

Bluff Town Council Regular Meeting **DRAFT** Minutes

November 4, 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): <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): <https://www.youtube.com/channel/UCTqBxSP-Erhxq6muVMX6vdw>.

This meeting was in person and virtual.

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

Approval of Bluff Town Council Meeting Minutes of October 21, 2025: Hornsby motions to approve Bluff Town Council Meeting Minutes October 21, 2025, Davila seconded, Leppanen, Sosa, Davila and Hornsby voted in favor.

Approval of Bluff Town Council Special Meeting Minutes of October 28, 2025: Hornsby motions to approve Bluff Town Council Special Meeting Minutes of October 28, 2025, Davila seconded, Leppanen, Sosa, Hornsby and Davila voted in favor.

Approval of Bluff Town Council Public Hearing Minutes of October 28, 2025: Hornsby motions to approve Bluff Town Council Public Hearing Minutes of October 28, 2025, Davila seconded, Leppanen, Sosa, Hornsby and Davila voted in favor.

Public Comment: None.

Unfinished Business

1. **Introduction and Administration of Oath to Spencer Wade (Leppanen/Sosa) (4:03pm):**
 - Many thanks expressed to Wade and Gary Haws for their willingness to start their Council term early.
 - Linda Sosa guided Spencer Wade through Swearing In; by raising his right hand and repeating the Oath of Office, both then signed the document.
2. **Discussion and Vote on Uncommon Architects Invoice and Bid of \$1,950 for Design Additions at the Cooperative Cultural Center (Collins/Hornsby/Davila) (4:05pm):**
 - Collins presented status of the Cooperative Cultural Center project. After a walk through by Collins, Hornsby and Davila, they brought up at the final meeting with the Architects and Engineers, that the Auditorium (former cafeteria and gymnasium) and Commercial Kitchen were not included in the HVAC plan. Upon request to add the two spaces to the HVAC plan, the Engineers requested an additional \$10,000 to accommodate due to the commercial ventilation system required for the kitchen. Uncommon Architects talked

them down to ~\$5,000 and Erin Nelson communicated Bluff's position and decreased the additional amount to \$1,950.

- Hornsby motions to pay Uncommon Architects Invoice and Bid of \$1,950 for Design Additions at the Cooperative Cultural Center, Davila seconded, Leppanen, Sosa, Davila, Wade and Hornsby voted in favor.
3. Discussion and Vote on Bluff Community Center Energy Efficiency Conservation Block Grant Extension to December 2026 (Collins)(4:08pm):
- Collins summarized the Lighting Retrofit at the Bluff Community Center quickly stating the Buy America Build America waiver application was submitted a few months back. Last month, the Project Officer determined the waiver is unnecessary due to the project cost (under \$250,000) and a general waiver will suffice.
 - While the project is moving forward, it will not be completed in time for the current Grant Deadline of December 2025. Grant extension requested through December 2026.
 - Hornsby motions to approve Bluff Community Center Energy Efficiency Conservation Block Grant Extension to December 2026, Davila seconded, Leppanen, Hornsby, Davila, Sosa and Wade voted in favor.
4. Discussion and Vote on Horse Sculpture Design and Installation at Bluff Community Center Future Playground (Pachak/Collins):
- Collins informed Council that Pachak requested to postpone this line item to another meeting.

New Business

5. Discuss Need for ADA Compliance Officer and Summarize Utah Local Government Trust's Webinar on ADA Compliance (Leppanen)(4:12pm):
- Conversation began during Utah League of Cities and Towns Conference and recently National League of Cities and Towns hosted a webinar to inform municipalities on Website Compliance.
 - Bluff's deadline for ADA Rule is April 24, 2027.
 - National League of Cities and Towns recommends assigning an ADA Compliance Officer to take the lead.
 - Discussion:
 - Would this be a good intern project?
 - Nelson has spent time preparing many documents for ADA Compliance and suggests third party bids for the documents heavy on alternative text, which require descriptions, namely Strategic Plan and Active Transportation Plan.
 - A major goal with Interns is to offer Career Development, may make sense to advertise as 'Clerical'
 - This ADA requirement is for documents on the website (graphics & images) and shared with public regularly (ordinances & resolutions specifically)
 - Confidentiality concerns for Mayor and Clerk's computers as original documents are most likely housed in emails
 - Moving forward, Nelson and Collins will be well versed in the standards and make all documents and website content ADA Compliant

