

**TOWN OF MANILA SPECIAL MEETING  
TOWN OF MANILA MEETING ROOM  
145 E HWY 43  
TUESDAY, AUGUST 22, 2017 AT 5:30 PM**

**MINUTES**

**SPECIAL MEETING CALLED TO ORDER:** Mayor Gretchen Northcott called the special meeting to order at 5:32 PM.

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

**GUESTS:** Aaron Averett, and Kristopher Blanchard with Sunrise Engineering.

**CONSENT CALENDAR:** Council Member Ross Catron made a motion to accept the consent calendar consisting of the operational budget, invoice register, payroll hours, transaction register, revenue analysis, and the minutes from July 13, 2017. Council Member Randall Browning seconded the motion. All were in favor. The motion carried.

**UPDATE ON WATER/SEWER FUNDING:**

**BIDS FOR BOND ATTORNEY:** Council Member Ross Catron made a motion to accept Farnsworth and Johnson as the bond attorney contingent upon Farnsworth and Johnson confirming that they can meet our timeline and work successfully with the CIB. Council Member Alan Staggs seconded the motion. All were in favor. The motion carried.

**CIB CONTRACT TO ACCEPT GRANT MONEY:** Council Member Ross Catron made a motion to accept the grant money \$945,000.00. Council Member Randall Browning seconded the motion. All were in favor. The motion carried.

**PROPOSALS FOR CONTRACTORS FOR WATER IMPROVEMENT PROJECT:** Aaron Averett and Kristopher Blanchard from Sunrise Engineering handed out the contractor pre-qualification proposals to the Town Council. There were 11 companies that turned in proposals. Aaron Averett and Kristopher explained what companies would meet the requirements and what companies could potentially create some concern. They went over the contractor's references and experience, and at the end of reviewing the proposals there were 6 companies that would be sufficient to bid on the water project.

**USER RATE ANALYSIS:** The Town of Manila is going to have a user rate analysis done. Mayor Gretchen Northcott has been talking to a few different people about doing the analysis; one of the people is Matt Millis who works with Marcus Keller at Zions Bank as a financial advisor. They will look at the whole system and make sure the town charging the right amount of rates. Mayor Gretchen Northcott said that the Town will need to raise rates a little; because there are some inequities that need to be fixed. This will help prepare for the future for capital improvements or future issues that may occur. Mayor Gretchen Northcott stated that each analysis will cost around \$4,000.00. The sewer rate will most likely have to be raised to get funding from CIB (community impact board). The town of Manila's sewer rates are some of the lowest rates in the state of Utah.

**TANK DIVING BIDS:**

<b>Three bids:</b>	<b>Potable Divers</b>	<b>Midco</b>	<b>Liquivision</b>
	\$5,300.00	\$6,498.00	\$8,675.00

Council Member Alan Staggs made a motion to accept the bid from Potable Divers. Council Member Randall Browning seconded the motion. All were in favor. The motion carried.

**COOPERATIVE AGREEMENT UTAH DIVISION OF FORESTRY/FIRE/STATE LANDS:**

Council Member Randall Browning made a motion to accept the cooperative agreement with the Utah Division of Forestry, Fire, and State Lands. Council Member Ross Catron seconded the motion. All were in favor. The motion carried.

**ENCROACHMENT PERMIT:** Tabled until further information is available.

**PLANNING AND ZONING: An Ordinance providing modifications to existing Manila Planning and Zoning ordinances which define “width requirements”, “front yard regulation”, and “rear yard regulation”.** This item was tabled until further notice. The Town Council wanted to make sure a public hearing had taken place before taking any action.

**CORRESPONDENCE:**

**FRED EAKIN:** Mayor Gretchen Northcott explained to the Town Council that she had received a letter from Fred Eakin stating that the Public Works had failed to respond within a reasonable amount of time. The Mayor stated that the town never received a call from Fred Eakin, and a service order to have the water shut off was not placed. The Public Works Director, Jerry Muir drove by Mr. Eakin’s house on August 2, 2017 and took pictures of the water meter lid being off due to someone getting in the meter. The Town Council recommends that Mr. Eakin put a pressure regulator valve on his home to help with any future water pressure problems.

**DAGGETT COUNTY JAIL:** Sheriff Erik Bailey sent a letter to the Town Council stating that the jail has not had any inmates since February 17, 2017, and because of that the jail is not receiving an income to cover the cost. The Sheriff’s Department is still open and they still need water and sewer services. The Town Council had decided that per Town Ordinance 13.05.410, 13.05.110, 13.05.610, the Town of Manila will not be lowering the base rate at this time. Mayor Gretchen Northcott will send a response to Sheriff Bailey.

**DEPARTMENT OF ENVIRONMENTAL QUALITY:** Mayor Gretchen Northcott talked to Karson Eilers from the League of Cities and Towns. The Department of Environmental Quality will be charging the Town of Manila a quarterly rate of \$150.00. The annual rate will be \$600.00

**NED BRADY:** Mayor Gretchen Northcott contracted Ned Brady to spray the weeds that are coming up through the road in Eastridge Estates. The Town could contract Ned Brady to spray other roads in Manila if that is ever desired.

**JESSICA CAMPBELL:** The Town of Manila’s Deputy Clerk Jessica Campbell turned in her resignation on Friday, August 18, 2017.

**ADJOURNMENT:** Town Council Member Alan Staggs 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 9:00 PM.

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Gretchen Northcott, Mayor

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Marlena Connor, Town Clerk

APPROVED