

**MANILA TOWN COUNCIL MEETING  
ELECTRONIC MEETING VIA ZOOM  
JANUARY 14, 2021 AT 5:30 P.M.**

**MINUTES**

**MEETING CALLED TO ORDER:** Mayor David Coombs called the meeting to order at 5:32 P.M.

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

**GUESTS:** Jeff McCarty with Sunrise Engineering, Rosemary Evans, and Matt Tippets.

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

RESULT: APPROVED

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

**WASHAM CREEK SUBDIVISION LOT COMBINATION:** Mayor Coombs explained that the Wyoming State Statute states that if any part of the subdivision lies within 1 mile of the boundaries of an incorporated city or town the approval of the governing body of the city or town must also be obtained in accordance with W.S. 34-12-103. The planning and zoning have already given their approval. Council Member Scott moved to approve the lot combination. Council Member Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**SALMON RUN PROPOSED SUBDIVISION:** Mayor Coombs told the council that there are preliminary plans to put in a subdivision on the Sweetwater County side of Stateline Road. Mayor Coombs asked Jeff McCarty with Sunrise Engineering to look into how many connections can be added to the water and sewer system and what the effects may be. This is an informational item at this time. No action was taken.

**TIPPETS LOT DEVELOPMENT PROPOSAL:** Mayor Coombs explained to the council that Mr. Tippets would like to amend and rezone certain property within and adjacent to the 5th East Subdivision with a possible private lane that may need to be asphalted. Matt Tippets will bring an official proposal to the town and it will go to planning and zoning for review, and back to the town council when approved.

**SURVEY OF CAPTAINS COVE LOTS:** Mayor Coombs asked if the council was willing to spend the money to pay a surveyor to come and survey the lots owned by the town, located in Captains Cove Subdivision to get them combined. Council Member Browning moved to hire a surveyor for the lot combinations. Council Member Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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**CONNORS ACCOUNT WRITE-OFF:** Rosemary Evans joined the meeting to explain to the council that she did not believe that Mr. Connors account should be a write-off. The bills were supposed to be paid after his death, and the council should try to take further action to collect the debt because that is what Mr. Connors would want. Mayor Coombs asked that Ms. Evan send further information to Marlana Connor, Town Clerk and we would look into this a little further.

**DDI CONTRACT:** Mayor Coombs reiterated the 3% monthly price increase and the \$80 increase for extra dumps (equaling \$150 per extra dump) that were discussed in the previous meeting. Mayor Coombs explained that the additional cost can be passed on to the Forest Service per conversations with a Forest Service Representative. Mayor Coombs said that the contract will state that nothing further north from Anvil will be accepted, and the contract will be retroactive to January 2021. Council Member Scott moved to approve the new contract terms. Council Member Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**BUILDING INSPECTIONS THROUGH P&Z CLERK:** Mayor Coombs explained that 48 files have been closed without proper documentation of inspections. If the inspections are scheduled through the planning and zoning secretary, the town could keep a better record of what inspections occurred and on what dates. Council Member Northcott moved to approve that all inspections shall be scheduled through the planning and zoning secretary. Council Member Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**CIB APPLICATION FOR PLANNING:** Mayor Coombs explained that this is an informational item. It has been decided to postpone applying to the CIB for a planning grant until the second trimester of 2021 because there are several other projects in effect at this time.

**LOCAL SERVICE DISTRICT:** Mayor Coombs asked the council where they sit with the idea of joining the local service district. The Council agreed that it sounds like it could potentially create a better service for everyone. Council Member Browning said he thinks they should get established, and once a board is created, they could hopefully answer some of the questions that have not been answered and have public meetings to receive input from the town residents. Council Member Northcott said joining the local service district is a lengthy process and the town could start the process now, and if they want to pull out at a later date, they could still do so.

**FIRE DEPARTMENT UPDATE:** Council Member/Fire Chief Browning stated that after a month and a half hiatus due to COVID-19; the fire department had a quick meeting before Christmas to make sure all of the equipment was in good working order. They took two fire trucks out for the firework show put on by the state. There was another meeting on January 12, 2021, there was routine maintenance on the trucks and there are repairs that need to be made. Officer Isaacson has been attending the meetings and has been very beneficial. Mayor Coombs thanked the firefighters for attending the firework show.

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**REVIEW OF PAYING OFF LOAN WITH HIGH -INTEREST:** Mayor Coombs explained that the Town Clerk had found that there is enough money to pay off this third high-interest loan. If we pay this loan off now, it will save the town a substantial amount in interest over the next few years. Council Member Browning asked to be refreshed as to the other 2 loans that were paid off. Marlena Connor, Town Clerk stated that one loan was paid for \$169,029.36 and the other loan was paid for \$216,855.21, and the payoff for the current high-interest loan will be \$119,846.96. Every day accrues \$13.90 in interest. Council Member Browning said that it is excellent that the town can pay off these loans. Council Member Northcott said that paying off this loan alone will save nearly \$70,000 in interest alone. Council Member Northcott moved to pay off the third high-interest bond payment. Council Member Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**ANNUAL PUBLIC NOTICE OF MEETINGS:** The annual notice of meetings had been updated by Marlena Connor, Town Clerk. Council Member Browning moved to accept the notice as updated. Council Member Rylander seconded the motion. All were in favor. The motion carried.

**SEWER OVERFLOW LETTER FROM STATE OF UTAH:** Mayor Coombs explained that the letter from the State of Utah stated that the town corrected the issue of the sanitary sewer overflow. The manhole has been raised 24" and UDOT has a couple of things to finish.

**EXECUTIVE SESSION:** Council Member Northcott moved to go into an executive session to discuss personnel. Council Member Rylander seconded the motion. The council went into executive session at 6:52 P.M.

ROLL CALL: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

RESULT: APPROVED

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

**RECONVENE:** Council Member Scott moved to go back into the regular meeting. Council Member Rylander seconded the motion. All were in favor. The motion carried. The meeting reconvened at 7:16 P.M.

RESULT: APPROVED

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

**PUBLIC WORKS ASSISTANT FULL-TIME POSITION:** Council Member Browning moved to approve a 75 cent raise for the public works assistant and the Deputy Clerk. Council Member Rylander seconded the motion. All were in favor. The motion carried. Mayor Coombs stated that the full-time position has been tabled until further budget reviews are completed.

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**DEPUTY CLERK RAISE:** Council Member Browning moved to approve a 75 cent raise for the public works assistant and the Deputy Clerk. Council Member Rylander seconded the motion. All were in favor. The motion carried.

**ADJOURNMENT:** Council Member Browning moved to adjourn the meeting. Council Member Northcott seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 7:20 P.M.

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David Coombs, Mayor

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Marlena Connor, Town Clerk

APPROVED 02-11-2020