

APPROVED

TOWN OF MANILA SPECIAL MEETING/WORK SESSION
MANILA TOWN MEETING ROOM
145 E HWY 43
WEDNESDAY, MARCH 8TH, 2017 AT 5:30 PM

MINUTES

MEETING CALLED TO ORDER: Mayor Gretchen Northcott called the special meeting/work session at 5:36 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: Alan Staggs

INTERVIEWS & TOWN COUNCIL APPOINTMENT: Town Council had previously interviewed Alan Staggs for the open town council position. Council Member Ross Catron made a motion to appoint Alan Staggs to the council position. Council Member Randall Browning seconded the motion. All were in favor. The motion carried.

TOWN COUNCIL REPORTS:

- Council Member Ross Catron gave a report on the roads. Council Member Ross Catron has a meeting with Brett Reynolds next Tuesday March 14, 2017. Council Member Ross Catron is going to have a meeting with Jeff McCarty to talk about the GIS system to see if it would be a good idea for the Town of Manila. Council Member Ross Catron will work start working on the solid waste management report.
- Council Member Greg Scott was not present.
- Council Member Randall Browning gave a report on the uniforms that Public Works received. Council Member Randall Browning & Mayor Gretchen Northcott talked to the Public Works employees Jerry Muir & Curtis Hyde about going to buy uniforms. The public works employees went & bought new coats, boots, pants and shirts to have a more professional appearance.

Fire Department: Council Member Randall Browning gave a report on the on the fire department. Two of the fire departments fire trucks have never been registered, the fire department has to prove ownership before they can get a new title. Council Member Randall Browning wants to get the two trucks fixed before the end of the budget year. The Fire Department has been having their monthly meetings.

PERSONNEL POLICIES:

- Mayor Gretchen Northcott went over the payroll administration policy. Council Members recommended changing to last work day & taking out the \$7.25 for minimum wage. Council Member Randall Browning made a motion to approve the policy with changes. Council Member Alan Staggs seconded the motion. All were in favor. The motion carried.
- Mayor Gretchen Northcott went over the annual leave policy. The Town Council recommended some additions and some changes. Town Council want to add that current employees receiving a higher accrument will stay where they are without changing their accrual until they are in the higher amount of years, and ask for legal counsel for section 9.1.13 Mayor Gretchen Northcott will rewrite the policy & bring back to Town Council for approval at a later meeting.

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 6:37 P.M.