



TOWN OF MANILA REGULAR MEETING
MANILA MEETING ROOM
145 E HWY 43
NOVEMBER 14, 2024, AT 5:30 P.M.

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

PRESENT: Mayor Kathi Knight, council members Debbie Brown, Bill Rylander, Greg Scott, Gretchen Northcott, and Deputy Clerk Chandra Brady

GUESTS: JR Brown, Darren with Tri-County Health, Gary Pallesen, Calisha Christenson, and Aaron Averett with Sunrise Engineering via Zoom

CONSENT CALENDAR: Councilmember Rylander motioned to accept and 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, BROWN AND NORTHCOTT

DOUG EVENS: Creating a new lot. Planning and Zoning recommended that the Town Council approve of his lot. Councilmember Northcott motioned to approve Doug Evens' lot. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

MARK GREEN: Adjusting his plot line, he has two lots behind his home and would like to move his property line several feet. Planning and Zoning approved the adjustment. Councilmember Northcott approved Mark Green's plot adjustment. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

JUSTIN VON EBERSTEIN/STEVE GREGERSON: P&Z recommended Justin come to the Town Council for approval of the rezoning of his property. Justin Von Eberstein is requesting a zone change from central development (CD) to commercial for his property at 455 HWY 43. Councilmember Scott motioned to approve Justin Von Eberstein to change his property zoning from central development to commercial. Councilmember Rylander seconded the motion. All were in favor. Motion carried.



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COLTON CHRISTENSON: Needs a will-serve letter from the town. There is a moratorium for the Town's will-serve letters for subdivisions. The county has listed his property as a minor subdivision. Colton Christenson requests the Town Council issue him a will-serve letter for his property. Councilmember Northcott motioned to approve the will-serve letter for Colton and Calisha Christenson. Debbie Brown seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

SUBDIVISION DEFINITION: Tabled until December 12th, 2024, Town Council meeting. The Town Council will discuss amending their moratorium or their definition of subdivision.

COMMUNITY LANDFILL CLEAN-UP DATE: The date for the community landfill clean-up has been moved to next spring.

TRI-COUNTY HEALTH: They haven't visited the town of Manila in a while and wanted to let us know what services they provide to the town and county and answer any questions the council may have. Tri-County has recently created a new online database. This has a GIS database that is tied to a county map that users could use to find out information on a piece of property to find out a site assessment or other information about the property along with all the paperwork.

SUNRISE ENGINEERING UPDATE: Aaron Averett gave an update on well #3. He said there were holes found in the casings, Widdison's equipment got stuck, and they had to bring in other equipment to continue working on the well. Widdison will be patching some of the holes where the well has started to corrode. Mr. Averett said that while well # 3 is being worked on, the town is relying solely on well #1. He said that, well #1 had a problem and started dropping in production. The Town's Public Work contacted our SCADA crew to come out and look at the issue. Mr. Averett told the town that it wasn't electrical, but the motor on the pump had gone out. Later Widdison Drilling, who had been working on well #3 came up, pulled out the pump, replaced it, put the new one in, and got well #1 up and operational again. Mr. Averett told the council that Widdison is looking at getting the town a cost and modifying their recommendations on the well project. Widdison is trying to get well #3 up and functional in the next several weeks for the winter. Once the cleaning, restoration, and new pump for well #3 are finished the town will have two functioning wells again. Widdison then would come back in



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the spring and continue their work on the wells. They will also place a camera down well #2 to see if we can salvage it before abandoning the well.

Mayor Knight and Councilmember Northcott asked Mr. Averett how the RV dump station was coming along. Mr. Averett answered that it is progressing. However, he would have to get back to the council with a timeline for the project. Mayor Knight said that she is aware of the soil testing and design work, but she does not know what the status was except that it was moving along.

