

Bluff Town Council Special Meeting **DRAFT** Minutes

December 9, 2025

Bluff Community Center at 5:30 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.

5:31pm Meeting Called to Order and Roll Call: Mayor Ann K. Leppanen, Jennifer Davila, Linda Sosa, Britt Hornsby, Spencer Wade & Erin Nelson, Town Manager

Public Comment:

Luanne Hook – Appreciation expressed to Town Council. A moment of silence for Joe Pachak and Gary Guymon. Appreciative that Town of Bluff has taken advantage of combining mobilization cost for the 7th West and 2nd East road construction project. Inquired why she did not hear about the construction via roads committee or active transportation committee but through residential email. She will present in January an update from the Active Transportation meeting. Encouraged council to reference Active Transportation Plan for all projects to slow traffic.

Amanda Lincoln – People speed down 2nd East although it is dirt, she would hate for it to become a space with more ability to speed. Wondering if the water flow has been taken into consideration. Material inquiry, Nelson responded that the material is ‘crushed asphalt’ is a gravel-similar surface. Hopeful that water flow has been addressed where the road becomes a river.

Unfinished Business

1. Discussion and Vote on Town of Bluff, Utah Draft Ordinance for Renewable Energy (All) (5:39pm):

First five items on agenda were discussed in work session.

Hornsby motions to approve Town of Bluff, Utah Draft Ordinance for Renewable Energy, Davila seconded, Leppanen, Sosa, Davila, Hornsby and Wade voted in favor.

2. Discussion and Vote on Town of Bluff, Utah Draft Ordinance Amending Title Six of the Municipal Code to Adopt Provisions for Mobile Home and Recreational Vehicle Parks; Provisions for Tiny Houses, Mobile Homes, and Modular Homes; and Related Terms (All) (5:40pm):

Hornsby motions to approve Town of Bluff, Utah Draft Ordinance Amending Title Six of the Municipal Code to Adopt Provisions for Mobile Home and Recreational Vehicle Parks;

Provisions for Tiny Houses, Mobile Homes and Modular Homes; and Related Terms, Davila seconded, Leppanen, Sosa, Hornsby, Davila and Wade voted in favor.

3. Discussion and Vote on Bluff Town Council 2026 Schedule for Meetings and Work Sessions (All)(5:41pm):

Hornsby motions to adopt Bluff Town Council 2026 Schedule for Meeting and Work Sessions on the first three Tuesdays of every month from 4-5:30pm, Davila seconded, Leppanen, Davila, Sosa, Hornsby and Wade voted in favor.

4. Discussion and Vote on Cooperative Wildfire System 2026 Participation Commitment Calculation for Bluff (All) (5:42pm):

Hornsby motions to approve Cooperative Wildfire System 2026 Participation Commitment Calculation for Bluff, Davila seconded, Leppanen, Sosa, Wade, Hornsby and Davila voted in favor.

5. Discussion and Vote on Proposed Wildland Fire Cooperative Agreement (All)
Removed due to same as Agenda item #4

6. Discussion and Vote on Jones and DeMille Notice to Proceed (Leppanen) (5:44pm):

- Signature needed to begin work with Sonderegger, signed on Monday December 8, 2025.
- Hornsby motions to approve Jones and DeMille Notice to Proceed, Davila seconded, Leppanen, Wade, Davila, Hornsby and Sosa voted in favor.
- Davila and Hornsby will be in town and can coordinate this project while Nelson, Leppanen and Haviken are gone.

7. Discussion and Vote to Approve Work and Cost for Sonderegger Construction (Leppanen) (5:45pm):

- Change order submitted from Sonderegger Construction presented with change in cost from \$49,530 to \$39,530. Installation of 5in of road base, 5in of gravel/crushed asphalt and improve drainage on 2nd East and East Black Locust.
- Residents alerted to the work, Nelson reached out to Michael Haviken to ensure Bluff Water Works has been part of the project. Jones and DeMille have signed off on the project.
- Hornsby motions to approve work and cost of \$39,530 for Sonderegger Construction, Davila seconded, Leppanen, Sosa, Hornsby, Davila and Wade voted in favor.

8. Discussion and Vote to Approve Work and Cost for Roadside Drainage and Shoulder Improvement at Corner of Twin Rocks Drive and Highway 191 for Helgerson Property Maintenance (Leppanen) (5:50pm):

- Past couple of years Town of Bluff has paid road clean-up due to a drainage issue in preparation for the Bears Ears Marathon
- Helgerson Property Maintenance completes the work and has requested the Town address their portion as he is also working with Twin Rocks property owner to solve the issue on their property. Cost: \$2200-\$2500
- Hornsby motions to Approve Work and up to \$2500 for Roadside Drainage and Shoulder Improvement at Corner of Twin Rocks Drive and Highway 191 for Helgerson Property Maintenance, Davila seconded, Leppanen, Sosa, Hornsby, Davila and Wade voted in favor.

9. Discussion and Vote to Pay Bills and Move Funds from the PTIF to the Class C Roads Fund (Nelson) (5:52pm):

- Bills & reimbursements.
 - Transfer to pay Sonderegger for approved projects
 - Transfer from General checking to pay bills through January
- Nelson has not heard back from IT
- Hornsby motions to pay bills and move funds from PTIF to the Class C Roads Fund and General Checking, Davila seconded, Leppanen, Sosa, Hornsby, Davila and Wade voted in favor.

New Business

10. Reminder of Local Homeless Coordinating Council and Point-in-Time Count and Survey (Leppanen) (5:54pm):

- Additional information to be received Dec 16 and will be distributed

11. Reminder of December 13, 2025, Training for Newly Elected Officials (Nelson) (5:55pm):

- Saturday, December 13 at 9am-1pm training at Bluff Community Center for Newly Elected Officials. Snacks provided.
- Registration for this is paid, other trainings in series sent via email are free and most will be hosted at Bluff Community Center.
- Posting on Utah Public Notice Website has occurred.

12. Discussion and Vote on Fee Waiver for Business Owners of Bluff for the Balloon Festival Rental of the Bluff Community Center (Davila) (5:57pm):

- Davila representing Business Owners of Bluff is requesting a fee waiver from Town for the Balloon Festival Rental of the Bluff Community Center.
- Council would like to clean up the fees and since the final discussion has not occurred, makes sense to waive this time.
- Hornsby motions to approve the fee waiver for Business owners of Bluff for the Balloon Festival Rental of the Bluff Community Center, Wade seconded, Leppanen, Sosa, Hornsby, Wade and Sosa voted in favor, Davila abstained.

13. Other Adjourn (5:59pm):

- Bluff Water Works Budget Hearing and Regular Meeting tomorrow, Wednesday, December 10 @ 7:00pm.
- Reminder to allow family members of those passed to make final arrangements in their time. Big thank you to EMS, Fire Department and Sheriffs Office.
- Davila and Hiroko Yamamoto are planning a solstice celebration at Design Build Bluff, if anyone wants to participate in coordination, please contact Davila.

6:02pm Hornsby motions to adjourn, Davila seconded, Leppanen, Sosa, Hornsby, Davila and Wade voted in favor.

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