

**TOWN OF MANILA SPECIAL MEETING  
TOWN OF MANILA MEETING ROOM  
145 E HWY 43  
THURSDAY, SEPTEMBER 7, 2017 AT 5:30 P.M.**

**MINUTES**

**SPECIAL MEETING CALLED TO ORDER:** Mayor Gretchen Northcott called the special meeting to order at 5:33 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:** Aaron Averett with Sunrise Engineering, Brandon Johnson with Farnsworth & Johnson

**CONSENT CALENDAR:** Council Member Randall Browning moved to approve the consent calendar consisting of: August 22, 2017 minutes, payroll hours, budget worksheet, invoice register, transaction register, and the revenue analysis.

ROLL CALL VOTE:

MAYOR GRETCHEN NORTHCOTT	YAY <u>X</u> NAY ___
COUNCIL MEMBER RANDALL BROWNING:	YAY <u>X</u> NAY ___
COUNCIL MEMBER GREG SCOTT:	YAY <u>X</u> NAY ___
COUNCIL MEMBER ALAN STAGGS:	YAY <u>X</u> NAY ___
COUNCIL MEMBER ROSS CATRON:	YAY <u>X</u> NAY ___

**PARAMETERS RESOLUTION:** Brandon Johnson, the Bond Attorney with Farnsworth and Johnson explained to the Town Council about the water revenue resolution. Council Member Randall Browning moved to approve the resolution authorizing the issuance of the water revenue bonds for the town. Council Member Ross Catron seconded the motion.

ROLL CALL VOTE:

MAYOR GRETCHEN NORTHCOTT	YAY <u>X</u> NAY ___
COUNCIL MEMBER RANDALL BROWNING:	YAY <u>X</u> NAY ___
COUNCIL MEMBER GREG SCOTT:	YAY <u>X</u> NAY ___
COUNCIL MEMBER ALAN STAGGS:	YAY <u>X</u> NAY ___
COUNCIL MEMBER ROSS CATRON:	YAY <u>X</u> NAY ___

**UPDATE ON WATER/SEWER PROJECTS:** Aaron Averett with Sunrise Engineering stated that 5 contractors came & looked at the project. Aaron Averett explained that no final improvements will be on the Rose's property.

Mayor Gretchen Northcott told the Town Council that she and Aaron Averett had got together and minimized the cost of the project; going from 1.9 million to 1.256 million. Mayor Northcott and Aaron

Averett went to the CIB and received a 50/50 loan and grant with a 2.5% interest for 30 years with a \$50,000.00 self participation.

**PLANNING & ZONING:** Council Member Ross Catron moved to approve the Planning & Zoning Ordinance 08-07-17. The Ordinance modifies the front yard & back yard regulations, the side of home facing the street is the front of the home; corner lot property owners may decide what street will be considered the front yard. Council Member Alan Staggs seconded the motion.

ROLL CALL VOTE:

MAYOR GRETCHEN NORTHCOTT	YAY <u>X</u> NAY ___
COUNCIL MEMBER RANDALL BROWNING:	YAY <u>X</u> NAY ___
COUNCIL MEMBER GREG SCOTT:	YAY <u>X</u> NAY ___
COUNCIL MEMBER ALAN STAGGS:	YAY <u>X</u> NAY ___
COUNCIL MEMBER ROSS CATRON:	YAY <u>X</u> NAY ___

**ENCROACHMENT PERMIT:** Mayor Gretchen Northcott stated that the Garden Club put in for an encroachment permit. The Council decided that the Garden Club would need to move their line closer to the property lines; as to not be as close to the public utility easement with water lines, etc. The Garden Club waterlines will need to be added to the Town of Manila's GIS, and the Garden Club would need to pay a fee to have it added. Council Member Randall Browning moved to approve the permit. Council Member Greg Scott seconded the motion.

ROLL CALL VOTE:

MAYOR GRETCHEN NORTHCOTT	YAY <u>X</u> NAY ___
COUNCIL MEMBER RANDALL BROWNING:	YAY <u>X</u> NAY ___
COUNCIL MEMBER GREG SCOTT:	YAY <u>X</u> NAY ___
COUNCIL MEMBER ALAN STAGGS:	YAY <u>X</u> NAY ___
COUNCIL MEMBER ROSS CATRON:	YAY <u>X</u> NAY ___

**INFORMATION:** Mayor Gretchen Northcott told the Manila Town Council that Vicky Walters had been hired for the Deputy Clerk position.

**CORRESPONDENCE:** Jim Briggs had a water break. James Olsen called Public Works to have the water shut off, and Public Works did not respond. The Manila Town Council decided to waive partial fees due to the Public Works employee's non-response. The Manila Town Council stated that residents need to call the office to have a service order recorded.

**ADJOURNMENT:** Council Member Randall Browning moved to adjourn the meeting. Council Member Alan Staggs seconded the motion.

ROLL CALL VOTE:

MAYOR GRETCHEN NORTHCOTT	YAY <u>X</u> NAY ___
COUNCIL MEMBER RANDALL BROWNING:	YAY <u>X</u> NAY ___
COUNCIL MEMBER GREG SCOTT:	YAY <u>X</u> NAY ___
COUNCIL MEMBER ALAN STAGGS:	YAY <u>X</u> NAY ___

COUNCIL MEMBER ROSS CATRON: YAY X NAY \_\_\_\_\_  
Mayor Gretchen Northcott adjourned the meeting at 7:18 P.M.

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Gretchen Northcott, Mayor

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Marlena Connor, Town Clerk

APPROVED