

**Bluff Town Council Work Session DRAFT Minutes**  
**September 9, 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.

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

**1. Update on Cooperative Cultural Center Building Architectural Plans (Collins)(4:01pm):**

Collins presented that a draft of architectural plans was received minutes prior to meeting beginning. DRC will meet this week to review plans then meet with architects and engineers on Thursday, Sept 11 in preparation for Construction Documents. Discussion: Nelson requests additional information about next invoice(s) and amounts from Uncommon Architects, Solar next steps (carports, located on existing basketball court due to right of way restrictions), Exterior Fencing

**2. Discussion of Grants, Funding and Community Impact (CIB) for the Cooperative Cultural Center (Collins/All)(4:03pm):** Collins presented the latest letter received on August 28 from EPA stating that the appeal is denied. Community Impact Board requires a Capital Asset Self Inventory (CASI) to apply, Bluff last completed in 2024, once Collins has completed what she can, she will share with leaders of committees/boards for assistance. SERDA's CDBG next step is a Community Income Survey. Governor's Office of Economic Opportunity grant terms end of 2025, reallocation will occur once Construction Documents are in hand. Anticipate the remaining funding going toward demolition. Collins and Nelson request council to prioritize Collins' time throughout 2025. Discussion around solar panel installation potentially taking priority. A Work Session to discuss the CCC to be scheduled between last meeting in Sept and first meeting in October.

**3. Status of Lease between Town of Bluff and San Juan County for the Senior Center (Leppanen)(4:21pm):** SJC Commission approved document last Tuesday with provision stating should Town offices move to CCC, moving of the Senior Center may be discussed with Commission.

**4. Overview and Discussion of the Future of Bluff's Cemetery; Grant Update (Leppanen)(4:22pm):** Draft ordinance will go to McAnany and will be on public hearing in October. Nelson spoke with Benton of Sentry, whom provided references from other municipalities, confirmed the work is in person, available to schedule 2-3 weeks out once awarded. Mowing will need to be completed prior to Sentry on site. Nelson will notify other bidder of the award.

**5. Review and Discussion of Draft Airport Overlay Ordinance (All)(4:25pm):** Hansen Group drafted airport overlay ordinance and provided to P&Z who approved and sent on to Council. Recommended to add Airport Overlay Public Hearing to an October meeting. Discussion: the 'three places it must be posted' is incorrect and to be fixed, dates for hearing in October.

**6. Discussion about San Juan Watershed Stakeholders Planning Meeting September 17th at 5:00 p.m. to 7:00 p.m. at the Community Center and Meeting on Tuesday, September 16, 2025 in Monticello at the County Building at 6:00 p.m. (All)(4:30pm):** County meeting inviting all municipalities and stakeholders, Collins arranged the same presentation at BCC the following day, in-person only. Maps will be hung on walls allowing stakeholders to inform the UT Division of Water Quality of important locations, wells, etc.

**7. Discussion of Trainings from Utah Local Government Trust (Leppanen) (4:33pm):**

Leppanen attended the September monthly training discussing land use, one of the most valuable trainings she has attended. Training titled: 'Land use Appeals and How to win a lawsuit'.

Encourage P&Z and Council to review slide deck. Leppanen plans to schedule a time in October to review slide deck with P&Z and Council and host a discussion after. Encourage Commissioners and Council members to listen to/attend monthly trainings.

**8. Update of Annual Community Breakfast Needs for September 13th, 8:00 a.m., at the Community Center (Nelson)(4:38pm):** Nelson presented the venue change from Bluff Fort to Bluff Community Center & Fire Mesa Kitchen. Due to the Bluff Fort volunteers not attending this year, additional town volunteers are needed, contact Nelson to sign-up. Big Thank You's to Cow Canyon Coffee for the donation of Coffee, Canyon Smokehouse & Sysco for food donations, Bluff Fort donating use of grills. Thank-you notes will need to be written after and support from the Council will be needed and a discussion of Bluff's support of EMS in the future. To be posted on UPNW due to a quorum in attendance. This joint event started due to the fire on Cemetery Hill, a creative way to incorporate all community members and show support for all first responders. Silent Auction: 8-9:45am, many amazing donations of art, experiences, etc. Items must be paid prior to taking them home, a time will be coordinated if cash/check is not on hand.

