

**TOWN OF MANILA REGULAR MEETING
MANILA MEETING ROOM
145 E HWY 43
DECEMBER 9, 2021 AT 5:30 P.M.**

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

PRESENT: Mayor David Coombs, Councilmembers William Rylander, Greg Scott, Randy Browning (via phone), and Marlana Connor, Town Clerk.

GUESTS: No guests were present.

EXCUSED: Councilmember Gretchen Northcott.

CONSENT CALENDAR: Councilmember William Rylander moved to approve the consent calendar consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and November 18, 2021, minutes. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

FINANCIAL STATEMENT APPROVAL: Mayor Coombs moved to approve the financial statement. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

POSTCARD BILLING & NEWSLETTER: Mayor Coombs explained to the council that the Town Clerk, Marlana Connor had suggested going to the postcard billing. This will save time and money in the long run because the clerks won't have to stuff envelopes. The newsletters will be available in the office and online. Mayor Coombs stated that this item had been brought to the town council for any input they may have. The council members agreed that it was a good idea.

LOT LINE ADJUSTMENT FOR 130 E HWY 43/ QUITCLAIM DEED: Mayor Coombs told the council that the quitclaim and mylars had been signed by Glenn Tinker. This is more of an informational item. The quitclaim deed and mylar will be recorded at the Daggett County Courthouse.

MATT TIPPETS FLAG LOTS (50 N 5TH E): Mayor Coombs updated the council on the flag lots at 50 N. 5th E. The private access is not 36 feet it's at 33 feet. The mylar needs to be amended to change the public utility easement to a private access drive. With this being a private lane; the Town of Manila will not maintain the private road. The subdivision also needs approval from the Fire Marshall. Councilmember Browning stated that he did not think he would be the person to approve of the subdivision. It may be a Fire Marshall from Vernal, Utah. Mayor Coombs said that he and Councilmember Browning would get together the following week to discuss who would need to approve the subdivision.

DRY CREEK LANE PROPERTIES (PARCEL PHASE DISCUSSION): The maps that are on google drive are to show how much of the asphalt has been laid. They were not able to get all of the asphalt done this last year. 3Z Ranch and Dry Creek Lane have asked to do a phased approval. Mayor Coombs said he needs to

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finish going over the engineering plans and will be meeting with Aaron Averett and Brad Robbins with Sunrise Engineering. There will be no approval at this time. Mayor Coombs asked if there are any concerns or comments before he meets with the engineers. There were no comments.

CAPTAINS COVE SINGLE LOT PERK TESTS: Mayor Coombs posted the requirements for a perk test to google drive. The single lots do not need perk tests, the two lots that were combined will need to have perk tests done. The single lots will be put up for sale by a realtor.

SEAN HUGHES DRC CONTRACT: Mayor Coombs stated that Sean Hughes is the only person with a certification at this time, and the council believes that hiring Sean Hughes as a part-time employee would be beneficial to the town. When a new Public Works Director is hired, they will be required to get their water and sewer certifications. At that point and time, the town will not need Sean's assistance any further. Councilmember Browning stated that he thought Sean would be relieved when that time comes. Sean will be covered by the town's liability insurance. The payroll will be \$500.00 a month. Councilmember Scott moved to hire Sean Hughes as a part-time employee. Councilmember Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

FIRE DEPARTMENT UPDATE: Councilmember/fire chief Browning said they are focusing on hazmat ops and awareness. Due to the fact that the individual who runs the class is very thorough, the volunteer firefighters may not be able to commit the time required to pass the class. Classes are held Thursday, Friday, and all-day Saturday for 5 weeks.

PUBLIC WORKS DIRECTOR JOB DESCRIPTION AND SALARY: Mayor Coombs asked the council to review the job announcement and the job description and let Marlina know if there is anything that needs to be added. Mayor Coombs then asked if the council thought the position should be salary or hourly. Mayor Coombs said he thought it should be a salaried position. There were some questions about overtime and labor law that needs to be looked into. This item was tabled until the next meeting.

ADJOURNMENT: Councilmember Rylander moved to adjourn the meeting. Councilmember Scott seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 6:15 P.M.

David G. Coombs, Mayor

Marlena Connor, Town Clerk