



TOWN OF MANILA SPECIAL MEETING  
MANILA MEETING ROOM  
165 E HWY 43  
AUGUST 13<sup>TH</sup>, 2024 AT 5:00 PM

Notice was given that a meeting of the Town Council of the Town of Manila will be held on **TUESDAY, AUGUST 13, 2024**, commencing at **5:00 pm.** or shortly thereafter at 145 E HWY 43, Manila, Utah.

**MEETING CALLED TO ORDER:** Mayor Kathi Knight called the meeting to order at 5:07 pm.

**PRESENT:** Mayor Kathi Knight, Council members Greg Scott, Bill Rylander, Gretchen Northcott, and Town Clerk Jennifer Allphin

**GUESTS:** Gary Pallesen and Jeff McCarty with Sunrise Engineering

**EXCUSED:** All the council members were present.

**CONSENT CALENDAR:** Councilmember Rylander moved to approve the consent calendar which includes payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and previous minutes. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**PUBLIC COMMENT:** There was no public comment.

**DISCUSSION AND ACTION:**

**Approve Budget for 2024-2025:** This item was tabled, and a Public Hearing will be held on August 27<sup>th</sup>, 2024 at 6:00 pm with the Town Council following. The public hearing will go over the final budget for 2023-2024, the proposed budget for 2024-2025, and the resolution for the tax increase.

Councilmember Northcott motioned to table the line item approve budget for 2024-2025. We will have a public hearing as Mayor Knight stated. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**Unpaid Utility Bills:** Mayor Knight has contacted the town's attorney. She mentioned the town has about five accounts with past-due bills over \$5,000. She has sent out notices to customers to contact the town office by August 16<sup>th</sup>. If these accounts have not contacted the town by the date mentioned, disconnect notices will be put on their properties. Thirty days after the disconnect notices have been placed, we will notify them our public works will pull their water meter. Mayor Knight stated this complies with what our

attorney counseled the town to do. After these items have been done, we can take those who own these accounts to small claims court and file against them. She says we can even put a lien on their property.

Mayor Knight let the council know that we have cleared up some of our debt on past-due utility bills. When we first started this process, we had about \$65,000 in past-due accounts. Sending out these notices has helped clear accounts in the last couple of weeks. Mayor Knight wants all those with accounts with outstanding bills to contact her or the office and let any of us know about their situation. If anyone can not pay their bill let us know. The town won't be able to help if we don't know. We will work something out if needed.

**Daggett County MOA/MOU Young at Heart Senior Center:** Mayor Knight said Daggett County has signed the memorandum of agreement, they will give the senior center \$8,000 a year for operating fees. She stated in about six months she may consider having the town take the senior center over again; if the commissioner gives the center \$8,000 a year, which will pay for their utilities. The requirements to follow under the federal regulations to keep their federal grant would take a full-time person. Right now, the mayor says she has to go out and interview everyone in town over the age of 60 years old; and put them into a program called Capstone to gather information on our seniors.

**Town Council Announcement:** Mayor Knight stated there was only one application submitted for the town council position, her name is Debra Brown. Since there has been one applicant Mayor Knight said the council did not need to hold interviews. With Mrs. Brown in this position, the town council would have a full complement, if someone from the council needed to take time off, we would still be able to hold a town council meeting.

Councilmember Northcott motioned to accept Debra Brown as an appointed Town Council Member. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

**Will Serve Moratorium:** Councilmember Northcott motioned to put a moratorium on will-serve letters under the same stipulations the council discussed in July's meeting with the six months starting today, August 13<sup>th</sup>, 2024. This will not be for residential builds, this moratorium on will-serve letters is for to-be-built businesses and subdivisions. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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



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**SUNRISE ENGINEERING UPDATE:**

**Work Releases for the Manila Sewer Lagoon Improvement 2024:** Mayor Knight said she has signed these; and will send them back to Sunrise. Sunrise will be working on the Sewer Lagoon Improvement project.

**Manila RV Station 2024:** Mayor Knight said she will sign the work releases for this, and send them back to Sunrise as well.

**Manila Green Acres Sewer Projects 2024:** Mayor Knight told the council members why this project was named Manila Green Acres Sewer Projects 2024. She stated this differentiates our CIB money from our EPA money. EPA is calling the project Ylincheta. CIB will call the project Green Acres, and be funded by CIB funds.

