



TOWN OF MANILA REGULAR MEETING
MANILA MEETING ROOM
145 E HWY 43
JULY 13, 2023 AT 5:30 P.M.

MEETING CALLED TO ORDER: Mayor Kathi Knight called the regular meeting at 5:30 P.M.

PRESENT: Mayor Kathi Knight, Councilmembers, Randall Browning, Greg Scott, William Rylander, Gretchen Northcott, and Marlena Connor, Town Clerk.

GUESTS: Kent Bond, Joseph Harrison, Raymond Terry, Jex Terry, Rick Israelson, and Jeff McCarty.

EXCUSED: All council members were present.

CONSENT CALENDAR: Councilmember Northcott 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 KNIGHT, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

SUNRISE ENGINEERING UPDATE ON PROJECTS: Jeff McCarty said that they are working to finish up the planning and zoning code book; and they are close to finalizing it.

The lead and copper inventory are progressing. They have done their first sweep of comparing meters to building records.

They have been working on the pressure zones study; with all the new development, the pressure zones are overlapping. The council would like to see fewer pressure zones. Councilmember Northcott moved to approve the work release number 2023-01.

Mr. McCarty said that they are hoping that the RFP will be done soon. If there isn't enough funding for the sewer extension the town may need to go to CIB for additional cost and any other sewer projects that need to be done. They discussed the water in cell 4 being piped from cell 3. The water from this winter is slowly evaporating. The gate at cell 2 can raise but may not lower. The Public Works Director is watching the sewer lagoons and it isn't urgent at this time.

WATER/SEWER KIOSKS: The council reviewed a previous concept plan from Sunrise Engineering. The concept is to put the kiosks on an acre of land, have a UDOT entrance, etc. The town will need a letter from Matt Tippetts allowing the town to use the road. The town would have to extend the water and sewer line.

RICK ISRAELSON-1ST EAST ROAD EXTENSION: Rick Israelson sent Mayor Knight pictures of the damage from the storm water that is coming down from the canyons across Stateline Road. The pictures were put on the projector for everyone to view. The pictures show water marks on the side of the garage. Mr.



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Israelson explained that the water goes around his garage to brother's house that is next door, (in front of the Browning's property). Mr. Israelson tried to move the storm water to the west side of his property by installing a ditch lined with rocks, and piped in hopes of caching it and retaining it before it goes to the bottom of his property leaving a 3-foot-deep pond behind his brother's house. There is a 3-foot-deep pond behind Mr. Israelson's brother's house when it rains. The storm water is undermining the foundation to his garage and if it happens a few more times, he will have to tear the garage down.

Mayor Knight said she spoke with Chad Reed about the potential work on Stateline Road (discussed in the previous meeting) Mr. Reed said that they would not get to that project for 3-5 years.

Mr. Israelson said he would like to funnel the water down but does not want to flood anybody. Councilmember Browning said that last time Marshall Brown was at the meeting they had approved him to grade the roads, and start working on the drainage on Stateline Road. Mayor Knight and Councilmember Northcott said no, drainage and road extension was tabled.

Mr. Israelson said he's trying to find an inexpensive solution. Mayor Knight asked if there is any way they can do a ditch or a retention pond. Councilmember Browning said that is what he thought too, but the retention pond would have to go where the road eventually would be. He thinks the town should cut the road all the way in, and put a storm water drain catchment at the top and run it all the way down 1st East to the bottom of the hill to the current storm drain system.

Councilmember Northcott said she thought if the town is going to do anything, it should be done properly, and bring the engineers in on the conversation. The council agreed to have Sunrise Engineering look into a retention pond.

RAYMOND TERRY/PETITION FOR SUBDIVISION WATER: Raymond Terry is looking to petition the town for water to a new subdivision located in Washam, WY. The concept was sent to Sunrise Engineering; their recommendations are as follows; The additional demand that can typically be expected from the addition of 17 connections had a minimal impact on the surrounding connections in the hydraulic model. Councilmember Browning moved to approve the water connections to the Terry Subdivision. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

HOLIDAY POLICY UPDATE: Mayor Knight explained to the council that she is looking to update the holiday schedule to be more in line with Daggett County holidays. Councilmember Northcott stated that she like the idea of the employees to be able to take their birthdays as a holiday as well. Joseph Harrison, Public Works Director said that Vernal gives a floating holiday that can be used for anything they would like. Councilmember Northcott moved to approve the updated holiday list along with the 8-



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hour floating holiday. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

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PRCA RODEO SPONSORSHIP: Mayor Knight said she was told by the clerk that the town sponsors the PRCA Rodeo every year in the amount of \$150.00. Councilmember Browning moved to approve the sponsorship of \$150.00 to the PRCA Rodeo. Councilmember Northcott seconded the motion. All were not in favor. Councilmember Scott voted against the motion. The motion carried with majority vote.

