



**TOWN OF MANILA REGULAR MEETING  
MANILA MEETING ROOM  
145 E HWY 43  
APRIL 14, 2022 AT 5:30 P.M.**

**PUBLIC HEARING CALLED TO ORDER:** Mayor Coombs called the public hearing to order at 5:30 P.M.

**PRESENT:** Mayor David Coombs, Councilmembers Randall Browning, Greg Scott, William Rylander, and Town Clerk, Marlena Connor.

**GUESTS:** Mike and Susan Sullivan, and Brad Robbins with Sunrise Engineering.

**EXCUSED:** Gretchen Northcott was excused.

**GENERAL PLAN:** Brad Robbins gave an overview of the general plan. The state requires land use & transportation to be added to the general plan. The small-town preservation was kept in the general plan, and housing with duplexes was added as well.

Mr. Robbins went over the zoning map.

**SUBDIVISION ORDINANCE AMENDMENT:** There was a part of the subdivision ordinance that needed to be clarified, such as the legal lot of record, building permits not to be issued until finalization of the subdivision.

**ADJOURNMENT:** Councilmember Browning moved to adjourn the meeting. Councilmember Rylander seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the public hearing at 5:40 P.M.

RESULT: APPROVED

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

**REGULAR MEETING CALLED TO ORDER:** Mayor Coombs called the regular meeting to order at 5:41 P.M.

**PRESENT:** Mayor David Coombs, Councilmembers Randall Browning, Greg Scott, William Rylander, and Town Clerk, Marlena Connor.

**GUESTS:** Mike and Susan Sullivan, and Brad Robbins with Sunrise Engineering.

**EXCUSED:** Gretchen Northcott was excused (arrived 10 minutes later).

**CONSENT CALENDAR:** Councilmember Scott moved to approve the consent calendar consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and March 15, 2022 minutes. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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



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**GENERAL PLAN:** Councilmember Browning moved to approve the 2022 general plan. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**SUBDIVISION ORDINANCE AMENDMENT:** Councilmember Rylander moved to approve the subdivision amendment. Councilmember Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**GARAGE RECOMMENDATION FROM PLANNING AND ZONING:** Councilmember Browning stated that the garage ordinance will remain the same. The planning and zoning commission tried to find other ways to make changes, but nothing was suitable to protect the integrity of what the town has been trying to do. Councilmember Scott moved to approve the garage recommendation from the planning and zoning commission without any changes to the current ordinance. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**Councilmember Northcott attended the meeting.**

**CONSOLIDATED FEE SCHEDULE:** The Town Clerk, Marlena Connor explained the recommended changes on the consolidated fee schedule to the council. Some of the changes were changing the copies back to ten cents, updated subdivision fees to fall in line with the updated subdivision ordinance, the senior center rental, excavation, and added appendix j (water & sewer rates). Councilmember Scott moved to approve the updates and resolution 22-4-14. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**PLANNING AND ZONING COUNCIL ASSIGNMENT:** Mayor Coombs said that he would like to alleviate Councilmember Browning from his council assignment of the planning and zoning commission as he has spent years on the board. Mayor Coombs asked that Councilmember Rylander take over the position on the planning and zoning and to report back to the council. Councilmember Rylander agreed to the council assignment and Mayor Coombs appointed Councilmember Rylander to the planning and zoning committee.

**FRAUD RISK ASSESSMENT:** The Town Clerk, Marlena Connor told the council that the fraud risk assessment is the same as last year 225. There is a good separation of duties between the two clerks and the mayor overlooking a lot of things. There hasn't been a lot of progress on updating the policies,



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in fact they are still working on getting it in an electronic format. Councilmember Northcott asked if there were other things, we could do to bring the score up. The council started questioning some of the things on the assessment as to whether or not the town is already doing them. The council said that numbers 4 and 6 could be added, and to ask the auditors if the council reviewing the consent calendar monthly would constitute as an internal audit. Councilmember Browning moved to approve the fraud risk assessment with a couple of 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

**ELECTED OFFICIAL'S COMPENSATION ORDINANCE:** Councilmember Northcott stated that the mayor's salary can go up and down, it's not for someone else to come in and receive the same compensation. Councilmember Browning moved to approve the updated compensation ordinance 22-04-15. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**2022-2023 TENTATIVE BUDGET:** Mayor Coombs said that the town will need to go into truth in taxation next year, there isn't anything big or new in the 2022-2023 budget. The council reviewed the tentative budget. Councilmember Browning moved to approve the 2022-2023 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

**COW COUNTRY RODEO SPONSORSHIP:** Councilmember Northcott moved to approve the sponsorship of \$250.00. Councilmember Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**TRICOUNTY HEALTH ASSESSMENT APRIL 25, 2022:** Mayor Coombs stated that this item was put on the agenda to ask all of the council if they would be able to attend a meeting with Tricounty Health Department to discuss the health needs of the community.

**FULL-TIME PUBLIC WORKS ASSISTANT:** Mayor Coombs said he would like to have Jim Rodriguez to go full-time starting May 1<sup>st</sup>, 2022 permanently. The council wanted to make sure there will be enough work to keep the public works assistant busy full-time. Clint Roundy, Public Works Director said there are several jobs that need to be done, and maintenance and repairs that have not been kept up on in the past. There will be plenty of things to keep the both of them busy. Mayor Coombs said that Jim Rodriguez has his water certification grade one, but his wages will be staying static for the time being.



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Councilmember Northcott moved to hire Jim Rodriguez as a full-time employee. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**FIRE DEPARTMENT UPDATE:** Councilmember/Fire Chief Browning stated that there is no MOU with Sweet Water County as the fire department was eliminated.

**ADJOURNMENT:** Councilmember Northcott moved to adjourn the meeting. Councilmember Browning seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 7:01 P.M.

Mike and Susan Sullivan stayed after to ask the council about the impact and connection fees and that they look into why they were charged additional fees after they paid in 2017.

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David G. Coombs, Mayor

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Marlena Connor, Town Clerk

APPROVED 05-12-22