



TOWN OF MANILA REGULAR MEETING
MANILA MEETING ROOM
145 E HWY 43
DECEMBER 14, 2023 AT 5:30 P.M.

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

PRESENT: Councilmembers, William Rylander, Gretchen Northcott, Greg Scott, and Town Clerk, Marlena Connor.

ZOOM: Mayor Kathi Knight, Councilmember Randall Browning, and Clegg Batty with Aycock Miles and Associates.

GUESTS: Jeff McCarty with Sunrise Engineering, James Rodriguez, Mike Youngberg with the Mountain View Subdivision HOA, Bret Poulsen, Kent Bond, Dana King, and Rick and Mary Cardenas.

EXCUSED: Councilmember Rylander joined the meeting slightly later due to prior professional commitments.

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 Scott seconded the motion. All were in favor.

RESULT: APPROVED

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

PUBLIC COMMENT: Mr. Kent Bond addressed the council to ask the council to consider changing the name of the town. Mr. Bond stated that he has been here since the dam was built and owned a house near the airport, and owns a business here now. Every time he tells someone where he is going, he says, "Flaming Gorge", because 8 out of 10 people think that when he says, "Manila", that he is referring to the Philippines. Mr. Bond said that he understood the history of the town being named Manila, but it makes more sense to have this town named after the Flaming Gorge; and suggested a name such as Flaming Gorge Township. More people would know about the town if the name was changed. The Flaming Gorge name is recognized everywhere.

Mayor Knight said they would look into the suggestion, and thanked Mr. Bond for his input.

SUNRISE ENGINEERING UPDATES: Jeff McCarty gave an update on where some of the projects are at. There hasn't been a lot of movement on many of them at this time.

The pressure zone study analysis is nearly done. They are working on writing up the report now. The idea is if the town does certain things while other projects come about the town could reduce the amount of PRVs and pressure zones, and it will simplify the system more.

A source protection plan for the wells has been finished.

The lead and copper inventories are progressing. Various copies of old plans had been sent to be scanned, and should be on its way back pretty soon.



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The Army Corps of Engineers is supposed to meet with the town and engineers in January to discuss the storm water issues. They will do a lot of the preliminary work free of charge. Councilmember Northcott asked about the correspondence received from the Army Corps of Engineers; she said it sounded as if it was geared more towards a loan. Mr. McCarty said that it isn't a grant or a loan, but them doing work for the town free of charge. The other entity that the town applied for storm drain funding through is the NRCS. Mr. McCarty said he was able to finally get a response. The person who originally was working with the town (Norm Evenstead) retired, and Mr. McCarty got in contact with the person who has been filling in for him, and he'll be retiring at the end of the year as well, and it will be passed on to someone else again.

CIB funding, the agenda isn't out, but there is only one meeting left for the funding cycle the 1st week of January 2024, and the town should be on their agenda. Mayor Knight said that she had been told that they are 47 million dollars in the red. Mr. McCarty said if CIB funded every applicant as requested, they would be in the red 47 million dollars, but they have turned down many requests this year. The town needs to prioritize the sewer projects, and how much of a loan payment the town would be able to take on.

2023 FINANCIAL REPORT REVIEW: Clegg Batty presented the 2023 financial report with the town council and clerk. Councilmember Northcott said she thought that the report looks good and the town looks financially healthy. There were some typos on page 6 that Councilmember Northcott pointed out. Mr. Batty went over the 5-year comparison from 2019 to present. The general fund looks great. The water fund has increased and looks good and getting back to where it was in 2020. The sewer fund is something to keep an eye on. The cash reserves have gone down in the sewer fund. Mr. Batty explained the ratio at the bottom of the 5-year comparison. The ratio means that every dollar in debt there is 26 cents to pay that debt. It has been steadily going down, and the town may need to increase the rates. Especially with the new loan that just recently took affect and doesn't mature until 2049.

Councilmember Northcott said this might be helpful when going to CIB for funding, especially with the project that is outside of the town boundaries, and the town should talk to the county as well.

Clegg said the water fund looks good; the ratio has been increasing. Overall, the financial health of the town looks pretty good.

Councilmember Northcott asked if the town needs to be putting more money in the landfill closure plan. Mr. McCarty said the landfill closure plan is around \$10,000. It wouldn't hurt to put more money in with inflation, but he wouldn't say it's a need. The landfill closure plan was created with the idea of the keeping the landfill where they are only working on one small area at any given time, and that is the only area you would have to close.

Councilmember Northcott, and Town Clerk, Marlena Connor asked some questions to have Mr. Batty for better clarifications.