BUILDING UPGRADE: Mayor Knight asked the council where they were with the building upgrade. Councilmember Brown said that she was able to find a structural engineer. She sent him pictures, took the original design that was drafted up, made a few changes to the design to match what the town office staff hoped for, and sent it to the engineer. The engineer contacted Councilmember Brown and let her know after reviewing the photos and design that we did not need him because this was a remodel. He did say that if the town wanted to, they could get in touch with an architect to help and gave her the name of an architect out of Lyman. Councilmember Brown said that she sent the information to the architect and asked him if we needed him for this project just a couple of days ago and she had not heard from him with a response before this town council meeting. The architect she consulted with did mention that we could use a general contractor for remodel, and you wouldn't need an architect to oversee the project. ~~The town could use a general contractor for the remodel.~~

Councilmember Northcott said that she spoke with our building inspector Matt Tate. She said that he told her the Town needed a design first, and a licensed contractor. If the town had a full-time maintenance worker they could do the work, but not a part-time maintenance worker. Mr. Tate told councilmember Northcott the town needed a building permit. She said that we could do the town remodel in phases. She believes the health department needs to sign off on the finished project. The town's Public Works should be able to do most of the remodel work. Mr. Pallesen told the council that there would need to be a licensed electrician and possibly a plumber to help Public Works with the upgrades. Mr. Averett with Sunrise Engineering mentioned if the town needed anything approved by an engineer that Sunrise would be more than happy to come over, check the work, and stamp the project that it was checked off by an engineer.

STREAMLINE PROCESS FOR MINOR HOME REPAIRS: Councilmember Northcott asked why our town residents need to take every building permit to Planning and Zoning when they have nothing to do with setbacks, when the customer only wants to put new siding, windows, replace a roof, or deck, when they're not changing the dimensions of the area? She asked if we could somehow streamline this process. Ms. Brandy replied to Councilmember Northcott, saying that most conditional use permits do not need to go through Planning and Zoning to be approved. The council talked about any projects that would change the structure of the residence, or remodel that will take all the finishes down to the studs, or down to the footings. Changes to the footprint of the structure needs to be approved by Planning and



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Zoning. There needs to be a fast track available in place for minor home repairs. Mr. Averett said that Gabbie, who works with Sunrise, could sit down and talk with Ms. Brady regarding what she has worked with other cities on to help her and the town. Mr. Pallesen said if Public Works had any questions, they would contact our building inspector and Sunrise to look over the changes for approval.

PUBLIC WORKS UPDATE: Mr. Pallesen told the council that there was another leak at the pipeline coming out of the 180,000-gallon tank, and this is the 7th leak he has worked on since February. When Public Works fixed this leak, they took out a 41' piece of pipe, replaced it, and put in new couplers, backfilled underneath the pipe and above. Mr. Pallesen showed the council what he and the Public Works took from Well #1, it was a pipe that had a hole in it. The repairs that previous employees had done were with duct tape wrapping the pipe. This piece of pipe removed from Well #1 was directly above the pump. The pump went out at this well. Public Works were able to get the pipe and pump replaced.

ECONOMIC DEVELOPMENT PLAN: Mayor Knight said that the economic development plan is back on. UDOT TPA Grant Info Change, this grant is for \$15,000 and costs the town \$800.00. She asked Nate Zilles if he would help the town with this grant and move forward.

PROCUREMENT/PURCHASING POLICY: This is for our EPA grant. The town must meet its federal funding requirements. Mayor Knight talked to Jennifer about adopting this requirement even for the Town of Manila because it covers everything. This has been approved by the EPA. She said that the council needs to make a motion and accept it as a resolution. Councilmember Northcott made a motion to accept and adopt the procurement/purchasing policy. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

EXECUTIVE SESSION: At 7:30 pm the town council entered their executive session. Recorder paused. The town council exited the executive session at 7:45 pm, starting their regular meeting.

PUBLIC WORKS REORG: Mayor Knight said the town would like to bring Mr. Gary Pallesen on as a full-time position as a Public Works Supervisor effective immediately. Mr. Scott motioned to bring Mr. Pallesen into our Public Works as a full-time employee effective immediately. Councilmember Brown seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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ADJOURNMENT: Councilmember Scott motioned to adjourn the meeting at 7:48 pm. Councilmember Northcott seconded the motion. Mayor Knight adjourned the meeting at 7:48 pm.


Kathi Knight, Mayor


Jennifer Alphin, Town Clerk



APPROVED 12-12-2024