

**TOWN OF MANILA SPECIAL/WORK SESSION MEETING  
MANILA TOWN MEETING ROOM  
145 E HWY 43  
THURSDAY, JANUARY 12, 2017 AT 5:30 PM**

**MINUTES**

**MEETING CALLED TO ORDER:** Mayor Gretchen Northcott called the meeting to order at 5:30 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.

**MEETING DECORUM:** Mayor Gretchen Northcott explained that if guests would like to speak to the council during a public meeting the guest must fill out a public comment request form to address the Town Council. Once the chair recognizes the guest to speak they will be limited to 3 minutes each. No individual shall address the Council more than once on any matter during the council meeting. Council can ask clarifying questions but are not required to comment back. It has been asked that if the Council would like to hear from guest, that they ask the chair to recognize the certain individual or certain issues.

**TOWN COUNCIL REPORTS:**

Council Member Ruby Hoover reported that she had not done anything with the senior van due to some health issues. There was not a LEPC meeting this month it was canceled. The next LEPC meeting will be held on January 18, 2017 if any council members would like to go let Council Member Ruby Hoover know so she can get them registered. Mayor Gretchen Northcott asked Council Member Ruby Hoover to do a complete inventory on the vehicles and surplus that the town has.

Council Member Ross Catron is going to go to the January 25, 2017 road meeting. Council Member Ross Catron explained that there may be a contract through the district to do the Town of Manila's analysis. Council Member Ross Catron stated that we should put a road project on the CIB list. Council Member Ross Catron will follow up with designated wet lands to find out if they are privately owned. The Town of Manila needs to get the right of ways surveyed.

Council Member Greg Scott reported that he has not made any progress on the old contracts that need to be looked at and updated, as of yet. Mayor Gretchen Northcott put in for the TAP award to get some money off the town's insurance rates, and give to the public works for doing a good job.

APPROVED

Council Member Randall Browning gave an update on Planning & Zoning. Council Member Randall Browning talked to Layne Ferrin, P&Z Chairman, and they have a list of things to take to Kyle Slaughter. Kyle Slaughter is with the Rural Planning group; who is going to help update the Town's planning ordinances. They want to wait until they have a good size compilation before they take anything to him. There are not any new building permits.

**FIRE DEPARTMENT UPDATE:** Council Member/Fire Chief Randall Browning gave an update on the Fire Department. Everything has been quiet during the holidays. The Fire Department will be taking down the pole mount Christmas Lights soon and putting new bulbs in them. The Fire Department will pick up the van from the Senior's Center & take it to the Fire Department on Tuesday. The Fire Department Volunteers have a brush pile they will be burning soon as training.

**SAFETY COMMITTEE POLICIES:** Mayor Gretchen Northcott read the return to work policy (2<sup>nd</sup> reading) to the Town Council Members. The council members suggested putting the acceptable network providers with the policy. Mayor Gretchen Northcott will follow up on providers and will rewrite the policy to be approved at a future meeting.

**ADJOURNMENT:** Council Member Greg Scott made a motion to adjourn the meeting. Council Member Ruby Hoover seconded the motion all were in favor. The motion carried. The work session/special meeting was adjourned at 6:35 PM.

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GRETCHEN NORTHCOTT, MAYOR

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MARLENA CONNOR, TOWN CLERK