



TOWN OF MANILA REGULAR MEETING  
MANILA MEETING ROOM  
145 E. HWY 43  
MARCH 14<sup>TH</sup>, 2024 AT 5:30PM

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

**PRESENT:** Mayor Kathi Knight, council members, Greg Scott, William Rylander, Gretchen Northcott, Samantha Reitz, and Town Clerk Jennifer Allphin.

**PHONE:** Nate Zilles with Local Administrative Advisor Program and Aaron Averett with Sunrise Engineering.

**GUESTS:** Gary Pallesen

**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 Rylander seconded the motion. All were in favor.

RESULT: APPROVED

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

**UBAOG- NATE ZILLES- LOCAL ADMINISTRATIVE ADVISOR PROGRAM (LAA) & SUBDIVISION UPDATES:** Mr. Nate Zilles addressed the council to ask them to consider bringing him on to help the town fill duties with the limited staff. The LAA program can help provide assistance in facilitating our EPA grant, our federal procurement policy, budgets, and a variety of other services. Mr. Zilles's services will also include writing ordinances, bylaws, and employee policies. Through this program, his services to the town are free. Anything that Mr. Zilles works on or produces needs to be brought to the council to be voted on. Councilmember Northcott moved to approve working with Mr. Zilles through the Local Administrative Advisor Program. Councilmember Scott seconded the motion. All were in favor.

RESULT: APPROVED

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

**AARON AVERETT, SUNRISE ENGINEERING:** Mr. Aaron Averett discussed the Updated Planning and Zoning Ordinance. He introduced the new Planning and Zoning Ordinance Manual to the town council. In the new general planning guide, documents are living that can be changed at any time without making changes to the whole ordinance. Mr. Averett went over the newly updated zoning map with the current zones for the commercial, residential, rural district, medium-density, residential low-density, and central development districts. He also mentioned that articles VIII, X, and XIII are the heart of our ordinances. Mr. Averett talked about short-term rentals and updates in the new Planning and Zoning Manual. There will be no more than fifteen short-term rental permits issued in the town. Anyone requesting a short-term rental after all fifteen slots have been filled, will be placed on a waiting list until an opening becomes available. Councilmember Northcott asked Mr. Averett if we could get a new PUD put into the P&Z manual before it gets adopted. This would be for items of business that may arise at a later date. Mayor Knight and other council members mentioned that this was needed, however, we would discuss the PUD at a different town council meeting.



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**BIKE / WALKING TRAIL UPDATE:** Daggett County was awarded a Bike/Walking Trail grant to take it from the Senior Center to Airport Road. The county has since received a couple of other grants that will extend the path. So far, the amount received is about \$4M for the bike path.

**CIB Projects:** The CIB 1-year and 2-5-year projects were submitted to the CIB to be prioritized at a meeting Mayor Knight will attend on March 19th for the prioritization. If the Town Council has any comments or questions, please let her know before March 19th and she will voice the council's concerns.

The Water and Sewer Grant Agreements have been signed and returned to the CIB. Jeff McCarty with Sunrise has set up a meeting with our Municipal Bond Attorney, Eric Johnson. Mayor Knight is not sure of this date just yet.

**Manila Garden Club:** Mayor Knight said that Nancy Olsen, Secretary/Treasurer of the Manila Garden Club, wants to protect their air vents and put barriers around them and wanted to bring this to the Town Council. The club suggested that they just put some large rocks around the vents to keep from having them hit by vehicles or recreational vehicles. Mayor Knight told them she would take it to the Town Council and see if there were any problems and get back to them. Councilmember Scott moved to make a motion to allow the Manila Garden Club to put a barricade between the public and their air vents. Councilmember Rylander seconded the motion. All were in favor.

RESULT: APPROVED

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

**NRCS Watershed Project:** Mayor Knight addressed the council about the watershed project that was brought to her on 2/23/2024. The Town of Manila requested NRCS Watershed planning assistance. It looked like this was originally applied for in early 2023. Mayor Knight was unsure what happened but Sunrise Engineering asked her to update the request and the Town of Manila to resubmit it.

**Senior / Community Center:** Mayor Knight will meet with Laurie Brummond, Executive Director, UBAOG, to finalize the Policies and Procedures, Bylaws, and Signatures from the Town of Manila, Daggett County, and Dutch John to support the Senior and Community Center. She did not include that in the Town Council packet because it is about 32 pages. However, if anyone on the council is interested, she will forward it to any of you in an email. The council is welcome to attend the meeting at the County Commissioners on March 19th at 10:00 A.M.

**PUBLIC WORKS UPDATE:** Mr. Pallesen addressed the council about a bill we received in February 2024 from Mountainland for six-meter pits that had been ordered in June of 2023. The bill was for \$9,000. Because of the cost of those meters from Mountainland, Mr. Pallesen started looking into pricing a little





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more. Our water connection fee is \$1,300 and just the meter pits alone cost \$1,700 each. The town's water connection is costing us about \$3,728 each connection, but we are only charging \$1,300. Mr. Pallesen said we had about 15 water connections for 2023 and donated over \$30,000 for not charging the correct connection fee to cover just the cost. He suggested that the Town of Manila furnish the parts for a licensed contractor to come in and do the work, and the Town of Manila will be over the inspections. This would be for the sewer fees and connections as well. These changes in connection will free up our public works crew to do maintenance. Mr. Pallesen will bring numbers to the next town meeting on April 11<sup>th</sup>, 2024 for the town council to review. He also discusses with the council our impact fees and those of other towns and suggests looking at increasing these as well.

Mr. Pallesen continued to address the council letting them know there was an inspection at the landfill on March 11th by Brian Watts, Waste Management and Radiation Control. He came out in July of 2023 and his report remarks were not good. When he came out in March, he was at the landfill for over 2 hours. The town has not received a report back yet. However, his comments were a lot more positive about the landfill. Mr. Watts will come back out in November 2024 to make sure the changes to the landfill have been made.

**Community Cleanup of Landfill:** Mayor Knight said that we need to arrange a 'community cleanup' for both sides of the hills for garbage. She would like to have recommendations on when the council thinks we can set that up and, what participation we can count on from the Town Council. Seniors volunteered to make food for the community helping with the cleanup. Mayor Knight will also request assistance from the Planning and Zoning Commission. She will also ask the high school if they have time to assist with the community cleanup.

**ADJOURNMENT:** Councilmember Scott moved to adjourn the meeting. Councilmember Rylander seconded the motion. All were in favor. The motion carried. Mayor Knight adjourned the meeting at 8:04 P.M.

  
Kathi Knight, Mayor

  
Jennifer Allphin, Town Clerk

