

**TOWN OF MANILA REGULAR MEETING
TOWN OF MANILA MEETING ROOM
145 E HWY 43
DECEMBER 12, 2019 AT 6:30 P.M.**

MEETING CALLED TO ORDER: Mayor Coombs called the meeting to order at 6:51.

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

GUESTS: Corey Auger, Uintah/Daggett County Fire Warden

CONSENT CALENDAR: Council Member Browning moved to approve the consent calendar consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis and, November 2019 minutes. Council Member Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

COREY AUGER, UINTAH/DAGGETT COUNTY FIRE WARDEN: Corey came to the Town Council meeting to explain the financial statement to the Council and the wildland fire program participation commitment for the cooperative agreement the town has with Utah Division of Forestry, Fire, and State Lands. The cooperative agreement is required for both entities to discharge their joint responsibilities for protecting non-federal land from wildland fire. Council Member/Fire Chief Browning said he needs to get together with Corey and write down what the town has done in the last year to prevent any potential fire within the community. This includes having trees trimmed, letters to residents to clean up their lots, water improvements, cutting fire breaks, school presentations, etc. Corey showed the council the website that the Fire Chief and other users could use to log in and keep track of the town's participation. Once the information is uploaded to the website, it will reduce the town's fire risk rating, and it will also reduce the next year's amount. The town needs to have a CWPP (community wildfire protection program) per the cooperative agreement by July 1st, 2020. The council decided to table the financial statement until the amount for the year is clarified.

Corey went over the Utah Wildfire Resource Memorandum of Understanding (MOU). The MOU outlines how the process works for getting reimbursed by the state for certain fires such as wildfires that are responded to by the Manila Fire Department. Certain requirements have to be met, that are outlined in the MOU. The Council discussed the requirements. Corey said that the MOU could be signed and then the fire department could work towards the requirements. The FBS sets the rates for reimbursement, such as a fire truck fully staffed (2-4 firefighters) that are red card certified, the reimbursement would be \$131.00 an hour. The volunteer firefighters will have to be red card certified, this will include around 40 hours of class (self-paced) and a field day/pack test carrying 45 pounds for 3 miles in 45 minutes. The certification is only good for a year. If they are not certified the fire department cannot bill for responding to any fires. If the trucks are not fully staffed, the fire department would only receive \$25.00 an hour per firefighter. Town Council wants to investigate the insurance requirements (what the town has) before signing the MOU. Council Member Browning moved to table this item until the next meeting. Council Member Rylander seconded the motion. All were in favor. The motion carried.

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FINANCIAL AUDIT: Clegg Batty with Aycock Miles & Associates CPA's came to the town council meeting to go over the financial audit. The town had 2 findings. The town was over on the water fund, and minutes were not always uploaded within 3 days of approval. Everything else looks good. Council Member Browning moved to approve the audit as presented by Clegg Batty. Council Member Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

ENTERPRISE ZONE RESOLUTION: Mayor Coombs explained to the council that Will Wright with UBAOG made the corrections to the Enterprise Zone application. Mayor Coombs read over the application and it looked good. Council Member Northcott moved to approve the application and the resolution. Council Member Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

CONCERNED CITIZENS ROAD ISSUES: Mayor Coombs had put a map on the drive for the Council to view. The map shows that the roads in question were recorded years ago as town roads, not private lanes. The council discussed whether to close the road off or not. The road is in disrepair and would have to be maintained by the town. The council decided to table this item until they get some legal advice/more information and put it on the next agenda. Council Member Northcott moved to table this item. Council Member Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

POST OFFICE ROAD/PARKING LOT DISCUSSION: It has been brought to the town council's attention that the town has been taking road salt over and maintaining the post office parking lot/town road for years. Town Council discussed whether it's the town's responsibility to keep the post office parking lot ice-free? Council Member Browning said that it states in the P&Z book that the post office is non-compliant, there should have been a 25ft set back on the front of the building. Town Council would like to talk to Jason Waterson with the Trust and bring this item back next month. Council Member Browning recommended that the Post Office get a conditional use permit per the Planning & Zoning Ordinance.

MICHAEL & JANA FRANZ LOT COMBINATION: Council Member Browning moved to approve Michael & Jana Franz's lot combination. Council Member Rylander seconded the motion. All were in favor. The motion carried.

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ROB PATTERSON/LAW ENFORCEMENT: Mayor Coombs said that he had talked to Rob Patterson after the previous meeting. Rob told Mayor Coombs that he had spoken with the State Auditor and they would not give any opinion unless there was an agreement in place. Mayor Coombs would like to come to an agreement with the county.

EXECUTIVE SESSION: Council Member Rylander moved to go into executive session pending possible land purchase. Council Member Northcott seconded the motion. All were in favor. The motion carried. Town Council went into an executive session at 8:40 P.M.

RESULT: APPROVED

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

ADJOURN EXECUTIVE SESSION & RECONVENE REGULAR MEETING: Council Member Northcott moved to adjourn the executive session and reconvene the regular meeting. Council Member Rylander seconded the motion. All were in favor. The Town Council reconvened the regular meeting at 9:00 P.M.

RESULT: APPROVED

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

CORRESPONDENCE: Mayor Coombs received a letter from Roy Van Os saying that the Town has done a great job fixing up the landfill and closing certain cells in the landfill.

ADJOURNMENT: Council Member Rylander moved to adjourn the meeting. Council Member Northcott seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 9:15 P.M.