



**TOWN OF MANILA REGULAR MEETING  
MANILA MEETING ROOM  
145 E HWY 43  
MARCH 16, 2023 AT 5:30 P.M.**

**MEETING CALLED TO ORDER:** Mayor Gretchen Northcott called the meeting to order at 5:31 P.M.

**PRESENT:** Mayor Gretchen Northcott, Councilmembers Randall Browning, Greg Scott, William Rylander, and Town Clerk, Marlana Connor.

**GUESTS:** Brian Nelson, Jason Kuhn, Jim Rodriguez, Grant Brown, Christijan Draper, Leonard Isaacson, Kathi Knight, and Aaron Averett with Sunrise Engineering.

**EXCUSED:** All Councilmembers were present.

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

RESULT: APPROVED

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

**ADDENDUM: PUBLIC WORKS UPDATE:** James Rodriguez gave an update on what the public works has been working on, and some tools and equipment that is much needed. The public works would like the council to consider buying a vacuum trailer, it would help in cleaning out water valves, and digging around utilities, and can be used year-round. It would be easier in the winter if the meters were put on an GPS, because they are too hard to find under all the snow.

**KENN WINN LOT COMBINATION:** Councilmember Browning moved to approve Mr. Winn's lot combination. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**P&Z MEMBERS/REQUESTS FOR P&Z ORDINANCE UPDATE:** Brian Nelson, Jason Kuhn, and Christijan Draper came to discuss the planning and zoning updates with the council. They wanted to know what the timeline was to review the planning and zoning updates and add comments to the shared document on the Google Drive. Brian Nelson stated that there are issues on the East side of the town; with people camping on residential lots, Bridger Valley Electric installing temporary power, and grey water being dumped on the lots. The planning and zoning members would like to see something added to the ordinance regarding shipping containers and how they should appear attractive if used in town. The council agreed that some things need to be updated and added to the ordinance.

**PLANNING AND ZONING ORDINANCE UPDATES:** Mayor Northcott encouraged the other councilmembers to review the planning and zoning ordinance updates on the shared drive. Council had set a date to meet with the planning commission for a work session on Monday, May 1<sup>st</sup> at 5:30 to go over the current updates and questions.



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**SUNRISE ENGINEERING PROJECT UPDATES:** Aaron Averett gave an update on the following projects.

**Ylincheta Sewer:** The waiver for the 20% match was approved; the town will not have to worry about trying to come up with the match. Aaron asked if the Town Clerk, Marlena Connor, would send the surveys that the town had received up to that point. Aaron explained that the cost estimates were from three (3) years ago and will need to be updated, the project will more than likely cost more than originally thought since COVID.

**Stormwater:** The application has been sent into NRCS and we are still waiting for a response.

**Well Improvements:** Sunrise Engineering is waiting on SCADA information from Wetco.

**Dave Norwood:** Mayor Northcott had brought to Aaron's attention a conversation with Mike Davis about the waterline being a state requirement to be 8" and Mr. Norwood asked to be able to do a 6" line, if the town required Mr. Norwood to install an 8" line, he asked that the town pay the difference. Aaron said he would have to check with the Division of Drinking Water to see if they approved the plans for a 6" or an 8" line.

**Lead & Copper Application:** Aaron asked if the council would like for Sunrise Engineering to put an application in requesting funding for the lead and copper inventory list required by the State of Utah. Councilmember Browning moved to have Sunrise Engineering turn in an application on the behalf of the town. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**CIB LIST UPDATE:** Mayor Northcott explained the updates to the CIB list, and how #5 was added for a new town hall and community center.

**FIRE DEPARTMENT UPDATE:** Councilmember Browning said that the MBA bond has been signed and is being transferred over to the Flaming Gorge Fire & EMS District. The equipment and trucks are running well. Brian Nelson asked about the fire department being taken over by the district, and councilmember Browning explained the board, meeting dates, and representation.

**EXECUTIVE SESSION:** Councilmember Browning moved to go into an executive session to discuss the purchase, exchange, or lease of real property. Councilmember Scott seconded the motion. All were in favor. The motion carried. The council went into an executive session at 7:01 P.M.

RESULT: APPROVED

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

ROLL CALL:

MAYOR NORTHCOTT, COUNCIL MEMBERS, SCOTT, RYLANDER, AND BROWNING

**RECONVENE REGULAR MEETING:** Councilmember Browning moved to come out of the executive session and back into the regular meeting. Councilmember Scott seconded the motion. All were in favor. The motion carried. The council reconvened the regular meeting at 7:25 P.M.

RESULT: APPROVED

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



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**ADJOURNMENT:** Councilmember Scott moved to adjourn the meeting. Councilmember Rylander seconded the motion. All were in favor. The motion carried. Mayor Northcott adjourned the meeting at 7:25 P.M.

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Gretchen Northcott, Mayor

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Marlena Connor, Town Clerk

APPROVED 04-16-2023