

**TOWN OF MANILA COUNCIL MEETING
TOWN OF MANILA MEETING ROOM
145 E HWY 43
TUESDAY, NOVEMBER 7TH, 2017 AT 6:30 P.M.**

MINUTES

MEETING CALLED TO ORDER: Mayor Gretchen Northcott called the meeting to order at 6:35 P.M.

PRESENT: Mayor Gretchen Northcott, Council Member Greg Scott, Council Member Randall Browning,

EXCUSED: Council Member Ross Catron

GUESTS: Jeff McCarty with Sunrise Engineering, Sheriff Erik Bailey, County Commissioner Randy Asay, Clegg Batty with Aycock, Miles & Associates.

CONSENT CALENDAR: Council Member Randall Browning moved to approve the consent calendar consisting of: August 22, 2017 minutes and the October 12, 2017 minutes, the operational budget worksheet, invoice register, payroll hours, transaction register, revenue analysis; with a few changes to the minutes. Council Member Greg Scott seconded the motion. All were in favor the motion carried.

ROLL CALL VOTE:

Council Member Randall Browning	YAY <u>X</u>	NAY _____
Council Member Ross Catron	YAY <u>excused</u>	NAY _____
Council Member Greg Scott	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 came and updated the Town Council on the water and sewer project. Jeff McCarty stated that SCI is on schedule, and hopefully by the end of the week SCI will be tying in to the bottom end. There were change orders to increase the amount by \$6018.00 because the construction crew had to chisel through a buried concrete culvert that they could not go around. Council Member Alan Staggs moved to accept the change orders for \$6018.00. Council Member Greg Scott seconded the motion. All were in favor. The motion carried.

ROLL CALL VOTE:

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

Jeff McCarty gave an update on the PRVs (pressure regulating valves), on Tuesday the 14 Mountainland's representative is going to be coming to Manila to do an analysis on the PRVs. The representative will be going to each of the 12 PRVs and seeing what condition they're in; how old they are; and if they are functioning correctly.

AYCOCK, MILES AND ASSOCIATES AUDIT REVIEW: Clegg Batty with Aycock, Miles & Associates went over the budget with the Town Council. The Town had a finding in the water, sewer, and landfill funds.

Water & Sewer: The Town had received two \$30,000.00 grants for preliminary engineering reports (PERs) for the water and waste water. The grants should have been receipted into a state & local grants revenue fund, and was not budgeted for. When the PERs were expensed; it made it look like the Town had overspent in those two funds.

Landfill: The state of Utah requires a "cost estimate" for closing out the landfill. The last time Sunrise Engineering did a landfill closure plan was in 2008, and the cost to close the landfill has increased significantly every year. Clegg Batty explained that they had taken the previous administrations numbers and added 15% for two years equaling \$26,450 for the landfill closure estimate & \$19,837.50 for the landfill closure/post closure estimate. The Town of Manila has a PTIF account that has \$42,645.90. The total for the landfill closure is \$57,100.00. If the Town puts 1 inch of soil on top of the cells that are not in use & close them; it will drop the number down around \$9,000.00.

TOWN OF MANILA JOB DESCRIPTIONS AND DUTIES POLICY: Council Member Randall Browning moved to approve the job descriptions. Council Member Alan Staggs seconded the motion. All were in favor. The motion carried.

ROLL CALL VOTE:

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

FIRE DEPARTMENT FIRE CHIEF AND VOLUNTEER STIPEND POLICY: Council Member Greg Scott moved to approve the Fire Department & volunteer stipend policy. Council Member Alan Staggs seconded the motion. All were in favor. The motion carried.

ROLL CALL VOTE:

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

MOU WITH THE STATE OF UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS:

Council Member Randall Browning moved to approve the MOU agreement with FFSL (Council Member Randall Browning would like to contact Mike Erikson & clarify some of the bullet points.) Council Member Alan Staggs seconded the motion. All were in favor. The motion carried.

ROLL CALL VOTE:

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

SURPLUS PROPERTY POLICY & PROCEDURE: Council Member Randall Browning moved to approve the surplus policy after taking out #7. Council Member Greg Scott seconded the motion. All were in favor. The motion carried.

ROLL CALL VOTE:

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

YAY excused NAY _____
YAY X NAY _____
YAY X NAY _____
YAY X NAY _____

RESOLUTION ADOPTING A POLICY REGARDING SURPLUS PROPERTY: Council Member Alan Staggs moved to approve resolution 10-12-17-2. Council Member Greg Scott seconded the motion. All were in favor. The motion carried.

ROLL CALL VOTE:

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

SURPLUS ITEMS: The Town Council had been given asset disposal sheets. Council Member Greg Scott is going to find the value of the 1985 Ford Van, and the 2003 Ford Cutaway Senior Bus. Council Member Alan Staggs moved to surplus of all of the items on the disposal sheets. Council Member Randall Browning seconded the motion. All were in favor. The motion carried.

ROLL CALL VOTE:

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

AFTER HOURS POLICY: Council Member Randall Browning moved to approve the after hours policy. Council Member Alan Staggs seconded the motion. All were in favor. The motion carried. The old Public Works policy (that stated employees will get a \$50.00 call out for the first 2 hours of work) will be destroyed so there will not be any confusion.

ROLL CALL VOTE:

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

ADJOURNMENT: Council Member Randall Browning made a motion to adjourn the meeting. Council Member Greg Scott seconded the motion. All were in favor. The motion carried.

ROLL CALL VOTE:

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

Mayor Gretchen Northcott adjourned the meeting at 8:55 P.M.