

Bluff Town Council Work Session  
December 16, 2019  
Bluff Community Center at 10:00 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

### Minutes

The meeting started at 10:04 a.m.

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

1. Discussion of Employment (scope, pay, responsibilities etc.) with Patricia Bellson and Dennison Bellison.

Bellson and Bellison met with the Council to fill out government forms and explain their duties for the BSA. Patricia cleans the CC, restrooms, and Kitchen and stocks supplies. Denny does required maintenance and repair of buildings and grounds.

2. Review of Draft of Employment Contract with Patricia Bellson and Dennison Bellison.

They were fine with the employment contract, which is similar to their BSA contract, hourly wages, and reporting to the CC manager. Sosa will make out their paychecks; Shook will get their hours and work log. It is on tomorrow's agenda to vote to accept the contracts. Denny reported that there was a problem with the pavement by the CC. He will work with Shook to fix it.

3. Discussion of Contract with Carol Shook, including scope and pay rate of employment, duties)

Shook wanted marketing dropped from her contract and explained how her backup manager covered when she was not in town. Leppanen and Shook will make an inventory of kitchen items. Leppanen will check with the Health Department to see if a renter of the kitchen must have someone present who has a food handler's license. The need for liability insurance was discussed, which renters would need it. Shook will change her email address from the BSA.

4. Discussion as to list of supplies needed for the next 6 months.

Shook and the Bellison's submitted a six-month inventory list. We will vote on it at our meeting. Sayers will research what the best product for the floor is.

5. Discussion of Need to Create Personnel Manual and Training Requirements for Employees, Contracts, Planning and Zoning Commissioners, and the Town Council Members.

Leppanen is researching free trainings and will ask David Everitt about an employee manual.

Adjourned at 12:39 p.m.  
Linda Sosa Recording Officer