

APPROVED

**TOWN OF MANILA PUBLIC HEARING/TOWN COUNCIL MEETING
MANILA TOWN MEETING ROOM**

145 E HWY 43

THURSDAY, JUNE 8TH, 2017 AT 6:30 P.M.

MINUTES

PUBLIC HEARING: 2016-2017 REVISED BUDGET/2017-2018 TENTATIVE BUDGET

MEETING CALLED TO ORDER: Mayor Gretchen Northcott called the public hearing to order at 6:35 P.M.

PRESENT: Mayor Gretchen Northcott, Council Member Randall Browning, Council Member Greg Scott, Council Member Ross Catron, Council Member Alan Staggs and Marlana Connor Town Clerk

GUESTS: Kathy Knight, Tom Alsup, Bruce Northcott, and Jason Waterson

2016-2017 REVISED BUDGET/2017-2018 TENTATIVE BUDGET:

Mayor Gretchen Northcott gave the council and guests a 2017 budget summary.

General Budget: Mayor Northcott started with the general fund. Mayor Gretchen Northcott stated, that this is the first time in 10 years that the Town of Manila has been in the positive in the general budget.

Water Budget: Mayor Northcott went on to the Water Fund. The water budget is in the best position out of all of the funds. The Town of Manila bought tools for public works, bought a backhoe and used the SCADA money to update the computer system for the water system. A \$36,000.00 bond was retired.

Sewer Budget: The Town has 1 bond payment that is paid by Daggett County. The sewer budget is project to be in a good position also. At the end of this year the Town will add \$51,661 to the carry over. The Town Council is trying to get a sewer lining project through CIB. The future project allocation is \$46,000.

Landfill Budget: This Budget is a little tight. The Department Environmental Quality is going to start assessing the town fees starting next year. The Town could raise the collection rates to \$13.00 to help generate necessary funds to adequately fund this budget.

ADJOURNMENT: Council Member Randall Browning made a motion to adjourn the meeting. Council Member Alan Staggs seconded the motion. All were in favor. The meeting was adjourned at 7:10 P.M.

REGULAR TOWN COUNCIL MEETING:

MEETING CALLED TO ORDER: Mayor Gretchen Northcott called the meeting to order at 7:14 P.M.

PRESENT: Mayor Gretchen Northcott, Council Member Randall Browning, Council Member Greg Scott, Council Member Ross Catron, Council Member Alan Staggs, and Marlana Connor, Town Clerk.

GUESTS: Kathy Knight, Tom Alsup, and Jason Waterson

CONSENT CALENDAR: Council Member Alan Staggs made a motion to accept the consent calendar consisting of: April 27, 2017 work session minutes, May 11, 2017 Town Council/Public Hearing minutes, May 11, 2017 work session minutes, May 23, 2017 minutes, payroll hours listing, budget worksheet, invoice register, transaction register, and the revenue analysis. Council Member Ross Catron seconded the motion. All were in favor. The motion carried.

TAP AWARD: Jason Waterson: Jason Waterson came to award the Town of Manila with the Trust Accountability Award. This award is given to cities and towns that perform better than expected, and the Town can/will receive a dividend check every year also.

HVAC BIDS: The Town office includes heating and air conditioning. The Senior Center needs a new furnace. The Town received bids on the heating and air conditioning.

| | Daniel's | Stewart | Vaughn's | Technicool |
|---------------|----------|---------|----------|------------|
| Senior Center | \$3217 | \$3200 | \$4525 | \$4160 |
| Town Office | \$8560 | \$7950 | \$10,725 | \$10,335 |

These bids do not include any bidding for an electrician. The Town Council decided to accept Stewart's bid for the Senior Center furnace. The Council would like to get a second bid from all of the companies for a regular furnace and air conditioner. Council Member Greg Scott made a motion to accept Stewart's bid. Council Member Randall Browning seconded the motion all were in favor. The motion carried.

PAYROLL ADMINISTRATION POLICY: Council Member Randall Browning made a motion to adopt the rewritten policy. Council Member Alan Staggs seconded the motion. All were in favor. The motion carried.

TEMPORARY ZONING ORDINANCE: Short Term Rentals

Council Member Randall Browning explained to the Town Council that Planning and Zoning decided that they need a moratorium put in place, to give Planning and Zoning enough time to research, gather the facts and put together a new ordinance covering short term rentals. A temporary land use regulation may remain in effect for no more than six months (180 days). Council Member Greg Scott made a motion to adopt the moratorium. Council Member Alan Staggs seconded the motion. All were in favor. The motion carried.

CAPTAIN'S COVE STANDBY BILL: The Town Clerk, Marlena Connor explained to the Town Council that this bill does not have a physical address, and the County does not have any property owners with the name of Peggy Collings, and the bills are always sent back stating that the mailing address is no good. Council Member Randall Browning made a motion to write off the bill that is in Peggy Collings name. Council Member Ross Catron seconded the motion. All were in favor. The motion carried.

ADJOURNMENT: Council Member Greg Scott made a motion to adjourn the meeting. Council Member Alan Staggs seconded the motion. All were in favor. Mayor Gretchen Northcott adjourned the meeting at 8:18 P.M.

Gretchen Northcott, Mayor

Marlena Connor, Town Clerk