Councilmember Northcott moved to approve the 2023 financial report. Councilmember Rylander seconded the motion. All were in favor. The motion carried.



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MOUNTAIN VIEW SUBDIVISION-MIKE YOUNGBERG-FIRE HYDRANTS: Mike Youngberg with the Mountain View Subdivision HOA came to discuss the need for 2 additional fire hydrants. Mr. Youngberg said that in 2019 the Mountain View Subdivision lost a home due to a fire. They created a committee and contacted Mayor Coombs. They had determined that 4 fire hydrants would be sufficient and came up with a cost of \$6,100.00 per fire hydrant.

Mr. Youngberg stated that Mayor Coombs had attended the Mountain View Subdivision HOA meeting in August of 2020 and had discussed the HOA paying for 2 of the fire hydrants and the town would pay for the other 2 fire hydrants. The HOA assessed \$300.00 to every lot in the subdivision and funded \$12,000.00 for 2 fire hydrants. Mr. Youngberg said nothing happened in 2021, and then in 2022, 2 fire hydrants were installed on the South side of the subdivision and the town billed the subdivision for \$12,000.00 and the secretary paid it thinking that they would still receive 2 more fire hydrants.

Mr. Youngberg said he had called Mayor Coombs in October of 2022 and didn't hear anything back; so, he had asked Heidi Steele to contact the mayor to ask about the hydrants, and Mayor Coombs had emailed them back saying the town weren't going to install the fire hydrants. Mr. Youngberg said that had created a rift, so he had put a letter together and was going to come to the council to speak on the HOA's behalf and explain why he thought the town owed them the fire hydrants. He had given the letter to Mayor Kathi Knight and didn't push the issue to much with all the struggles the town had with the spring runoff, but now he thinks it is time to try and figure out what they can do.

Mr. Youngberg said he is worried about the liability portion of this, because the worst areas are on the North end of the subdivision and there isn't an more coverage there now, and they had billed and collected money from those people for better coverage. Mr. Youngberg said he wanted to make sure they covered their bases as the HOA, and HOA President, and he wants to find a way to finish up the agreement. At least find out what the town council's thoughts are so they can make a decision on how they will proceed going forward. Mr. Youngberg stated that there is plenty of documentation that the mayor agreed to the installation of the fire hydrants, and it is a pretty cut and dry situation whether he got it funded through the proper process or not is another issue.

Mr. Youngberg said he would like to see what the council is going to do, what they can do, and he'll have to decide how they are going to handle the answer being that the town can't do it, and they will see what they can do on their end to push it through.

Councilmember Northcott said that she appreciated Mr. Youngberg coming to the council and this has been a topic before. Mayor Knight agreed that they have discussed this item before and in the town minutes it states that the town agreed to fund 1 fire hydrant, and Mayor Coombs would go to the Daggett County Commissioners and water district to request funding for the other fire hydrant. Mayor Knight said she has a copy of the minutes for the Daggett County Commission minutes and it states that they would not help fund the second fire hydrant. The town has been reluctant to install the one that



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was agreed to with all of the flooding and recent water issues. The cost as to put in one hydrant is going to be around \$12,000 to \$13,000 now.

Bret Poulsen said there were 40 witnesses in the HOA meeting, and Commissioner Matt Tippetts, and it was all documented truthfully that it was 2 fire hydrants that the HOA would buy, and Mayor Coombs agreed that he would get the other 2 for the HOA because they were struggling to come up with the money for their portion.

Councilmember Northcott said she we be interested to see the timeline of the conversations, because Mayor Coombs was very communicative with the town council to keep them updated on this issue. She's not sure if the conversation was prior to Mayor Coombs discussing this with the town council. Councilmember Northcott remembers the discussion of the council possibly providing 1 fire hydrant and Mayor Coombs was going to talk to the county commissioners for the 2nd fire hydrant. Now, things have changed with losing that mayor. The subdivision itself is in the county, even though the town owns the water system, the subdivision water system was put in prior under the Daggett County water system, and then the town inherited the system, and the lack of them requiring the fire coverage in the subdivision. The town has recently turned over the fire department to fire and EMS special service district.

Councilmember Scott said the only thing he remembered was that the subdivision was going to buy the fire hydrants and the town would help with the labor to install the fire hydrants.

