

Bluff Town Council Regular Meeting **DRAFT** Minutes

January 6, 2026

Bluff Community Center at 4:00 p.m.

190 N 3rd East P.O. Box 324

This meeting was in person and virtual.

4:00pm Meeting Called to Order and Roll Call

2026 Councilmembers: Mayor Josh Ewing, Jennifer Davila, Gary Haws, Britt Hornsby, Spencer Wade

Outgoing Councilmembers: Mayor Ann Leppanen, Linda Sosa

Town Staff: Erin Nelson, Town Manager & Malia Collins, Administrative Director

Introduction of Incoming Mayor and Council, Farewell Remarks (Leppanen): Leppanen expressed her gratitude for her 8+ years to all in attendance & online, as a community, Bluff did it and it couldn't have been done alone. Appreciation of service to all stepping into the new roles as Council, Planning and Zoning and Administrative Staff.

Issuance of Oaths of Office: Mayor Josh Ewing(4:01pm), Councilmember Gary Haws(4:03pm), Councilmember Spencer Wade(4:04pm)

(4:06pm): Ewing expressed gratitude to Mayor Leppanen, Linda Sosa and Luanne Hook acknowledging that Town of Bluff would not exist as it is without their & additional founding Council Members work. Town would not be here without them. Haws & Wade echoed their appreciation to founding Council and are excited for their new roles.

Approval of Bluff Town Council Special Meeting Minutes of December 18, 2025(4:11pm): Hornsby motions to approve Special Meeting Minutes of December 18 & December 30, 2025, Davila seconded, Discussion: Leppanen stated they looked fine. Ewing called for a vote, 5-0 motion passed unanimously.

Approval of Bluff Town Council Special Meeting Minutes of December 30, 2025: Approved above.

Public Comment: Luanne Hook thanked the founding, outgoing and incoming council. Bill Crowder commented that it looks like a generational shift, he is appreciative and glad to see the incoming council, as they are.

Unfinished Business

New Business

1. Welcome and Opening Statements (Ewing, All)(4:06pm): See Above.

2. Discussion and Election of 2026 Mayor Pro-Tem Position (All)(4:14pm): Pro-tem position acts as Mayor when the Elected Mayor is unavailable/out of town. This individual steps in to sign documents, conduct business, etc. Hornsby has been filling this position and is willing to do so another year. Ewing called for a roll call vote to elect Hornsby as Mayor Pro-Tem 2026. Haws- aye, Davila- aye, Ewing- aye, Wade- aye, Hornsby-aye, passed unanimously.

3. Discussion and Consent to Appoint Jennifer Davila to Town Treasurer Position (Ewing, All): Mayor appoints this position and council comments, Davila has been conducting this business and willing to continue. Mayor Ewing asked for Council advise/discussion, Ewing called

for a roll call vote to appoint Davila to Town Treasurer, Haws- aye, Davila- aye, Ewing-aye, Wade-aye, Hornsby-aye, passed unanimously.

4. Discussion and Consent to Appoint Erin Nelson to Town Recorder Position (Ewing, All)(4:17pm): Sosa previously filled this position, Ewing appoints Nelson to this position as it is not required by law to be a Town Council position. Nelson has recently completed Notary Public training and serves in many roles for Town of Bluff that Town Recorder will complement. Ewing appoints Nelson to Town Recorder, no discussion among Council, Haws-aye, Davila-aye, Ewing-aye, Wade- aye, Hornsby-aye, passed unanimously.

5. Discussion and Vote on Banking Institution Resolution – Zions Bank (Nelson, All)(4:18pm): Nelson introduced Resolution #96, Banking Institution Resolution, required by Zions Bank to authorize access, signatories, issued bank cards and removal of former Council on the account. All Council members will be signatories, as all checks require two signatures. Ewing called for a vote, Haws-aye, Davila-aye, Ewing-aye, Wade-aye, Hornsby-aye, passed unanimously.

6. Discussion and Vote on Public Treasurer's Investment Fund (PTIF) Resolution (Nelson, All)(4:21pm): PTIF fund holds most of Town of Bluff's funds, state held account, Nelson introduced Resolution #97 stating Erin Nelson, Town Manager, Jennifer Davila, Treasurer and Town Accountant have access to this account. Nelson to confirm if additional approval is required to remove former Council members. Ewing called for a vote, Haws-aye, Davila-aye, Ewing-aye, Wade-aye, Hornsby-aye.

7. Reminder of Requirement to Take Open and Public Meetings Act Training (Ewing, All)(4:22pm): All are required by law to attend and complete the Open and Public Meetings Act Training annually. Ewing, Hornsby and Wade completed with Elected Officials Training in December. OPMA Training is offered by State, Nelson will share training with Davila and Haws.

8. Discussion Regarding Conflict-of-Interest Statements and Deadlines (Nelson, All)(4:23pm): All council members to meet the deadline of January 31 to have these completed. Nelson verifying if the conflict of interest statements completing to declare for office are sufficient. Nelson is notary and can notarize these documents, big thank you to Marcia Hadenfeldt for notarizing these for Council and Planning and Zoning in the years past. Ewing emphasized the importance to announce conflicts during meetings throughout the year.

9. Discussion Regarding Town Council Agenda Procedures and Timelines

(Ewing)(4:25pm): Current policy states that any council member can add an item to the agenda within 36 hours of meeting, Ewing is more comfortable with the rule that any two council members can add an item to the agenda. Ewing prefers the agenda in council's hands prior to 36 hours to allow time to review the agenda packet. Proposal to change the policy to state that all agenda items to Ewing by noon Thursday prior to meeting to be finalized Friday end of day. Agenda packet will then be available for review all weekend and Monday. To be discussed further, if policy changes, will be voted on.

10. Discussion and Vote to Pay Bills (Nelson, All)(4:28pm): Ewing to work with Nelson to determine if this needs to be on the agenda. Nelson shared the bills in the agenda packet. Comments from Hornsby and Davila stated they like to see the bills and the opportunity to receive clarity prior to checks issued and signed. Ewing called for a vote, 5-0 in favor, passed unanimously.

11.Reminder of CDBG Public Hearing at 3:30 pm on Tuesday, January 13, 2026

(Collins)(4:31pm): Collins reminded the public and council of the public hearing next week in the Bluff Community Center for the Community Development Block Grant (CDBG) First Public Hearing at 3:30pm. This will be the same meeting link for all Town Council meetings, Collins requested that all who have ideas for the spending of the funds to bring them to the public hearing.

12.Reminder of Cemetery Board Application Deadline of Tuesday, January 13, 2026, at

5:00 PM (Nelson)(4:31pm): Nelson reminded the public and council that the Cemetery Board Application Deadline is Tuesday January 13, 2026. Resume and letter of interest to Erin Nelson at manager@townofbluffutah.gov by 1/13/26 at 5:00pm. Recommendation to review the Cemetery Ordinance for an idea of what the board members will be working on. Many thanks to Leppanen for her work on this ordinance and creation of the board. Hornsby and Wade removed the 18 pin flags noting unmarked graves and replaced them with rebar, Davila will look into rebar caps. Mileage, hours, etc will be shared with Nelson for grant reporting. Town of Bluff is still waiting for report from Sentry Mapping and reassured all that we will reach out to individuals once things are confirmed and thanks to patience.

13.Other(4:34pm): None.

4:35pm Adjourn. Ewing called for the vote to adjourn, 5-0 in favor of adjourning.

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