

**TOWN OF MANILA REGULAR MEETING
TOWN MEETING ROOM
145 E HWY 43
THURSDAY, SEPTEMBER 15, 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, Council Members Gretchen Northcott, Greg Scott, William Rylander, and Marlena Connor, Town Clerk

GUESTS: Matt Tippetts, Mike Hansen via Zoom, and Samantha Reitz, Planning and Zoning Secretary

EXCUSED: Council Member Randall Browning was excused. He attended a short phone conversation to clarify the planning and zoning proposed lot setback changes.

CONSENT CALENDAR: Council Member Greg Scott moved to approve the consent calendar consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and August 12, 2021, minutes. Council Member Rylander seconded the motion. All were in favor. The motion carried. The invoice register is attached with these minutes.

RESULT: APPROVED

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

RURAL COMMUNITY CONSULTANTS-GENERAL PLAN DISCUSSION: Mike Hansen with Rural Community Consultants gave the Town Council an update on the General Plan. Mr. Hansen wanted to remind everyone that the General Plan is an advisory document.

The town put out a survey regarding the General Plan. Seventy-two people finished the electronic surveys. Nearly all the paper surveys had an age range of 40-60. Mr. Hansen said the surveys show that the residents are generally happy. Most people want Manila to stay rural. Most people were concerned about long-term sustainability. Local roads are a high concern as far as being paved. Law enforcement is a concern. There were some nice comments about the office staff, and concerns about the planning commission. 12 residents that wanted to stay up to date with the town planning during the General Plan process.

Mr. Hansen requested a copy of the current zoning map. Mr. Hansen said that they would come up with an updated annexation policy. Some Manila histories will be added to the General Plan as well.

Mr. Hansen will be meeting with the Planning and Zoning Commission next and then get back to the council with any updates.

BOB FORD, MATT TIPPETS-DRY CREEK & 3Z RANCH SUBDIVISION UPDATE: Mr. Tippetts said they are making great progress, the water system is 100% finished, the sewer system is 100% finished. Mr. Tippetts said the only thing outstanding thing is the roads. Pavement is scheduled for September 27th, 2021. They are hoping to be done with the development of the subdivision in a couple of weeks. Mr. Tippetts and Mr. Ford are working with CIVCO Engineering and Sunrise Engineering to hopefully get a sign-off as soon as the pavement is done so, the lots can be sold and building permits issued.

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Mr. Tippetts said they have a plan to flush the sewer. The Contractor, Stacey Maxfield had sent a mandrel down the system. They got a visual inspection on the stub that goes under the highway that they tied into before their connection. They feel the system will be good and functional. There will be red line drawings when the project is completed.

Mr. Tippetts stated that the town having the stubs/60 feet paved while Red Cloud is in town to pave the subdivision will be the cheapest route for the town, and for every foot that is paved the town will receive additional revenue towards roads from the state. Council Member Northcott agreed that they would receive funds for the class C roads that are paved. The additional 60 feet on the roads from the property extension to the 5th East residents will be pavement-ready.

P&Z REAR YARD CLARIFICATION: Mayor Coombs called Council Member Browning to ask about the rear yard usage proposed changes. Mayor Coombs said it's been recommended to get rid of the rear yard usage of 25% don't make it a larger percentage and make the overall lot usage 50%. Mayor Coombs asked Council Member Browning to enlighten the council and what his thoughts were as well. Council Member Browning agreed that going to the 50% lot usage would make things more simplified and he thought that is the route to go. Mayor Coombs asked Ms. Reitz, Planning and Zoning Secretary if that was the consensus of the Planning and Zoning Commission as well. Ms. Reitz agreed.

Ms. Reitz, P&Z Secretary said that the Planning Commission will be working on the recommendation to send to the Town Council for approval. They will then have a public hearing to adopt the updated ordinance.

TOWN OFFICE UPDATES/CAPITAL PROJECTS: Conceptual office plans were uploaded to the drive for the council to review. Council Member Northcott said she has thought about this a lot with the town clerk. She liked the proposed office upgrades and suggested putting in permanent barriers at the customer service windows. Council Member Northcott stated that she and the clerk had discussed turning the meeting room into a records room and turning one or two of the garage bays into the new Council Chambers. Council Member Scott agreed that it would be a great idea.

Council Member Northcott said it would be beneficial to have a wall for the mayor's office for more one on one conversations and to provide a sound barrier from the office staff. Especially when the meeting room becomes a records room.

Mayor Coombs wants the windows in the office replaced along with the rest of the upgrades. The clerk said they are thinking about having cameras installed around the building as well for security purposes.

Marlena Connor, Town Clerk said Utah Office Planning and Design has a contract with the state of Utah and will be receiving used office furniture at half the price of buying it new. The cost is an estimated \$5,200.00. The clerk asked if the council wanted to pay for this through the capital projects fund. Town Council agreed that it should be paid for through capital projects.

