

TOWN OF MANILA PUBLIC HEARING & REGULAR MEETING
MANILA TOWN MEETING ROOM
145 E HWY 43
AUGUST 12, 2021, AT 5:30 P.M.
MINUTES

PUBLIC HEARING

CALLED TO ORDER: Mayor Coombs called the meeting to order at 5:28 P.M.

PRESENT: Mayor David Coombs, Council Members William Rylander, Gretchen Northcott, Randall Browning and Town Clerk, Marlena Connor.

GUESTS: Matt Tippetts with 3Z Ranch, Bob Ford with Dry Creek, Don Allphin, and Aaron Averett with Sunrise Engineering.

EXCUSED: Council Member Greg Scott

ORDINANCE 08-12-21 SURPLUS & DISPOSAL OF REAL PROPERTY: Mayor Coombs read the ordinance in its entirety and asked if there was any public comment or questions. Don Allphin asked, is the town still going to pursue selling the lots without a few other fire hydrants being installed & it not being a finished subdivision in regard to some missing fire hydrants. Council Member Northcott stated that the lots are already there; the town is just combining some lots owned by the town to sell. Mayor Coombs agreed that it had already been subdivided in the past, and the town had obtained these properties because of delinquent or unpaid water bills.

ADJOURNMENT: Council Member Northcott moved to adjourn the meeting. Council Member Browning seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the public hearing at 5:45 P.M.

REGULAR MEETING

MEETING CALLED TO ORDER: Mayor Coombs called the meeting to order at 5:45 P.M.

PRESENT: Mayor David Coombs, Council Members William Rylander, Gretchen Northcott, Randall Browning and Town Clerk, Marlena Connor.

GUESTS: Matt Tippetts with 3Z Ranch, Bob Ford with Dry Creek, Don Allphin, and Aaron Averett with Sunrise Engineering.

EXCUSED: Council Member Greg Scott

CONSENT CALENDAR: Council Member Browning moved to approve the consent calendar consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and July 8th, 2021, minutes. Council Member Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS, NORTHCOTT, RYLANDER, AND BROWNING

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BOB FORD-DRY CREEK SUBDIVISION UPDATE: Mr. Ford and Mr. Tippets came to the meeting to give the council an update on the three subdivisions being developed East of 5th East. Mr. Ford & Mr. Tippets hired CIVCO Engineering as a third-party design inspectors. Dwayne Shepard with CIVCO Engineering is working with QC on compaction testing. Stacy Maxfield is the contractor who is doing everything except the asphalt. Big Red Asphalt will be doing the asphalt in the subdivision. The culinary water line is complete and has been pressure tested. Mr. Ford had pictures of some of the tie-ins. The compaction testing is coming back showing everything is being compacted correctly. All but 2 of the sewer laterals on Dry Creek Lane have been installed. Mr. Ford said the percent completions are as follows, the sewer main is 80%, sewer laterals are 80%, culinary water main 100%, culinary water laterals around 80%, Bridger Valley Electric is nearly 30% complete. They predict being ready for asphalt either the second or third week in September.

RECORDER ERROR-BATTERIES NEEDED TO BE CHANGED: The meeting was paused at 5:59 P.M. to install new batteries. Reconvened meeting and recording at 6:00 P.M.

FLAMING GORGE FIRE & EMERGENCY LOCAL SERVICE DISTRICT-DON ALLPHIN: Mr. Allphin came to the meeting to talk to the council about the Local Service District wanting to take over the agreement/contracts with the Town of Manila and Dutch John. These agreements/contracts will be paid for with the PILT funds the local service district receives from the state. The cost of the agreement/contract with the town is \$7,500.00 currently. The agreement/contract will need to be renegotiated before the expiration of the current contract December 31st, 2021. Mr. Allphin said the long-term goal is to take over more responsibility as time goes on and grants and more funding is obtained. Council Member Browning moved to transfer the agreement/contract with the county to the Local Service District. Council Member Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS, NORTHCOTT, RYLANDER, AND BROWNING

CIB FUNDING FOR PLANNING AND ZONING/GENERAL PLAN UPDATES: Mayor Coombs told the council that the town did receive approval on the funding, and his and the town clerk's interview received full points on the CIB summary review sheet.

BIDS FOR PLANNING AND ZONING/GENERAL PLAN UPDATE: The Town of Manila is looking to have the planning and zoning ordinances updated to reflect the updates of the General Plan that is in the process of being updated. The town received three bids, one from Adam Long in the amount of \$4-5,000 there was no response when asked about the low bid. Another bid received was from Mike Hansen with Rural Community Consultants ranging from \$10,000 to \$40,000, and the third bid being from Shannon Ellsworth with Sunrise Engineering up to \$50,000. After council discussion and questions for Aaron Averett; it was agreed that this project needs to be done correctly and in a timely manner. Council member Browning moved to accept the bid from Shannon Ellsworth with Sunrise Engineering. Council

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Member Northcott seconded the motion. All were in favor. The motion carried.

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AMERICAN RESCUE PLAN ACT (ARPA): Mayor Coombs told the council that the town had already received the first tranche payment in the amount of \$18,167 for the American Rescue Plan Act. Aaron Averett explained to the council about the legislated infrastructure match for ARPA recipients. The town will receive a proposal for the water and sewer kiosk project from Sunrise Engineering.

