



TOWN OF MANILA PUBLIC HEARING
& REGULAR MEETING TOWN CITY CENTER
145 E HWY 43
April 11, 2024 AT 5:30 P.M.

AGENDA

PUBLIC HEARING CALLED TO ORDER: Mayor Knight called the Public Hearing meeting to order at 5:30 p.m.

PRESENT: Mayor Kathi Knight, council members, Bill Rylander, Greg Scott, Gretchen Northcott, and town clerk, Jennifer Allphin.

GUESTS: Gary Pallesen, and Jeff McCarty with Sunrise Engineering.

EXCUSED: Samantha Reitz

INCREASING COMPENSATION FOR ELECTED OFFICIALS: Increasing compensation for the elected officials for the Town of Manila. Mayor, increase of \$1000.00 monthly; Town Council Members, increase of \$33.46 monthly.

ADJOURNMENT: Councilmember Scott motioned to adjourn the special public hearing meeting. Councilmember Rylander seconded the motion. All were in favor.

RESULT: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS NORTHCOTT, RYLANDER, AND SCOTT

TOWN COUNCIL MEETING CALLED TO ORDER: Mayor Knight called the town council to order.

PRESENT: Mayor Kathi Knight, council members Bill Rylander, Greg Scott, Gretchen Northcott, and town clerk Jennifer Allphin.

GUESTS: Gary Pallesen, and Jeff McCarty with Sunrise Engineering.

EXCUSED: Samantha Reitz

CONSENT CALENDAR: Councilmember Scott made a motion to accept the consent calendar for March 2024. Councilmember Rylander seconded the motion. All were in favor.

RESULT: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS NORTHCOTT, RYLANDER, AND SCOTT

ORDINANCE #11-4-24: Compensation for elected and Statutory Officers for the Town of Manila. Councilmember Northcott motioned to approve the Ordinance 11-4-24 compensation for elected and statutory officers for the Town of Manila. Councilmember Scott seconded the

motion. All were in favor.

RESULT: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS NORTHCOTT, RYLANDER, AND SCOTT

UPDATED TRAVEL POLICY: Mayor Knight addressed that the Town of Manila will follow GSA regulations on per diem and mileage costs. The mayor or the designee must approve their lodging, meals, or mileage. Employees may be accompanied by their spouses, but reimbursement needs to be separated before they turn it in. Councilmember Northcott made a motion to accept the travel policy as outlined. Councilmember Scott seconded the motion.

RESULT: APPROVED

PROPOSED BUDGET FISCAL YEAR 2024-2025: Councilmember Northcott addressed the council about the upcoming capital projects portion of the budget. She mentioned the town is proposing an office upgrade to the council. Phase I would consist of building out a new conference room, a separate office for the mayor, updating and sectioning off offices in the main office, and a new records room.

As a town, we placed more money into the water portion of the budget projections for fire hydrant replacements, the yearly exercise of hydrants (preferably twice a year), help with the office upgrade, and getting water a sewer lines put in.

A portion of the landfill budget will help the town buy scales for the landfill. Councilmember Scott motioned that we buy the scales for the landfill.

RESULT: APPROVED

Councilmember Northcott made a motion that they accept the proposed budget for the fiscal year 2024-2025. Councilmember Rylander seconded the motion. All were in favor.

RESULT: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS NORTHCOTT, RYLANDER, AND SCOTT

TOWN OF MANILA CAPITAL PROJECTS APRIL 2024: Capital projects 1-5 years. Mayor Knight mentioned the capital projects list had just been updated. On that list are the bike path which is moving forward, the water and sewer access station we require to find a property, the town office update, roads, and the storm drains. Councilmember Scott made a motion to approve the capital projects.

RESULT: APPROVED

COW COUNTRY RODEO SPONSORSHIP DONATION: Mayor Knight said that Cow Country Rodeo would like our sponsorship. Councilmember Rylander made a motion to sponsor the Cow Country Rodeo as an event sponsor at \$250.00. Councilmember Northcott seconded the motion. In favor, council members, Northcott, and Rylander. Nays, Councilmember Scott.

RESULT: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS NORTHCOTT, AND RYLANDER
NAYES: COUNCILMEMBER SCOTT

CONSOLIDATED FEE SCHEDULE UPDATES: Before we discussed the consolidated fee schedule,

Councilmember Northcott asked the council if they could look into the files to find out how long Harper's Landing impact fee was good for.

Mayor Knight stated that she wanted to let the council know that we were moving forward with the wells and this part of the CIB.

