

Bluff Town Council Work Session **DRAFT** Minutes

November 11, 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, Spencer Wade & Erin Nelson, Town Manager

1. Review and Discussion of Modifications to the General Plan (4:01pm):

- Amanda Podmore, Planning and Zoning Chair & Erin Nelson drafted document presented at Public Hearing.
- Nelson met with Hansen Group to discuss their recommendations to trim down the document while maintaining information. Recommendations:
 - Historical data moved to appendices
 - Distill 'Resulting Policies' into a single sentence to remove redundancies
 - General Plan is not an ordinance, current version is bridging gaps between plan and hoped enforcement. Change 'resulting policies' to 'strategic priorities'
 - Strategic Plan has many specifics, reel General Plan back to an overview
 - Follow a template of another municipality, incorporating pictures and maps, remove numbers & instead use letters
- Next draft, create historic appendix and emphasize format.
- Discussion:
 - Preference of letters over bullet points for ease of referencing the document.
 - Approach: If substantial removal and not just reformatting, public hearing is not required, if public hearing is required, first week of December is enough time to allow edits to be reviewed.
 - Planning and Zoning is responsible for this document, next meeting Thursday, November 20. Joint Work Session with Town Council on this date to review plan and determine if public hearing is required.
 - Increase references to Strategic Plan by removing many 'resulting policies'
 - General Plan can be thought of as a 'backbone document' that a potential business or individual can review if contemplating a move to the area, provides a feel of the Municipality.

2. Discuss Creation of ADA Compliance Officer and How the Duties/Requirements Fit Into Existing or Additional Staff (4:25pm):

- Deadline of April 24, 2027 for all documents shared with the public.
- Leppanen encourages creating this job by January 2026
- Staying current will be easier for current staff while backtracking and updating archived information will be majority of the work
 - Since incorporation in 2018, we have over 5,500 documents to update
- HTML documents are preferred for screen readers over Word and PDF documents, suggestion to create a webpage for each resolution and ordinance.
- Strategic Plan and General Plan may be best for a third party to convert to ADA.
 - Leppanen to get quotes of time and cost from third party companies.
 - Civic Plus manages San Juan County Commission Packet and may have a list of companies providing this service
 - Hornsby found prices for ~\$50/month to update 400 pages
- Compliance Officer Position – decision to build a job description and bring back to council with a time breakdown, potentially part time with additional duties included, potentially town recorder.
- Websites that are compliant: New York City

3. Update on Bluff Cemetery and Bluff Food Pantry and How Operations Fit Into Operations (4:40pm):

- Bluff Cemetery
 - Sentry Mapping coming this week to map and digitize
 - Leppanen met with Jens Nielson (Assistant County Attorney) to ensure all are on the same page confirming that Bluff does not want Hole in the Rock Foundation to take over the entire cemetery, Nielson is visiting this week to confirm his mental map.
 - McAnany is currently reviewing draft Cemetery Ordinance
 - Does Bluff want to create a Cemetery Board to manage Day-to-Day functions (regular meetings, sale of plots, management of land) OR Town Council to take this on
 - Consensus to create a Cemetery Board, great entry level position
 - Regardless, fiscal responsibility will stay with Bookkeeper
 - Mack MacDonald is working on getting this to County Commission to approve the transfer. Nielson said an MOU may be enough until the end of the year.
- Bluff Food Pantry
 - Collins has continued scheduling volunteers and requesting that individuals not on the schedule not show up except to shop.
 - Today's delivery contained some items requested
 - Collins is gaining an understanding of the system with the goal to move this to an outside agency while tracking hours to include it in a 'package' to hand off in January 2026
 - After Drew Cooper and Leppanen's meeting at St Christopher's Mission, Cooper reached out to Victor Arrandando, Head of Humanitarian Services with Latter Day Saints Emergency Relief, Southwest, including Bluff. Arrandando is

requesting a donation of food in the short term and willing to discuss a long term plan. Since it is a donation to Town, this can be treated as a drive through distribution in November and December.

