

Bluff Town Council Regular Meeting DRAFT Minutes
August 19, 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@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.

4:02pm 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 Meeting Minutes of August 5, 2025. Hook clarified #9 New Business, Owners proper street as Sage Brush and that 6th W is to remain a road. Hornsby motions to approve August 5, 2025 with Hook edits, Davila seconded. Leppanen, Hook, Hornsby, Davila and Sosa voted in favor.

Approval of Bluff Town Council Work Session of August 12, 2025. Hornsby motions to approve August 12, 2025 meeting minutes, Davila seconded. Leppanen, Hook, Hornsby, Davila and Sosa voted in favor.

Public Comment: Gary Haws attended work session August 12. Commented on Cemetery Ordinance limiting Horse and livestock. Requesting that the horse clause be reconsidered to allow horses while still limiting 'wild'. Examples: Horse Drawn Hurst or Horse Tours. Diana Davidson (time extended by Mayor Leppanen up to 7 minutes). Dark Sky Festival, November 14-15 update. All invited, including Bluff Residents, Neighboring Communities, & anyone who enjoys the night sky. There are confirmed speakers and many activities for both days & evenings in multiple locations around Bluff. Request for volunteers for this event, need help all weekend. To volunteer, contact Diana Davidson. Sarah Burak thanked Diana and emphasized that there will be a Star Party at Bluff Community Center this Saturday, August 23 at 8:30pm. This is the first meeting and training for Dark Sky Ambassadors followed by a Star Party open to the public.

Unfinished Business

1. Review of Bluff Playground Bids, Recommendation and Discussion, and Vote on Acceptance of a Bid (Collins/All)(4:17pm): Collins represented the Playground Committee (PC) & requested that Town Council sign a contract with Garrett Parks and Play. Five options were presented from this bidder. PC requesting to revise Option 1 (\$189,535) to a lower amount by subbing features from other options into this one and allowing Symbol Tree Team to take on certain aspects. Discussion around total of grant with Town Match (\$178,000); Playground Committee returning to Council with final price prior to final contract. Hornsby motions to approve a contract with Garrett Parks and Play for BCC with the Playground Advisory Committee brining back final numbers once changes have been made, Sosa seconded. Leppanen, Hook, Sosa, Hornsby and Davila voted in favor.

2. Review of Bluff Cemetery Bids, Discussion, and Vote on Acceptance of a Bid (Nelson/All)(4:26pm): Nelson has reached out to both bidders requesting clarification if they can be on site. Hornsby has talked with multiple archaeologists that interact with this type of

work regularly (and are not associated with either bidder) and provided clarification that some organizations have a higher base price and by providing additional services, the higher cost can be explained. Discussion: Company's previous work and other services they perform; price contrast between grant funding received and the Town responsibility. Hornsby committed to investigate references for Sentry. Hornsby motions to accept Sentry bid for Bluff Cemetery contingent on 2 references of work, Davila seconded. Leppanen, Sosa, Hook, Hornsby and Davila voted in favor.

3. Discussion and Vote on Utah Dine Bikeyah's Request to Remove the Four Flower Boxes from the Cooperative Cultural Center Grounds (Leppanen)(4:35pm): Request from UDB to pick-up flower boxes left on property. Chris McAnany stated that legally Bluff does not have to respond nor approve. Discussion around maintaining a good relationship with UDB; multiple inquiries from outside sources requesting purchase of the boxes; arranging a date/time to be picked up and what is required (labor, coordination of day/time). Hornsby motions that UDB may pick up the Four Flower Boxes from CCC by September 15 with Luanne Hook as primary coordinator, UDB must bring their own labor and vehicles for transport, Hook seconded. Leppanen, Hook, Sosa, Hornsby and Davila voted in favor.

4. Quote and Vote on Cost of Printing for Dark Sky Material (Nelson)(4:42pm): Nelson presented three companies cost to print for both Business and Residential Dark Sky Materials including quantity breakdown (25-500). Discussion around distribution (mailing, events, town office, email, posters), cost to mail & quantity. Hornsby motions to move forward with Online B, Canva with printing Dark Sky Material mailers, 500 Residents & 50 Business, Davila seconded. Leppanen, Sosa, Hook, Hornsby and Davila voted in favor.

5. Discussion and Vote on Amendment(s) to "Board and Committee Policy" (Leppanen)(4:53pm): Leppanen listened to end of last week's work session and heard discussion about changing two things: remove limit to number of committees an individual can be on and Town employees unable to be on committees. Also discussed removing the clause including 'all geographic locations represented' and 'staff spouses and family may not serve on Committees'. Discussion of Open Public Meetings Act (OPMA), currently requiring every committee needs to adhere to this act, distinction between advisory committee vs a decision-making committee – to be defined further by attorney. Hornsby motions to accept amendments as discussed to Board and Committee Policy, Davila seconded. Leppanen, Hornsby, Davila and Sosa voted in favor, Hook nay with reason that OPMA has not been addressed.

