

Bluff Town Council Regular Meeting **DRAFT** Minutes

November 18, 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.

4:00pm Meeting Called to Order and Roll Call: Mayor Ann K. Leppanen, Jennifer Davila, Linda Sosa, Britt Hornsby, Spencer Wade & Erin Nelson, Town Manager

Approval of Bluff Town Council Meeting Minutes of November 4, 2025 (4:01pm): Hornsby motions to approve Bluff Town Council Meeting Minutes of November 4, 2025, Wade seconded, Leppanen, Sosa, Davila, Hornsby and Wade voted in favor.

Approval of Bluff Town Council Work Session Minutes of November 11, 2025 (4:01pm): Hornsby motions to approve Bluff Town Council Work Session Minutes of November 11, 2025, Davila seconded, Leppanen, Sosa, Davila, Hornsby and Wade voted in favor.

Presentation by Andrea Martin of Comb Ridge Trading Post/Willow Street Cottages for Local Consent to License a Type 2 Packaging Agency (Andrea Martin) (4:02pm):

Andrea Martin reiterated her submitted letter detailing their desire to sell zero-waste Bulk Foods, Craft Beer and Wine at the Comb Ridge Trading Post, excluding liquor. She has been in Bluff since 2005 and as a business owner, they sold alcohol during their time as a coffee shop so she has experience with an alcohol license in Bluff. Discussion & Questions: Will Martin be in Bluff when selling alcohol and goods? Martin stated she will live next door and monitor. Timeline of opening - If Town of Bluff approves, submit application by December 10 to the State, if Utah approves, hoping to be open by June 2026.

Public Comment: (5:00pm) None.

Unfinished Business

1. Discussion and Vote on Bluff Community Center Fee Waivers for all 501 Entities (Davila/All) (4:10pm):

- Davila proposes that Bluff accept all 501 Entities and not just 501c3, which is specifically non-profits. There are 28 types of 501 entities
- Business Owners of Bluff are 501c6 and based on current contract, fees are not waived

- Hornsby motions to approve BCC Fee Waivers for all 501 Entities, Davila seconded.
- Discussion:
 - Sosa clarified that not all 501c3 fees are waived, it is only if they are presenting to the public, private meetings are not waived. Collins read the current contract that states 'if you are a registered 501c3, the rental fee is waived, cleaning fee still applies'
 - Recommendation to waive fees only for local 501c3; charge everyone or no one; state entity comes in, not charged out of mutual respect
 - Year To date: \$2,155 in Community Center and Fire Mesa Kitchen fees brought in.
 - Leppanen recommends crafting language to meet all concerns and will work on this, moved to December 2 meeting; define 'local 501c3'
- Hornsby retracts his motion, Davila retracts her second.
- 2. [Report on Status of Converting Bluff Town Documents to American with Disabilities Act \(ADA\) Compliance and Conversation with DocAccess on Monday, November 17, 2025 \(Leppanen\) \(4:23pm\)](#):
 - Collins and Leppanen presented a recap of their meeting DocAccess, in partnership with Streamline, recording of meeting can be shared via email if Council would like to watch.
 - Cost: ~\$250/month, \$3000/year, works out to \$0.03-\$0.06 cents/page compared to the \$11-\$20/page of other companies
 - With the subscription-based service, all PDF documents will stay in the existing format with a toggle selection that will reflect documents into an ADA-accessible format (HTML) and update to the WCAG standards as they change. Also included is Aira, visual interpreter available via phone 24/7
 - Only required to keep 3 years of documents on the website
 - Included with subscription is DocAccess' legal team
 - CivicPlus is another option, piecemeal the services and contract services out, higher rate without in-house support
 - Discussion:
 - Per the handbook: All minutes must be in hard copy in the office available for public viewing.
 - Collins to follow up with Mariah 'If we left the company, would we lose all accessibility?'
 - Moved to December 2 Meeting
 - If anyone has additional questions, reach out to Ann or Malia to follow up
- 3. [Update on Design Review Committee \(Collins\) \(4:37pm\)](#):
 - Design Review Committee met Thursday, November 13
 - Uncommon Architects & Resolut Engineering requested feedback for the HVAC system upgrade in the Auditorium & Kitchen at the CCC. Weight of the recommended VRF system exceeds roof weight limits, incoming air required for the Kitchen hood system. Engineers recommend that we stick with current system for both spaces and wire for the upgrade to VRF, if uses change in the future. DRC agreed to follow Engineer recommendations, did not eliminate the \$1,950 charge due to electrical changes not structural changes still occurring.

- Collins attended a Lawyers for Good Government/Environmental Protection Network webinar last week and received updated information about the potential 'damages' to SAM.gov status if we don't close out the EPA EJG2G grant at 120-day closeout (Late January 2026). Options presented: District Court, Court of Federal Claims (COFC) or Close-Out. More details at Dec 9 @ 3pm Work Session
- Hornsby and Davila have strong feelings to Close out the grant, little hope that the money is coming back and compromising sam.gov account may not be worth it for future grant potential (Roads, CCC, etc)
- Vote on December 16 agenda about next steps

New Business

4. Review and Vote to accept Donation Policy and Agreement (4:42pm):

- Collins presented a Donation Policy and Agreement reviewing types on donations Bluff will receive, currently to include Food Pantry. Also includes an agreement for donor to complete detailing what is donated.
- Discussion:
 - Include language that Fundraisers do not fall under this policy
 - Amount (\$5,000) requiring a Donation Agreement to be entered into
 - Verbiage on Donation Agreement stating that individuals can complete for their records, but are not required unless the value of donation is over \$5,000
 - Option to have donation acknowledged in a public meeting
- Hornsby motions to accept Donation Policy and Agreement with noted changes, Davila seconded, Leppanen, Hornsby, Davila, Wade and Sosa voted in favor.