- Diane Benn manages Food Pantry at Mission and reports differently, may be able to combine services and number served.
- Bluff is committed to keeping the Food Pantry in its current space for at least 5 years (Grant Terms) and is a council discussion in 2026 to determine who will take it on (maybe part of the previously discussed part time position)
- Potentially open Food Pantry this Thursday due to Senior Center closure today.
- Needs: Animal Protein (not necessarily fish), Monetary Donations made out to 'Bluff Food Pantry' or 'Ginny Burns'. Food Donations contact Malia Collins.
- Roughly \$2400 donation received to accommodate shortages. Not tied to USDA and increases opportunity to distribute

4. Discussion of Standard Operation Plans and San Juan County and Bluff Volunteer Fire Department Emergency Plans (4:58pm):

- Severe Weather Standard Operation Procedure (SOP), Extended Power Outage SOP, Community Request for Assistance SOP
 - Chief Lott is working on updating the current Emergency Operations Plan which these dovetail into. Would like it to be completed by January 2026, most likely will not.
 - Bluff has an Emergency Operations Plan and we fit into San Juan County's plan.

5. Essential Officials Training and Notary Public Final Steps for Town Manager (5:01pm):

- Essential Officials Training virtual December 13, 9a-1p and an in-person day December 6, 8a-1p.
 - If Council or P&Z wants to attend, reach out to Nelson
 - Beneficial to attend as a group, may be done together, question out if payment should be individual or can be as a group.
 - State Auditor Office offers Open Public Meetings Act Training free
- Erin Nelson passed Notary Training and Exam!
 - Intention to notarize internal documents
 - Bluff paid for Class, Background Check and Exam, Nelson personally paid for the Bond.
 - Does Council want Nelson notarizing things for the public and what fee do they want her to charge while on Town time?
 - To preserve workflow, by appointment only recommended
 - If she will charge, add it to the Amended Fee Schedule, max amount permitted to charge is \$10

6. Review and Discussion of Capital Asset Self Inventory (CASI) required for CIB Application (5:15pm):

- Collins presented the drafted CASI completed by Staff and experts in Bluff that details all systems in Town's capacity and the need to invest in upgrades over the next 1, 5 & 10 years.

- To be completed annually and turned in by May to apply for Community Impact Board the following fiscal year. We will be eligible to apply June 2026, at the earliest.
 - Council decided they will review priorities and bring comments to the CCC Work Session, scheduled in next agenda item.
7. Discussion of Additional Work Session for Community Impact Board (CIB) and Community Development Block Grant (CDBG) (5:28pm)
- Collins requested a work session to discuss the CCC and specifically the CIB and CDBG funding sources
 - Council settled on Tuesday, December 9, 2025 @ 3:00pm
8. CDBG Application Update and Set Required Public Hearing Date (Collins)
- Collins updated Council of attendance to the required 'How to Apply Workshop' and a separate meeting discussing if the CCC could be considered 'Blight' to avoid the Moderate-Income Survey.
 - Since the building can be renovated, it will not classify as 'blight'
 - Suggestion to host the required Public Hearing in January. Proposed date of January 13, time to be determined in 2026
9. Other (5:37pm):
- Agenda request to review 501c status for Bluff Community Center waiver of fees
 - Leppanen encouraged Council moving into 2026 to determine who is keeping track of agenda and additional items moving into January and 2026
 - Bluff Water Works 11/12/2025 @ 7:00pm at Library
 - UNHS is interested in installing 200amp service with 2x 100amp and electrify Pavilion on their dime. Collins to bring this back to the Council at a future meeting
 - Dark Sky Festival this weekend! Rain or shine

Adjourn (5:41pm): Hornsby motions to adjourn, Davila seconded, Leppanen, Sosa, Davila, Hornsby and Wade voted in favor.

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