

Bluff Town Council Special Meeting Final Minutes

October 28, 2025

Bluff Community Center at 3:00 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 was in person and virtual.

3:07pm Meeting Called to Order and Roll Call: Mayor Ann K. Leppanen, Jennifer Davila (virtual until 3:19, then in person), Linda Sosa, Britt Hornsby & Erin Nelson, Town Manager

- 1. Interview and Vote to Appoint Mid-Term Council Vacancy (All) (3:07pm):** Interviews conducted for mid-term council vacancy. Applicants: Spencer Wade and Gary Haws. Question 1: Please start by telling us a little bit about yourself, what brought you to Bluff and what you value most. Wade: Came to Bluff visiting Malia Collins & fell in love with the area, began working with Wild Rivers as a guide. Loves the sense of Community and the people creating it. Haws: Came to Bluff in 2001 with wife and toured area on motorcycle, married in Torrey and chose to move to Bluff during COVID, looked at all municipalities in San Juan County and Bluff felt like home immediately and appreciates the sense of community.
Question 2: What strengths do you have that will help in this position? Haws: Down to earth and has good common sense, worked with people in law enforcement for years providing experience in mutual agreements. Wade: Similar skill set to Haws, gets along with most people and decent communication skills, willingness to learn new things and listen to what others have to say. Acknowledged the lack of experience and willingness to learn.
Question 3: Any specific projects or items that you have a burning desire to start working on between now and January? Wade: No burning desire, but excited and willing to start working on anything, with Cemetery Ordinance wrapping up he is happy to step in and aid. Haws: No specific agenda, knows there is a lot Town Council is working on as they prepare for the incoming Council. Any way he can help, willing to do it.
Question 4: Any area or topic that you would like more information or help during onboarding? Haws: Not sure if there is anything additional to do, already on Planning and Zoning and has appreciated that all Staff, Council and Commissioners have been willing at any time to help answer questions, which is one of the most reassuring things about joining the Council. Wade: If he does join early, a meeting of expectations with one or two individuals would be appreciated.

Question 5: Can you describe your approach to decision making when approached with a topic with limited information available? Wade: Try to see the topic from all sides and remain as unbiased as possible, attempt to receive more information prior to making decision. Haws: When making decisions, remaining open minded to all input that is presented (public comment, council meetings, google). Google is helpful when researching what other towns are doing. Aims to pursue all avenues to help guide decisions.

Question 6: Anything else you'd like residents to know about you or why you want to serve the community in this role? Haws: Conducting wagon rides at the Fort! He is approachable, not someone to be afraid of and willing to chat any time, can handle their feelings and will take their thoughts into account. Wade: Slowing down on electrical projects and won't be as available to help as often. Haws chimed in that Spencer was one of the first people he met in Bluff and he is very approachable. Wade feels he hasn't volunteered in this capacity and is eager to serve the community.

Question 7: Any time conflicts around Tuesday meetings? Wade: No consistent conflicts. Haws: Unless Wagon business takes off, he is available to follow the current schedule. Question 8: Is your Conflict of Interest statement completed during Declarations in June 2025 still correct? Wade and Haws: Correct. Wade stated he is happy to start now or in January and will not take it personally, Haws agreed.

Many thanks to both applicants for stepping up and starting their terms early. Discussion: Haws is currently serving on Planning and Zoning and with the 2 open seats (one being Haws) in January, it may be beneficial to keep him on the commission until January as many ordinances are wrapping up. There are no current Planning and Zoning applicants. Haws has more government and Bluff municipal experience than Wade so it may be beneficial to give Wade this additional time to learn. Hornsby motions to appoint Spencer Wade for mid-term council vacancy, Davila seconded, Leppanen, Sosa, Hornsby and Davila voted in favor. Leppanen offered to meet with both individuals.

2. Discussion and Vote on Salary Increase and Increase to 40-hour Work Week for Administrative Director Malia Collins (All) (3:34pm): Nelson presented that Collins' contract was previously approved for 30-hour/week average at \$52,000/year. Collins was promoted to Administrative Director and currently manages many large grants for both the Bluff Community Center and Cooperative Cultural Center, including acquiring some of these funds for projects. If approved, Collins will also take on additional responsibilities including applying for additional Grant funds (CDBG, CIB, etc) and assisting on other projects. In previous discussion with Collins, she stated she is willing to increase hours to 40-hours/week with the request to increase wage to \$64,500/year. Nelson assured that this increase will not affect the operational budget due to Collins as one line item, Nelson will continue to evaluate as time proceeds. Nelson recommends backdating raise to the last pay period beginning on October 10, 2025 (paid out today). Leppanen adds that one additional project that was recently passed by legislature, ADA Website Compliance, which Bluff must complete by April 2027. This ADA Compliance will include all pages on the current website and linked documents to meet the needs of individuals with hearing impairments, English Second Language, visual impairments, etc. Additional staff time will be beneficial as Bluff comes into compliance. Hornsby motions to increase Malia Collins salary to \$64,500 annually and increase to 40-hour work week starting October 10, 2025, Davila seconded, Leppanen, Sosa, Hornsby and Davila voted in favor.

3. Discussion and Vote to Pay Bills (Nelson)(3:39pm): Accounts payable/receivable report has \$50,000 transfer for \$41,883.75 to Garrett Parks and Play (BCC playground deposit), Cemetery survey retainer, maintenance work at Community Center, Public Notices, Mediation travel expenses. Hornsby motions to pay the bills, Davila seconded, Leppanen, Sosa, Davila and Hornsby voted in favor.

4. Other/Adjourn (3:41pm): Sosa verified that Nelson will get Wade setup with email and additional technical details.

Leppanen reminded community that we are responsible for goat heads on our individual property. Tax notice should have come with a noxious weed announcement as State law allows County's to pass legislation allowing County to remove noxious weeds at homeowners' expense. Question asked what the County would charge for goat head removal, as it may be worth the price.

Public Hearing starts at 5:00pm.

3:45pm Hornsby motions to adjourn, Davila seconded, Leppanen, Sosa, Davlia and Hornsby voted in favor.

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