallocate the funds to ensure they are spent by December 2025. If not approved by GOEO, Collins will request an extension. Architects request asbestos be addressed prior to construction. Steve McClure tested previously and will need to test Mechanical Room Ceiling and Sink Undercoating, and a mitigation plan must be addressed. Collins inquired if the council would prefer the asbestos testing and mitigation to be paid by Town of Bluff or GOEO. Hornsby motions to approve asbestos testing at CCC as presented, Hook seconded, Leppanen, Sosa, Hook, Davila and Hornsby voted in favor.

3. Review and Discussion of Town of Bluff Committees (Active Transportation, Roads, Playground, Cemetery, Design/Review), Membership Number and Requirements, Bylaws (Leppanen) – moved to Work Session 6/24

4. Update on DarkSky Announcement (Nelson/Lott) (5:05pm) moved to #5: Nelson updated that the Dark Sky Announcement was submitted to Dark Sky International to be posted June 25 on their website. On this date, ToB landing page will host an announcement and promotion of Dark Sky Festival November 2025. Finalizing the Town announcement, which will be sent out after June 25. Ideas for local announcement: Partnership with BOB's to mail a post card to all Post office box holders informing them of the designation; Disseminate Dark Sky education brochure with a QR code linking to ordinance or ToB page with more information; 'Bluff Celebrates the Stars' poster may be an option to scale down to post card. Prioritized Josie Lott's time to create a postcard to disseminate as close to June 25 as possible.

5. Update on Bluff's 2025 Election and Need for Volunteers (Nelson/Leppanen) (5:02pm) moved to #4: Memorandum of Understanding (MOU) with SJC has not be received. Once received, it will be brought before council. Then ToB will be in a better position to determine if Bluff wants to run our own election or work with SJC. SJC has stated they have always come down to complete information days. Plan to complete the education service 2-3x prior to election, Leppanen is hoping to cut costs by using volunteers for both education and poll watching. Revisit when MOU is provided.

6. Update on Design Review Committee (5:14pm): Davila reported all was discussed during agenda item #2.

7. Update and Vote on Bluff's Building Department and Modification to Employment Contracts (Nelson/Leppanen)(5:14pm): Nelson was approached by both parties of the Building Department making it clear that the percentage of work being performed is predominately by the Permit Technician (\$6,000 annually) vs Building official (\$12,000 annually), request to split the agreed salary (\$18,000) equally. If approved, an amendment to contract language reflecting the salary split is required. Leppanen approved the split in pay for the previous pay period. The amendment will begin last pay period and future payments and at 4 months, a formal review of the building dept will be completed. Hornsby motions to retroactively modify Bluff Building Dept Employment Contracts to the 50/50 discussed, Davila seconded, Leppanen, Sosa, Davila, Hook and Hornsby voted in favor.

8. Discussion of Closed Burn Season from June 1, 2025 through October 31, 2025 (Leppanen)(5:20pm): Closed burn season began June 1, 2025 – October 31, 2025. If in an unincorporated area, permit must be received from Fire Warden or SJC. In Bluff, you must contact Fire Chief, Anthony Lott and Price Dispatch. Josie Lott is creating an informative flyer to share.

New Business

9. Report on Bluff Water Works Meeting on June 11, 2025 Z(Sosa/Leppanen/Davila) (5:22pm): Davila reported BWW discussed the 'water hiccup', remediation and lessons learned. Public comments pertained to the mechanical failure of tanks. Jackie Warren volunteered to help set up a website for BWW and disseminating information to public. Leppanen is disappointed in the number of people that request Town do something during the event but don't show up to the BWW meetings to express concern. Hook has placed a marker on a hydrant, is planning to see how it looks with headlights. Gary Lichtenstein will bring hydrant markers to BWW for review. Questions asked: Who maintains the infrastructure (hydrants)? Town or BWW?

10. Report on San Juan County's LEPC (Local Emergency Planning Committee) Meeting on June 11, 2025 (Leppanen)(5:27pm): LEPC prepares for response to chemical emergencies, creating emergency plans and informing the public of hazardous materials. Discussed: 1. Red Cross Shelter Training September 10, 2025, Hands-on training. Whoever plans to sit on the committee once Leppanen retires, should attend. 2. San Juan County emergency plan submitted for council review. Stake holders are public health, fire dept, police dept, etc. Bluff is the only town that someone from the council attends regularly, important to have town/council representation. Nelson is the Emergency Response Administrator for ToB. As positions are filled in next few months, to be continued.

11. Discussion of Holliday Construction Montezuma Material Pit Application to the Bureau of Land Management (U25MQ0286)(5:31pm): Leppanen inquired if ToB should have a public comment. Proposal is on river right, near the highway, similar side as the current material pit. Hornsby pointed out the transmission line, to be mitigated after all material is sold, approximately 80 acres. Council is not going to make a public comment and thankful to be included in the information dissemination.

12. Request by Utah Dine Bikeyah for Use of Folding Chairs for the Bears Ears National

Monument on July 11, 12, and 13 24, 25 and 26, 2025 (Leppanen)(5:34pm): Janet Slowman requested to use the 30 metal folding chairs at the CCC. They have been used by UDB the last few years for the celebration and have been returned cleaned and accounted for. Leppanen to coordinate with Collins pick-up of chairs by UDB.

13. Discussion Regarding Dot Gov Domain Transition(5:36pm): Nelson and Sam Bouchard have been working on this agenda item, there is a possibility that the website will need to be rebuilt after the transition, one piece remaining to determine if so. Over 1,700 documents on the website must transition, would be a big job to transition one by one. Once transitioned, interns will work to redesign. IT team has assured Nelson that all .org will transition to .gov (emails may be .org or .gov and all messages will transition) Current website will to townofbluffutah.gov. There may be short, 10–15-minute outages periodically. If longer, email will be sent to town via Linda Sosa. Hornsby inquired if it does not transition that Nelson bring back amounts of other domain hosts, she agreed that may need to happen.

14. Discussion and Vote to Pay the Bills (Nelson)(5:41pm): Nelson shared accounts payable and accounts receivable with council prior to the meeting. Recommends transferring funds back to PTIF from General Checking and Roads. Roads matching funds have been received from SJC. Request to purchase the GPS device outlined in cemetery grant to determine boundaries. Cemetery grant is to hire engineers to complete a survey, moving forward we will need this device to allow ToB to complete this task. Invoice from Alpacka Raft (Fire Dept). Hornsby motions to pay bills, Davila seconded, Leppanen, Sosa, Hook, Davila and Hornsby voted in favor.

15. Other/Adjourn(5:45pm): Hornsby motions to adjourn, Davila seconded, Leppanen, Sosa, Hook, Davila and Hornsby voted in favor.

Planning and Zoning meeting next week, Thursday, June 26 @ 6:00pm. Rescheduled for Juneteenth holiday.

For requests to receive emails/meeting invitations, email linda@townofbluff.org

Acronyms:

BWW – Bluff Water Works

CCC – Cooperative Cultural Center

GOEO – Governor’s Office of Economic Opportunity

EMR - Emergency Medical Responder

EMS – Emergency Medical Service

EMT – Emergency Medical Technician

SJC – San Juan County

ToB - Town of Bluff

UNHS – Utah Navajo Health Services