5. Review and Vote to Accept Art Rail Policy and Agreement (4:54pm)

- Collins presented an Art Rail Policy and Agreement developed for the Bluff Town Offices with goal to keep all responsibility on the Artist
- Discussion:
 - Length of Time on Display
 - If artwork is sold, if it remains on wall or may be replaced by current or another artist
 - Spelling out that Artist is solely responsible, contemplated ways to remove Town Staff from facilitating sales/door opening.
 - 'Featured Artist & Art' on Website with Artist Contact Information
 - Display Terms and remove 'deemed inappropriate' from the right to deny artwork
- Hornsby motions to accept Art Rai Policy and Agreement with Changes requested, Davila seconded, Leppanen, Sosa, Wade, Davila and Hornsby voted in favor.

6. Review and Vote to Accept Malia Collins Employment Contract (5:03pm):

- Collins has not yet signed a contract since Administrative Director title in May, edited with 40-hour and salary increase clause.
- Contract copied from Erin Nelson, Town Manager Employment Contract, Nelson's came from Chris McAnany.
- Collins reviewed changes added, termination of employment must be a majority vote by Town Council and removed 'Jury Waiver'.

- Hornsby motions to accept Malia Collins Employment Contract with changes discussed, Davila seconded, Leppanen, Sosa, Wade, Hornsby and Davila voted in favor.
7. Discussion and Vote on Request by Comb Ridge Trading Post/Willow Street Cottages for Local Consent to License a Type 2 Packaging Agency (All) (4:34pm):
- Leppanen and Martin had multiple conversations about distance to West Park and it is far enough away to meet requirements, Martin follows all Town regulations as a Business Owner and Leppanen is in favor of this request. Personal note: lives behind the business and sees it as one of the best business models in town, very well managed and this would be a great asset to Town.
 - Council members voiced benefit to Bluff
 - Hornsby motions to approve request by Comb Ridge Trading Post/Willow Street Cottages for Local Consent to License a Type 2 Packaging Agency, Davila seconded, Leppanen, Sosa, Davila, Hornsby and Wade voted in favor.
8. Discussion and Vote on Bluff's Planning and Zoning Commission's Recommendation to Appoint Anne Brown to the Three-Year Bluff's Planning and Zoning Commission Midterm Seat (All) (5:07pm):
- Brown applied when Haws took the seat, specified that she preferred the 3-year term.
 - Hornsby motions to accept Bluff Planning and Zoning Commission's Recommendation to Appoint Anne Brown to the Three-year Bluff Planning and Zoning Commission Midterm Seat, Davila seconded, Leppanen, Sosa, Hornsby, Davila and Wade voted in favor.
9. Discussion and Vote on Bluff's Planning and Zoning Commission's Recommendation to Appoint Caitlin McLennan to the One-Year Midterm Bluff's Planning and Zoning Commission (All) (5:08pm):
- McLennan has a Master's Degree in Planning, going to be a great asset.
 - Hornsby motions to accept Bluff Planning and Zoning Commission's Recommendation to Appoint Caitlin McLennan to the One-year Bluff Planning and Zoning Commission Midterm Seat, Davila seconded, Leppanen, Sosa, Hornsby, Davila and Wade voted in favor.
10. Discussion and Vote to Pay Bills (Nelson/All) (5:09pm):
- Largest bill is attorney fee for October, Workers Comp increased due to additional employees (Interns, Building Dept), Mulberry Tree Removal.
 - November will have additional Acton/Disconnect fees as we are waiting to hear back on survey description
 - Hornsby motions to pay the bills, Davila seconded, Leppanen, Sosa, Hornsby, Davila and Wade voted in favor.
11. Report on Bluff Water Works Special Service District Meeting on November 12, 2025 and Discussion as to Replacement Options for Attending (Sosa/Leppanen/Davila) (5:11pm):
- Sosa, Davila and Leppanen attended November 12 meeting. 2026 Budget discussed.
 - Next meeting and Budget Public Hearing: December 10, 2025 @ 7:00pm
 - Since Sosa and Leppanen will no longer be on Council, Leppanen encourages members of the incoming council to attend, not many public attendees. Water is important and if council doesn't take it seriously, the public will not either. Davila stated meetings rarely last longer than 30 minutes, she attends as a Bluff Water Works (BWW) Employee

- If additional Council plans to attend December and future meetings, a General Annual Notice that Bluff Town Council may have a quorum at BWW meetings.
- Other boards Linda sits on will to be addressed with 2026 council: TTAB (Council recommendation and Board must recommend to County Commissioners) & Economic Board
 - All boards that will need seats filled by 2026 Council to be brought to a meeting in December.

12. Discussion of Joint Meeting on November 20, 2025 with Bluff's Planning and Zoning Commission (All) (5:20pm):

- Reminder of the joint meeting, agenda set by Planning and Zoning, will use Planning and Zoning's Work Session Zoom Link.

13. Other (5:21pm)

- Dark Sky Festival was a great success, especially as its first year! Approximately 125-130 participants for Friday evenings presentations. Many comments and feedback received that participants plan to attend next year. Many thanks to Bears Ears Partnership, namely Sarah Burak and Carolyn Harmon & Diana Davidson of Business Owners of Bluff and many other community volunteers.

14. Adjourn (5:23pm)

- 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