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Council Member Northcott moved to approve moving forward to get started with the office updates. Council Member Scott seconded the motion. All were in favor. The motion carried.

BIDS FOR SENIOR CENTER IMPROVEMENTS: Mayor Coombs said he had talked with Bret Reynolds with CIVCO Engineering and the contractor that is interested in putting in a bid has not had the chance to get material cost at this time. This item is being tabled until further notice.

TENTATIVE BID AWARD: This item is tabled until further notice.

INVOICES TO CDBG/MAYOR APPROVAL UP TO CONTRACT AMOUNT: This item is tabled until further notice.

APPROVAL OF SAMPLE BALLOT: Council Member Northcott moved to approve the sample ballot for the election on November 2, 2021. Council Member Rylander seconded the motion. All were in favor

RESULT: APPROVED

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

CAPTAINS COVE PROPERTIES-SEALED BIDS: Mayor Coombs stated that there are a couple of lots that are only good to the neighboring lot because they were individual lots that cannot be built on. Mayor Coombs said the council needs to determine the how to dispose of the property. The Council discussed whether or not to take bids for the property, or do a traditional sale. Council Member Northcott was concerned that there may not be enough exposure to accept bids. The first thing the council will do is get the properties valuated.

2006 DODGE RAM SURPLUS: Mayor Coombs explained that the rear-end in the 2006 Dodge needs to be replaced. The cost to fix the truck is more than the truck is worth. Council Member Northcott moved to approve the 2006 Dodge Ram as surplus starting bid \$500.00. 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

MEETING DATE WITH ROB CLAYTON W/UDOT: Mayor Coombs wanted to set a date with the Town Council that they can meet with Rob Clayton with UDOT, who is over our district. Mr. Clayton wants to get to know the elected officials for future collaborations. Council agreed that the February meeting would be good for everyone.

PROPOSED WATER/SEWER KIOSKS AT 130 E HWY 43: The town received a concept map of the proposed kiosk area that was submitted with the ARPA funding request. The concept shows 4 of each kiosk and if the town needs to scale down, we can do so. Council agrees that if it is not funded by ARPA the project will have to be scaled back dramatically. Two other projects were submitted for ARPA as well; those are for the Daggett sewer project and the Sols Canyon well improvements. Council Member Northcott moved to approve applying for the ARPA funding for these projects. Council Member Rylander seconded the motion. All were in favor. The motion carried.

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FGR&TSSD PROJECTS: Mayor Coombs told the council that the Flaming Gorge Road & Transportation Special Service District is accepting funding requests. The Town has two road items on the CIB list. One is the road maintenance and upkeep, and the storm drain improvements. The town will be asking the FGR&TSSD for funding to use as a match with possible CIB funds. Council Member Rylander moved to apply for the project funding. 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

STACEY MAXFIELD PROPOSAL FOR ROADBASE & ASPHALT (STUBS 1ST N TO 4TH N TO 5TH E): Mayor Coombs told the town council about the bid he received from Stacey Maxfield for asphaltting the stubs on 1st North to 4th North on 5th East. The mobilization is expensive so the town should take advantage of Stacey Maxfield and his crew being here already. The cost to put in road base, compaction, and asphalt is \$99,538.00. The town will not be able to get this good of a price in the future. Council Member Northcott moved to approve the expenditure. 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

FIRE DEPARTMENT UPDATE: Council Member/Fire Captain Scott asked how much money was in the budget. He said the structure truck needed a tune-up and the fire department found a place to take it. The Clerk and Mayor checked the fire department budget and found that there were enough funds to have the maintenance done.

EXECUTIVE SESSION: Council Member Northcott moved to go into executive session to discuss personnel. Council Member Scott seconded the motion. All were in favor. The motion carried. The Town Council went into executive session at 7:30 P.M.

RESULT: APPROVED

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

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

RECONVENE REGULAR MEETING: Council Member Scott moved to reconvene the regular meeting. Council Member Rylander seconded the motion. All were in favor. The motion carried. Town Council ended the executive session at 8:02 and reconvened the regular meeting at 8:03 P.M.

RESULT: APPROVED

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TOWN CLERK'S COMPENSATION: Mayor Coombs told Marlana Connor, Town Clerk that for all the work she does for the town; he and Town Council had decided to give her a raise of \$2.26 effective September 16, 2021. The Town Council said they appreciated Ms. Connor's help with the Deputy Clerk, Mayor, the community, and always being willing to further her education. Mayor Coombs said he has worked with many secretaries in the private sector and Ms. Connor has by far been the best. Council Member Northcott asked Mayor Coombs if he would write a letter of commendation to put in Ms. Connor's employee file.

ADJOURNMENT: Council Member Scott moved to adjourn the meeting. Council Member Rylander seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 8:07 P.M.

RESULT: APPROVED

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

David G. Coombs, Mayor

Marlana Connor, Town Clerk

APPROVED 10-21-2021