Bluff Town Council Regular Meeting Approved Minutes

February 17, 2026

Bluff Community Center at 4:00 p.m.
190 N 3rd East P.O. Box 324
This meeting was in person and virtual.

In Person: CCC Site Visit: 4:00-5:05pm
Meeting Called to Order and Roll Call at 5:11pm.
Town Council: Mayor Josh Ewing, Jennifer Davila, Gary Haws, Britt Hornsby, Spencer Wade
Staff: Erin Nelson, Malia Collins
Public Comment (5:18pm): None.
Approval of Meeting Minutes from February 3, 2026, Regular Town Council Meeting (5:14pm): Adjustment of Line Item #5 Policies and Operating Procedures: 'State Code' removed and replaced with 'Ewing recommends following the two council member procedure'. Ewing called for a vote to approve two sets of Meeting Minutes, Ewing, Haws, Hornsby, Davila and Wade 'aye', none opposed. Motion passes unanimously.
Approval of Meeting Minutes from February 10, 2026, Town Council Work Session: Approved above.
Unfinished Business
1. Discussion and possible vote to approve amended Rules of Order and Procedure (5:18pm): Amended Rules of Order and Procedure brought back to Council after Work Session discussion last week. No new edits, Ewing reviewed changes. Ewing called for a vote of the amended Rules of Order and Procedure. Ewing, Hornsby, Wade, Davila and Haws voted in favor, motion passes unanimously. Ewing reminded all that the general practice for agenda packet submission is end of day Thursday preceding the following weeks' meeting to allow Agenda Packet distribution on Friday End of Day.
2. Update from Michael Haviken, Roads Manager, on recent road work, plans to maximize San Juan Transportation Board matching funds, and other roads projects. (5:20pm): Haviken reported on road projects:

- Calf Canyon Road Erosion at containment pond
  - Repair of the section that was breaking down; Project complete.
- 7th St West Curb and Gutter
  - Originally a curb was recommended on both sides of the road, as the project continued, the engineer recommended removal of the W curb and placing it at Cottonwood and Willow.
  - Water was traveling down 7th W and eroding the bank near 191 and had the potential to undermine the road and impact the property owner.
- 2nd St E and Black Locust
  - $40,000 to include the additional $3,900 manhole. Original plan was to avoid the manhole but ultimately decided to include to ensure it was done right.
- 2022 Pave Right completed insufficient work on: 6th S E between Black Locust & Mulberry, 5th St E between Black Locust and Mulberry, Mulberry between 4th and 3rd, 3rd

St West. Original cost to repave was $20,000 and has been adjusted to $11,275. Matching grant from SJC Transportation Board will cut Bluff's portion in half (~$5,750). The surfacing would be gravel or recycled asphalt (on 2nd E), which considers it as a paved road and results in more money from UDOT. Contractor will first try to roll the road, if not successful, they will remove and resurface. Projected time-frame around mid-March, may be sooner.

- Grade and cut drainage lines on 3rd W at Cottonwood Wash, approaching gate. Water tank road is washed out, to be fixed with a culvert.
- Spring Maintenance on Class C Roads to include some crack-sealing, clearing all culverts, especially on W side and grading.
- 22 Traffic Signs in the process of being purchased, list shared with Nelson today.
- Ewing thanked Haviken and tied this into the Budget Amendment, inquiring how to ensure we allocate enough funding to optimize the SJC match. Nelson recommends Capital Project Funds to allow the ~$106,000 Class C fund to reach further. Bluff will need to spend additional $40,000 to fulfill the remaining $20,000 match. Haviken applying for another $60,000 matching grant for next year.
- The former council voted on a town speed limit of '15mph unless otherwise posted' but did not create or pass an ordinance stating so, making it difficult to ask Sheriff to enforce. Discussion around changing the speed limit to '20mph unless otherwise posted' via ordinance at a future meeting. Haws stated the State Law is 25mph in residential zone unless otherwise posted and many deputies/police will not write tickets, excluding in School Zones for anyone under 8mph over the speed limit. Speed limit applies to bicycles and motorized vehicles. Nelson informed that the former council referenced the 'depth of streets' and rate of acceleration between blocks not requiring going faster than 15mph. UDOT gave Bluff the allowance to drop 191 Hwy speed limit to 35 within Bluff boundaries, Davila inquired next steps. Ewing stated there is still an additional step and tasked himself and Nelson to reach out to UDOT for finalization.
- Ewing encourages over-communication with residents when and where work is occurring.
- Haviken revisited the Old Highway improvement project (Black Locust). Transportation Board has new admin with a different vision. Next step to CIB and request $1.2 Million Grant to accomplish this.

