

**TOWN OF MANILA REGULAR MEETING  
TOWN OF MANILA MEETING ROOM  
145 E HWY 43  
THURSDAY, OCTOBER 12, 2017 AT 6:30 P.M.  
MINUTES**

**REGULAR MEETING CALLED TO ORDER:** Mayor Gretchen Northcott called the meeting to order at 6:37 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:** Karen Perry

**CONSENT CALENDAR:** Council Member Alan Staggs moved to approve the consent calendar (with corrections) consisting of the September 14, 2017 work session and regular meeting minutes, operational budget, invoice register, payroll hours, transaction register, and the revenue analysis. Council Member Randall Browning seconded the motion. All were in favor. The motion carried.

Council Member Randall Browning	YAY <u>X</u>	NAY _____
Council Member Greg Scott	YAY <u>X</u>	NAY _____
Council Member Ross Catron	YAY <u>X</u>	NAY _____
Council Member Alan Staggs	YAY <u>X</u>	NAY _____
Mayor Gretchen Northcott	YAY <u>X</u>	NAY _____

**RESOLUTION CANCELLING THE 2017 MUNICIPAL GENERAL ELECTION:** Council Member Greg Scott made a motion to adopt the resolution 10-12-17 to cancel the general election. Council Member Ross Catron seconded the motion. All were in favor.

ROLL CALL VOTE:

Council Member Randall Browning	YAY <u>X</u>	NAY _____
Council Member Greg Scott	YAY <u>X</u>	NAY _____
Council Member Ross Catron	YAY <u>X</u>	NAY _____
Council Member Alan Staggs	YAY <u>X</u>	NAY _____
Mayor Gretchen Northcott	YAY <u>X</u>	NAY _____

**UPDATE ON WATER/SEWER PROJECT:** Jeff McCarty stated that SCI came and did potholing today, and will be starting the water project on Monday, October 16, 2017. There will be weekly progress meetings every Wednesday at 10 A.M. in the morning at the Manila meeting room. The inspector, engineers and SCI foreman and Jerry Muir, Public Works Director, will be at the meetings.

**FUEL CARD POLICY:** Town Council thinks the policy looks good.

**LANDFILL OPERATORS COMPENSATION POLICY:** Council Member Greg Scott moved to adopt the landfill operators compensation policy. Council Member Ross Catron seconded the motion. All were in favor.

ROLL CALL VOTE:

Council Member Randall Browning	YAY <u>X</u>	NAY _____
Council Member Greg Scott	YAY <u>X</u>	NAY _____
Council Member Ross Catron	YAY <u>X</u>	NAY _____
Council Member Alan Staggs	YAY <u>X</u>	NAY _____
Mayor Gretchen Northcott	YAY <u>X</u>	NAY _____

**PUBLIC WORKS CALL OUT PROCEDURE:** The Town Council talked about looking into an answering service for emergency call outs.

**TOWN OF MANILA JOB DESCRIPTIONS AND DUTIES POLICY:** This item has been tabled until the next meeting.

**SURPLUS PROPERTY POLICY AND PROCEDURE:** This item has been tabled until the next meeting.

**RESOLUTION ADOPTING A POLICY REGARDING SURPLUS PROPERTY:** This item has been tabled until the next meeting.

**ANY FURTHER DISCUSSION/ACTION FROM PRIOR WORK SESSION AS NEEDED:**

**MUTUAL AID AGREEMENT WITH SWEETWATER COUNTY AND MANILA:**

Council Member Randall Browning moved to approve the mutual aid agreement between Sweetwater County and the Town of Manila once approved by legal counsel. Council Member Alan Staggs seconded the motion. All were in favor. The motion carried.

Council Member Randall Browning	YAY <u>X</u>	NAY _____
Council Member Greg Scott	YAY <u>X</u>	NAY _____
Council Member Ross Catron	YAY <u>X</u>	NAY _____
Council Member Alan Staggs	YAY <u>X</u>	NAY _____
Mayor Gretchen Northcott	YAY <u>X</u>	NAY _____

**CORRESPONDENCE:** The Manila Town Council reviewed a letter from Vernal & Kathey Wood. Town Council also reviewed a letter from Tammy Twitchell. The Town Council decided that any overages that went through the meter are the property owner's responsibility. There is no damage to the meter, or mistake with the meter reading.

**EXECUTIVE SESSION AS NEEDED:** Council Member Greg Scott moved to go into an executive session. Council Member Alan Staggs seconded the motion. All were in favor.

**ROLL CALL VOTE:**

Council Member Randall Browning	YAY <u>X</u>	NAY _____
Council Member Greg Scott	YAY <u>X</u>	NAY _____
Council Member Ross Catron	YAY <u>X</u>	NAY _____
Council Member Alan Staggs	YAY <u>X</u>	NAY _____
Mayor Gretchen Northcott	YAY <u>X</u>	NAY _____

**RECONVENED:** Council Member Greg Scott made a motion to come out of the executive meeting at 9:03 P.M. Council Member Alan Staggs seconded the motion. All were in favor.

Council Member Randall Browning  
Council Member Greg Scott  
Council Member Ross Catron  
Council Member Alan Staggs  
Mayor Gretchen Northcott

YAY X NAY \_\_\_\_\_  
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YAY X NAY \_\_\_\_\_

**ADJOURNMENT:** Council Member Greg Scott made a motion to adjourn the meeting. Council Member Ross Catron seconded the motion. All were in favor. Mayor Gretchen Northcott adjourned the meeting at 9:03 P.M.

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Gretchen Northcott, Mayor

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Marlena Connor, Town Clerk

APPROVED