



**TOWN OF MANILA REGULAR MEETING
MANILA MEETING ROOM
145 E HWY 43
DECEMBER 15, 2022 AT 5:30 P.M.**

MEETING CALLED TO ORDER: Mayor Coombs called the meeting to order at 5:37 P.M.

PRESENT: Mayor Coombs attended the meeting via Zoom. Councilmembers Greg Scott, William Rylander, Gretchen Northcott, and Marlena Connor, Town Clerk.

GUESTS: Connor Brown, Nick Goodman, and Kathy Knight.

EXCUSED: Randall Browning was excused.

CONSENT CALENDAR: Councilmember Scott moved to approve the consent calendar. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

DDI CONTRACT: Mayor Coombs said that the council had decided not to increase the DDI contract for 2022. The monthly base amount is \$617.00 and additional dumps are \$150 per additional load. Mayor Coombs suggested a 4% increase. That would bring the monthly base amount to \$642 and the additional loads to \$156.00. The council agreed to the 4% increase. Councilmember Northcott moved to approve the increase of 4% making the monthly amount \$642 and the additional dumps \$156.00. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

MANILA HIGH SCHOOL SENIOR CALENDAR AD: Connor Brown came to ask the council if they would be interested in buying a high school senior calendar ad for \$50.00. Councilmember Rylander moved to approve the high school senior calendar ad for \$50.00. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

FEMA/US ARMY CORP OF ENGINEERS-SILVER JACKET PROGRAM FOR FLOOD MITIGATION: Mayor Coombs had talked with Jamie Huff with FEMA about the town's stormwater and flooding issue during an LEPC meeting. Jamie Huff reached out to Mayor Coombs about the Army Corp of Engineers Silver Jacket Program for Flood Mitigation. They could potentially help the town create a watershed plan. Mayor Coombs explained that we may have some conflict between the two federally funded programs.



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The other program is the NRCS (Natural resources conservation service). The council asked that the mayor research if the town can put in for both of the programs and which one might pay more. The town is nearly ready to put in an application with the NRCS (Natural Resources Conservation Service).

NRCS (NATURAL RESOURCES CONSERVATION SERVICE) LETTER: Mayor Coombs told the council that this is an informational item. The town, with the help of Sunrise Engineering, will be sending an application and letter along with videos and pictures from residents to apply for funding to help with the town’s stormwater/flooding issues.

2022 FINANCIAL REPORT REVIEW: The financial report was uploaded to the drive for the council members to review before the auditors present it at the next meeting.

YLINCHETA SEWER EXTENSION LETTER: The council reviewed the letter to send to Ylincheta and Green Acres area residents about connecting to the sewer. Councilmember Northcott moved to approve sending the letter with the additions. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED
AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, SCOTT, AND RYLANDER

CAPITAL PROJECTS REVIEW: The changes to the capital projects list was reviewed for accuracy. Councilmember Northcott had some additional corrections such as taking out a comma and moving the new town complex out of the 10+ year to the 1-5 year. Councilmember Scott move to approve the updated capital projects list. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED
AYES: MAYOR COOMBS, COUNCIL MEMBERS NORTHCOTT, SCOTT, AND RYLANDER

MANILA WEBSITE: The Town Clerk, Marlana Connor put the website on the projector and went through each tab, and showed the council the content she had added, and how a few of the tabs state, “more information coming soon”. Marlana asked the council how they felt about making the website live. Kathy Knighted interjected that she would like to see a link for WYDOT along with the UDOT link. The council members thought the website looked great and that we should make it live as soon as possible. Councilmember Northcott moved to approve the website going live. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

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XPRESS BILL PAY-FORMS BUILDER: The Town Clerk, Marlena Connor had a PowerPoint Presentation with information about the Xpress Bill Pay Forms Builder. The forms builder will allow the town to put electronic forms on the website to be filled out and emailed back to a staff member. The forms that we would like to put on the website include new customer forms, building permits, and business licenses to begin with. The initial cost to get set up is \$1,000.00 for up to 5 active forms, and then \$50 per month thereafter. Councilmember Scott moved to approve the set up of Forms Builder for \$1,000.00 and then \$50 per month thereafter. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

FLAMING GORGE FIRE & EMS ANNEXATION: Mayor Coombs talked to the town's legal counsel, Rob Patterson about taxable parcels and the town needs to determine if it meets 10%. The District may need to hold a special election, but we need to get better clarification to determine if that will be needed. Mayor Coombs said a couple of the letters were received after the deadline, and we will have to find out what to do with those as well.

PUBLIC WORKS UPDATE: Mayor Coombs told the council that the public works director had resigned to work elsewhere and that we would be putting the job announcement out soon. Kathy Knight interjected and said she thought it should not be put out as a director position as people will think that it is not a laborious job, the town could hire a lead and pay less money since the town contracts work out to SCI. Mayor Coombs explained that the title of "public works director" could be misunderstood, they are a working individual who is expected to do the physical work as well. As far as the town contracting out some jobs, it is only done on large scaled projects. Mayor Coombs thanked Ms. Knight for her input & said it would be taken into consideration. Councilmember Northcott said that she thought the town council should get together and look at updating policies, salary, and contracting. Mayor Coombs agreed and said the town needs to find someone local as well.

FIRE DEPARTMENT UPDATE: A fire department update was not given.

PUBLIC COMMENT: Kathy Knight said that she thought the landfill should be open more often for the new people who are just moving in; the town could take some of the money that was being paid to the public works director and open the landfill up a couple more Saturdays a month. Mayor Coombs said they would take it under advisement.



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ADJOURNMENT: Councilmember Scott moved to adjourn the meeting. Councilmember Northcott seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 6:42 P.M.

RESULT: APPROVED

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

David G. Coombs, Mayor

Marlena Connor, Town Clerk

APPROVED 01-12-2023