



TOWN OF MANILA REGULAR MEETING
MANILA MEETING ROOM
145 E HWY 43
OCTOBER 10, 2024, AT 5:30 P.M.

MEETING CALLED TO ORDER: Councilmember Northcott called the meeting to order at 5:30 pm.

PRESENT: Mayor Kathi Knight (Zoom called in), Council members Gretchen Northcott, Gregg Scott, Bill Rylander, Deb Brown, and Town Clerk Jennifer Allphin

GUESTS: Gary Pallesen, Kent Bond, JR Brown, Carol Hadley, Gary Boyd, Jeff McCarty with Sunrise Engineering (Zoomed called in), Robin Schroeder, Reymond Terry

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

RESULT: APPROVED

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

SUNRISE ENGINEERING UPDATE: Jeff McCarty started with a quick update on all the projects Sunrise had going on with the Town. Starting with the wells, Mr. McCarty said they are moving along quickly. The EPA loan closing took place Wednesday, October 9th. He said that Rex with Sunrise Engineering sent an update on the wells in an email to Mayor Knight. Widdison is still working on well #3. Mr. McCarty said this is going slower than they had expected. Sunrise hopes the well will be cleaned and refurbished soon.

Lead and Copper Survey: Mr. McCarty told the council members the lead and copper survey had been submitted. Sunrise will continue to work on the inventory list of unknown materials.

The sewer projects: Mr. McCarty said he is still working on the application with Rural Water for funding for the screen structure at the sewer lagoons. He reminded the council that the CIB funded the work on the fourth cell of the sewer lagoons. He said this would get the sewer lines to Ylincheta, and the RV station. The survey work has been completed and the next phase is designing. Sunrise is still waiting for the geotechnical reports for both projects. However, Sunrise should receive those results soon. They will let the council know when they get the reports back.

Mr. McCarty and Sunrise have asked the council if the Town would pay for their services before the CIB loan closes on the sewer lagoons.

Councilmember Scott motioned that the Town of Manila will pay Sunrise Engineering as they go. Councilmember Brown seconded the motion. All were in favor. The motion carried.



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CONSOLIDATED FEE SCHEDULE UPDATE: Scratched, this was discussed in September's Town Council meeting. The consolidated fee schedule was not supposed to be on the agenda.

MIKE LOCK: The Terry Subdivision final plat needs signatures. Councilmember Northcott and Town Clerk Jennifer Allphin signed the plat with the Town stamp for Raymond Terry.

STEVE GREGERSON: Planning and Zoning approved Steve's request to combine his lots. He is bringing his proposal to the town council for their approval.

Councilmember Scott motioned to approve Steve Gregerson's request to combine his two lots. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

NICHOLAS GARCIA: Planning and Zoning denied Nick's proposal to increase the number of short-term rental permits allowed within the Town of Manila. He asked the planning and zoning committee to allow up to 18 permits.

Councilmember Scott motioned to deny Nick's proposal to increase the number of short-term rental permits. The council agreed to keep the short-term rentals at 15 permits allowed as per the Town's ordinance. Councilmember Brown seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

COMMUNITY LANDFILL CLEAN-UP DATE: The town council decided the community clean-up date should be the first weekend in November. Mayor Knight said the 2nd of November would work best for the community clean-up. The clean-up will start at 11:00 am and finish at 3:00 pm. Advertisements will go out, flyers will be posted at the Town office, post office, county building, and market. There will be a Facebook post, posted to the Town's website. Starting at 11:00 am there will be a BBQ with hamburgers, hotdogs, chips, and drinks at the shooting complex. The community will move to the landfill and the cliff



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below to clean up the plastic bags and other junk accumulated following the BBQ at the shooting complex. The council all agreed to the date and time for the community clean-up.

PUBLIC WORKS UPDATE: Mr. Gary Pallesen provided the council members with an update on the leak on Benion Lane being fixed. He said the well that is currently being worked most of the pipe needs to be removed and replaced. Public Works fixed the pothole on 2nd North as you head towards the park. The Town has hired a new Public Works employee. Mr. Pallesen said we needed to register the scales with the State. Once the state receives our \$200.00 fee, the state will come out and certify the scales. If the state cannot certify or keep the scales certified, the town will convert the tons to yards, and then charge by the yard for commercial customers. The pit currently being used at the landfill has been dug up to the hillside. This pit should keep the town's trash collection until spring. Public Works will cover this pit when it is filled, then dig a new one. Once the greens are converted the new pit will go along that fence line. Mr. Pallesen said that there is a lot more trash collecting in the town with rate increases and double utilities for garbage collection. People are returning their dumpsters and using the town's weekly garbage collection since they are charged a monthly garbage rate.