Councilmember Northcott said she thought they needed to go back and review the town's minutes. Mayor Knight said that she had a copy of the minute with her and she read them to the council and guests. The minutes stated, "Mayor Coombs told the council that the Mountain View HOA said that they will pay for two of the fire hydrants in Mountain View Subdivision. Mayor Coombs has not reached out to the Captains Cove residents as of yet, but another fire hydrant will need to be installed in the subdivision. The town has committed to paying for 1 fire hydrant in the Mountain View subdivision. The Daggett County Commissioners told Mayor Coombs to reach out to the Daggett Water Service District to see if they could fund one of the hydrants. This item is informational at this time. Mayor Coombs will continue to reach out to residents & entities to help fund the need for fire hydrants within the county."

Mayor Knight said that the county's minutes were quite lengthy but the bottom line was they were not going to do it.

Mr. Youngberg stated that they didn't know how it was all coming out on the town's end but all they could do is what they were getting back from the mayor, and he promised them to do that. Even though the town did commit to do one, they have not received that one either, even though they paid for 2 fire hydrants. Mr. Youngberg said that the HOA committed to their people, Mayor Coombs committed to them that they were going to put in 4 fire hydrants and they only ended up with 2. Mr. Youngberg said again that their necks are out there liability wise, and what's right is what Mayor Coombs had told them.



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Councilmember Northcott asked for the date of the HOA meeting. Mr. Youngberg said Mayor Coombs agreed to do that in August of 2020. Mr. Youngberg said that the council could reach out to Matt Tippets to see what his understanding was.

Councilmember Northcott asked to table the item so they could go back and do some research themselves. Maybe the HOA can go back to the county commissioners and ask if their stance has maybe changed or ask the fire district.

Councilmember Northcott moved to table this item and readdress it in January. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

SENIOR CENTER DISCUSSION: Mayor Knight suggested tabling this item as new information had just been sent to her to review. She has not been sent a budget and a specialist can't be hired or even considered until more information for utilities and food come in. Councilmember Northcott moved to table this item until further information is obtained. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

ZIONS BANK SWEEP: Councilmember Northcott said she thought it was a good idea to make some interest on the money that is already in the account. The interest amount Zions Bank is giving is at 3.5%. Councilmember Northcott asked the Town Clerk, Marlena Connor if it is a better interest rate than the PTIF account. Marlena stated that it depends as the PTIF interest rates fluctuate with the market and since interest rates are high right now the town is making 5.4875% on the money in the PTIF account at this time, but the interest rate has dropped down to 1% in the past. Councilmember Northcott explained to Mayor Knight that traditionally we take a portion of the money in the checking account and transfer it into a PTIF account to make money on our money. Councilmember Northcott moved to approve the bank sweep while keeping enough money for the town's bills in the checking account (around \$200,000) and transferring the rest to the PTIF. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

STORM DRAIN LOCATED 5TH EAST & HWY 43: Discussion in the executive session.

PLANNING AND ZONING COMMISSION APPOINTMENT: The Town Clerk, Marlena Connor explained that Christijan Draper is resigning as soon as possible. The Deputy Clerk, Samantha Reitz recommended Rod Alexander and is asking the council to appoint him to the Planning and Zoning Board.



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Councilmember Scott moved to appoint Mr. Alexander to the Planning and Zoning Board. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

NEPTUNE 360 BILLING SOFTWARE UPDATE: The Town Clerk, Marlena Connor explained to the council that the billing software that is being used is soon to be obsolete, there won't be any further patches for the technology, and it is recommended to update the billing software before it becomes an issue. The initial cost will be \$2,974.41, and the annual subscription will be \$1,474.41. Councilmember Scott moved to approve the cost to update the billing software as soon as possible. Councilmember Rylander 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: Public Works, Jim Rodriguez explained that Union had hit a fire hydrant lateral that wasn't on the GIS, but has recently been added to the GIS. The curb stop in Cedar Cliff Estates was fixed with Stacy Maxfield's help. There was a meter install on Highway 43 that has been installed. Kenn Winn's sewer issue had been fixed. Union had put their conduit too close to the sewer main and it was pushing the sewer pipe up. There was a lot of dirt that had to be purchased from Gary Pallesen to fill in the hole from the fire hydrant line being hit, and the cost of dirt will be an estimated \$4,000.00

EXECUTIVE SESSION: Councilmember Northcott moved to go into an executive session to discuss potential litigation. Councilmember Rylander seconded the motion. All were in favor. The motion carried. The council went into an executive session at 6:50 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 reconvened the regular meeting at 7:21 P.M.

RESULT: APPROVED

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

ADJOURNMENT: Councilmember Northcott moved to adjourn the meeting. Councilmember Scott seconded the motion. All were in favor. The motion carried. Mayor Knight adjourned the meeting at 7:21 P.M.

Kathi Knight, Mayor

Marlena Connor, Town Clerk