

APPROVED

**TOWN OF MANILA WORK SESSION MEETING
MANILA TOWN MEETING ROOM
145 E. HWY 43
THURSDAY, FEBRUARY 9, 2017 AT 5:30 PM**

MINUTES

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

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

GUESTS: Garreth Powell with Forestry & Associates

SCHEDULE OPEN PUBLIC MEETING ACT TRAINING: Town Council Members scheduled the open public meeting act training for March 14, 2017 at 9 A.M.

RETIREMENT SYSTEMS POLICY: Council Members wanted the word “not” taken out of section E. Council Member Randall Browning made a motion to approve the URS policy. Council Member Greg Scott seconded the motion. All were in favor. The motion carried.

TOWN COUNCIL REPORTS:

- **ROSS CATRON-** Council Member Ross Catron went to the Flaming Gorge Road & Transportation Special Service District meeting on January 25, 2017 & met with Brett Reynolds. At that time Brett Reynolds had prepared a work order to accomplish the \$10,000.00 worth of work that the Flaming Gorge Road & Transportation Special Service District would provide for the Town of Manila. They are hoping to get the scope of work done by May, 2017. These funds will cover the cost for the initial assessment for the Manila storm drains. This will help to get all of the culverts the right size the right kind and the right locations. Town Council talked about the sewer line that has been freezing up. There is not enough road base over the sewer line. Garreth Powell with Forestry Associates suggested putting insulation board over the sewer pipe.
- **GREG SCOTT-** Council Member Greg Scott stated that there isn't much to report on the safety committee. They are going to start spacing the meetings out from every month to every other month. The safety committee is still working on buying some safety equipment. Town Council is looking at getting a trench box for the Public Works employees.
- **RANDALL BROWNING-** Council Member Randall Browning reported on the Planning & Zoning. They've had regular meeting, no issues, but may need to look into getting more members for the Planning & Zoning Committee for the members who have worked past their term. There are

a couple of people who have expressed interest in the Planning & Zoning Committee. The Council would like to see if some of the building permits can be expedited.

- **RURAL PLANNING GROUP-** Planning & Zoning is still compiling information from the Manila Ordinance book to take to Kyle Slaughter.
- **RUBY HOOVER- SURPLUS REPORT, LEPC-** The Fire Department moved the van from the Senior Center. The Town has people interested in the senior bus, the loader, and multiple other items. Mayor Gretchen Northcott asked.” what is the procedure to sell any of the Town Of Manila equipment? “
- **FIRE DEPARTMENT UPDATE:** Council Member/Fire Chief Randall Browning reported on the Fire Department. The Fire Department made a large fire and burned a lot of brush. Doug Golightly is still working on the Fire Trucks. The Manila Firefighters heard that there may have been a \$20,000.00 grant that was supposed to be split between Manila & Dutch John. Chief Browning wants to look into this because there is a lot of equipment & supplies that are still needed for the Fire Department. Not everyone is showing up to the meetings, but they are putting in their time at the Fire Department.

NEW TOWN COUNCIL ASSIGNMENTS: Mayor Gretchen Northcott asked the Council to help her with some extra assignments such as:

- Procuring a trench box- Randall Browning
- Hopper-Randall Browning
- Bucket truck- Randall Browning
- Impact fees-Ross Catron
- Landfill/garbage policy-Ross Catron
- Update GRAMA policy-Marlena Connor
- Fire Dept. Duties/Policy-Randall Browning
- GIS System-Ross Catron
- Dailey/Weekly rentals-Jessica Wardle
- Wet lands-Ross Catron
- cost of rebuild for Pump #1-Randall Browning
- Surplus Research-Marlena Connor

ADJOURNMENT: Council Member Ross Catron made a motion to adjourn the work shop meeting. Council Member Randall Browning seconded the motion. All were in favor. The motion carried. The work shop meeting was adjourned at 6:44 P.M.

Gretchen Northcott, Mayor

Marlena Connor, Town Clerk

