

TOWN OF MANILA PUBLIC HEARING & REGULAR MEETING
145 E HWY 43
MAY 13, 2021 AT 5:30 P.M.

PUBLIC HEARING: APPLICATION TO CIB FOR UPDATES TO THE PLANNING AND ZONING ORDINANCES

CALLED TO ORDER: Mayor Coombs called the meeting to order at 5:30 P.M.

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

ZOOM: Jeff McCarty with Sunrise Engineering

GUESTS: Bret Reynolds

CIB PUBLIC HEARING: Mayor Coombs explained that they are having a public hearing in regards to the application to the Community Impact Board to update the antiquated Manila Planning and Zoning Ordinances.

Bret Reynolds applauded the council for updating the planning and ordinances; as people are moving in and the area develops, and he felt that it is important that the town keeps current on the ordinances. Mr. Reynolds said he thought it is good that we take the old things out and have updates as needed.

Mayor Coombs read the project description for the Manila Planning and Zoning updates. The Town of Manila is a small, rural community that was incorporated in 1958; with many years of updates and modernizations needed for the antiquated planning ordinances and maps.

The Town Council and staff have been working vigorously to make these updates in several different areas of the town. The Manila Planning and Zoning documents have been the topic of numerous discussions throughout the years. The conversations call for the needed revisions with the help of a professional planning consultant.

The Planning and Zoning Committee and town staff have been working on gathering a list of outdated practices, inconsistencies, contradictions, and State law updates that need to be incorporated in the Town's planning and zoning regulations as a part of this review and revisions process.

The updates are needed for the health, safety, peace, comfort, convenience, prosperity, and general welfare of the public. This would be beneficial to all of the Manila property owners and the many tourists that visit Manila every year.

TOWN OF MANILA PUBLIC HEARING & REGULAR MEETING

145 E HWY 43

MAY 13, 2021 AT 5:30 P.M.

Being the small, rural community that we are; we do not have a large budget to cover all of the cost on our own. We have set \$25,000.00 aside to help with the funding of these updates that when combined with our soon-to-be updated General Plan will provide clear direction with legally defensible rules to guide development in the Town of Manila. We are asking that CIB match these funds with a planning grant.

Councilmember Northcott said that the updates have been needed for several years, and the town is in a better financial position to look at getting these ordinances updated.

Councilmember Northcott said that \$25,000.00 is still a lot of money for the town but it would be very helpful to get some support to fund the proposed project.

Councilmember Northcott said she had spoken with Keith Heaton last year and she was encouraged to move forward with this project.

Mayor Coombs explained that if the funding is approved; this would be a 50/50 match. The total project cost would be \$50,000.00. The town has \$25,000.00 set aside for this project.

Town Council is in agreeance to keep moving forward on this project.

ADJOURNMENT: Councilmember Browning moved to adjourn the meeting. Councilmember Rylander seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 5:48 P.M.

REGULAR MEETING:

MEETING CALLED TO ORDER: Mayor Coombs called the regular meeting to order at 5:50 P.M.

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

ZOOM: Jeff McCarty with Sunrise Engineering

GUESTS: Bret Reynolds

CONSENT CALENDAR: Councilmember Scott moved to approve the consent calendar consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and April 8, 2021 minutes. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

TOWN OF MANILA PUBLIC HEARING & REGULAR MEETING

145 E HWY 43

MAY 13, 2021 AT 5:30 P.M.

CIB APPLICATION APPROVAL: Councilmember Northcott moved to approve the application to be sent to the CIB for funding for Planning and Zoning ordinance updates. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

POSSIBLE FINAL APPROVAL OF SUBDIVISIONS & REZONING OF THE PROPERTY FROM AGRICULTURE TO R-1-8:

- **DRY CREEK SUBDIVISION DEVELOPED BY DRY CREEK LEGACY, LLC (DCL)**
- **1ST NORTH (SOUTH) SUBDIVISION AND FLAG LOT SUBDIVISION DEVELOPED BY THE 3Z RANCH**
- **PLOT ADJUSTMENT ON THE 5TH EAST SUBDIVISION**

Mayor Coombs explained to the council that Sunrise Engineering was reviewing the mechanics of the information that was recently submitted in regards to the subdivisions. Councilmember Northcott moved to approve the rezoning from agricultural to R-1-8 for Dry Creek Subdivision, 1st North Subdivision, flag lot subdivision, and plot adjustment in the 5th East subdivision; subject to Sunrise Engineering's review and approval. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

OPEN BIDS FOR SENIOR CENTER IMPROVEMENTS: Bret Reynolds with CIVCO Engineering told the council that no bid had been received for this project. He said they think two things are happening. The first thing is, there are not enough materials and the cost of materials are too high, and second; all contractors are swamped with other jobs. Bret said that we could talk to CDBG and see about contracting to any local contractors. Council decided to wait a little while to see if the prices will come down and be able to obtain a contractor. Councilmember Northcott asked if the price of materials is higher now, will the money from the grant be adequate? Bret said he had considered that when putting the package together, and if we get bids over the amount allocated, we would have to put the project out to bid again. Mayor Coombs tabled this item until further notice.

TENTATIVE BID AWARD: Mayor Coombs tabled this item until further notice.

INVOICES TO CDBG/MAYOR APPROVAL UP TO CONTRACT AMOUNT: Mayor Coombs tabled this item until further notice.

