

APPROVED

**TOWN OF MANILA WORKSHOP  
MANILA TOWN MEETING ROOM  
145 E HWY 43  
THURSDAY, JUNE 8<sup>TH</sup>, 2017 AT 5:30 P.M.**

**MINUTES**

**MEETING CALLED TO ORDER:** Gretchen Northcott, Mayor called the meeting to order at 5:35 P.M.

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

**GUESTS:** No guests were present.

**PUBLIC HEARING PROTOCOL:** Mayor Gretchen Northcott went over the public hearing protocol that the Mayor Gretchen Northcott received from Meg Ryan of Utah League of Cities and Towns. The Council would like to have formal rules of procedure for public hearings.

**EAST RIDGE SUBDIVISION RETAINING POND:** Mayor Gretchen Northcott talked to the engineers at Sunrise Engineering and they strongly recommend having the developer put in the retention pond and the ditches. Mayor Gretchen Northcott mentioned that the asphalt has vegetation coming through and it needs to be weeded and sprayed with weed killer.

**TOWN COUNCIL REPORTS & ASSIGNMENTS:**

**ROSS CATRON-ROADS, GIS:**

Council Member Ross Catron has a meeting Wednesday June 14, 2017 with Brett Reynolds. They will talk about options that the engineers came up with, identify the cost, and talk about decisions/options with Town Council about what to pursue.

**GREG SCOTT-SAFETY COMMITTEE PROCEDURE MANUAL UPDATE:**

Council Member Greg Scott stated that the safety procedure needs to be typed up, and add manholes, confined space, digging of ditches. They are moving forward.

**RANDALL BROWNING-PLANNING & ZONING UPDATE:**

Council Member Randall Browning gave an update on the Planning and Zoning. The Planning and Zoning will put a moratorium in place for short term rentals that is good for 6 months. There are 3 other things that Planning and Zoning want to update/work on in the ordinance book. The Commission wants to work on which side of the dwelling must be facing the road, length and width restrictions, short term rentals and front and back setbacks.

**ALAN STAGGS-POLICIES-**

Council Member Alan Staggs will come in on Monday June 12, 2017 and scan some more policies into the computer.

**FIRE DEPARTMENT:** Council Member/Fire Chief Randall Browning gave an update on the Fire Department. The Fire Department had a false alarm. Doug Golightly got the part for the Fire Truck and got it fixed. Once the truck is fixed it will be sent to Layton, UT. The Fire Department need new batteries for their radios.

**PERSONNEL POLICIES: PAYROLL ADMINISTRATION:** Mayor Gretchen Northcott will fix the paragraph and numbering. The Council will review at regular Town Council meeting.

**DEPARTMENT OF ENVIRONMENTAL QUALITY: PROPOSED FEES**

The Department of Environmental Quality will start charging the Town of Manila to come out and inspect the Town of Manila's landfill. The cost could be anywhere from \$1,000.00 to \$10,000.00 Mayor Gretchen Northcott explained to them that the Town of Manila will not be able to afford a high fee rate.

**ADJOURNMENT:** Council Member Ross Catron made a motion to adjourn the meeting. Council Member Greg Scott seconded the motion. All were in favor. The motion carried. Mayor Gretchen Northcott adjourned the meeting at 6:34 P.M.

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Gretchen Northcott, Mayor

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Marlena Connor, Town Clerk