

Town Council Meeting  
Bluff Community Center  
3rd East and Mulberry Street

Minutes  
Approved 7/24/2018

The mayor-elect and council-elect met Wednesday, July 18th, 2018 at the 6:30 in a working session that was open to the public.

Present were: Ann Leppanen-mayor elect, Brant Murray, Jim Sayers, Lu Hook, and Linda Sosa.

Following the 7/18/18 agenda:

1. Update of incorporation process. AKL described steps done (plat by Bunker, to Cantrell, notice of impending boundary action) and yet to be done (letter from Utah Sate Retirement Office), fees to SJC surveyor's office and recorder, obtain recorded plat from Carpenter, file with Lt. Governor); personal goal is to have this all filed this week but at the latest incorporation should be complete the end of August. Sayers will complete the applications (liability and worker's comp) with Utah Local Governments Trust.
2. Identification of committees (Sayers). Current working committees are planning and zoning, general plan, roads and services, and public safety, Discussion of importance of P & Z and the general plan. Hook described the process of moving from a committee to a "P & Z commission" that meets, works, and recommends to the council. Sosa said that Hornsby is almost done with the general plan. Once incorporation is final, the committees can be notified to see who wants to continue to work. Murray asked if Sean Michaels, who is with Utah State University in landscape architecture, should be contacted to see if the students could do a project in Bluff this fall. After discussion, Brant agreed to contact Sean and get more information for the next work session. Spring would be more of a possibility if the students were interested, given how close fall semester is in time.
3. Discussion of tasks immediately necessary to open town office after Certificate of Incorporation is issued: space and furniture set-up; telephone service; website and logo; stationary; signage for office; recording system for meetings. Discussion of different ways to approach development of a website, email

- links, and logo. Murray suggested a “logo contest” for the community. Sosa will contact Zander Lott and Castle Valley; Leppanen will contact Blake and Mill Creek - cost vs local volunteers. Agreed we need a recording system but Hook suggested we talk with the BSA and see if we can continue to share that technology. Need to have a method to download and store the audio.
4. Discussion of norms (Sosa).
  5. Discussion of Code of Conduct (Leppanen). 4, 5, and 6 were all one discussion. Norms (per educational field) and Code of Conduct (per government field) are the same and Murray and Hook agreed to work on a draft. A Code of Conduct can be incorporated in the Rules of Procedure. Once incorporated, we can review, revise and pass.
  6. Discussion of Rules of Procedure (Leppanen). Same with discussion in 5. Once incorporated, we can review, revise and pass but the discussion was around Roberts Rules v “our rules.” We can incorporate what we like about Roberts Rules but generally to burdensome to adopt Roberts Rules. Hook and Murray will work on this.
  7. Discussion of schedule for future work sessions and town council meetings (Sosa). Once incorporated, by code, we need to lay out the schedule for regular meetings but agreed that we should meet once a week and adjust this as we see the need. Next work session will be Tuesday, 8:30 am - 10:00 am, Bluff Community Center.
  8. Assignment of duties (treasurer and city recorder) (Sosa). Homework for the council-elect and mayor-elect. Read the respective duties of treasurer and recorder. Temporarily, Sosa will be the recorder and Murray the treasurer. We will need a bank account that transfers the money from Incorporate to the town.
  9. Other business. Murray raised the issue of a town manager. This is moved to next week’s agenda. It is noted the agenda needs the addition at the end of the agenda “new or other business.”

Meeting opened at 6:40 pm (photo op)

Meeting adjourned at 7:55 pm. AKL, 7/19/18

Next meeting: Tuesday, July 24, 2018 Bluff Community Center