Bluff Town Council Regular Meeting Agenda
Tuesday, March 17, 2026, at 4:00 pm MDT

In Person
Bluff Community Center Building
190 N 3rd E Street, Bluff, UT 84512

Virtual Meeting
via Zoom: https://zoom.us/j/92499673928
via Phone: 7193594580, 92499673928#

4:01pm Meeting Called to Order and Roll Call

Town Council: Mayor Josh Ewing, Jennifer Davila, Gary Haws, Britt Hornsby, Spencer Wade
Staff: Erin Nelson, Malia Collins

Public Comment Period: None.

Approval of Meeting Minutes from March 3, 2026 Regular Meeting: Edits to *Other #10*, replacing 'handled' with 'researched'.

Approval of Meeting Minutes from March 10, 2026 Work Session

Hornsby motioned to approve both sets of minutes, Haws seconded, Davila, Haws, Wade, Hornsby and Ewing voted in favor. Passed unanimously.

Unfinished Business

1. Discussion and Vote on Boundary Line/Lot Line Adjustment Petition from James Sayers (4:04pm):

Received back from attorney today, access agreement is no longer recommended, just a resolution should suffice. Reviewed lawyer recommended edits to the document. Per San Juan County (SJC), the small triangle parcel owned by Sayers does not have a parcel number, considered by the county as a 'gap in map'. In the Resolution, it is referred to as 'tract' with the description taken from 2020 survey and includes the resulting tract of the boundary line adjustment. Two exhibits to be included with resolution: A- Original Survey B- Resulting Boundary Line Adjustment. Warranty deed draft agreement signed by both parties may need to be included as an attachment, concerned about including as the resulting parcel is described not the portion to be conveyed. Discussion: Happening concurrently is the conveyance of the parcel from Podmores to Sayers. Due to the Cottonwood subdivision surveys being askew, this may help to correct some issues. Suggested option for TC to hire a surveyor to clean it up. Disclaimer for viewing the County General map, it is shifted 10-15 feet. Hornsby motions to adopt Resolution 98. Hornsby – aye, Wade – aye, Haws – aye, Davila – aye, Ewing – aye. Motion passes unanimously. Hornsby will sign, document will go to Sayers for recording at the County offices.

2. Discuss drafted Idling Ordinance including allowed idling duration and enforcement provisions (4:23pm):

Ewing re-introduced Idling Ordinance drafted by previous Council. Noted that prior to passing, enforcement needs to be researched and worked out. Specifics to discuss: (1) Idling time to invoke a violation is currently written as two minutes, recommendation to be increased to a more reasonable period of time, suggested ten minutes. (2) $500 per offense fee may be excessive, suggestion to decrease to $100-$250. Discussion: Inquiry of how long it takes for a truck to unload at a restaurant, clarified this ordinance is intended for trucks pulling over for many hours, occasionally overnight. While we want to allow rest, also protecting quality of life for residents and businesses and decrease pollution (maybe where 2 minute recommendation came in). Zone Specification (Residential & Commercial) or an overlay map to identify non-idling zones can help address the locations idling occurs that do not harm residents and/or business owners. Previous public hearing comment recommended this ordinance apply to all vehicles and not just commercial vehicles, council agrees to edit to include all vehicles. It takes 15 minutes to warm up a school bus, which meets Section 3: Exemptions. As with all ordinances, encouraged to be an equally enforceable ordinance. Will be brought back to Council for another discussion and vote.

New Business

3. Capital Improvements Project (CIP) fund designation (4:39pm):

Bluff has a Capital Improvements Fund that applies to all Capital Improvements that are on the Capital Improvements List (Solar, Green Space, Playground, etc). With the current setup, funds are not designated to any specific Capital Improvement project, but applies to all on the list. As a result, if applying for a grant, it is not allowable to state that $X is set aside for the project. There is an option to designate funds for specific projects, which is recommended by both Nelson and Ewing. By designating, it shows the public and the future Council where this Council had their priorities. Designating will not inhibit moving funds around for new priorities or emergency situations. Discussion: Council comfortability with moving from an undesignated Capital Improvement Fund to a designated Capital Improvement Fund. Currently there is a bulk amount in the fund that Council votes to apply funds to projects on the list as they come up. As municipalities grow and have more funds to work with, this is a natural step to take.

4. Capital Improvements Project (CIP) list update and prioritization (4:46pm):

Capital Improvements Plan/Projects (CIP) is required for Capital Improvement Fund. Last approved in September 2024 with total project cost $6.6M of which $1.4M was Town contribution. Previous Council worked on the list in early 2025 with no record of approval. Priority list slightly changed from 2024 to 2025. Recommendation for Council to review list and identify things missing and current priorities, helpful as they review the FY2026 Amended Budget and FY2027 Budget.

5. Discuss proposed changes to Master Fee Schedule and schedule public hearing for Tuesday, April 7, 2026 (4:55pm):

Master Fee Schedule needs a few edits, reviewed and discussed by Nelson and Council. Since it pertains to public funds, it must go to public hearing, recommendation to hold the hearing after Amended budget public hearing on April 7. Nelson highlighted changes: Fiscal year addition to Airport fees, removal of Land Use Clearance, increasing specific application fees to meet staff time and increased lawyer fees ($380/hour), Special Event Vendor Permit (Special Event Ordinances exist in some municipalities and this may apply there, if an ordinance is created), Cemetery Fees, Facility Rentals and waivers, recommendation to include Code Violation Penalties in corresponding ordinance while fees reference the Master Fee Schedule. To be revisited prior to public hearing.

6. Discussion and vote to submit letter of support for Bears Ears Partnership's Utah Division of Outdoor Recreation grant proposal (5:21pm):

Approval to support Bears Ears Partnership for trail work, Hornsby explained this is a continuation from last years' request. Ewing signed prior to leaving town to avoid any Conflict of Interest, as Hornsby and Wade work for Bears Ears Partnership. Ewing noted the support is important to support employees that live in town and tourists alike. Hornsby and Wade stated they would abstain vote due to employment with Bears Ears Partnership. Discussion around voting for letters of support, multiple Council Members prefer to see support letters & to announce in public meeting that support letter was issued, but don't see the need to vote unless public resources are committed.

7. Discussion and vote to submit letter of support for Bears Ears Partnership T-Mobile Hometown Grant (5:26pm):

Letter of support for the extension and beautification for Bears Ears Education Center. No opposition by council. Two letters requested: Mayor and Council.

8. Other/Adjourn (5:27pm):

Wellbeing Survey due Friday, March 20 5:00pm.
Burn Mitigation Friday & Saturday 8a-12p, contact Malia to volunteer and/or for curbside pick-up.

5:29pm meeting adjourned.

Prepared by: Malia Collins
Posted Date: 3/18/2026
For requests to receive emails/meeting invitations, email office@townofbluffutah.gov

DRAFT