

APPROVED

**TOWN OF MANILA COUNCIL MEETING  
MANILA TOWN MEETING ROOM  
145 E HWY 43  
WEDNESDAY, MARCH 8, 2017 AT 6:30 P.M.**

**MINUTES**

**MEETING CALLED TO ORDER:** Mayor Gretchen Northcott called the meeting to order at 6:39 P.M.

**PRESENT:** Mayor Gretchen Northcott, Council Member Randall Browning, Council Member Alan Staggs, Council Member Ross Catron, and Town Clerk Marlana Connor. Council Member Greg Scott was excused.

**GUESTS:** Kaleb Branam, Jessica Wardle, Layne Ferrin

**CONSENT CALENDAR:** Council Member Randall Browning made a motion to accept the consent calendar consisting of: February 8<sup>th</sup> minutes, payroll hours, budget worksheet, invoice register, transaction register, and the revenue analysis (with changes to the minutes). Council Member Ross Catron seconded the motion. All were in favor. The motion carried.

**HIGH SCHOOL YEAR BOOK:** Kaleb Branam came to ask the Town Council to buy an ad in the High School year book. Council Member Ross Catron made a motion to approve buying a ¼ page ad. Council Member Alan Staggs seconded the motion

**PLANNING & ZONING UPDATE:** The Planning & Zoning Chairman Layne Ferrin gave an update to the Town Council about the Planning & Zoning. P&Z are working on such things as: building permit process, general repairs, multi-family dwellings & short term rentals, and changing some processes. P&Z are being held up with the ordinance that states, all building permits have to go through P&Z before it goes to the building inspector. P&Z want the building permits to go to the building inspector first then to the P&Z Committee.

**UPDATE ON MEETING WITH SUNRISE:** Mayor Gretchen Northcott & Town Clerk Marlana Connor went & met with Jeff McCarty & Aaron Averett last month in Vernal. Sunrise is going to help the Town of Manila get funding through CIB for the sewer lining project. Jeff McCarty & Aaron Averett looked into some pricing for tank cleaning. Mayor Gretchen Northcott sent Jerry Muir & Curtis Hyde to the conference in St. George to ask for a couple more bids.

**POLICY REVIEW: CONTINUED FROM PRIOR WORK SESSION:** Council Member Ross Catron made a motion to approve Section 9 Leave of Absence-Holidays. Council Member Randall Browning seconded the motion. All were in favor. The motion carried.

Sick Leave Policy- Mayor Gretchen Northcott will rewrite the policy & bring back to the Town Council for review & approval.

**ADJOURNMENT:** Council Member Ross Catron made a motion to adjourn the meeting. Council Member Randall Browning seconded the motion. All were in favor. The motion carried. The meeting was adjourned at 8:47 PM

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Gretchen Northcott, Mayor

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Marlena Connor, Town Clerk