

APPROVED

**TOWN OF MANILA COUNCIL MEETING
MANILA TOWN MEETING ROOM
145 E HWY 43
THURSDAY JULY 13, 2017 AT 6:30 P.M.
MINUTES**

MEETING CALLED TO ORDER: Mayor Gretchen Northcott called the meeting to order at 6:34 P.M.

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

GUESTS: Jerry Muir, Aaron Averett, Kelly Westerberg, Brett Reynolds, & Christopher Blanchard.

CONSENT CALENDAR: Council Member Randall Browning made a motion to approve the consent calendar that consists of: June 8 minutes, June 20th minutes, budget worksheet, invoice register, payroll hours, transaction register, and the revenue analysis. Council Member Greg Scott seconded the motion. All were in favor the motion carried.

JR RODEO DONATION REQUEST: Kelly Westerberg came to ask the Town Council to consider giving a donation to the JR Rodeo. Council Member Randall Browning made a motion to donate \$200.00 to the JR Rodeo. Council Member Ross Catron seconded the motion. All were in favor. The motion carried.

COW COUNTRY RODEO DONATION REQUEST: The Town of Manila received a letter from the Cow County Rodeo asking for a donation. Council Member Greg Scott made a motion to give a \$50.00 donation. Council Member Ross Catron seconded the motion. All were in favor. The motion carried.

PRCA CENTENNIAL RODEO DONATION: The Town of Manila received a letter from PRCA asking for a donation for their rodeo. Council Member Ross Catron made a motion to give a \$150.00 donation. Council Member Greg Scott seconded the motion. All were in favor. The motion carried.

**CIVCO ENGINEERING: BRETT REYNOLDS
STORM DRAIN UPDATE**

Brett Reynolds with Civco Engineering explained that The Town of Manila went to the special service district last year and requested some funding in order to look at the drainage within the city, and do a master plan. Brett Reynolds has been working with Council Member Ross Catron, and now have decided to bring a presentation to the Town Council. Brett Reynolds explained that once the old canal got filled in, and piped all of the water goes through the city now. The town has all of this water that use to be caught by the canal, and now town has to transport it through the city to an out fall. Brett Reynolds went over the map with the Town Council. Many of the roads are going to need culverts. Modifications may need to be made around the existing gutter. Special Road District preliminary study, and then the Town will have to find a funding source for the storm drain project. Brett Reynolds recommends identifying the whole project and then doing the project in phases. Brett Reynolds will contact sheep creek irrigation and ask what the environmental studies were when they piped the canal, and report back to the Town Council.

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PLANNING AND ZONING: LENGTH AND WIDTH REGULATIONS

The Planning and Zoning Commission wrote an Ordinance for dwelling size regulations: The minimum dwelling size to be twenty (20) body feet or more in width, and forty (40) body feet or more in length. Council Member Ross Catron made a motion to approve ordinance 07-13-17 as written. Council Member Greg Scott seconded the motion. All were in favor. The motion carried.

WATER AND SEWER FUNDING UPDATE: SUNRISE ENGINEERING

Aaron Averett and Christopher Blanchard with Sunrise Engineering came and explained to the Town Council how Mayor Gretchen Northcott and Sunrise are going to the CIB board and asking for emergency funding for the part of the water line that the Town of Manila inherited from Daggett County. This part of the water line has had continuous water breaks. The Town of Manila has received multiple complaints about the water breaks, that leave customers without water on days that the Public Works has to shut off the water to fix the breaks and very low water pressure. Mayor Gretchen Northcott signed the revised applications for emergency funding and with the \$100,000.00 increase in case the Town of Manila has unexpected costs occur. Town Council would like to stress the point that the sewer was the Town's number one priority, but the water line has become an emergency. If the sewer is not taken care of soon it will be in the state of an emergency also. Aaron Averett stated, that the fact that this is an emergency the engineers have already started the design for the new waterline with the Mayor's and Town Council's approval, and they are looking at getting contractors to come install the new waterline. The CIB will go off of the Town's MAGE (medium adjusted gross income) and will ask the Town of Manila to raise the water rates. Town Council decided that the cap on sewer will be \$41,000.00 and water will be around \$40,000.00-\$42,000.00 for yearly installments.

WELL ISSUES:

Jerry Muir came to the meeting and explained to the Town the issues with the well. The wells have a couple hundred thousand gallons of water and then the town will be out. Jerry Muir told the Council that well 1 circuit board had been hit by lightning and fried the circuit board. The town is running on well 3 at the moment. The soft start went bad on the pump so they decided to put in a VFD (variable feed drive) with a 6 year warranty. The electrician will be coming up tomorrow to install the VFD.

FINANCIAL ADVISOR DISCUSSION: Marcus Keller Assistant Vice President with Zions Bank reached out to Mayor Gretchen Northcott to offer their services to the town as a financial advisor. They look at debt service, MAGI, comparable rates, help with bond attorneys, etc. and advise the town for free on certain issues when it comes to fees they only collect if the funding goes through. The Council decided that they are too far along in the process for the water/sewer projects, but maybe have them look at refinancing some of the higher interest loans, and future projects.

TOWN OFFICE BUILDING PERMIT FEES: Mayor Gretchen Northcott and Town Clerk, Marlina Connor explained to Town Council that the Town of Manila is charged building permit fees and it does not make sense for the town to pay itself. The Town will still have to pay the building inspector for all inspections. Council Member Randall Browning made a motion that the Town of Manila not be responsible to pay permit fees for any applications that are submitted by the Town of Manila, but is still responsible to pay any and all fees that pertain to inspections. Council Member Greg Scott seconded the motion. All were in favor. The motion carried.

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CORRESPONDENCE: Customer Richard Price is contesting a bill because Public Works did not respond when Mr. Price called to have his meter turned off due to a water leak. Council Member Greg Scott made a motion to waive the overage fees on Mr. Price's bill. Council Member Randall Browning seconded the motion. All were in favor. The motion carried.

ADJOURNMENT: Council Member Greg Scott made a motion to adjourn the meeting. Council Member Randall Browning seconded the motion. All were in favor. Mayor Gretchen Northcott adjourned the meeting at 8:30 P.M.

Gretchen Northcott, Mayor

Marlena Connor, Town Clerk