

**TOWN OF MANILA REGULAR MEETING
TOWN OF MANILA MEETING ROOM
145 E HWY 43
JULY 18, 2019 AT 5:30 P.M.**

MINUTES

MEETING CALLED TO ORDER: Mayor David Coombs called the meeting to order at 5:34 P.M.

PRESENT: Mayor David Coombs, Council Member Gretchen Northcott, Council Member Randall Browning, Council Member Greg Scott, Council Member William Rylander, and Town Clerk, Marlena Connor

GUESTS: Susan Farnsworth, Utah Municipal Clerks Association Board Member, Vicky Walters, Grant Brown, Cheyenne Brown, Cannon Brown, Anthony Brown, and Connor Brown.

CONSENT CALENDAR: Council Member Rylander moved to approve the consent calendar. Council Member Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

UMCA RECOGNITION: Mayor Coombs invited Susan Farnsworth to come up and speak on Marlena Connor, Town Clerk's behalf. Susan Farnsworth said that she had been the Santaquin City Recorder for 22 years and is a Utah Municipal Clerk Association Board Member for the State of Utah. Susan stated that the Manila Clerks have been working hard to get their points to earn the international award and recognition of CMC (Certified Municipal Clerk) designation that comes from the International Institute of Municipal Clerks. Susan said that if Marlena would have gone to college she would have her associate's degree plus working toward her bachelors, that's how intense this is. Susan thanked the Town Council for allowing the Manila Clerks to participate in the organization. There have been clerks that aren't allowed to participate that have forgotten to run elections, and don't know how to classify records or don't know what they are allowed to give people and have it be legal. Susan said that this organization helps the clerks. Mayor Coombs stated that he had written a letter to file, and gave it to Marlena for her accomplishments also.

SEWER PROJECT UPDATE: Mayor Coombs gave an update on the sewer project. SCI is through for the summer at the sewer lagoons. They can't continue on the second two stub-ins from the 3rd to the 4th lagoon because the 4th lagoon is still partially full of water and the 3rd lagoon is full and it needs to evaporate. SCI will be coming back in the fall to complete the 2 stub-ins.

COW COUNTRY RODEO SPONSORSHIP: Mayor Coombs told the Council that the town had already sent a check for the amount of \$75.00. The Council agreed.

PRCA REQUEST FOR SPONSORSHIP: Mayor Coombs said he had run into Jack Lytle at the County Courthouse and asked that the Town of Manila and Dutch John sponsor the PRCA for \$1,000.00. The

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Town Council decided that they would sponsor the PRCA at the bronze level for \$150.00. Council Member Gretchen Northcott moved to approve the amount of \$150.00. Council Member Randall Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

F.G.R.T.S.S.D CRACK SEALING PROJECT DISCUSSION: The Manila Town Council is grateful for the work that was done in town. Mayor Coombs stated that the three cuts made in the blacktop in Pallesen's subdivision will be paid for by Gary Pallesen. Mayor Coombs had a conference call with the Chad Reed and Sean Hughes and Martin Rose to discuss some issues they had in the county, and Mayor Coombs stated that he would oversee what is going on in the town. Mayor Coombs said that there was a hole in the middle of Main Street after the crack sealing, and they are assuming that it was a surveyor's hole. Jim Rodriguez, Public Works filled the hole with some patch material, and now you can't tell it was even there.

ADAM ROUNDY WATER CONNECTION AGREEMENT: Adam Roundy brought an agreement the Town Clerk that was between the Town of Manila and Advanced Enterprises owned by Bryan Olsen from May 5th, 2005. The agreement stated that Advanced Enterprises, owned by Bryan Olsen was granted future forgiveness on 2 water connections and 2 sewer connections; for required sewer easements across the real property owned by Brian Olsen. Bryan Olsen would like to transfer 1 free water connection fee to Adam Roundy. Council Member Northcott moved to honor the water connection agreement made between the Town of Manila and Advance Enterprises and transferring 1 water connection to Adam Roundy as long as the allotment has not been used previously. Council Member Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

UBAOG RENTAL AGREEMENT: Mayor Coombs stated that the UBAOG agreement had some corrections such as the name being spelled out to "Uintah Basin Association of Governments" throughout the document. Mayor Coombs said that he had Sharp Electric come in and look at some of the issues the senior center has had with some appliances (dishwasher, stove, etc). Sharp Electric is putting a proposal together to know what the town is looking at to make everything usable until UBAOG can get a grant to replace all of the appliances, the windows, and anything else that may need some maintenance. Mayor Coombs explained that there is some rain gutter that needs to be installed in the back, west side of the building because the storage room got flooded when it rained. Mayor Coombs dug a ditch down the backside of the building so it would not flood over the foundation again.