Mayor Knight asked Jeff McCarty with Sunrise to explain the CIB funds. Mr. McCarty responded that the CIB funds did not go out to bid for engineering, the work releases are under the existing general services. CIB does not have to go out for bid for these projects. When using the EPA funds, these funds will need to be sent out for bid on the Ylincheta project.

EPA=Federal funds

CIB=State funds

RFPs have gone out for the water wells, but have not for the sewer right now.

**Status of Well Improvement RFP:** Mr. McCarty said, that starting with the sewer, Sunrise will have the surveyors come out ASAP to get everything surveyed for the lagoons (Manila RV Station, and Manila Green Acres). Sunrise will have geotechnical specialists come out to do their tests to get the fourth cell properly designed. After they receive the design, Sunrise will go from there. Mr. McCarty and Sunrise hope to get this project out to bid sometime this fall or maybe early winter to get contractors out to schedule themselves for next year. This gives them time to start the projects early next year.

Mayor Knight asked Mr. McCarty to explain the site visit with the USDA on our screens for our sewer lagoons. Mr. McCarty explained that he virtually met with the USDA, the rural development program. They indicated there could be some funding. However, they have not discussed the details of grant loans, self-participation, or what this would look like. There is funding that could fund screening structure improvements at the sewer lagoons. The USDA will come to Manila for a site visit after their virtual meeting was held.

Mr. McCarty on the **well improvements:** he said Sunrise put out the RFPs; and received one proposal. Sunrise has looked over Widdison Drilling's proposal and references, once they were satisfied with these things, Sunrise looked at the costs for the project and said Widdison Drilling was well within the budget. Mr. McCarty said Sunrise's recommendation would be to accept them for the project.

Councilmember Northcott motioned to accept Widdison Drilling for phase I of the inspection of the wells. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

#### **PUBLIC WORKS UPDATE:**

**Landfill Kudos:** Mayor Knight called on Councilmember Rylander to tell us about the kudos he received on the landfill. Councilmember Rylander said there have been a couple of people talking to him about how friendly, and helpful to them when they go out to the landfill. He mentioned these kudos came from individuals who do not give compliments often. Mr. Pallesen responded that Stephen is doing a good job at the landfill. Mayor Knight said Bob Ford has come into the office saying the same thing about Stephen. Councilmember Northcott wanted to let the council know she has heard positive feedback on the landfill, and Stephen.

Sanitary Survey for the Town of Manila Water System on August 14<sup>th</sup>, 2024, at 1:00 pm. We also have one for the lagoons on August 21<sup>st</sup>, 2024, at 1:00 pm.

Mr. Pallesen discussed a need for a garbage truck for the town, and ones he had been looking at. He said he gave Mayor Knight pictures of a few of the ones he had found that are rear loaders. Mayor Knight stated having a garbage truck the town would be able to haul more trash, protect our guys from injury, make fewer trips to the landfill, and compact the garbage saving space out at the landfill.

Councilmember Scott responded to Mayor Knight if the budget allowed it, we should move forward with purchasing a garbage truck. Councilmember Northcott stated we should move forward, look at our budget, revise the landfill lease/purchase equipment (LLPE), and add money into line-item 6430 LLPE for a future purchase date. Councilmember Northcott suggested changing the 6430 LLPE budget from \$3,000 to \$30,000. Mayor Knight agreed with this budget line-item change to purchase a garbage truck for the town.

#### **MAYOR'S TOWN UPDATE:**

Mayor Knight stated we received a bid from an architect with Develop Designs for our town office project. He wanted \$11,000 to do the design work; and gave us a picture of what he drew up for the remodel. She said Jesse Platt thinks there is a program the town could use, and design our town office ourselves. The town would save money by having public works building our town office project out. Following our procurement policy, we would bid out any part of the project where the cost will be over \$5,000. Mr. McCarty suggested our building inspector Matt Tate do a walk-through with us on this project.

**ADJOURNMENT:** Councilmember Northcott motioned to adjourn the meeting. Councilmember Scott seconded the motion. All were in favor. Motion carried. Mayor Knight adjourned the meeting at 6:25 pm.



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AUGUST 13<sup>TH</sup>, 2024 AT 5:00 PM

  
Kathi Knight, Mayor

  
Jennifer Allphin, Town Clerk



APPROVED 9-12-2024