



**TOWN OF MANILA REGULAR MEETING
MANILA MEETING ROOM
145 E HWY 43
MARCH 16, 2022 AT 5:30 P.M.**

CALLED TO ORDER: Mayor Coombs called the meeting to order at 5:35 P.M.

PRESENT: Mayor David Coombs, Councilmembers Gretchen Northcott, Greg Scott, Randy Browning, and Town Clerk, Marlena Connor.

GUESTS: Jeff McCarty and Ben Smith with Sunrise Engineering, Thomas Winterton with Intermountain Economic Consulting, Clint Roundy,

EXCUSED: Councilmember William Rylander

CONSENT CALENDAR: Councilmember Scott moved to approve the consent calendar consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and February 16, 2022 minutes. Councilmember Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

YLINCHETA SEWER LINE: Jeff McCarty told the council that we had just found out that the town will be receiving the funding that was requested from Senator Blake Moore's Community Project Funding. The funding was awarded to the town for 3.5 million dollars to extend the Manila sewer system into the Ylincheta area. There are environmental, archeological & biological studies that will take a year or so to complete. The design has not been engineered at this time. This project was added to the CIB list to hopefully help with any additional funding that may be needed.

WATER & SEWER MASTER PLAN UPDATE: Mr. McCarty said the water and sewer master plans are up for final review on the cash analysis. The lagoons look good, there are some shallow slopes and in the future the town may need to do some additional piping to the primary and secondary sewer cells.

Arrowhead Lane had a water leak and the line that is in between residents' homes will need to be replaced. This may be able to happen with ARPA funding.

The wells need to be refurbished and checked for structural issues. Eventually, new wells will need to be drilled.

Mr. McCarty said that the Division of Drinking Water funding application needs to be submitted by April 12th, 2022 this is the first deadline for this year. Mr. McCarty said that there are going to be a lot of people applying and it may be hard for the town to receive funding. Councilmember Northcott said with this being Manila and the surrounding area's main water source we may have a better chance at receiving the funding and asked that Mr. McCarty apply on the behalf of the town.



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GIS RIGHT OF WAYS (ROWS): Ben Smith with Sunrise Engineering showed the council the right of ways that he placed in the town's GIS, there were several problems with the ROWs because they didn't have a beginning point or the ROW is in the wrong area because that is how it is documented in the legal description.

Mayor Coombs said he had heard that the county had to change the addressing in the past, and he had heard that it could have been one of the issues with any time someone gets their property surveyed.

Councilmember Browning asked if there was an umbrella easement that the town could use for all of the needed easements. Mr. Smith said that would be a good question for the town attorney.

Mr. Smith recommended finding someone who can put a lot of research into the ROWs and easements and have all of those ROWs added to the GIS as well.

There are many ROWs and easements that need to be vacated and additional easements that need to be reestablished for some of the infrastructure lines that don't currently have easements.

GENERAL PLAN REVIEW: The Planning and Zoning meeting had to be canceled due to no quorum. The general plan did not get reviewed or approved. Mayor Coombs explained that there have been several changes made by Becky Bennet with Sunrise Engineering and asked the town council to make sure to review the general plan so it can be approved by the next meeting which will be another public hearing to hopefully obtain final approval.

Councilmember Browning said that there is the issue of short-term rentals and accessory dwelling units that need to be solidified.

EAST RIDGE SOUTHEAST RETENTION POND DISCUSSION: Mayor Coombs explained that the letter that was written by Rob Patterson, the town attorney, had been sent to Gary and Teri Pallesen, and Ned Brady. Mr. Brady had some questions such as; whether he would have control of where the water comes off the property onto his property. Councilmember Browning moved to approve of the town deeding the retention pond property over to Mr. Brady with the stipulation that the property is never sold or built on, and the weeds are maintained. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

P&Z STIPEND: Mayor Coombs told the council that he believes it is time to give the planning and zoning board members a stipend. Mayor Coombs suggested a \$100.00 a month for board members that attend the monthly meetings. This stipend does not include any town council members that are on the planning and zoning as a town council assignment. Councilmember Browning moved to approve the \$100.00



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stipend for the planning and zoning board members. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

COST OF LIVING RAISE: Mayor Coombs approached the council about a 3.5% cost of living increase for the employees that are not newly hired. Councilmember Scott recommended going to 4%. Councilmember Browning agreed to go to a 4% cost of living for the employees. Town Council and the Mayor will be posting an updated ordinance with a 4% increase for the council as well. Councilmember Gretchen moved to approve the 4% cost of living raise that will be initiated by the next payroll. Councilmember Greg seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

COW COUNTRY JUNIOR RODEO SPONSOR: Councilmember Browning moved to approve \$250.00 for the Cow Country Junior Rodeo sponsorship. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

DAGGETT COUNTY PRCA SPONSORSHIP: Councilmember Scott moved to approve the bronze sponsorship for a cost of \$150.00. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

CIB LIST UPDATE: Mayor Coombs told the council that the updated CIB list has been posted on the drive for them to review. Mayor Coombs said in his absence the Town Clerk, Marlana Connor, and Aaron Averett with Sunrise went to the mandatory meeting to get the town's portion of the CIB list updated.

OPEN PUBLIC MEETINGS ACT TRAINING (OPMA): The town council members decided to do the open public meetings act on their own and only sign the training form once they finished the training.

FIRE DEPARTMENT UPDATE: Councilmember/Fire Chief Browning said he is concerned about some of the things that are going on with the Daggett County Fire & EMS District. The district has been comparing the small fire departments to bigger city fire departments and it's not the same. Councilmember/Fire Chief Browning asked that Mayor Coombs sign a letter permitting him to speak on the behalf of the town. Mayor Coombs said he didn't have a problem with that.

Overall, the last few weeks have been bleak, but the fire department is doing good.



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ADJOURNMENT: Councilmember Browning moved to adjourn the meeting. Councilmember Northcott seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 7:47 P.M.

David G. Coombs, Mayor

Marlena Connor, Town Clerk

APPROVED 04-14-2022