FLAMING GORGE FIRE AND EMS BOARD: Bret Reynolds introduced himself to the council as one of the three board members that had been appointed to the Local EMS & Fireboard

TOWN OF MANILA PUBLIC HEARING & REGULAR MEETING

145 E HWY 43

MAY 13, 2021 AT 5:30 P.M.

created in December of 2020. Bret said he is on the Board with Woody Bair and Don Allphin. Bret said the meetings are held on the 2nd and 4th Wednesday of every month at 6 o'clock. There is a lot of work to be done, and they would like Manila to consider joining the district at the ground level and help guide the new board with the initial startup.

Funding comes from the state PILT fund, and having the fire part of the district along with the EMS district opens it up to more grant opportunities. The board does plan on assuming the contracts that the town has with the county if the town does decide to become part of the district. The board does not want to do anything contrary to the town becoming part of the district.

FIRE/EMS LOCAL SERVICE DISTRICT RESOLUTION: Councilmember Browning said he had a conversation with Don Allphin about the town joining the Local Service District. They both felt the town should not join right now because they need to get the district established first. Councilmember Browning said he was surprised that there was a resolution to sign at the meeting. Bret Reynolds said he doesn't want to wait for 2 years for the town to join because they might make some decisions that the town doesn't agree with, and that is why the town should consider joining now to help guide the district to make sure they are a part of from the beginning. Councilmember Browning asked if they would consider creating an advisory board to help in the establishment that is not a part of the council. Bret said that is why they are reaching out; he thinks it's a great idea and they will be joining the Utah Association for Districts to help as well. Councilmember Browning said they want to have representation on the board. Bret said the end game is to have fire and EMS for the whole county and for the multiple tourists that come every year.

Councilmember Browning said he was under the impression that the district would take both fire departments from Manila and Dutch John, and fund them entirely. Councilmember Northcott said the district would eventually take over the fire departments. Bret agreed that there will be one entity for fire & EMS eventually.

Mayor Coombs said it is for the health and safety of the entire county, right now it is only set up for unincorporated Daggett County. The resolution states that the town can back out at any time but it is to get the process started. It also has an area that discusses that the town will make agreements for the fire department, equipment & firetrucks, etc. If at any time the town does not feel comfortable, they can back out and not proceed with the annexation. Mayor Coombs said if this is done properly it will benefit all the residents of Daggett County. Councilmember Scott moved to approve the resolution. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

TOWN OF MANILA PUBLIC HEARING & REGULAR MEETING
145 E HWY 43
MAY 13, 2021 AT 5:30 P.M.

TENTATIVE BUDGET & PUBLIC HEARING DATE: Town Council reviewed the tentative budget, and set a public hearing for the 2020-2021 revisions and the 2021-2022 budget adoption for June 10, 2021, at 5:30 P.M. at the Manila meeting room at 145 E HWY 43 Manila, UT 84046. Councilmember Scott moved to approve the tentative budget. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

ORDINANCE 05-13-21 DECLARATION OF CANDIDACY FILING FEE: Town Council reviewed ordinance 05-13-21 stating that anyone interested in becoming a candidate must pay a \$50.00 fee or collect a number of signatures. The ordinance states that implementing a filing fee or signature-gathering process can assess a candidate's engagement and desire to participate in the election process. The Town Council wanted the number of signatures changed to 15 instead of 25. Councilmember Scott moved to approve Ordinance 05-13-21. Councilmember Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

ROCKHOLD TAX SALE/TOWN LIEN: Daggett County has a tax lien on an account that the Town of Manila has a utility lien on. The council decided to see how the tax sale would go and keep the lien on the property. It states in the county tax sale that any buyers will be responsible for any liens that may be on the property.

MASTER FEE SCHEDULE-ROAD CUTTING PERMIT/BUILDING PERMIT EXTENSION: The master fee schedule had a road cutting permit add to it for the amount of \$100.00, and a building permit extension fee of \$50.00.

RESOLUTION 04-08-21 MASTER FEE SCHEDULE: Councilmember Northcott updated the newest resolution number to 05-13-21 and moved to approve the newly updated master fee schedule resolution. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

130 E HWY 43: Mayor Coombs explained that the old 3 M market came up for sale and the town has several options for town use. The council had previously discussed the purchase in a closed session, and recently made an offer on the property. Councilmember Northcott moved

TOWN OF MANILA PUBLIC HEARING & REGULAR MEETING

145 E HWY 43

MAY 13, 2021 AT 5:30 P.M.

to approve the funds to purchase 130 E HWY 43 on May 17, 2021. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

owned by the town, had been surveyed to combine the lots that are next to each other. Two lots that have been combined, and 3 lots that had been combined. Councilmember Northcott moved to take the mylar to Daggett County for approvals from the Planning and Zoning board, and the Commissioners. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

FRAUD RISK ASSESSMENT: The Town Clerk had submitted the fraud risk assessment for the council to review. There haven't been any changes as of yet. The policy and procedure book is still in the process of being formatted to a digital copy, and then policy updates will be made. Councilmember Browning moved to approve the fraud risk assessment. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

SURPLUS: The Town will be purchasing the property at 130 E HWY 43 in Manila. There is a large volume of debris on the property. The Town Council decided that everything except the storage trailer on the property is trash. The starting bid on the storage container will be \$200. Councilmember Browning moved to approve the removal of all the debris and to put the shipping container up for bid. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

ADJOURNMENT: Councilmember Scott moved to adjourn the meeting. Councilmember Northcott seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 8:05 P.M.

David G. Coombs, Mayor

Marlena Connor, Town Clerk