SUNRISE ENGINEERING: Mayor Knight addressed the council letting them know that she signed the work release for the Manila well improvements, as well as the master agreement for consulting services with Sunrise Engineering.

Mr. McCarty didn't have much to discuss except regarding the ordinances that Aaron Averett said that he would talk to Councilmember Northcott. He will present the P&Z ordinance manual in the next planning and zone meeting on the first Monday in May. He said that all other projects are moving forward.

PUBLIC WORKS UPDATE: Mayor Knight wanted to give kudos to Dustin Larsen for getting his Water Certification. Dustin was able to accomplish this in less than 6 weeks. He was employed on February 28th, 2024. The Town now has a level 1 certification.

Mayor Knight said rate increases will be addressed at our next town council meeting in May, 2024. Mr. Pallesen addressed the council with prices for connection fees. He said that right now the town connection fee for ¾" meter is \$1,300.00, the meter pits we have been buying are \$1,700.00, and the town has been losing about \$2,000.00 on each one. Mr. Pallesen put together a cost list, water connection, and how long it takes to install each meter. He says that it would put our connection fee to \$4,640.00, this is for a ¾" meter. Connection fee for a 1" meter will be \$4,940. This cost is just to break even. Mayor Knight said that Jeff McCarty with Sunrise Engineering told her that the town will need to have an impact study done to change and update the impact fees. Sunrise can help with this. Mike Davis with RWAU also gave us Janell Braithwaite who could help us with our rate study at no cost and turn her information over to Sunrise for their help with impact fees.

Mayor Knight said that the monthly garbage collection fee will go up from \$16.00 to \$17.00 a month. There will be a fee for customers who have over 5-30 gallon-sized bags in their garbage cans. Everything that Mayor Knight is bringing to the council will be typed up and brought back to the council at our next meeting in May, 2024.

Building inspections will change. Mayor Knight brought to the council's attention that Matt Tate came to her saying there have been clients who are not passing their inspections. The mayor went on to say that Matt told her the initial inspection and the reinspection are free. However, Mayor Knight told the council that she would like to charge a fee of \$100.00 for a third reinspection fee, and the 4th reinspection fee it would be \$150.00. Otherwise, the town pays Mr. Tate for the customer's fees.

Mayor Knight said that the meter turn-on and off fees will change from the current \$5.00 to \$20.00 each time our public works guys have to go out and do this.

Non-emergency after-hours callouts will be \$120.00. Public works personnel will put meter seals on the meters, if they are tampered with there will be a \$250.00 fee. If a meter that has been tampered with needs a new meter, there will be a \$400.00 fee plus a new meter.

New water meter connections will receive a valve box on the backside of their meters. This gives the customer the ability to turn their water on and off if they need to without contacting the town or incurring a fee.

Mr. Pallesen mentioned that sewer fees need an increase as well. He also talked about getting backstops for the town. Mr. Pallesen will look into the cost of these and present it to the town. Possibility of getting mesh netting for the landfill to keep trash from flying away. He suggested that this may be an FFA project.

Town Goats: Mayor Knight said that she would post an ad for 10 days for the public to give her a sealed bid and then go from there. Councilmember Scott made a motion stating that we need to sell our goats. Councilmember Rylander seconded the motion. All were in favor.

RESULT: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS NORTHCOTT, RYLANDER, AND SCOTT

FIRE UPDATE: Fire Chief Randy Browning addressed the council about a major fire response exercise going on April 20th, 2024, on Hwy 191. There will be over 250 personnel, 15-20 firetrucks, ambulances, and hazmat, that will be a full-scale exercise. He said that if the town could avoid the area, if possible, please do so.


Chief Browning said that they are revamping the entire fire inspection process throughout the county. He is asking the council to make a motion to adopt the International Fire Code (IFC). Any questions regarding fire codes refer those to Chief Browning. Councilmember Scott made a motion to adopt the IFC fire code for the Town of Manila. Councilmember Northcott seconded the motion. All were in favor.

RESULT: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS NORTHCOTT, RYLANDER, AND SCOTT

Chief Browning also talked about updating the fee schedule for inspections and the process for fire inspections. He will be requiring every short-term rental in the county to be re-fire inspected every year. The fees for fire inspections once a year will be \$100.00 for residential and \$150.00 for high-density (condos).

ADJOURNMENT: Councilmember Rylander motioned to adjourn the regular meeting. Councilmember Northcott seconded the motion. All were in favor. The motion carried. Mayor Knight adjourned the meeting at 6:58 P.M.


Kathi Knight, Mayor


Jennifer Allphin, Town Clerk

