

Bluff Town Council Work Session
Minutes
December 11, 2019
Bluff Community Center at 1:00 p.m.
190 N 3rd 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

Minutes

The meeting started at 1:11 p.m.

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

1. Discussion on Employees, Employee Compensation, Contracts, Job Descriptions
for the Town of Bluff, Employment and Personnel Manual (All)

The current BSA employees are Carol Shook, Denny Bellison, and Pat Bellison. Chris McAnany informed Leppanen that they can just transfer to the Town. We will vote on them at our next meeting. It was decided we will meet the Bellisons Monday the 16th at 10:00 a.m. and Shook at 11:00 a.m. to discuss the scope of work, duties, job descriptions, and have them sign new employee paperwork and contracts. There needs to be written policy about how things are done, including how employees are paid. We need a personnel manual. Leppanen is working on setting up sexual harassment training for the Council, P&Z, and the employees. Sayers will research what workplace signs need to be posted. There was concern about the abundance of keys to the CC in the community. We have two weeks off after our next meeting and Leppanen encouraged the Council Members to research and think about these issues and we can discuss them at a work session January 14th at 10:00 a.m.

2. Discussion of Offer to David Everett for Contract Work (Leppanen)

Everett sent us a proposal and he is happy to work for us. We will vote on him at our next meeting. We will also vote on Caitlyn Harris's proposal to work as a transcriber

and other work. We can offer her the job and let others in the community know that we may need back up help. We will ask if she can transcribe at P&Z Thursday.

3. Other

Jen Davila had questions about the light curfew section of the Dark Skies ordinance and there was discussion.

Adjourned at 2:51 p.m.

Linda Sosa Recording Officer