3. Update on Governor's Office of Economic Opportunity Grant reallocation for the CCC building (Collins)(5:46pm): Collins presented the reallocation submitted to GOEO yesterday emphasizing heavily on construction-based activities. Four Request for Proposals will be issued to fulfil this grant: Asbestos Mitigation, General Contractor for Demolition, Window Replacement, Fire Suppression. Grant deadline June 26, 2026. EPA funds were originally the 10% cash match, $45,000, Bluff is now responsible for this match, Capital Projects will be updated accordingly. Currently $20,000 in Capital Projects Budget, increase another $25,000. Design Review Committee contributed to the current plan and timeline. Fire Suppression has been prioritized due to additional grant funds also terming this year. Additional grants to be applied will most likely be to fur out walls and begin plumbing, which may coincide with fire suppression. Nelson identified the $22,250 in GOEO budget for Grant Admin Costs, recommendation to resubmit reallocation explaining Bluff's coverage of salaries, which could

apply as in-kind/cash match and move that money to construction. Collins will complete this edit and resubmit. 90% of cash has been received, final 10% will be received upon completion.

New Business

4. Discussion regarding issuing a Request for Proposals (RFP) or Request for Information (RFI) for a general contractor for the CCC building(5:58pm): Collins shared Town of Bluff Procurement Policy explaining the current hangups in determining project cost and scope due to a small staff and volunteer-based Council who are not experts in all things. Issuing an RFI follows the Procurement Policy while allowing the Project Manager to converse with experts to accurately determine scope and cost of projects. Collins was thinking of putting agenda item #3 out for RFI, but due to the tight schedule, has decided against it. RFI's will most likely be utilized in the future. Ewing stated that issuing an RFI should not need to come to Council for a vote, but when the RFP bid and a liability of money comes into play, they will need to vote. Collins provided a quick CIB update, Capital Asset Self Inventory is submitted and accepted. Bluff will be eligible to apply June 1, Collins to attend application meeting in March.

5. First look at proposed FY2025-2026 amended budget (6:05pm): Nelson provided a 'work in progress' budget for the first amendment outlining the budget and their columns. Nelson requests feedback from Council detailing what they'd like to spend by June 2026 and to approve a Capital Improvements Plan. Tax revenues are accurately reflected, while they are down from previous years, they are higher than originally budgeted. General Fund does not show what is in the PTIF fund, which is earning interest. Last Capital Improvements Plan (CIP) approved in 2024 includes $190,000 for Secondary Water Planning. Ewing recommends keeping a planning oriented budget while keeping the awareness that funds may be required to complete projects at CCC or the Roads matching grant.

6. Community Wildfire Preparedness Plan (CWPP) feedback with Chief Anthony Lott (6:14pm): Chief Lott introduced the CWPP, revised every 5 years. Lott is on the Community Stakeholder Input portion of this revision, which includes Bluff. Bluff is part of the Cooperative Wildfire System (CWS) which protects us if we had a catastrophic wildfire and must turn it over to State and National resources. To be in the system, Bluff pays into this fund via in-kind donations (fire mitigation weekend, volunteer training and response time, public education, etc) and annual payments. Recently, Bluff's debt to the system has been reconfigured, currently comes in at $17/year. CWPP is an overarching plan that drives the annual needs in determining the type of in-kind matches. Cooperative Wildfire System (CWS) and Wilderness Urban Interface (WUI) maps are part of the CWPP. Ewing inquired if Chief Lott has any specifics needed from Council and explanation of process. Lott will review the signatories and get back to the Council and Nelson.

7. Other (6:24pm): Bluff Planning and Zoning and Town Council Joint Work Session on Thursday, Feb 19 @ 6:00pm at Bluff Community Center.

Adjourn (6:25pm) Ewing adjourned the meeting.

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