

Bluff Town Council Work Session  
January 14, 2020  
Bluff Community Center at 9:00 a.m.  
190 N 3<sup>rd</sup> East P.O. Box 324  
Bluff UT 84512  
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

### Draft Minutes

The Work Session started at 9:00 a.m.

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

#### 1. Financial Reporting and Personnel: Policy and Process; Financial Notice from State Auditor

##### Re: Expenditure of Federal Funds of \$750,000 or more

Leppanen explained she filled out and submitted the yearly financial self-evaluation form and noted we are following correct policy but do not have our policy in writing. The ULCT has a good written policy and she will use their written policy as a guide to write ours. She will send it to the Council to make changes that fit the town. She responded to the State Auditor that we do not have \$750,000 in expenditures.

#### 2. Employment Folders with Contracts and Information

The Employment binder contains employee information, W-4, and employment eligibility verification, Leppanen will finish the job descriptions and get them to Sosa. This information will be put in a locking file.

#### 3. Discussion as to who will cover RCAC Workshops

The first Rural Community Assistance Corporation workshop is February 28<sup>th</sup> at the CC. It is a joint project with USU economic development and Dine Bikeyah for building rural economies. The Council thought it could be very beneficial and will attend. Several Council members will attend the first one. The question came up about The Rural Project creating addresses for homes in Bluff in addition to homes across the river and Sayers will ask Drew Cooper the scope of the project.

#### 4. Interface with Manager of Airport and Review of Resolution Creating the Position

Leppanen explained the volunteer standards in Utah include a resolution and signing an agreement. The Council will ask long time airport manager Jim Hook to write his own job description and sign it so he can be accepted by resolution. Then Sayers will check the coverage with our insurance carrier.

#### 5. Review of the San Juan County Bluff Cemetery Board and Operation of the Cemetery

Leppanen has been researching for information about this topic in the County and can find nothing. Bill Davis and Robbin Bond have been the local committee; Leppanen will

talk to Bond and Sayers will talk to Davis. Hook mentioned that several groups own land on Cemetery Hill and Leppanen will research land ownership in Monticello this week. Break 10:07 a.m. resume 10:21 a.m.

Denny Bellison will paint the restrooms before the Balloon Festival. The BSA gave some keys to Leppanen who inventoried them and made a sign out/in sheet. She will check to see if do not duplicate can be printed on the set of keys loaned to CC renters.

#### 6. Does Bluff take on the Alleys or Not?

Sayers explained the history and location of alleys in the Cottonwood Addition. After discussion, the Council came to consensus that the Town own land, roads, and alleys. Leppanen will instruct McAnany to write a letter to Mack McDonald clarifying this.

#### 7. 2019 Community Development Block Grant Status and 2020 Application

The Town will not be allowed to finish the BSA Storm Water Project because the BSA returned the funding. The deadline for a new project submission is January 15<sup>th</sup> and the Council decided not to pursue a new grant at this time but to focus on our Sunrise Engineering 50-year water plan. Skip Meiers requested a phone call to Sunrise to about more information he had. Sayers suggested Meiers gather three or four documents and submit them to the Council. The Council would forward the documentation to Sunrise and they would decide if they wanted a phone call. Leppanen cautioned proceeding with caution so as not to distract from the scope of the plan. Murray will work with Meiers. Hook mentioned that water testing at the Mission is done by USU.

#### 8. Resolutions to cover Volunteers

Leppanen is using the ULCT Sample Volunteer Policy as a guide to write our policy. She will send the draft to the Council and then to McAnany. Leppanen and Sosa met with Shook and explained the Utah standards for volunteers and liability issues. Next month we would like to have a volunteer meeting. The BWW has shut off the water at West Park and will repair a broken line into the park in the spring. She explained the importance of leaving water lines to BWW. No one should touch water lines except BWW.

#### 9. Discussion of Amended Budget

This is important because the BSA has transferred funds to the Town and Leppanen suggested the first week in February for a public meeting. The Truth in Taxation meeting will be in March. It is the process of taking over property tax and has many steps and a timeline.

Adjourned at 11:23 a.m.  
Linda Recording Officer