

Bluff Town Council Work Session **Draft Minutes**

December 15, 2020

Bluff Community Center at 9:00 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

Draft Minutes

The meeting started at 9:00 a.m.

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

Jon Haderlie, CPA, with Larson & Company and Bob Springmeyer, with Bonneville Research were also present

1. Strategic Planning: What's Next? Bob Springmeyer's Thoughts and Implementation of Peer Town Ideas that Council Members Should be on Other Boards

Bob Springmeyer commented on the recent Community Survey and complemented the Council on the great deal of work that has been already accomplished. Responses from the survey included the importance of orderly development, consistent infrastructure, and finishing zoning code. People want Bluff to stay Bluff. He noted current projects are the clerk position, the Main Street Project, and working with peer towns. There was some confusion about the Interlocal Agreement. Leppanen explained we signed the initial agreement and have the protection of fire, EMTs and deputies in place. The agreement was cleaned up, removing snow plowing for example, and has been sitting at the County while they work with Blanding on theirs. The County wants to approve the Bluff, Blanding, and Monticello agreements at the same time in the future. Springmeyer said we are finished work on many of the basics and now are pursuing strategic planning. Sayers credited meeting weekly and a talented, very skilled Planning and Zoning Commission. Hook included many town members being involved in committees in preparation for incorporation.

For next steps Springmeyer suggested writing a report on the survey to communicate and clarify the results to the Town, explain what has been done, and what the next vision is. Sayers suggested a newsletter/end of the year message and volunteered to write the draft. He asked Springmeyer the breakdown of survey in terms of acquiring the old school. Springmeyer explained it was split between an excellent idea and financially irresponsible. Concerns included neglected maintenance and the need for improvements. It could be an opportunity or disaster.

2. Job Duties and Description for Hiring Bluff Town Council Clerk

Leppanen sent a rough draft for a clerk position based on researching other towns. Hook sent a copy of Castle Valley's clerk position. Leppanen removed financial tasks and included day to day activities, preparing for meetings, filing, archiving and organizing. The clerk would work directly with the Mayor. Sosa asked about taking minutes but that could be a separate person, not the clerk unless he/she was interested. Leppanen asked Council members to submit their three priorities for tasks before this evenings meeting. She is expecting a January roll out.

3. Discussion of Community Development Block Grant and Possible Ideas, including the Bluff River Trail, Kiosks and Maintenance of the Bluff Great House, Renovation of Bluff Community Center

Murray said the Town is registered for the CDBG. Hook said she is lock out of the website and Leppanen will check the procedure to unlock it. Leppanen noted we have some good possibilities for a project. The deadline for having the project selected and the paperwork in is January 31st.

4. Review of Resolution to Enact Policies for the Management of the Bluff Airport and Town's Lease with Jim Hook

Chris finished a draft lease and resolution and sent it to the Council. Jim Hook offered to donate the hanger to the Town and is working with McAnany to transfer and setup a system for payments for the tenants. He is happy to continue being manager. Sayers will check with the insurance to see if there will need to be changes. Leppanen pointed out several components will have to come into play, setting the Town up to handle credit cards, how maintenance works, etc. She thanked Hook for his generosity and service to the Town.

5. Discussion of Absorbing the Bluff Service Area's Duties: Storm Water, Waste Water, Garbage, Mosquito Abatement, Parks and Recreation, and Culinary Water

Since the BSA has dissolved we are responsible for their duties. Leppanen suggested in a work session in January we decide which Council members do which duty and formalize the description of each duty in writing. This will make it easier for new members to understand tasks and procedures.

6. Discussion of Municode's Services and Costs

Leppanen, Sosa and Amanda Podmore have been researching this service for codifying ordinances and resolutions. David Everitt suggested the company to the Council. Leppanen recommended self-publishing, will get the initial setup costs, and more information.

7. Discussion of Community Committee for the Geoglyph Site

Leppanen, Sayers, Mary Gillam, Josh Ewing, and Lynell Schalk met to talk about a game plan for approaching the BLM and UDOT regarding the gravel pit in the N 7th West residential area. Gillam is highly knowledgeable about better gravel sources between Bluff and Montezuma Creek. Schalk would like to have a town petition. Leppanen has good rapport with Amber Johnson (BLM) and Jared Beard (UDOT) and would like to continue working with them. This is a private citizen group.

8. Emery Telcom: Update on Bluff Community Center Possibilities

Emery is starting installations and asked Leppanen about which Town buildings will want broadband. The Council will vote tonight about the Town Office. She let them know the senior center, library, and fire station are County entities and gave them contact information for Mack McDonald. Emery is working with Josh Daggs of NetForce to make sure the package they are proposing will fit our needs. The cost, \$99 a month, is similar to what we are paying now.

9. Food Pantry Lease

Leppanen will check the lease to see if it is time for renewal.

Jon Haderlie joined the meeting to explain how the audit worked. The Town had to do a full audit because of property transfers but they will also do yearly State compliance and financial reports for us. Haderlie explained the outline, walked the Council through the parts of the audit, and took questions. There were no questions. He is available as a resource and encouraged the Council to reach out when we have questions. He will do training if requested. The audit showed we are accurate, sufficient and appropriate.

10. Other

Sayers motioned to adjourn at 10:54 a.m., Murray seconded and Leppanen, Hook, Sosa, Murray, 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. For requests to receive emails/meeting invitations email linda@townofbluff.org