New Business

6. Report on Bluff Water Works Meeting on Wednesday, August 13, 2025

(Sosa/Nelson)(5:03pm): Sosa, Nelson and Hook attended, Hook updated that the State Division of Water wants to add \$.03 for every 1,000 gallons water used and \$7/meter/month going directly to State of Utah. They have joined Rural Water, BWV will oppose. Davila is putting together website graphics with Nelsons assistance in .gov domain. Email sent to all users with explanation of last outage, caused by sensor failing, alarms also installed indicating when water levels dip below set level. Inquiry about how conversation regarding Barwell went. Well will need to meet setbacks in order to put in a septic tank, is a good well and not currently in system as it draws down too far; could be put into the system if ever needed; is part of group water right, not just single well. St Christopher may need to become a water utility (testing and reporting), BWV may be willing to assist in requirements.

7. Report on Utah Food Pantry Status and Meeting on Thursday, August 7, 2025

(Sosa)(5:07pm): Sosa attended, approximately 50 in attendance. Three large warehouses in County with Bluff, Mexican Hat and Navajo Mountain hosting small food pantries. Statistics provided and tour of warehouse.

8. Discussion and vote to apply for a grant through Utah Transportation Alternatives (Hook)(5:10pm): Hook represented Active Transportation Advisory Committee requesting to apply for a funding opportunity through UDOT's Utah Transportation Alternatives Program Grant. While the program does not require a grant writer (federal funds awarded to UDOT), an application from Town spelling out what & where we would spend funds on is required. Active Transportation Committees request includes a hard surface ADA trail from Calf Canyon intersection and wind through Black Locust and end at 3rd East/HWY 191. Surface: Organic Lock, natural surface or Concrete. Benefits: This project may qualify as an In-kind contribution for the Black Locust repaving project and decrease material cost for said project; ties to Active Transportation Plan; assists in creating the required 'Safe Routes to School Plan'. Hornsby explained the Organic Lock, natural surface at Sand Island was chosen for the natural look and the company cannot provide information about its lifespan. Had all parties been interested in concrete, he would have gone that route. Transportation Alternatives Program is looking for communities with a project ready for funding, which Jones & DeMille will draw up for no additional cost. Hook requests approval to apply as there is a match requirement, application due August 29, 2025. Hornsby motions to apply for grant from UDOT's Uta Transportation Alternatives Program for ADA trail along Old Hwy in Bluff's Historic District, Davila seconded. Leppanen, Sosa, Hook, Hornsby and Davila voted in favor.

9. Report on UDOT's Regional Planning Meeting (Hook)(5:24pm): Invitations sent to Municipalities, Chapter Houses, etc for 30-year planning meeting. This plan includes Vehicles, Transit and Active Transportation Plans. Request of attendees to look at individual population numbers, housing, tourism (TRT report), subdivisions. UDOT's Transportation Master Plan is essentially the same as an Active Transportation Plan. Discussed: Turning at Sand Island, Bluff Speed Limit, etc. If included in this plan, there are steps that can be taken and grants available to help plan.

Ann Leppanen logged off at 5:27pm

10. Review and Vote to Pay Bills (Nelson)(5:29pm): Nelson presented Accounts Payable/Receivable, including a \$50,000 transfer from PTIF to pay bills until next meeting in September. Davila motions to pay bills, Hornsby seconded. Hornsby, Hook, Sosa and Davila voted in favor.

11. Report on Bluff's Planning and Zoning Meeting (Hook)(5:30pm): Hook presented from August 7 P&Z meeting. Ordinances referencing SJC should be changed to Bluff Building Department. Renewable Energy Ordinance to be continued after SolSmart meeting. Hadenfeldt may be interested in Utah League of Cities Conference. Work Session Thursday, August 21 @ 6pm.

12. Report on FY 2025 Audit by Larson & Company (Nelson/Sosa/Leppanen)(5:32pm): Larson & Co is in the process of auditing & reviewing policies/procedures, started last week and should be done with all current requests this week.

13. Needed a Volunteer or Two to Attend Post-Election Audit in San Juan County on Friday, August 22, 2025 at 9:00 a.m. in Monticello (Leppanen)(5:33pm): Nelson presented training invitation from Vint DeGraw to municipalities to attend the Post Election Audit of Blanding's Primary Election. Will occur again in November after General Election for all municipalities. Nelson is available if staff is permitted to attend.

14. Other/Adjourn(5:37pm): Reminder that there is no meeting scheduled for Tuesday, September 2, 2025

Jones and DeMille has been working on Roads Bioletics and are ready to present. May be best to Roads Dept first, next roads dept meeting 8/21 @ 9am.

Sosa paraphrased agenda tutorial, Leppanen gets draft to Sosa on Friday, Sosa formats and shares, can change daily until the final is sent to P&Z and Council.

Pancake Breakfast September 13 @ 10:00am at Bluff Fort.

Nelson and Collins met with Dennis Shumway San Juan Public Health today, Septic Smart Week is September 15-19. A Community education event is being planned, more information to come.

5:42pm Davila motions to adjourn, Hornsby seconded. Hornsby, Sosa, Hook and Davila voted in favor.

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