**9. Discussion of Town of Bluff Board and Committee Policy (All) (4:45pm):** Policy approved a couple of weeks ago and a couple of additional things for discussion: size of committee to be standardized; if departments and employees apply; Transportation Dept housing roads, airport and active transportation; public notice of meetings (Utah Public Notice Website or post minutes elsewhere); term limit and scope definition; P&Z Commission vs Committees. Nelson and Leppanen to discuss differences between Committees, Council, Commission, etc with McAnany this week. Current vacancy on Active Transportation Committee.

**10. Update on Strategic Plan Work by Council Members (All)(5:04pm):** Leppanen: Dark Sky Designation, Cemetery Grant and Ordinance in progress. Sosa: Recertified as Records Official and is in process of ensuring all records are organized. Hook: Although roads is not specifically addressed in Strategic Plan, Roads dept continues their work, TAP Grant not submitted due to sourcing issues with pavement-type; Council-wide work on committees (Organizational Effectiveness). Davila: Construction Documents should be in hand soon, last DRC meeting 9.11.25, continue searching for money; Playground Committee moving forward on design (Livability), determining if sport court and playground is possible this phase; Dark Sky Certification incorporation into Astro-tourism (Expand/Diversify Economic Opportunity). Hornsby: DRC attendance; Wood Bank tours, donations & distribution, current role as an emergency wood bank to support Red Mesa Wood Bank, Herbert Stash (Culture, Events, and Welcoming Community). Nelson: Procedure documentation of everyday tasks (Organizational Effectiveness); Fire and EMS discussions (Community Health and Safety).

**11. Discussion of Chapter 4.21 Moab Municipal Code, Consumption, Serving and Distribution of Alcohol (All)(5:19pm):** A local consent request to sell alcohol at BCC was submitted and has been withdrawn, strong 'no alcohol in public buildings' policy up to this point. This will be a good reference for future requests to sell and liability, set aside for a future discussion.

**12. Discussion of Policy for Local Consent for Alcohol Sales, Consumption and Single Event Requests (All); Discussion of Three Requests (All)(5:20pm):** Hannah Whitney of Cow Canyon Coffee presented two single event requests for October 10, 17 & 18. Food will be provided for all events, as required by Utah. Discussion involved: curiosity of liquor allowances (may require an ID scanner and no one under 21), may be different for single event, Coffee Shop aware of heightened security and designated ID station, Security. Kate Aitchison and Hannah Whitney will be serving and monitoring alcohol consumption and ‘cutting off’ of individuals, as needed.

**13. Astro-Tourism Report (Davila)(5:28pm):** UT office of Tourism Conference website shared, agro- and astro-tourism resources available. International Dark Sky Association recognizes parks: UT has the most recognized parks and communities; San Juan County, UT has the most recognized parks and areas in the Country! ‘Astro-tourism distributes individuals around the area... increased visitation during the winter... increases spending with overnight stays.’ Strategic Plan’s Dark Sky Programming and ongoing programming. Star Parties and Ambassador Training hosted monthly; Dark Sky Festival Nov 14-15; Dark Sky Ambassador Training: Wednesday, Sept 17 @ 7:30p at BCC, followed by Dark Sky Monitoring; Star Party: Friday, Sept 19 @ 8pm at Edge of the Cedars.

**14. Status of Stage 2 to Stage 1 Fire Restrictions (Leppanen)(5:38pm):** State Forestry Division moved from Stage 2 to Stage 1, according to provisions, ToB follows their regulations. Therefore, Bluff is now in Stage 1 Fire Restriction, confirmed with Chief Lott and updated with the State.

**16. Discussion of Stipend/Reimbursement for Travel for Advanced EMT Class (All)(5:38pm):** One Basic EMT is taking the Advanced EMT training in Monticello. Due to Bluff’s EMS not transporting, an Advanced EMT will provide additional care while waiting for transport vehicle. Calculations for student driving from Bluff to Monticello: 4000+ miles to attend class, 1 tank of gas = 400 miles. This class costs 10 tanks of gas. Due to student as an employee of San Juan County the class is free, this request is for gas reimbursement. Sosa proposes reimbursing student \$500. Discussion: mileage rate applies to council and employees and would result in more reimbursement, current federal rate ~\$0.70/mile; Funds can be used from annual fundraisers. Policy and vote for students taking classes to be brought to meeting next week.

**17. Other/Adjourn (5:40):**

Collins presented a request to waive BCC fees, will be voted on next week.

Septic Smart Event, September 22 @ 5:30pm at Bluff Community Center.

Hornsby motions to **adjourn at 5:46**, Davila seconded, Leppanen, Hook, Hornsby, Davila and Sosa voted in favor.

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