

Bluff Town Council Special Meeting Approved Minutes

December 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>

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.

This meeting was originally scheduled for December 16, 2025, was cancelled and re-noticed for December 18, 2025 Special Meeting.

[4:05pm Meeting Called to Order and Roll Call](#): Mayor Ann K. Leppanen, Jennifer Davila, Linda Sosa, Britt Hornsby, Spencer Wade & Malia Collins, Administrative Director
Excused Absence: Erin Nelson, Town Manager

[Approval of Bluff Town Council Regular Meeting Minutes of December 2, 2025](#): Hornsby motions to approve Bluff Town Council Regular Meeting Minutes of December 2, 2025 Davila seconded, Leppanen, Sosa, Hornsby, Davila and Wade voted in favor.

[Approval of Bluff Town Council Work Session Meeting Minutes of December 9, 2025](#): Hornsby motions to approve Bluff Town Council Work Session Meeting Minutes of December 9, 2025 Davila seconded, Leppanen, Sosa, Hornsby, Davila and Wade voted in favor.

[Approval of Bluff Town Council Special Meeting Minutes of December 9, 2025](#): Hornsby motions to approve Bluff Town Council Special Meeting Minutes of December 9, 2025 Davila seconded, Leppanen, Sosa, Hornsby, Davila and Wade voted in favor.

Public Comment(4:07pm): None.

Unfinished Business

1. [Introduction of Jon Haderlie from Larson & Company Regarding Results of the Audit for Fiscal Year 2025 \(Leppanen\) \(4:08pm\)](#): Jon Haderlie of Larson & Company was not in attendance; email sent without response. Presentation may occur in 2026.
2. [Discussion and Vote on Revised General Plan \(All\) \(4:18pm\)](#): Many discussions and reviews, what's left: appendices & references and final format. Hornsby motions to adopt the Revised General Plan, Davila seconded, Leppanen, Sosa, Hornsby, Wade and Davila voted in favor.
3. [Discussion and Vote on Options for the Environmental Protection Agency's Government to Government Grant \(All\)](#); Guidance for Administrative Assistant on Other Grants and Projects

(All) (4:19pm): Collins briefly reviewed the options for proceeding with closing out the EPA grant as reviewed during Work Session December 9, 2025. Extension request sent yesterday, close out required by December 27, 2025 if no extension is received. Lenise Peterman of Stewardship Utah (pass through organization) is also comfortable closing with reservations. Hornsby motions to close out EPA EJG2G with reservation, Davila seconded, Leppanen, Sosa, Hornsby, Davila and Wade voted in favor. CIB & Following up from the presentation from December 9, 2025, anything specific the Council wants Collins to pursue for funding the CCC. Council agrees that CDBG and CIB are good to continue pursuing as well as ECCLES.

4. Discussion and Vote on State of Utah Contract Amendment to Contract #240632202 - Rural Communities Opportunity Grant from the Governor's Office of Economic Opportunity (Collins) (4:26pm): Collins hoped to have reallocation numbers available for review but does not. Extension signed by Leppanen on December 12, 2025. Design Review Committee met and reviewed the Construction Documents, asked a few questions of the Architect/Engineer team. There are ~\$600,000 in grant funds, to spend on time, hiring a general contractor to accomplish demolition and what they deem important may be best. Hornsby motions to retroactively approve the 6-month extension signed on December 12 with the Governors Office of Economic Opportunity, Rural Communities Grant, Davila seconded, Leppanen, Sosa, Wade, Davila and Hornsby voted in favor.
5. Update on Status of Food Donation to the Town of Bluff Community from the Church of Jesus Christ of Latter-Day Saints via Echo Inc. Food Bank (Leppanen/Collins) (4:30pm): Lamoni of Church of Jesus Christ of Ladder Day Saints confirmed \$20,000 donation. Collins has worked with Laura Watson of Echo Inc for delivery. Wish list is sent to Echo of food needed. Options discussed to keep the food separate and coordinate a separate food drive out of the CCC and move it as it was done in the past or add it to the current Food Pantry distribution. By remaining separate, accounting to the UT Food Pantry will be easier. Food Pantry Volunteer Training on January 7 @ 11am at Bluff Community Center. Food Truck deliveries from Blanding branch of UT Food Bank on the 2nd and 4th Tuesday of each month. Historically the first week of January is the highest need for food. Number of individuals served from January 2025 to present shared, number has been steadily increasing all year.
6. Update on Point-in-Time Survey for the Local Homeless Coordinating Council and State of Utah (Leppanen)(4:35pm): Leppanen took the pre-survey today to verify formatting for posters and brochures. Point in Time date options: Jan 28-Jan 30; Jan 28-31; Jan 29-Feb 1. Leppanen voted Jan 28-31. Collins and Leppanen are the contact email addresses entered for confirmation dates/documents. Training video available and is more useful than written instructions. More information once dates are chosen.
7. Report on Status of Road Work on 7 West, Calf Canyon, 2nd East (Collins/Haviken) (4:37pm): Haviken reported that 7th West is getting a culvert installed at the bottom of the street and curb for drainage. Calf Canyon is substantially complete, waiting for final details from engineer. Sonderegger stated Calf Canyon will be completed next week. Council Discussion: 2nd East is looking great and much smoother to drive on. Road closure at 191/7th West on Monday December 22, 2025 while work is being completed, alternate routes to be taken. Supplemental proposal came in requiring approval of \$15,440 which encompasses work Council has approved.

