

**MANILA TOWN COUNCIL MEETING  
TOWN OFFICE MEETING ROOM  
145 E HWY 43  
WEDNESDAY, AUGUST 10, 2016  
5:30 PM**

**PUBLIC HEARING**

The Public Hearing Meeting was called to order by Mayor Gretchen Northcott at 6:02 PM  
**PRESENT:** Mayor Gretchen Northcott, Council Member Ruby Hoover, Council Member Greg Scott, Council Member Randall Browning, Council Member Ross Catron, and Town Clerk Marlena Connor.

**GUESTS:** No guests were present. Town Council waited until 6:10 to see if any guest would attend.

**MILL TAX LEVY 2017:** Mayor Gretchen Northcott explained that the town is being very conservative on the tax increase. The Town of Manila will always have to raise taxes for progression; otherwise the services in the town will stop, because if we don't raise taxes incrementally over a period of time the town would go bankrupt.

**FINAL BUDGET:** There were no concerns about the final budget to discuss.

**ADJOURNMENT:** Council Member Randall Browning made a motion to adjourn the public hearing at 6:10 P.M. Council Member Greg Scott seconded the motion. All were in favor. The motion carried.

**REGULAR MEETING MINUTES**

The Regular Meeting was called to order by Mayor Gretchen Northcott at 6:11 PM

**PRESENT: :** Mayor Gretchen Northcott, Council Member Ruby Hoover, Council Member Greg Scott, Council Member Randall Browning, Council Member Ross Catron, and Town Clerk Marlena Connor.

**GUESTS:** Aaron Averett, Gary Pallesen

**CONSENT CALENDAR:** Council Member Greg Scott made a motion to approve the consent calendar for July 21<sup>st</sup>, 2016 to August 10<sup>th</sup>, 2016 (consisting of: the invoice register, minutes, payroll hours, revenue analysis, transaction register, and the budget worksheet). Ruby seconded the motion all were in favor. The motion carried.

**RESOLUTIONS:** Mayor Gretchen Northcott read the Budget Resolution 16-1. Council Member Randall Browning made a motion to adopt the 2016-2017 budget. Council Member Greg Scott seconded the motion. All were in favor. The motion carried. Council Member Greg Scott made a motion to adopt the tax increase. Council Member Ross Catron seconded the motion. All were in favor. The motion carried.

**AMERICAN HEROS PROJECT:** Gary Pallesen & Aaron Averett with Sunrise Engineering are asking for a will serve letter that the Town of Manila will give the American Heros Project a service connection. They are also asking for permission from the town that they be able to haul approved culinary water to fill their tanks with and under what conditions would the town temporarily be willing to allow. Town Council will work on writing up a contract with provisions for water rates, filling of tanks, etc. Council Member Greg Scott made a motion to grant the will serve letter to the American Hero Project. Council Member Ross Catron seconded the motion. All were in favor. The motion carried. Aaron Averett will help with the will serve letter. Council Member Greg Scott made a motion to allow a temporary meter with stipulations & a contract to follow. Council Member Ross Catron seconded the motion. All were in favor. The motion carried.

**SUNRISE ENGINEERING:**

**RURAL DEVELOPMENT FUNDING PACKAGE:** Aaron Averett from Sunrise Engineering started to explain that just over a year ago, Sunrise brought the Town Council information on how to fund a sewer project and a water project to replace parts that are leaking and roots coming into the sewer lines, and the only part of the water line that hasn't been replaced in the last 20 years (the section from the water tank down to the public works shop). The funding packages would be from either the state "CIB", water quality, drinking water, or Federal which is Rural Development. The town is eligible because the town's income is low enough on the state level. The town was given the contract to fund each project with \$30,000 of grant money. The PER's have been completed for about a month. Aaron Averett gave the town copies to keep in the office. Then the town decides if they want to take the funding or not. Mayor Gretchen Northcott explained the changes in the original funding package and what is now being proposed by Rural Development & how the numbers have changed dramatically. Originally Sunrise had come up with a 45% grant 55% loan with a 3% interest rate. The original water project cost was 1,400,000 the town budgeted \$35,000 a year with a monthly payment of approximately \$3,000 per month. Rural Development is now offering the town a 15.6% grant and the loan being \$1,244,000. The yearly payment would be \$48,072 per year & the town budgeted \$35,000 per year. The total cost over 39 years based on the new information would be \$1,902,000 this is just for the water project. The original funding package from Rural Development for the sewer project is the same. Rural Water is now offering a 2% grant of \$9,100. The loan payment would be 2.25% \$1,994,000. The total cost being \$2,854,000 which is \$1,000,000 more than the original cost budgeted for. Mayor Gretchen Northcott explained that the funding package & how the depreciation in the budget is making the Town's funding package less of grant & more of loan. The Town Council would like to explore other funding options with more grant money. The Town Council needs to have a general answer by November 2016. Aaron Averett will let Rural Development know that the Town Council is holding off for now and will have a more set answer by November.

