Bluff Town Council Regular Meeting Minutes
Tuesday, August 4, 2026, at 4:00 pm MDT

4:00pm 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 July 7, 2026 Regular Meeting: Revision #1. WUI Zone: removal of 'prior' in sentence 'approval by State in order for Town to include'.

Approval of Meeting Minutes from July 14, 2026 Work Session: Spelling Correction.

Ewing called to approve both meeting minutes, Haws, Hornsby, Wade, Ewing and Davila voted in favor, minutes pass unanimously.

Unfinished Business

1. Discussion, Advice, and Consent to Appoint Tom Hiserodt to Planning and Zoning Commission: Ewing stated his intention to appoint Tom Hiserodt to Planning Commission. Council spoke positively of previous work with him and thanked him for his willingness to participate. Ewing called a vote to consent to appoint Tom Hiserodt to Planning Commission, Haws, Hornsby, Davila, Wade and Ewing voted in favor, passed unanimously. Hiserodt will be sworn in at next Planning and Zoning meeting.

2. Update regarding Wildland Urban Interface Map Approval from State of Utah and Building Department Implementation: State of Utah representative has responded to Ewing and agrees to accept the proposed WUI map that includes the proposed additions beyond all Level 5: Residential and Commercially zoned level 4. Ewing to complete the paperwork provided and return this week to become officially approved and in compliance.

3. Discussion and Vote to Award General Maintenance Contract: Collins reviewed the responses to the questions Council requested at the July 14 meeting. Willingness to share position with another contractor; Equipment charges; Reference Follow-up; Clarification of experience and certifications of key individuals on the account. Staff suggestion requested: Nelson spoke on how much we respect the work both contractors conduct and emphasized how much we depend on the contractors we partner with and their ability to meet the needs of the Town. Understanding that if we are not partnered with one contractor we are at the mercy of their schedule and pay an increased amount hourly and equipment fee if not in a contract. Council suggestion to hire Beyale for this contract and remain on case-by-case basis with Helgerson for larger equipment needs. Ewing calls vote to approve Beyale's Dynamic Handyman Services as General Maintenance Contractor, Haws, Hornsby, Davila and Wade vote in favor, Ewing abstains for Conflict of Interest, contract awarded 4 yay to 1 abstention to Beyale.

New Business

4. Information and Update on Utah Department of Transportation Trail System Project from Active Transportation Working Group: Luanne Hook presented an update of the awarded USDOT RAISE Grant to UDOT. The design & planning contract (Kimley-Horn, partnering with Bike Utah) was recently awarded for the 61 miles of trail: Bluff to Montezuma Creek, Bluff to Monument Valley; and planning for Bluff to Spanish Valley/Moab.

Town of Bluff has an Active Transportation Committee with a couple of open positions, Spencer will serve as Town liaison and two open positions for the public, to apply reach out to Luanne Hook, Chair. The Committee previously worked to get the Active Transportation Plan in place and now will help coordinate with Engineers and Stakeholders for the next phase. Bluff River Trail was designated as National Recreation Trail with only 5 designated in the Nation, nominated by Bluff City Historic Preservation Society Association.

5. Discussion Regarding Rules and Procedures for Canceling Town Council Meetings (Haws): July 21 meeting was canceled primarily due to the number of items on the agenda that weren't ready for discussion and out of respect for time, items moved to this week. Following cancelation, the question raised regarding the procedure to follow for cancelation. Referencing Town of Bluff Rules and Orders of Procedure, a Special Meeting should have been held to cancel a regular scheduled meeting. Haws stated that the Utah State Rules and Order of Procedure dictated that the council should have been involved in the decision. Discussion about history of cancelling meetings, also bringing in former Mayor Leppanen and former Councilperson Hook. Inquiry to Council's concerns if meeting is cancelled by the Mayor: public comment, council member wants to discuss something. This shows a gap in the policy which currently requires a Special Meeting and the consent for cancellation, recommendation to put on a future work session to revise policy.

6. Best practices for Town Council and Town Staff Planned Out of Town Noticing (Nelson): Reminder of best practice of marking overnight out of town for Staff and Council in shared calendar. Please either update Town Council calendar or notify Nelson via text or email.

7. AmeriCorps Application for January 2027 Defensible Space & Other Project Ideas: Approached by AmeriCorps for potential application for Feb 25-April 18, 2027. During contemplation of application, project ideas: Drainage at 7th E is overgrowing, Defensible Space for WUI Compliance, looking for suggestions for less labor-intensive projects (Food Bank distribution). Additional thoughts: say yes to crew but not a 'green' crew; depending on project, AmeriCorps requests a chainsaw plan – stating Y or N if they will be used; housing must be provided by host, with permission, Nelson will reach out to St Christophers Mission for potential housing; option to partner with non-profits for specific projects. Application due early September 2026.

8. End of Fiscal Year 2026 Financials: Still waiting for a couple final reports, should be finalized in next couple of weeks. Nelson reviewed Operations Budget; State grants – not all completed this FY (generator grant, BRICC grants); Interest earned: $48,400 earned – Nelson and Accountant will properly distribute to Roads and BRICC; Airport BLM Lease – may be invoice timing for the $1,300.00 annual fee, not yet received; Salaries: Town Manager has exceeded budget due to final pay cycle dates; Bluff Cemetery and SW Heritage sale is not complete. Special Revenue Account: Revenue received for GOEO once received. Starting next year FY2027 Capital Projects Fund has everything broken down by project and not a lump sum. Check register being finalized, let Nelson know if anything looks off. Fiscal Year Audit has begun with Larson and Company.

Looking Ahead / Reminders / Other

9. Upcoming August Topics: Cemetery Board Ordinance Edit Recommendations, Benefits Policy Discussion, Update on Secondary Water Project, Legal Counsel RFP Extension: Next week's work session will have a large conversation about Benefits Policy with vote at final Regular Meeting of August. Cemetery Board has edits for Ordinance now that they have settled in. RFP Extension for Legal Counsel – award at first meeting in September.

10. Other: Concrete pad, Basketball hoop and pickleball net have been installed! Planning and Zoning is planning an open house event on Thursday, September 17 at 5:00pm prior to 6:00pm Work Session to review Zoning Code changes and seeking input. Wade suggested an update about bringing Bluff Water Works under Town of Bluff.

11. Adjourn at 5:21pm.

For requests to receive emails/meeting invitations, email office@townofbluffutah.gov
Minute Taker: Malia Collins
Minutes Approved August 18, 2026