

Bluff Town Council Work Session Minutes  
October 13, 2020  
Bluff Community Center at 8:30 a.m.  
190 N 3<sup>rd</sup> East P.O. Box 324  
435-672-9990

Regular meetings are held the first three Tuesdays of every month at 6:00 p.m. at the Bluff Community Center. Requests to be on the agenda may be submitted in writing to Ann Leppanen (ann@townofbluff.org) at least 4 days before the meeting. Agendas and minutes are posted at: townofbluff.org and audio, in addition, at the Utah Public Notice Website  
This meeting was held electronically.

The meeting started at 8:36 a.m.

Roll Call Mayor Ann K. Leppanen, Luanne Hook, Jim Sayers, Linda Sosa, Brant Murray

### **1. Discussion of Bluff Cemetery Board and Cemetery Hill Concerns/Needs, San Juan County Involvement with Board**

The fire that started on Cemetery Hill October 1<sup>st</sup> raised questions for the Council about our Cemetery Board as a County entity, a San Juan County Special District, that has had the same three members since 2001, Robbin Bond, Bill Davis, and Betty Gaines (deceased). Leppanen was given a map by Bond that showed the property is divided into four parcels and owned by the SW Heritage Foundation, Bluff Cemetery District, and the Hole In The Rock Foundation. The SWHF may have transferred their parcel to the BCD but it is not clear if it is owned by Bluff or the County. Leppanen asked the following questions:

1. Who owns each parcel? We do not know who owns the land blackened by the fire.
2. Does the Town want to take on the Cemetery?
3. What needs to be done concerning retribution from the fire, and if the County does not transfer the Board to the Town shouldn't they be involved in this event?

The three homeowners are working with HITR as a group and the Town will not be involved unless asked. Leppanen said there should be an annual accounting to the State which the County has not done and this task would involve adding it to our accounting. She will research ownership issues, Sayers will meet with the Davis's and gather more information and documentation, and Murray will look into making copies of the map for Council members. Brandt Hart is interested in being on the Cemetery Board if it is transferred to the Town and current members may wish to stay on. This is on tonight's agenda.

### **4. Presentation of Internal Audit Results (Richards)**

The report was sent to Council members and Erin Richards reported on the process of how transactions were reviewed. She noted over the 2019 fiscal year things improved from the start of the year as the Council added policies and procedures. Her recommendations included segregation of

duties for checks and balances in the system. Discrepancies were minor, such as missing dates or receipts. Sosa felt it was a very worthwhile process and Richards was very knowledgeable.

## **2. Discussion of CARES Act Funds, Expenditures, and NetForce**

Leppanen and Sosa met with Josh Daggs from NetForce and learned about the company and its services. The administrator of Mancos had high praise for the audio and visual system NetForce installed for them. Along with the what the equipment would look like, they can do closed captioning, a dedicated You Tube channel, and provide support and security. The \$11,000 cost would be covered under the CARES Act and a generous \$2,400 donation from Rocky Mountain Power. The Council asked about monthly or annual costs and there is a tiered support we can choose from or fix as needed. Leppanen will ask for those costs and what the next steps are. Hook suggested running it by Josh Ewing for input.

## **3. Strategic Planning Discussion and Consideration of Bonneville Research**

The Council discussed various reasons to go forward with strategic planning, for a five-year plan, goals, keeping institutional knowledge, succession, operational knowledge and defining roles and duties to help pass on knowledge to newly elected officials, a pathway, Sayers suggested being cautious with time and money. Leppanen will invite Bob Springmeyer to talk to us at our next meeting.

## **5. Other**

Sosa presented the copy of the bill for the first three quarters of the lease for the senior citizens center. Leppanen will let Mack McDonald know it is coming. Sayers in unable to attend the School District meeting and Hook offered to listen to it.

Murray motioned to adjourn at 10:09 a.m., Sayers seconded and Leppanen, Sosa, Murray, Hook and Sayers voted in favor.

This meeting took place electronically in order to follow the social distancing guidelines given by state and local authorities. The public was able to connect and participate electronically.