

Town Council Work Session
Bluff Community Center
190 N 3rd East Street
Bluff, Utah 84512

Minutes
Approved 7/31/2018

The mayor-elect and council-elect met Tuesday, July 24th, 2018 at 8:30 am 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.

Meeting called to order at 8:33 a.m. at the Bluff Community Center, 190 North 3rd East, Bluff, Utah 84512.

(Not on the Agenda). Approval of Minutes of July 18, 2018 work session meeting: Approved with modifications. Sosa will make the modifications and finalize, file, and post at the Community Center, Post Office, and K&C.

AGENDA ITEMS

1. Incorporation Update. Leppanen is waiting for the plat to go from Bunker to Cantrell and for the Utah Retirement System's legal department to send a letter regarding entity status. Bill for \$50 from Bunker for the plat given to Sosa who will hold it until all work is completed. Leppanen will check with Cantrell Wednesday when she goes to Monticello.
2. Disclosures. Financial Disclosure forms due and Leppanen will confirm with John David Nielson that all have been received. Reminder as to the conflict of interest disclosure at the time of taking office.
3. Town manager. Murray talked with Kermit Skinner, a retired city manager about how that position works. He will be on a road trip with Skinner and will use him as a resource for information gathering.
4. Electronic set up. Sosa met with Zander Lott on July 20, 2018 and Zander would like to help with the website and email links. He will work with Josh Ewing to switch over the Incorporate Bluff website and data as well as the email subscriber list. Hook also suggested the council have a town FaceBook page and Sosa suggested possible formats for the email addresses (lsosa@bluff.com or lindasosa@bluff.org or any other

combination). Josh is out of town this week but Sosa will send an email to get this process moving.

5. Bluff Water Works and Bluff Service Area meeting. On July 21, 2018 Leppanen met with Steve Simpson, Kirsten Ewing, and Josh Ewing at Twin Rocks at the request of Kirsten Ewing as the designated spokesperson for the Bluff Service Area trustees as a result of the BSA special meeting on July 20, 2018. The topics for discussion were to set up a line of communication between the entities (BSA, BWW, and eventually the town of Bluff via the council) and to establish a protocol for communicating information relative to the town, such as the most recent water delivery malfunction due to a lightening strike. Kirsten Ewing and Ann Leppanen are available to go to the next Bluff Water Works board meeting on Thursday, August 9, 2018 at 7 pm at the water board office in the old jail. Leppanen will go to that meeting and report back to the council-elect.
6. Conferences. Leppanen reported the dates of the Utah League of Cities and Towns 2018 Annual Conference in Salt Lake City (9/12-14/2018) and the Rural Mayor Conference in Logan (8/16-17/2018). Leppanen is planning on attending the Rural Mayor Conference and others (Murray and Sayers) expressed an interest in the Annual Conference.
7. Murray referred to the Utah Code that allows for discussion, but no action, on an item or new business raised by the council. It was generally agreed that this discussion can occur but the mayor has some discretion to limit the discussion. Since Murray and Hook are working on a draft of the Rules of Procedure and Order and the Code of Conduct, they will include a draft provision that addresses the process.
8. Rules of Procedure and Order. Hook and Murray will continue their work on a draft document. Hook referred to David Church, counsel for the Utah League of Cities and Towns, and his sample forms in the ULCT Handbook as well as the Rules as done by the town of Davidson (North Carolina). Hook will also call Millcreek and see if they will make their process available for review. They will report back on 8, 9, and 10 at the next meeting.
9. Code of Conduct. Same as 9.
10. Utah Local Governments Trust liability and worker's compensation. Sayers talked with Darin Palmer yesterday and is working on submitting the forms which should be fairly straightforward as the

council will have no employees. The comp would cover “volunteers” and may be a good idea. Sayers will report back when he has more information on cost.

11. Treasurer and Clerk. Right now, both Murray and Sosa are signers on the Bluff Incorporation checking account. Sayers pointed out that, since the money in that account is being used to complete incorporation, it isn't necessary to separate the treasurer from clerk functions as paying out money from the account is an incorporate function. After taking office, money will need to shift from the incorporation account to a new account for the town. Hook would like to keep the banking local for ease and support of the community bank. Sosa will continue as the temporary clerk and Murray will continue with Sosa to deal with the incorporation costs as the town itself is not an entity and has no money. Leppanen reported that the former entity of Bluff “petition sponsors” on the Utah Public Meeting website is now defunct as of July 23, 2018 and a new entity Bluff “town council” has been created. Leppanen and Sosa will be the “owners” and the other 3 council-elect may post but not edit, delete information. This site is where the agenda, minutes, and audio of meetings will go. Right now, the notices and agendas for the 2 work sessions have been posted as required. Leppanen is working on the process of how to load the audios into the website.
12. Sean Michael of Utah State University. Murray sent an email to Michael and said Bluff would be interested in a proposal for possible future implementation.
13. Other/new business. Murray outlined his concerns with the “to be built” Bluff school (compliance with dark skies, the facade/style etc.) and would like the council to participate in the planning. Murray suggested a letter to the planning committee. A school community meeting is set for (Leppanen thinks) Tuesday, August 6. The council-elect cannot take action on the school issue but can attend that meeting. Hook will make the inquiries. Steve Simpson was named Bluff's representative on that project and the question is what is his role? Both Leppanen and Murray are not available to attend that meeting.

Next meeting is set for Tuesday, July 31, 2018 at 4:00pm

Meeting adjourned at 10:03 a.m.

AKL/Sosa