8. Discussion and Vote on the Town Accepting Copper Cliff II Roads as Class C Roads and Required Signage (Haviken/Leppanen) (4:42pm): Town of Bluff receives bi-monthly disbursements for the roads we own and maintain. Due to the loss of ~3 miles of road on the bench, adding Copper Cliff II roads can help make up the difference and allow Bluff to maintain the roads as we do all other Class C roads. These roads were not accepted at incorporation due to the small pool of funds the Town had at incorporation and the expectation of more construction to occur. It is typically the developer's responsibility to install signs, with Town accepting the roads, signage must be installed, ~\$1,000 for all signs. Benefit to approving, Town owns 8th W access (to trailhead). Hornsby motions to accept Copper Cliff II Roads as Class C Roads and Required Signage, Davila seconded, Leppanen, Sosa, Davila, Hornsby and Wade voted in favor. Haviken will work on Class C road map to include Copper Cliff II and remove Bluff Bench and adjust 2nd E from dirt to gravel.
9. Discussion and Vote on the Town Accepting the 10 Foot "Alley" at the end of West 8th North from Craig Simpson (Haviken/Leppanen) (4:47pm): Discussed during item #8. Hornsby motions to accept the 10 foot 'alley' at the end of 8th North from Craig Simpson, Davila seconded, Leppanen, Sosa, Davila, Hornsby and Wade voted in favor.
10. Discussion and Vote on Revisions to Town of Bluff Advisory Boards and Committees Policy; Discussion of the San Juan Public Health Board, San Juan County Planning and Zoning Board, and San Juan Transportation Board Positions (Leppanen) (4:47pm): Advisory Boards and Committees will defer to a special meeting later this month or to first meeting in January. Policy adjustment from minimum members from 3 to 5, still awaiting return from McAnany. Davila inquired if current seats are interested in renewing. San Juan Public Health seat is interested in staying. San Juan County Planning and Zoning has removed Bluff (and all municipalities) from the board and is looking for applicants, preferably living in unincorporated areas East of Monticello or Mexican Hat. San Juan Transportation Board position held by Michael Haviken through December 2025 and has been renewed by Haviken.
11. Update and Discussion on WIFI Provided by Galaxy IT on Bluff Community Center Grounds (Collins) (4:51pm): Collins revisited Wifi extension on East side of Community Center to cover most of the property. Emery Telecom recommended we go through our current provider, Galaxy IT. Options presented last time were to go through Starlink (\$600 install and \$80 monthly) or Galaxy IT (\$500 installation, no additional monthly charge). Bandwidth will be limited to the guest network to ensure there is still enough bandwidth for Office and Town needs. Council recommends extending service with current provider. This does not require a vote due to staying with provider and extending service.
12. Discussion and Vote on Bluff Cemetery Agreement with San Juan County, Hole in the Rock Foundation, and the Town (Leppanen) (4:10pm): *Moved to #2: At the December 16 San Juan County Commission Meeting, the 'Agreement Regarding the Management and Cross Access Easement' was approved. Hole in the Rock Foundation Board has also approved the current with addendum to remove the co-managing of the road and parking area. Town of Bluff will manage the road and Hole in the Rock will manage the parking area. Easements for use are included. Hornsby motions to approve Bluff Cemetery Agreement with San Juan County, Hole in the Rock Foundation with addendums discussed, Davila seconded, Leppanen, Sosa, Wade, Hornsby and Davila voted in favor. Discussion: Town of Bluff will assume all assets, including the ~\$4,000 in cemetery bank account. Cemetery Board

Applications are now being accepted. Resume and Letter of Interest to be submitted by January 13, 2026 5:00pm. Rebar will replace the pin flags, marking the unmarked graves.

New Business

13. Discussion and Vote for January 13, 2026 Community Development Block Grant

Public Hearing (Collins) (4:55pm): Collins presented the need to set a time for the CDBG public hearing. When scheduled, unsure if meeting times would be, this meeting will be a work session. Option to open meeting with Public Hearing or close the meeting with public hearing. Hornsby motions to adopt January 13, 2026 Public Hearing at 3:30pm, Davila seconded, Leppanen, Sosa, Davila, Hornsby and Wade voted in favor.

14. Discussion and Vote on Salary for Roads Manager as Allowed Through Class C

Roads Regulations (Leppanen) (4:58pm): Roads Manager, Michael Haviken has never been paid, as revenue and responsibilities have increased, it makes sense to pay him out of Class C Road Fund. Options: W-2 employee at \$60/hour, capped at \$12,000/year with contingency for special projects and backdated to December 1, 2025. Haviken was making \$85/hour when completing this job elsewhere. OR Contract Employee. Haviken prefers to be W-2 employee. Hornsby motions to hire Michael Haviken as an employee on salary as Roads Manager as Allowed through Class C Roads Fund at \$60/hour and retroactive to December 1, 2025, Davila seconded the motion, Leppanen, Sosa, Wade, Hornsby and Davila voted in favor.