- Suggestion to contact workforce with a portion paid in as reimbursable
 - Price that we would pay, the requirement would not be met
 - Suggestion to get started now and revisit budget, as needed.
 - Sosa noted that we need to have non-public records with a series number, definition and clarification will be brought forth at next week's work session.
6. Update on Status of Bluff Food Pantry, Discussion of Need for Standard Operation Plan, Interim Plan for Food Distribution (Leppanen)(4:26pm):
- Ginny Burns has stepped back and Malia Collins has taken over scheduling and notifying volunteers and food pantry delivery. Concern expressed about volunteer capacity and availability during the holiday season.
 - Meeting between Mayor Leppanen, Ginny Burns, Malia Collins, Britt Hornsby and Bev Smith occurred to discuss the operations of the Food Pantry.
 - Bev and Ginny given 'If I left tomorrow' worksheets to complete.
 - Collins is working through current Standard Operations Procedure the Food Pantry is operating under.
 - Multiple residents stated that they do not feel that food distribution is a government function. Per the Federal Department of Treasury, Compliance and Reporting Guidelines, Bluff needs to continue reporting for at least 5 years after the funds were spent. Doing away with any Town involvement could put the previously received Recovery Funds in danger.
 - Conversation with UT Food Bank and SJC is that the amount of food received will be cut back unless we can show a stabilization or increase of patrons. (need to increase to 450/month to increase pounds/delivery)
 - Donation Opportunities:
 - Leppanen met with Jed Lyman, President of Hole In the Rock Foundation and Bluff Fort Directors discussing any donations they could make to the Pantry, most likely in the form of money.
 - Bluff Fort, as a 501c3 does not engage in contributing to the public good money or food- wise.
 - Leppanen, Drew Cooper met with Rev. Jack Chase (St Christophers Mission), SJC Commissioner Jamie Harvey and Diane Benn to request additional funding or supplies for the Food Pantry and brainstorm solutions to the food shortage through the end of 2025.
 - Mission volunteer going to Sam's Club and inquired if Town has younger people available to unload their donation, Cooper is confident he can get a group together.
 - Bluff Community Foundation may be able to donate money to fill in gaps.
 - Need animal protein at the pantry (SPAM, Canned Meats, Stew, Canned Fish, etc)
 - Council Discussion:
 - Can we go back to Drive-thru for ease? Bluff is not a Partner Agency and had to choose the emergency pantry over drive through.

- Fiscal Donations should be deposited into the Food Pantry Bank Account, under Ginny Burns and may be written to the Town of Bluff. Expenditure will only be to buy food.
- Inventory and Assets: Routine inventories of food (food pantry and USDA provide delivery 'receipt') and non-perishables (shelving and refrigeration is owned by Town of Bluff, donated by Ginny Burns). Clarifications around food remaining after Pantry Day and how it is recorded, to be discussed further. Records kept on site.
- Volunteers covered by Town of Bluff Liability Insurance.
- Davila is less concerned about Town taking on Food Pantry due to the positive number of volunteers, concerned about adding it to Collins' plate. In the future, it may be beneficial to add a staff or volunteer position that reports regularly to Council.
- Bluff Community Foundation may be a good setup in the future.
- Collins is currently spending 10-15 hours per month on Food Pantry work and will continue through end of 2025. Clarity from Council to complete volunteer training and signed waivers, tie up loose ends so that in 2026 the Food Pantry can be discussed again and is ready to pass on, if possible.

7. Update by the Bluff Dark Sky Committee on the Bluff Dark Sky Festival to be Held on November 14 and 15, 2025 (Davidson/Burak)(4:45pm):

- Diana Davidson presented on behalf of the Organizing Committee, Business Owners of Bluff and Bears Ears Partnership and additional support from local sponsors
- Upcoming Dark Sky Festival is open to local & regional occupants, out of town visitors interested in either the night sky or general Bluff activities.
- Schedule for Friday and Saturday presented, including Speakers, Telescopes, Scavenger Hunt for kids, Astrophotography sessions, Dark Sky Application Presentation and more. Activities are available for all ages throughout the weekend, both during the day and evening.
- Request for additional funding from Town of Bluff for this festival to go toward outreach and education for the Dark Sky Festival. Community Promotional Funding allocated from Town of Bluff to the Business Owners of Bluff (BOB) is being used, but not all (\$2500 of \$5000).
- Council Discussion:
 - Town of Bluff Budget:
 - Dark Sky: \$2,500 allocated to encompass educational materials, Town retrofits, etc. ~\$150 spent at this time.
 - Education and Community Promotion Line Item: \$500 to cover the dark sky brochures (~\$200-\$300)
 - Dark Sky Festival Request of \$500-\$1000, to go toward social media, additional advertising and travel expenses. Lodging has been provided by Business Owners of Bluff.
 - Some Local restaurants will be open during the time and looking into additional food vendors at Bluff Community Center.

- Hornsby motions to approve \$1000 for Bluff Dark Sky Festival, Wade seconded, Leppanen, Sosa, Davila, Wade and Hornsby voted in favor.
 - Davila echoed the wealth of information that will be provided by Matthias Schmitt of Zion Stargazing Tours and is hopeful that a BOB and Town Council joint meeting (or future Zoom meeting) could occur discussing benefits of Astrotourism.
 - Davidson is willing to announce the Food Pantry need and ask for donations.

8. Discussion and Vote to Pay Bills (Nelson)(5:01pm):

- Nelson presented accounts payable/receivable.
- Hornsby motions to pay the bills, Davila seconded, Leppanen, Sosa, Wade, Hornsby and Davila voted in favor.

9. Other (5:02pm):

- Saturday, November 8: Bears Ears Marathon. Runners will be coming down the canyon around 8:30am. No road closures except 6th Street between Hwy 191 and Mulberry (finish line intersection). Officers will patrol Hwy 191 during the event, 8a-2p. Looking for volunteers at aid station and finish line, contact Erin Nelson to sign up!
- Tuesday, November 11: Mainly Marathons event in Bluff, individuals running laps on East side of Town.
- Reminder to drive slow through Town during these and all events.

10. Adjourn (5:04pm): Hornsby motions to adjourn, Davila seconded, Leppanen, Sosa, Davila, Wade and Hornsby voted in favor.

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