

Bluff Town Council Strategic Planning and Work Session Minutes
January 19, 2022

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.

The meeting started at 10:08 a.m.

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

1. Discussion on Job Duties and Projects for 2022 (All)

Leppanen explained that she, Sosa, Kathleen Pakish and Theresa Breznau met together and listed as many jobs, duties, projects, and boards they could that Council members were involved in. This showed two overviews:

- Town business
- Town partnership (UDB)

Different types of management were discussed, a planner, a Town manager, a project manager, an administrator. Because the Cooperative Cultural Center is not far enough along and has not received grants or funding it was proposed to wait on management for the CCC and focus on a Town Manager. Ideas discussed included a list of duties, salary, how to advertise for the job, and how to reduce Leppanen's hours by Council members taking some of her routine jobs. Leppanen noted in addition to a Town Manager we need an accountant, bookkeeper and internal auditor.

2. Discussion on Goals and Projects for a 5 Year Plan (All)

Projects for this year include Dark Skies implementation, the office remodel at the Community Center, a fire suppression system and other projects at the CCC,

the Main Street Project, strengthening communication with BWW. revisiting the General Plan and a fee schedule. Five-year goals were securing the airport land from the BLM, continuing work on the CCC and the Bar Well.

3. Discussion and Use of a Gantt Chart (All)

Erin Richards will be working to help the Council move forward. She explained how to use a Gantt Chart, a visual format that identifies projects, tasks, goals, etc. and includes timelines and measurable outcomes. The Council felt this would be helpful to track progress. Richards will send links with more information. She explained how a large common goal can be split into big intentions and finally small, manageable tasks. Those are prioritized into the order needed to complete, a check to make sure resources needed are available, and deadlines. Leppanen said this information is very helpful and thanked Richards.

4. Discussion of Job Duties and Responsibilities for Town Manager; Discussion of Salary Range (All)

Council members will consider what duties would be included in the job discussion for a Town Manager. The original budget set \$40,000 for their salary but members felt it should be higher. Lack of housing in another issue. These conversations will continue.

Sayers motioned to adjourn the meeting at 11:39 a.m., Brant seconded and Leppanen, Hook, Sosa, Murray, 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.

For requests to receive emails/meeting invitations email linda@townofbluff.org