Mr. Pallesen let the council know the Oregon garbage truck would be purchased without a warranty. The company would pay for the freight to ship it to the town. Possibility of a video inspection and 3rd party (mechanic) to look at the garbage truck. If Public Works does not like the truck, there is a possibility the town will be able to ship it back to the seller. Mr. Pallesen thinks the town could get the 2005 garbage truck for \$45,000, with 62,000 miles, with free delivery. Mayor Knight said that the seller is willing to bring the garbage truck down and deliver it, then give us a couple of weeks to make sure it works for us and does what we need it to do. If the garbage truck did not work for the town, then we would pay for freight and send it back to the seller. Mayor Knight told councilmember Northcott, that without seeing it hands-on she does not want to invest in something that will not work for the town. Mr. Pallesen said that if the garbage truck works, this would alleviate the bag limit we currently have. The town will slowly phase in garbage cans for the town once the purchase of the garbage truck is completed.

Councilmember Scott motioned to approve the purchase of the 2005 garbage truck for \$45,000, 62,000 miles, and free freight delivery. Councilmember Rylander seconded the motion. Ayes: Councilmember Rylander, Scott, and Northcott. Nays: Councilmember Brown. Motion carried.

RESULT: APPROVED

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

NAYS: COUNCILMEMBER BROWN

Mr. Pallesen talked about a new water meter tower for reading meters. If the town could use Union Wireless' cell phone tower location and place a meter tower there the residents would be able to see their usage whenever they wanted to. This would give customers the ability to see if any leaks need to



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be fixed throughout the month rather than once a month. Mayor Knight said that in next year's budget, they will add the meter towers to the 25-26 budget. Meter Works told Mayor Knight they would be able to get the tower as high as they could in the town and place the other one out by the county work building on Airport Rd. We are considering adding the towers to our system to help residents to catch water leaks sooner. The SCADA system was down. Jesse is in the process of fixing it.

Councilmember Brown asked Mr. Pallesen how far the Public Works was able to get by exercising our fire hydrants. Mr. Pallesen responded that a guy from Logan would be coming out to work on some of our hydrants and get them functioning. Mayor Knight mentioned that she called other cities to find out who exercises their fire hydrants. She found out that their fire department does the exercise of the hydrants, so they know which ones are functioning and which hydrants need to be serviced. If the hydrant needs to be fixed, then the fire department calls Public Works to let them know they need to be serviced. Mr. Pallesen, for our sanitary survey, we are working on our cross-connection policies. He is not sure if the town has ever had this policy, but something the town needs to take care of quickly.

Councilmember Northcott discusses the need for a building upgrade and when we would be able to start the project.

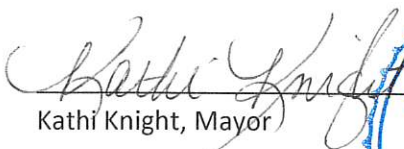
ECONOMIC DEVELOPMENT PLAN: Nothing to address currently.

Council member Northcott asked about the update on the connection fees, and if Janell Braithwaite has the updates completed for the town. Mayor Knight said she would contact Janell to find out where she was with the fee schedule.

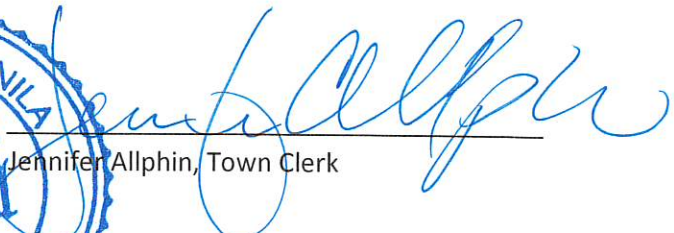
Councilmember Northcott also asked the mayor what she thought about the town building upgrade. Mayor Knight said she would like the upgrade to move forward. However, the office staff would not be able to carry out any more projects at this time and would need help from outside sources.

Councilmember Scott responded that the town council should take over the building upgrade to alleviate some of the office staff workload. Councilmember Scott will give the town council updates on the building upgrades at each meeting.

ADJOURNMENT: Councilmember Scott motioned to adjourn the meeting. Councilmember Brown seconded the motion. Councilmember Northcott adjourned the meeting at 7:13 pm.


Kathi Knight, Mayor




Jennifer Allphin, Town Clerk