**SCADA UPDATE:** The SCADA system is ready to be put in, but Public Works Director Jerry Muir would like to have the update put off until after Labor Day. Public Works Director Jerry Muir didn't want to have any computer errors or glitches during the holiday weekend.

**PLANNING & ZONING UPDATE:** Council Member Randall Browning attended the P & Z meeting and explained to Planning & Zoning how Town Council will have a professional in Ordinance writing; start to re-write the Planning & Zoning ordinance book. The Town Council already budgeted this year to start the process. Town Council Member Greg Scott made a motion to start the process of Matt Cazier re-writing the P & Z Ordinance Book. Council Member Ruby Hoover seconded the motion. All were in favor. The motion carried.

**WEEKLY/DAILY RENTALS:** There are some residents here in town that are renting their residential homes on a daily & weekly basis, without talking to the town, no business license, need to be paying transit taxes, they are paying a residential water rate. The Town Council needs to have/make an ordinance very specific to what the town requires. Town Council will continue to pursue this topic at a later date.

**TOWN COUNCIL/MAYOR ASSIGNMENT UPDATES:** Council Member Ruby Hoover is still waiting for a phone call about the van. Council Member Ross Catron has gone over the maps with Jerry Muir & James Olsen. Council Member Ross Catron explained that the paved roads that Town of Manila recently required? are already having vegetation growing up through them. They should be sprayed at the very least because the roads are already deteriorating. Town council would like Council Member Ross Catron to go ahead with updating the road information to UDOT for B & C roads funding. Council Member Greg Scott will stop and talk to Green River, WY landfill to find out how they charge for dumping.

**UDOT TRANSPORTATION FUNDING:** Mayor Gretchen Northcott asked Council Member Ross Catron to look into what UDOT might be willing to fund such as: walking strips, sidewalks (from the KOA to the other end of town) cross walks, & signs.

**TOWN INFRASTRUCTURE TOUR:** Mayor Gretchen Northcott would like to invite the Town Council to go on a tour the water system, wells, sewer lagoons, & the landfill. The Mayor would like for the council to be informed of the Town's infrastructure.

**PAYROLL DATES:** Town Council decided not to change the payroll dates to every other Friday. They just want to stay with the 15<sup>th</sup> & 30<sup>th</sup> of each month because that's the way it is all ready established.

**EXECUTIVE SESSION:** Mayor Gretchen Northcott, Council Member Ruby Hoover, Council Member Greg Scott, Council Member Randall Browning, and Council Member Ross Catron were all in favor to go into an executive session to discuss employees & possible pending litigation. Council Member Greg Scott made a motion to adjourn the executive session and convene the regular meeting. Council Member Ruby Hoover seconded the motion. All were in favor. The motion carried.

**NEW HIRE:** Council Member Randall Browning made a motion hire Curtis Hyde starting effective August 11, 2016, at his current wage. Council Member Ruby Hoover seconded the motion. All were in favor. The motion carried.

**APPROVED**

**AJOURNMENT:** Council Member Randall Browning made a motion to adjourn the meeting at 9:40. Council Member Greg Scott seconded the motion. All were in favor. The motion carried.

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**Gretchen Northcott, Mayor**

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**Marlena Connor, Town Clerk**