

Joint Bluff Town Council/BSA Work Session  
Monday, September 16, 2019  
Bluff Community Center at 8:30 a.m.  
190 N 3<sup>rd</sup> East P.O. Box 324  
Bluff UT 84512  
435-672-9990

Regular meetings are held every Tuesday 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

### Draft Minutes

The meeting started at 8:39 a.m.

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

Roll Call of Bluff Service Area Chairman Jackie Warren, Mark Bond, Ginny Burns, Bill Lincoln, Budget Officer Linda Richmond

#### 1. Status Update on Transfers to the Town of Bluff.

Leppanen reported that all water rights and real property have been transferred, signed, and recorded. The title to West Park is being cleared up in terms of mineral rights but it is also recorded. Richmond stated the need for copies for the BSA insurance. Leppanen suggested insuring the statuary at West Park and it was suggested the two Bluff signs on the edges of town should be insured. Leppanen will check with BOB about the signs donated value and liability.

#### 2. Outline for the Next 4 Months of Work: Jobs to be done and by whom.

It was noted that the town office key was stuck in the door and the discussion included the possibilities of moving the lock box to the town office and getting a keyless entry or programmable key box for entry to the Community Center.

The BSA duties include:

1. Collection and treatment of water - flood, sewage, culinary and secondary
2. Parks and rec
3. Sewage system
4. Garbage
5. P and z with consent of county
6. Mosquito abatement
7. All powers conferred by law by the state

The BSA has addressed wastewater - all individuals are responsible for their own. Leppanen checked with Chris McAnany about using some PILT funds for liability insurance and he said if it is appropriate and reasonable, it could be used.

Storm Water – Warren has been working with Candace and Gail at CIB on finishing the Storm Water project. The app. \$40,000 remaining will revert back to CIB if the

project is not finished this year. A local contractor has been asked to submit a bid to complete the unfinished west side culverts and the group suggested a deadline of this week before checking with LeGrand, Tri-Hurst, and Jackson on bids, otherwise the deadline will not be met.

Mosquitoes - Sosa has worked with Warren and Burns and has done the inventory and has the keys to the shed; Warren will pass the state website information to Sosa. Warren applied to take the U of U class to get the state license to distribute the pellets. The certification lasts for a year.

Parks and rec. – Carol Shook, CC manager, books the CC, supervises Pat Bellison for cleaning and Denny Bellison for repairs, and hires outside grounds maintenance. She has submitted documents of procedures, fees, salaries, income, and costs. There is a rental agreement with a marathon group that has camped at the CC and used the restrooms for several years in November. After discussion the group decided that camping should not be allowed at the CC. There are several options in town and Sand Island. The town will let Shook know of the change. Richmond discussed budgeting and projected budgets for the end of the year, including wages, utilities, insurance the Senior Center and kitchen. Annual expense for the CC is \$17,298 and by August app. \$11,000 has been spent. The kitchen has been rented once but has marketing potential. The Senior Center contract needs to be revisited, Tammy Gallegos from the County works with Richmond on bills and utilities. Cemetery issues need to be negotiated with the County. Murray and Richmond will work on switching utilities and Internet bills to the Town by the end of the year. Richmond explained \$6,000 has been budgeted for parks and \$4,350 has been spent to date. The CC/Parks funds include:

- Community Center Operations and Management - \$21,000
- Community Center Cap Improvements - \$21,000
- Park and Rec - \$20,000
- A secondary water grant - \$5,000

Richmond stated the BSA could start to transfer money to the Town.

Smuin, Rich, Rasmussen in Price are the accountants the BSA uses.

10:13 a.m. Break

10:31 a.m. Resume

### 3. Financial: Money in both Entities, Property Taxes, and Financial Co-Habitation of the Entities

Murray asked for more information about the funds. Richmond explained that the CC is an enterprise fund meaning it gets no property tax but runs on fees collected.

CCCE is designated money that is being saved for a roof.

PILT money pays the liability insurance.

Capital Funds Secondary Water is from a grant.

Activity recreational rental fees generate about \$1200 per year.

10:58 a.m. – Break

11:05 a.m. – Resume

#### 4. Day-to-Day Operations

All of our town money is deposited into the bank, the Council decides what to pay, and Sosa writes the checks and gets them signed. How does that work with the BSA? Account with Redd's Hardware Store, SJ Building. Shook has a limit of \$150 per month for supplies. Shook needs to close her CC post office box to be in line with state regs. Salaries are paid once a month, the second Wednesday. The BSA will continue to make payments until January 1, 2020. Sosa and Richmond will meet to take on transfer of fixed assets.

#### 5. Leases (BSA, Food Bank, Sr. Center)

We will need to give leases to these entities. McAnany is looking at cleaning up the Senior Center lease. The Town needs to set a work session.

#### 6. Utilities, Phones, Internet

Covered earlier. The BSA will keep their phone.

#### 7. Renewal of Food Pantry License

This license will be continued.

#### 8. Permanent Director of Community Center and Online Advertising

The town should do the posting and the interviewing/hiring. following EEOC guidelines. BOB has terrific marketing plans and we may be able to use Natalie Randal as a resource.

#### 9. Other Business

Files. It's a daunting task. Richmond is sorting out what is required by state law. Question: what should be saved according to the law and what should be archived for history? Linda Sosa has had the training for the retention schedule. We need a firm policy for labor.

Adjourn at 11:33 a.m.

Linda Sosa Recording Officer