

Bluff Town Council Work Session Minutes

August 2, 2021

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 10:01 a.m.

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

2. Final In-House Audit Report (Erin Richards)

Richards explained how smoothly this audit went since Sosa had added more accounting detail based on recommendations from last year's audit. The level of organization made it easy to move quickly. It covered the period from July 2020 to April 2021; 50 transactions. There were minor discrepancies, like something placed in the wrong account, that Sosa corrected. Richards went over several points that needed minor adjustments, not money related. She encouraged writing policy and procedures to cover financial policy. Leppanen thought many of those are covered in other documents and could be collected into one document. The best practices for deposits was discussed, mailing them vs a photo sent to the bank. Hook said it was a very readable report. Sosa said she has learned a lot from Richards and this will help to be prepared for our October audit.

1. Use of Social Media and a Social Media Policy

Leppanen explained this policy is in response to a GRAMA request for our policy, along with those of other cities and towns. Sosa explained the council is doing well with social media but at some point the legislature could mandate policy for cities and towns and it is better to work on it in advance. Sosa has been working on draft copies of email management and social media policy and explained we will need texting policy and use of Town authorized equipment. Murray offered to work with Sosa on the documents

5. NetForce and Purchase of Computers: Discussion of What We Should Buy.

Leppanen pointed out NetForce will also be able to help with security issues and best practices. The Council felt Macs would be a good choice for Town issued computers and Sosa suggested having Word for word processing. Leppanen stated it is not a good practice to delete emails and they are always discoverable. Town computers will increase privacy and security and allow members to keep government work separate from personal. Sayers will get a time frame from NetForce. Sosa reported Jake mapped out the needed wiring and it will take a day to complete the wiring. Hook suggested getting a key for the Senior Center so we would have access to the crawl space and Leppanen will check with the County.

3. Use of Recycling Trailer

The Council would like to keep cardboard recycling going and will research whether there are options available. Hook will check with Vance Nielsen to see if he has learned anything new. Sosa explained you cannot take that volume of cardboard to Cortez without an agreement.

4. Utah Election Code 10-3-208: all municipalities shall adopt an ordinance establishing campaign finance disclosure requirements

Leppanen sent out a draft ordinance to Council members. She used Moab's policy as a model. She pointed out the campaign finance document stated entities shall adopt their own campaign finance policy. The County has sent one to the municipalities. While the County runs our elections, they may decide to stop some day and ours will be ready to put in place.

6. Discussion of Business Licenses and the Amended Ordinance and Short-Term Rental Permits

There was discussion about a February 1 deadline verses March 1 for license fee. Fees have been waived the last two years. Late fees of 10% are added to late bills. This will be moved to the August 17th meeting so there is time to review the document more.

7. Discussion Abandoned Tire Removal Project (All)

Leppanen contacted Tina Mercer to continue with the project. The Council needs to make a request to the State to start this. Mercer said a larger amount of tires is better and the Council discussed getting flyers out in town and at the Chapterhouses so more people will be aware when we have a date set. The tires could be left on the southeast part of the CC park. Leppanen reminded that we cannot go on private property and remove tires without permission from the owner. She will send in the request.

8. Other

Hook had a question about the PTIF paperwork.

Sosa had a question about next week's schedule with the Congressman Curtis visit.

Leppanen reported Ed Dobson has requested help now that goatheads are emerging.

Murray volunteered to work on a plan with Dobson to get a quick start and talk to UDOT about getting safety cones and vests.

Murray reminded people about standing water and mosquitos.

Leppanen thanked the Bluff Fort group for cleaning the drainage ditch on east 7th and asked people not to dump leaves or debris in the ditch.

Sayers motioned to adjourn at 11:47 am. Murray seconded and Leppanen, Hook, Sayers, Sosa, and Murray 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