RESULT: APPROVED

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NAYS: COUNCILMEMBER SCOTT

ZIONS SIGNATURE CARD SIGNERS RESOLUTION 23-07: Councilmember Northcott moved to approve the Zions Signature Card with all of the account signers listed. Councilmember Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

PUBLIC WORKS UPDATE:

YEAR-ROUND PART-TIME EMPLOYEE: Mayor Knight told the council that having a seasonal employee is no longer meeting the desired expectation that it once was. The public works is behind and can't handle all of the jobs by themselves they are behind on the service orders and work at the landfill. There is no interest in a "summer position" and the town cannot hire anyone under the age of 18 to work at the landfill. The public works full time employees have been covering the landfill hours on Saturdays, but this results in overtime pay. There were 44.5 hours of overtime in the last 2 months costing around \$1,600.00. The town could use another part-time year round employee. Councilmember Scott moved to approve a year round part-time employee not to go over 29 hours a week. Councilmember Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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ARROW GIS UNIT: Joseph Harrison, Public Works Director explained to the council the need of the Arrow GIS unit to be able to pin point meters and other parts of the system, and take the guess work out of where things are located. Councilmember Browning moved to approve the purchase of the Arrow GIS unit. Councilmember Scott seconded the motion. All were in favor. The motion carried.

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FOUR-WHEELER: Joseph Harrison said that Daggett County gave the town a Kodiak Yamaha four-wheeler that the public works will use for hard to get to locations such as some of the tanks that are on the mountain.

100 K GALLON TANK REPAIR/CLEANING: Joseph Harrison told the council that the 100k tank is out of service. He contacted potable divers and they quoted him \$1,000.00 to clean the tank and \$500.00 to seal the crack. This item was informational.

CAMERA VAN: Joseph Harrison told the council that he needs the POSM software to be able to record and save the recordings to a flash drive. The subscription cost is \$750.00 per year.

TRACKHOE REPAIR: Mayor Knight told the council about a fire that DDI had in the back of their garbage truck. The public works used the backhoe to put dirt on the fire, and melted a hydraulic line. The mechanic fixed it for \$1,400.00 and DDI would pay for half of the bill.

GRADER: Mayor Knight told the council that the grader is up and working and we should have the roads graded withing the next week. We are still waiting on road base.

WELL 3: Joseph Harrison told the council that well 3 is up and running again. They put a new cable in it, and now it isn't having a hard time to fill the tanks.

FIRE DEPARTMENT UPDATE: Councilmember/fire chief Browning said that the transfer was finalized, the district is waiting on a signed letter of annexation from the Lieutenant Governor's office.

RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF MANILA APPROVING THE ASSET TRANSFER AGREEMENT WITH THE FLAMING GORGE FIRE & EMS DISTRICT TO TRANSFER THE TOWN FIRE STATION AND RELATED MATTERS: Councilmember Browning moved to approve the asset transfer agreement resolution 7-23. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

Councilmember Browning moved to approve the asset transfer agreement. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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ETHICAL BEHAVIOR FORMS: The council members signed the ethical behavior forms that were requested for the fraud risk assessment.

EXECUTIVE SESSION: Councilmember Northcott moved to go into an executive session to discuss the purchase, exchange, or lease of real property. Councilmember Browning seconded the motion. All were in favor. The motion carried. The council went into an executive session at 7:20 P.M.

RESULT: APPROVED

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

RECONVENE: Councilmember Scott moved to come out of the executive session. Councilmember Rylander seconded the motion. All were in favor the motion carried. The council came out of the executive session at 7:33 P.M.

ADJOURNMENT: Councilmember Browning moved to adjourn the meeting. Councilmember Northcott seconded the motion. All were in favor. The motion carried. Mayor Knight adjourned the meeting at 7:33 P.M.

APPROVED 08-10-2023

Kathi Knight, Mayor

Marlena Connor, Town Clerk