

**MANILA TOWN COUNCIL MEETING
MANILA TOWN MEETING ROOM 145 E HWY 43
FEBRUARY 11, 2021 AT 5:30 PM**

MEETING CALLED TO ORDER: Mayor Coombs called the meeting to order at 5:35 PM.

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

EXCUSED: Council Member William Rylander was excused.

GUESTS: Daggett County Commissioner Matt Tippetts

CONSENT CALENDAR: Council Member Scott moved to approve the consent calendar consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and January 14, 2021 minutes. Council Member Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, & SCOTT

OPMA TRAINING: The Town Council and Town Clerk watched David Church's Open Public Meeting Act on youtube.com as the annual OPMA training.

SOURCE PROTECTION PLAN: Mayor Coombs stated that the town is now compliant with the updated source protection plan that Sunrise Engineering prepared. The source protection plan is not due to be renewed until December 2022. Mayor Coombs explained that the source protection plan has to be renewed every 5 years, and the town was 3 years late getting it done. Council Member Browning moved to accept the source protection plan. Council Member Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, & SCOTT

FEE SCHEDULE: Council Member Northcott explained to the council that she and both clerks had worked on the creation of a master fee schedule. The building permit fees have not been sufficient in funding the building department. There has been a deficit in recent years. Each of the categories in the building fee schedule was raised by \$1.00 with a \$25.00 application fee and a 3% administration fee to help cover the cost of running the building department in the general fund.

The council discussed the landfill fees and made changes to height limits on trucks and trailers with a \$5.00 fee added if it is exceeded, small and large trailer sizes, and single and dual axle dump truck loads.

FEE SCHEDULE RESOLUTION: Council Member Browning moved to approve Resolution 02-11-21 with the proposed changes to the master fee schedule. Council Member Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, & SCOTT

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JOHN HAUSKNECHT LOT COMBINATION: Council Member Browning stated that Mr. Hausknecht's lot combination for lots 25 and 26 on 5th East had been approved by the Planning and Zoning Commission on February 1st, 2021. Council Member Northcott moved to approve the lot combination. Council Member Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, & SCOTT

WEBSITE UPDATE: The Town Clerk, Marlena Connor had the website projected onto the whiteboard for the council to review. Council Member Northcott explained that the town has been working with Mike Hansen with Rural Community Consultants to update the General Plan and they offered to redesign the town's website. Council Member Northcott explained that as the General Plan is updated it will be put on the town's website, along with all of the town ordinances. Council Member Northcott went through each of the tabs on the website showing pictures of the Flaming Gorge, and she will be working on the narrative that will be added to each area of correspondence. The clerks will be trained to run the website.

WELCOME SIGN: Commissioner Tippetts said the rural development grant was \$95,000 and the economic development board has allocated \$45,000 for 3 signs each for Dutch John, Manila, and Daggett County. The council discussed different sign options and where they could have the signs installed.

FIRE DEPARTMENT UPDATE: Council Member/Fire Chief Browning said that the volunteer firefighters will start the red card certification process in March 2021 with rotations between Dutch John and Manila. There are 8 sessions and a 40lb pack test. The fire department might be funding dinners.

CWPP (Community Wildfire Protection Plan) FLYER: Council Member/Fire Chief Browning asked that Council Member Northcott and Town Clerk Marlena Connor go through the finances and see if there is anything that can be used to go toward the CWPP (Community Wildfire Protection Plan).

CHIPPER DAYS: The Deputy Clerk, Samantha Reitz put together a community clean-up proposal for the council to review. This would be a free green waste dumping day(s). The program states; Community clean up week would be a great program to initiate for the Town of Manila. Not only would this program help clean-up the town of yard waste and make it look better in appearance, but it would also make it a safer place to live due to the reduction of fire fuels. The program would benefit the Manila Fire Department most of all. The Manila Fire Department has joined a Wildland Cooperative Agreement a few years ago and we have not been participating like we had agreed to do. By hosting this event we could earn credit for what we already owe to the state.

EXECUTIVE SESSION: Council Member Browning moved to go into an executive session to discuss personnel. Council Member Northcott seconded the motion. All were in favor. The motion carried. The council went into the executive session at 7:20 PM.

ROLL CALL: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, & SCOTT

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RECONVENE REGULAR MEETING: Council Member Browning moved to adjourn the executive session and go back into the regular meeting. Council Member Northcott seconded the motion. All were in favor. The motion carried. Mayor Coombs reconvened the regular meeting at 7:54 PM.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, & SCOTT

ADJOURNMENT: Council Member Scott moved to adjourn the meeting. Council Member Browning seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 7:55 PM.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, & SCOTT

David Coombs, Mayor

Marlena Connor, Town Clerk

APPROVED 03-11-2021