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The Council decided to give the Uintah Basin Association of Governments a rental agreement of 3 years, and the cleaning fee (if ever needed) should be set at \$500.00. Council Member Browning moved to approve the rental agreement with all the changes discussed. Council Member Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

FIRE DEPARTMENT UPDATE: Council Member/Fire Chief Randall Browning stated that the fire department had a July 4th celebration, dinner for donations. Everything went great, everyone had fun. Council Member/Fire Chief stated that the fire department didn't lose money but did not make money either, and that is not what it is about. Town Council discussed creating a line item for "fire department public relations" where they can use the donations from the boots to keep having the annual celebration.

AD&D UPDATE: The Town Clerk, Marlena Connor told the Town Council that she had talked to Greg Baumgartner about whether the liability insurance would cover an injured firefighter or not, and Greg Baumgartner said it would not. Marlena also talked to Jill Johnson with the Utah League of Cities and Towns about the AD&D questions that the council had. Jill Johnson responded that the policy provides benefits for death and AD&D whether it's work-related or not. Cancer, car accident, killed in the line of duty, heart attack, etc. Our Trust benefit policy is designed to cover the single employee at \$7.25, and Employee with dependents at \$8.65 (monthly cost) for the Basic \$50K. If they are married and/or with children they have to be in the \$8.65 category. We do not offer a plan where the spouses/children can be excluded. The Town Council wanted Marlena to check on the liability insurance again, find out why it would not cover the firefighters, and have Fire Chief Browning reach out to some of his contacts and see what they do. The Town Council decided to table this item until further research.

REVIEW WATER AND SEWER IMPACT FEE ANALYSIS: Council Member Northcott explained that there are a lot of rules governing impact fees, and that is why the Town of Manila commissioned Zions Financial to analyze. Council Member Northcott said that on page 2 it states: An impact fee is a one-time fee, not a tax, charged to new development to recover the Town's cost of funding improvements with capacity that new growth will utilize. The calculation of the impact fee must strictly follow the Impact Fees Act to ensure that the fee is equitable and fair.

Council Member Northcott also said that on page 7 the analysis states: Impact fees are a valuable funding tool as they fund the new infrastructure required to maintain the existing level of service as new growth occurs and reimburse the Town for funding historic improvements with excess available capacity to serve new growth. Impact fees also free up the Town's primary funding sources for uses that benefit the Town as a whole which helps to shield existing users from the burden of subsidizing new growth.

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The Town of Manila is charging \$2,000.00 for water impact right now and now can go up to \$3,045.64. Council Member Northcott said she would like to charge \$3,045.00. The sewer can be charged up to \$1678.92, and she would like to charge \$1678.00. It will be a long time before the Town has this analysis done again. The analysis is for everyone to review, and if there are any questions Council Member Northcott said she would try to help make it understandable. The Town Council decided to set the Public Hearing date for August 8, 2019, at 5:30 P.M.

An interlocal cooperation agreement was drawn up by Rob Patterson for the Town of Manila and Sweet Water County. Council Member Northcott stated that it was something that Megan Weber had found while doing the impact fee analysis, and it should state that the Town of Manila provides water to some Wyoming residents, and Manila can charge an impact fee. This item will be on the next agenda to take action on. Mayor Coombs will be contacting Sweet Water County about the agreement.

DRAFT WATER AND SEWER ORDINANCE FOR IMPACT FEES: Rob Patterson with Blaisdale, Church and Johnson, LLC drafted an impact fee ordinance for the Town of Manila. It's an ordinance adopting an impact fee facilities plan, an impact fee analysis, and an impact fee ordinance providing for the calculation, collection, appeal, and accounting of impact fees for water and sewer infrastructure and capital projects, and related matters. The Town Council reviewed the

SCHEDULED PUBLIC HEARING FOR IMPACT FEES: The Town Council decided to set the Public Hearing date for August 8, 2019, at 5:30 P.M.

The Town Council discussed putting a "welcome to Manila" sign up.

Town Council discussed needing a trailer put out to collect garbage because all of the recreational people are using local's residence garbage cans and business's garbage cans. Council Member Northcott said that she would go talk to the Forest Service about everyone coming off the mountain using the town's resources.

ADJOURNMENT: Council Member Northcott moved to adjourn the meeting. Council Member Rylander seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 7:12 P.M.

David G. Coombs, Mayor

Marlena Connor, Town Clerk