

Bluff Town Council Succession Planning Work Session Day
Final Minutes
October 6, 2025

Bluff Community Center from 10:00am – 4:00pm
190 N 3rd East P.O. Box 324
435-672-9990

This meeting was held in person and virtually.

As this scheduled for 6 hours, there will be breaks, lunch, and it is likely that the council will discuss various parts of the agenda throughout the day. The public is welcome to watch the session virtually or observe in person, however, no public participation will be permitted. The link for the Zoom meeting is <https://zoom.us/j/91296094806> ; Meeting ID: 912 9609 4806 Join by Phone: +12532050468,,91296094806# US

10:10am Meeting Called to Order & Roll Call: Mayor Ann K. Leppanen, Luanne Hook, Jennifer Davila, Linda Sosa, Britt Hornsby (10:20am)
Facilitator: Erin Nelson, Town Manager
Staff: Malia Collins, Michael Havikin, Jim Hook

1. Succession Planning Presentation (Nelson)(10:11am): Nelson reviewed the schedule of events to direct conversation and activities. Starting with current elected officials and staff to present to incoming public officials and others interested in roles with Town. Nelson explained the importance of the Critical Knowledge Transfer Process (CDTP). Organizational Chart including all current boards, departments, staff, council, etc. organized on whiteboard, current reporting and future planning of department, staff, etc needs. Organization chart broken into ‘Administrative’ and ‘Legislative’ arms.

Break: 12:04pm

Resume: 12:15pm Erin Nelson, Britt Hornsby, Linda Sosa, Jennifer Davila, Michael Havikin and Malia Collins.

(12:19pm) Ann Leppanen and Luanne Hook

2. Discussion Regarding Elected and Appointed Positions Including Materials, Resources, and Knowledge Needed to Fulfill Duties (All): Elected and Appointed positions critical roles and what immediately needs to be addressed and realistic time commitments and wage requested. Discussion of Bluff demographics and realistic solutions to position challenges.

Lunch: 12:36pm; Return: 12:44pm Michael Havikin in attendance for this portion, as Roads Manager. This portion of discussion framed the importance expectations for staff positions and critical roles. Nelson handed out ‘If I left Tomorrow...’ knowledge transfer worksheet, requesting that all staff and council complete one for each role currently performed. Included is key information including ‘things only I know how to do’, ‘Key contacts/resources’, ‘Systems, records, sites, passwords regularly used’, and ‘Advice for my successor’. Nelson requested that completed worksheets turned in by 4:00pm on Tuesday, October 14. Then, by October 21, Standard Operating Procedures drafted for each role. **Break: 1:45pm**

Return: 1:52pm Ann Leppanen, Britt Hornsby, Jennifer Davila, Linda Sosa, Erin Nelson, Michael Havikin, Jim Hook & Malia Collins

Discussion of Roads and Airport Manuals and their future, Transportation Board (Michael Havikin to stay on board) and information shared ‘If I Left Tomorrow’ worksheet to Hook and Havikin. **Break: 2:24pm**

3. Discussion Regarding Organizational Chart, Paid Positions vs. Volunteer Positions

(All)(2:33pm): 'Knowledge Tree' Activity centered around using post it notes on posterboards to visually identify how to govern. Three areas: elected, appointed and hired positions. Council, Erin and Malia outlined all things that should be known by each role breaking them into: roots (foundations: laws, ordinances, historical decisions, etc), trunk (Operations: day-to-day processes, meeting schedules, staff roles/support, etc) and branches (relationships & resources: key partnerships, contacts, ongoing projects, etc). To be formalized and shared with council and constituents at a later date.

4. Davila motioned to adjourn at 3:56pm, Hornsby seconded, Leppanen, Sosa, Hook, Hornsby and Davila voted in favor.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Linda Sosa, Council at linda@townofbluffutah.gov mails/meeting invitations, email linda@townofbluffutah.gov