

Bluff Cemetery Board Approved Administrative Meeting Minutes

February 10, 2026, from 1-3 pm

Bluff Community Center – 190 N 3rd E Street, Bluff, UT 84512

1:06 pm Roll Call: Tom, Carolyn, Kathy, Ann – advisor, Malia – Administrative Director, Josh - Mayor, Erin – Town Manager

Nelson stated that this first meeting was intended to cover administrative/housekeeping items. Because the board members had not yet been sworn in, this meeting would serve as a background knowledge and plan for the first “official meeting”.

1. Board Welcome

Mayor Ewing welcomed and thanked the new board members for their participation and interest in the board position.

2. History of Bluff Cemetery + Present Status (Leppanen, Carson, Collins, Nelson)

Leppanen shared a background of the Bluff Cemetery. The cemetery was historically divided into three distinct sections: Hole in the Rock Foundation, San Juan County, and “Bluff Cemetery” – owned by Southwest Heritage Foundation (SWHF). SWHF purchased their portion of the land in 1995. San Juan County never took the final steps to form the cemetery and never filed with the State Lieutenant Governor’s Office, which means they never had a valid cemetery district. While San Juan County created a cemetery board, there was little oversight and the documentation did not meet the requirements of the state. Additionally, a bank account was opened in someone’s personal name.

Currently, some members of the SWHF would like to transfer their land to the Town of Bluff, although it appears the entire board has not yet met to verify this.

3. Overview of Bluff Boards & Committees Policy (Nelson)

Nelson went over the policy including requirements for Oaths of Office, Conflict-of-Interest Disclosure Statements, OPMA compliance (all board members need to take OPMA training), election of Chair and Vice-Chair, Sexton, Quorum.

4. Discussion of Requirement for Bylaws (Nelson): Nelson briefly went over the need for bylaws for the board. These will be drafted by the board in the future.

5. Discussion of Current Needs, Next Steps (Leppanen, Nelson, All)

State grant status (Leppanen): The Town of Bluff received a \$10,000 grant from the State Historic Preservation Office (SHPO) last year, which must be completed by the end of June 2026. Ann Leppanen has been overseeing this grant and coordinating with Amy Berry, who is the contact at the state.

a. Sentry surveying/mapping project/unmarked graves: The grant covered the cost of surveying the cemetery to identify any unknown burial locations. There were 18 identified spots where an unmarked burial or unidentified object is located in the current cemetery location. They are physically marked with rebar, and the final map from Sentry will show the relation to the plot map.

- b. Requests for plots (Nelson): Nelson has received two phone calls regarding requests for plots and requests for information.
- c. Procedures for opening/closing plots
 - i. Coordination with Steve Helgerson and Bill Davis about their availability until the town has resources/policy
 - ii. Who is the Sexton? Duties, Etc.
 - iii. If there was a need for burial in the near future, we would have coverage.
 - iv. Can individuals be buried on their own land? No, the Bluff Cemetery Ordinance prohibits this.
 - v. Other items described in Bluff Cemetery Ordinance that are under Cemetery Board jurisdiction

6. Set Next Meeting Date/Time (All)

Monday, February 23, 2026, at 10:00 AM – 12:00 PM. The board will meet at the Bluff Community Center and virtually via Zoom meeting. At 11:00 AM, the board will conduct a site visit to the cemetery.

Other/Adjourn: Nelson will send a meeting recap, links to OPMA training information, and examples of bylaws.

Next Meeting Agenda:

- Oaths of Office
- Conflict of Interest Statements
- Chair, Vice-Chair, Sexton(?), Minutes/Recording
- Bylaws Discussion
- Site Visit at 11AM
- Update on Sentry Mapping
- Master Fee Schedule Discussion
 - o Plots
 - o Opening/Closing
 - o Resident/Non-Resident (how do you define this?)
- Other

Minute Taker: Erin Nelson, Town Recorder
Minutes Approved: March 2, 2026