

Bluff Town Council Work Session Minutes

November 10, 2020

Bluff Community Center at 10:00 a.m.

190 N 3rd 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

Minutes

The meeting started at 10:02 a.m.

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

Bob Springmeyer, Dawn Dilego, and Kathy Carson were also present

1. Discussion with Bob Springmeyer of Bonneville Research: Strategic Planning for the Next 5 Years (All)

Leppanen introduced Bob Springmeyer of Bonneville Research, who did our incorporation feasibility study and has been helpful since then. Springmeyer presented a power point of basic revenue demographics so we would have a basis for the issues we need to be thinking about. He emphasized Bluff is a tourist, travel, and gateway community and those determine our revenue. One of his suggestions is have conversations with similar small towns who have also had their revenue impacted by Covid 19. He displayed slides comparing Bluff to Torrey, Castle Valley, Hanksville, and Boulder. Demographics included similar population, budgets, and gateway communities. He suggested we look at strengths, weaknesses, opportunities, and threats (SWOT) and setup virtual meetings with these peer communities. Topics could include covid revenue planning, staffing, council organization, and community development. He suggested a powerful tool of community surveys about where the public sees us now and we need to be in five years. Our email list could be used to get this to people. Murray commented this was good timing since next year is an election year. Leppanen stated the value of this kind of feedback. Springmeyer will prepare a

short summary with a link for more information and send today's information to the Council.

2. Financial Report and How it Works (Sosa)

Sosa explained the bank reconciliations that members had been getting monthly will be signed off by Murray, the treasurer, and replaced with a monthly financial report. The Council had received the report for October and Sosa gave a brief overview of how to read it. It contains revenue and specific data about expenditures. Leppanen informed that Pelorus sent the reports needed, including appraisals, to Larson and Company. They also asked for a copy of our internal audit. They are on target to complete the audit in December.

4. Discussion of Bluff's Planning and Zoning Commission Terms and Miscellaneous Board Appointments (Leppanen)

Leppanen reported that two P&Z terms will expire at the end of the year. Michael Haviken has decided not to continue, he will focus on the Roads committee, and Robin Cantrell has not decided. Amanda Podmore explained the open position or positions are four years and begin January 1, 2021. Podmore has created an informational flyer to solicit applications for the vacancy. The process P&Z is following is collect applications, interview applicants at their December 2nd meeting, and vote on their recommendation at their December 18th meeting. Leppanen praised P&Z commissioners for serving, doing a great deal of work, and their very big commitment to the Town.

5. Review of the Town's Current Lighting Ordinance (Leppanen)

Because the Desert Rose is on the market Leppanen would like Podmore to review the ordinance with Chris McAnany to be sure it adequately covers what a new owner is required to do for Dark Skies compliance. Hook suggested sending the information to the realtor. Sayers asked about building permits when a property changes hands. Podmore is checking with Scott Burton, at the County, to find out if building permits transfer to a new owner. She will contact McAnany.

8. Review of Use of Bluff Community Center and EMS Training (All)

Dawn Dilego updated the Council about the basic UNHS EMT class that will be held in Bluff in January or February and last several months. Bluff is middle ground between Montezuma Creek and Monument Valley and the three localities have partnered with

each other. Dilego and Leppanen have discussed using the CC for the training because it is large enough. Leppanen approved the use for this crucial need. Different ideas were discussed about cleaning the area, fees and the Governor's Executive Order. Dilego thought there could be ten participants and half the space in the gym could be used. Several Council members supported not charging for the use of the CC. It is on tonight's agenda. Leppanen thanked Dilego and Kathy Carson for their service to the community.

3. Discussion of Job Descriptions and Duties (All) and

6. Need for a Clerk (Leppanen)

Council members have compiled lists of their jobs and duties in preparation for a binder of things that need to be done and how to shift some jobs to a clerk. Possibilities included having office hours for a part-time position, doing agendas, filing, taking phone messages, etc. Leppanen suggested a work session to define a job description.

7. Review of Insurance Appraisals of Property (All)

The Council members agreed the appraisals looked reasonable. Leppanen signed off on them since they had to be signed and sent back within three days.

Sayers motioned to adjourn at 11:29 a.m., Murray seconded and Leppanen, Murray, Hook, Sosa, and Sayers voted in favor.

Linda Sosa Recording Officer

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.