ORDINANCE 08-12-21 SURPLUS & DISPOSAL OF REAL PROPERTY: Council Member Rylander moved to approve Ordinance 08-12-21, and to sell the parcels mention on the notice. Council Member Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS, NORTHCOTT, RYLANDER, AND BROWNING

PLANNING AND ZONING RECOMMENDATIONS/GARAGES BEING BUILT CONCURRENTLY-LOT USAGE CHANGE: The Planning and Zoning had sent with a recommendation to update 2 Articles of the planning ordinances. The Planning and Zoning recommends that Article 6, subsections 4, 7, and 8 be revised to let the building of a dwelling be concurrent with the building of an outbuilding. The outbuilding shall not be completed first. Council Member Browning stated that they would still require two building permits. Town Council agreed that the updated ordinance rewritten by Jason Knight looked good. There are no changes they would make. The second ordinance the Planning and Zoning recommend changing is the rear lot usage. It is currently 25% usage of the rear yard, and they would like to change it to 50% rear usage. There is another ordinance that states your overall lot usage can only be 35%. This needs to be reviewed to make sure the 50% rear lot will not infringe on the overall lot usage of 35%.

SEWER LAGOON UPDATE: Mayor Coombs updated the council on the work being done at the sewer lagoons. The public works has been digging a trench on the East side of the sewer lagoons for the runoff water from the farmland nearby. There may be an issue with the runoff because the county road (on the lake side) is starting to sluff off due to the water. Council Member Northcott asked if that is the town's issue or the county's issue. A lot of the water from Broadbent's Ranch is running onto the property near the sewer lagoons. The sewer lagoon is not leaching out any water. Council Member Northcott said she would like to see documentation showing how it's the town's issue, it sounds more like the rancher's water causing an issue. The Council believes this is a county issue.

Mayor Coombs said Phil Harold will be coming back in September to inspect the sewer lagoons again. The town is going to try to use goats again to take care of the weed problem. The spray used nearly a year ago did virtually nothing.

DRC CONTRACT: Mayor Coombs said he asked Mr. Hughes to write up a proposal and come to the meeting, but because of other commitments he could not attend. Mayor Coombs agreed to extend the contract to the end of the year but failed to realize that contract was dated to 2022. There are

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negotiations that are wanted anyway, such as more money. Council Member Browning said he didn't understand why the town employees don't go get the certification.

SENIOR CENTER UPDATE: Bret Reynolds with CIVCO Engineering has a couple of contractors that are going to put some bids in on the senior center updates. We had spoken with the CDBG staff and will get an extension of 6 months for this project.

LOT LINE ADJUSTMENT AT 130 E HWY 43: The town had received a preliminary lot line adjustment for the land behind the property at 130 E HWY 43. The Tinker's agreed to quit claim deed the 32x208 feet of land to the Town of Manila. This is an informational item.

MASTER FEE SCHEDULE-LANDFILL FEES/SINGLE EVENT PERMIT FEE: Mayor Coombs explained that the issue of food trucks came up because they are not required to get a business license in every town, but we can have them pay for a single event permit. Street vendors are another part of the reasoning for the single use permit. All business licenses must go to planning and zoning, but most people won't be in the area that long. The landfill fees needed to be updated because the way they were written was causing confusion between what to charge for dump trailers, and dump trucks. Mayor Coombs has rewritten it to help ease the confusion.

MASTER FEE SCHEDULE RESOLUTION: Council Member Northcott moved to update the fee schedule and the fee schedule resolution. Council Member Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS, NORTHCOTT, RYLANDER, AND BROWNING

MIKE AND JANA FRANZ EAST RIDGE PROPERTY: Mayor Coombs spoke to the Office of Property Rights Ombudsman, Richard Phlenn and Rob Patterson over the phone about this line item. This goes back to the Franz's claim that town water is eroding their property. Mayor Coombs explained that the culvert has gone under the highway since 1934. Mayor Coombs said the water has been flowing in the natural slope for over 100 years and the Franz's claim it has eroded over the last year that they bought the property. Mayor Coombs stated that there will be a lot of research that will have to be done and sent to Rob Patterson so he can draft a letter on the town's behalf.

FIRE DEPARTMENT UPDATE: Council Member/Fire Chief Browning said they are all done with wild land training, there are only a few people who finished & will receive their wild land certification. There are others that can go online to finish some of the classes that they missed. Council Member/Fire Chief Browning said the MOU the town has with the state says they need to be certified to cover their end of the bargain. The meeting that week was canceled, but they need to wash trucks and organize the station, find an instructor for hazmat training, then start structure fire training.

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EXECUTIVE SESSION: Council Member Browning moved to go into an executive session to discuss real estate and personnel issues. Council Member Northcott seconded the motion. All were in favor. The motion carried. Town Council went into an executive session at 7:50 P.M.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS, NORTHCOTT, RYLANDER, AND BROWNING

ROLL CALL:

MAYOR COOMBS, COUNCIL MEMBERS, NORTHCOTT, RYLANDER, AND BROWNING

RECONVENE: Council Member Northcott moved to reconvene the regular meeting. Council Member Browning seconded the motion. All were in favor. The motion carried. Town Council reconvened the regular meeting at 8:20 P.M.

Council Member Northcott moved to approve Linda Peterson as the realtor to sell the Captains Cove properties and use her evaluation/appraisal. Council Member Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS, NORTHCOTT, RYLANDER, AND BROWNING

ADJOURNMENT: Council Member Browning moved to adjourn the regular meeting. Council Member seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the regular meeting at 8:22 P.M.

David G. Coombs, Mayor

Marlena Connor, Town Clerk