

Bluff Town Council Work Session Approved Minutes

March 10, 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: Mayor Josh Ewing, Jennifer Davila, Gary Haws, Britt Hornsby, Spencer Wade

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

Public Comment (4:01pm): Mark Hislop of Bear Lake, UT and representing Bluff Fort as Community Liaison. Bluff Fort would like to do some community activities and proposed a potluck in April or more times per year. They are open to suggestions for other ways to bridge the gap between Bluff and the Fort. Ewing responded with appreciation for Bluff Fort and the potential for 'Meet with the Mayor' hosted at the Fort.

Work Session Items

1. Update from San Juan County Sheriff's Department from Sheriff Lehi Lacy (4:06pm): Sheriff Lacy shared statistics and plans to continue providing this information. 2025: 81 total calls in Bluff with ~120-150 calls/month is SJC. January 2025-March: 4 calls, January 2026-present: 13 calls; seeing ~ 10% increase each year. Bluff specific citation data is not available currently, geo-map will be drawn for future stats, ~2400 citations County-wide in 2025. Any data shared will exclude personal information. Most calls for Bluff are suspicious incidents, animal problems and welfare checks. Ewing noted a couple of things coming up that may increase number of citations: the speed limit decrease to 35 on Hwy 191 and Jake Brake Ordinance. SJC Sheriffs are active on Social Media and the changes can be shared. Discussion of temporary flashing signage reminding people of the Jake Brake restrictions; reprogramming the two speed limit detectors at each end of town; flashing signs for Bluff Elementary (UDOT specific). Sheriffs have been training at the schools and have agreement with SJC School Board to have lunch in the schools with kids, planning a Physical Fitness Day in April/May at Bluff Elementary to include a 1.5 mile run and a few other challenges (pushup, etc).

2. FY2025-2026 Proposed Amended Budget discussion (4:19pm): Nelson presented the FY26 Budget Amendment starting with Revenues: Taxes collected are not as low as projected YTD, Roads Dept Class C Roads Allocations will increase to meet the \$106,000 matching grant through SJC. Ewing noted that the tourism dip may still affect us, as our busy season is April/May and tax checks are issued 2 months after collected. Recommendation to continue budgeting conservatively for the FY26 amendment and FY27 budget, currently we are seeing an average of 12-16% of the 25% decrease budgeted. Expenses: increase for professional services from \$0 to \$50,000 to cover consulting costs for the Secondary Water and Housing working groups. General legal fees are broken into 'general', 'disconnect' and 'CCC/school' from original general legal fee line item, still equals the budgeted amount. Disconnect update: Final plat map is still undergoing the proper legal description to match the physical map. SITLA is updating the legal description and will be sent directly to surveyors office, Nelson has requested a copy prior to moving forward to ensure accuracy. Other budget discussions: Building Dept, BOB Community Promotion (from \$5,000 to \$10,000), Roads and strength of application for future CIB request, Dark Sky Festival, Fire Dept & EMS showing fundraiser amounts, BCC Capital Improvements (solar on BCC, generator grant), Cemetery, Interns, IT. Generator: Mobile generator grant \$47,000 to turn BCC into an emergency shelter; BCC electrical retrofits are required, thought to include a solar panel plug in as well, to be the in-kind contribution. Nelson explained how a balanced budget is achieved by moving 'excess' funds to Capital Projects Fund or Fund Balance for the next year. At this point, there is ~\$100,000 in FY26 budget for the council to allocate. Line item added for Training

Expenses for Council and Commissioners. CCC Renovations are not included in general fund, this is a special project fund, grants that will be executed by end of June will be spent from the special project fund, their matches will be spent from capital projects fund. Nelson to update YTD and share with the public in prep for the public hearing April 7 @ 4:00pm.

3. [Bluff Community Center rental fee waivers discussion \(5:06pm\)](#): Collins presented 2025 data and updated council on previous discussions about Bluff Community Center (BCC) fees and waivers. 2025 data included rate change to \$100/day BCC; \$75/day FMK; \$50/day Pavilion, eliminating half and full day rentals. Ewing recommends waiving fees for 'Bluff-based Non-profits', a set rate for 'Non-profit' and 'Government Entities'. Ewing requests Collins create a BCC Fee & Regulation Policy outlining use of building and recommendations that Council will review. Fees and waivers will need to be in master fee schedule, potentially to be included in public hearing April 7. Davila inquired how Council sees the BCC rentals: as a revenue source (earning more than the cost to maintain) or as a service to the community; service to community was the consensus. This is not an Enterprise Fund, which exists for Municipalities that have fiscal limits and specifically states what the funds can be used for. By earning less funds, we can use it as 'in-kind' for grant applications.

4. [Discussion regarding Boards and Committees Policy and request to remove requirements for non-financial approving bodies \(Nelson\) \(5:25pm\)](#): Adhering to OPMA requirements required in the 'Boards and Committees Policy' which applies to advisory boards, a significant amount of staff time is used posting meetings, recording and taking & editing minutes. Examples of these boards: Cemetery Board and the Secondary Water Working Group. In UT Code a Public body is partially defined by expending tax revenue and vested with authority to make decisions regarding the public's business. Tax-based monetary decisions and policy recommendations are made by the Council via a board representative. To correct this, Nelson recommends removing Meeting Requirements #7 OPMA and adding a Bylaws Requirement and keeping the meetings open to the public. Council recommends adding specifications to the policy to eliminate the bylaw requirement from the board. Nelson to bring draft back to Council.

5. [Other \(5:32pm\)](#): Ewing will attend virtually next week, Hornsby will be prepared to chair meeting. ULCT Mid-Year Conference in St George April 22-24, Ewing will attend. There is a scholarship for conference payment through the SERDA LAA program.

Bluff Water Works March 11 at 7:00pm.

Recommendation to include Council Chairs in the budget.

[Adjourned at 5:35pm.](#)

Notetaker: Malia Collins

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