15. Request for Letter of Support for Canyon Smokehouse Grant Application (2026

Economic Development) (Nelson) (5:02pm): Davila motions to provide a letter of support for Canyon Smokehouse for San Juan County Economic Development Grant Application, Hornsby seconded the motion, Leppanen, Sosa, Davila, Wade and Hornsby voted in favor.

16. Review of Cedar Mesa Fuels Break Proposed by Bureau of Land Management

(Leppanen)(5:04pm): Hornsby informed Council of the large project on Cedar Mesa by BLM to decrease biomass. Project will move firewood to local wood banks and to mitigate incursions (illegal routes) previously formed. No recommendation to write anything, no comment is support in this instance.

5:04pm Hornsby left the meeting, quorum still exists.

17. Update on Draft Ordinances Left Behind - "Jake Brakes" and "Vehicle Idling"

(Leppanen) (5:04pm): Jake Brake and Vehicle Idling has been passed over to McAnany and can be brought back to Council in 2026. All drafts of the animal ordinance have been 'scrapped'. If any animal ordinance is requested, starting fresh is best. Leppanen and Sosa are reviewing things that need to be passed off by 2026 with Nelson and Collins.

18. Discussion and Vote for Stipend/Reimbursement for Completion of Advanced EMT Class

(All) (5:06pm): September 2025 Bess Bennett requested funds for gasoline to complete Advanced EMS classes. She has since taken and passed two tests: State of Utah and National. At meeting in September, suggestion to break the \$1,000 into two payments, first \$500 in September and the second \$500 at completion of the course and passing of the tests. This was to guarantee follow through and set the standard for the future. This request is for the final \$500, which is not compensating for time but is for vehicle maintenance. Davila appreciates Elisabeth taking the time to complete this course and Council choosing to separate payment. Davila motions to pay Elisabeth Bennett the second \$500 payment for EMS reimbursement, Sosa seconded, Leppanen, Sosa, Wade and Davila voted in favor.

19. Report of Task Record from Building Department Permit Technician (Bushnell) (5:10pm):

Kristen Bushnell, Permit Technician reported on the projects the building department is

currently working on. She has committed to 20 hours per month, this time is filled with the day-to-day work for permits. Task Record shared is prioritized, ongoing and available for council review upon request. If any hours have not been fulfilled by the end of the month, this is the list Bushnell will begin to work on.

Town expenses: \$13,500, full year \$18,000 salaries for Building Dept. 2025: \$16,400 of fees brought in. Goal is to break even. Fees seem to be set appropriately.

20. Discuss and Vote for Building Department Permit Technician to Complete Special Project: San Juan County Health Department Minimum Lot Size for Septic (Bushnell) (5:18pm): Bushnell is requesting approval of the critical special project to adjust the San Juan County Health Departments Septic tank minimum lot size. Many homes in Bluff are less than 1 acre, which is the minimum lot size currently required to install a septic system. This results in most of Bluff as a 'non-conforming use'. Bushnell proposes working with Dennis Shumway, SJC Health Director to make these current non-conforming lots legal uses. The final draft will require approval by San Juan County Commission, Bluff Town Council and San Juan County Board of Health. Conflict of Interest declared by Leppanen as she lives on a non-conforming lot. Current code is based on State of Utah code. Davila motions to approve the request to extend Kristen Bushnell current January hourly commitment from 20 to 40 hours with \$750 additional compensation, Sosa seconded, Leppanen, Sosa, Wade and Davila voted in favor.
21. Discuss and Vote for Building Department Permit Technician to Complete Special Project: 2026 Ordinance Review and Coordination (Bushnell) (5:25pm): Bushnell presented a second special project which will also be completed in January 2026. This special project request is for Bushnell to update all Town of Bluff Ordinances to match current processes, departments and regulations. The drafts will be presented and approved by Planning and Zoning prior to Town Council approval. Davila motions to accept Kristen Bushnell's request for an additional 20 hours on top of her now 40-hour commitment to review all Ordinances in January 2026 at \$750, Leppanen seconded, Leppanen, Sosa, Davila and Wade voted in favor. Bushnell noted that as time proceeds additional special projects may be added to agenda, if hours do not remain at the end of the month.
22. Other (5:33pm):
Roadwork is continuing, 7th West will be closed Monday, December 22.
Cemetery Board Openings and applications due on January 13, 2025 by 5:00pm.
Collins successfully had Bluff Community Center painted!
If a special meeting is held prior to January, announcement will be made and let Collins know availability and if attendance will be in person or virtual. Text message requested in addition to email.
Adjourn (5:36pm) Davila motions to adjourn, Sosa seconded, Leppanen, Sosa, Davila and Wade voted in favor.

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