

APPROVED

**TOWN OF MANILA SPECIAL MEETING/WORK SESSION
MANILA TOWN MEETING ROOM
145 E HWY 43
TUESDAY, MARCH 14, 2017 AT 9:00 AM**

MINUTES

MEETING CALLED TO ORDER: Mayor Gretchen Northcott called the meeting to order at 9:11 AM.

PRESENT: Mayor Gretchen Northcott, Council Member Ross Catron, Council Member Randall Browning, and Town Clerk Marlena Connor. Council Member Greg Scott arrived a little late.

GUESTS: Planning & Zoning Member William Rylander

OPEN PUBLIC MEETING ACT TRAINING: The Council Members and Planning & Zoning Member that were present watched the open public meeting act training.

PLANNING & ZONING APPOINTMENT: The Town received a letter of interest from Jana Franz for the Planning & Zoning Committee. Council Member Randall Browning made a motion to appoint Jana Franz to the Planning & Zoning Committee. Council Member Greg Scott seconded the motion. All were in favor. The motion carried.

PERSONNEL POLICIES: LEAVE OF ABSENCE:

- 1. ANNUAL LEAVE (3RD READING)** Council Member Ross Catron made a motion to approve the new policy. Council Member Greg Scott seconded the motion. All were in favor. The motion carried.
- 2. SICK LEAVE (2ND READING)** Council Member Greg Scott made a motion to approve the new policy. Council Member Randall Browning seconded the motion. All were in favor. The motion carried.
- 3. EMPLOYMENT CLASSIFICATION & CONDITIONS (1ST READING):** Council Member Randall Browning made a motion to accept the new policy. Council Member Ross Catron seconded the motion. All were in favor. The motion carried.

ADJOURNMENT: Council Member Ross Catron made a motion to adjourn the meeting. Council Member Greg Scott seconded the motion. All were in favor. The meeting was adjourned at 10:53 AM.

Gretchen Northcott, Mayor

Marlena Connor, Town Clerk