



**TOWN OF MANILA SPECIAL MEETING
DECEMBER 12, 2024, AT 5:30 P.M
REGULAR MEETING
DECEMBER 12, 2024, 6:00 P.M.
MANILA MEETING ROOM
145 E HWY 43**

SPECIAL MEETING: 5:30 PM

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

PRESENT: Mayor Kathi Knight, Council Members Gretchen Northcott, Bill Rylander, Greg Scott, Debbie Brown, Deputy Clerk Chandra Brady, and via zoom Town Clerk Jennifer Allphin

GUESTS: Gary Pallesen

RFP: Mayor Knight told the council that she would open the RFP Proposals from engineering companies that the town received by December 12th, 2024, at 1:00 pm. However, first she said she would read the directions she was given. Matt Mullins is our EPA specialist with whom we are working. He called Mayor Knight and went over a few things just as a review. Below are the instructions given for our council meeting opening the RFP Proposals:

The mayor needs to open the proposals in that meeting in front of the council and say who the firm is, where they are located, and the total bid. We will then need to scan all documents and save them in a separate folder. Then send the folder to Matt Mullins with the EPA. The council is not to make any motions, any comments, this is so the council knows who the engineering firms are.

Mayor Knight shared with the council that she received a denial letter from Civco Engineering advising the mayor that they were not going to put in a request for proposal. They would like to extend their gratitude to the Town for the opportunity. Their email was sent to us on December 9th, 2024.

The first RFP proposal, Mayor Knight said was received here in the office by Jennifer Allphin on December 12th, 2024. This RFP proposal is from Jones and DeMille Engineering, located in Vernal, Utah. Their price proposal with the listed services is \$516,200.

Mayor Knight informed the council the second RFP proposal was received in the office on December 12th, 2024, by Jennifer Allphin. The RFP proposal is from Sunrise Engineering and their office is also located in Vernal, Utah. Their price proposal is \$483,000.

Mayor Knight read more of the emailed directions on what to do next with the RFP proposals that were just opened and read to the council:

We will then need to start the review process and make our decisions. This needs to be done by about three (3) people. We will then need to send our ranking results and decisions with notes to Matt Mullins which will also include a cover spreadsheet with a list of those that made proposals



**TOWN OF MANILA SPECIAL MEETING
DECEMBER 12, 2024, AT 5:30 P.M
REGULAR MEETING
DECEMBER 12, 2024, 6:00 P.M.
MANILA MEETING ROOM
145 E HWY 43**

with all their docs, etc. They will then review these and decide whether they either agree with our decision or not. This process will be time-consuming and take several days, so please set aside sufficient time to do so. We will need to send our decision and all documents to Matt by Dec 19th so that they can provide us with a response by Jan 8th. Mayor Knight asked if the council had any questions on the upcoming timeline for the RFP proposals. There were no questions or comments from the council members.

ADJOURNMENT: Councilmember Brown made a motion to adjourn the special meeting. Councilmember Rylander seconded the motion. All were in favor. The motion carried. The special meeting was adjourned at 5:40 pm.

REGULAR MEETING

MEETING CALLED TO ORDER: Mayor Kathi Knight called the regular meeting to order at 5:40 pm.

PRESENT: Mayor Kathi Knight, Council members Gretchen Northcott, Bill Rylander, Greg Scott, Deb Brown, Deputy Clerk Chandra Brady, and via zoom Town Clerk Jennifer Allphin

GUESTS: Gary Pallesen

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

RESULTS: APPROVED

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

PUBLIC COMMENT: Manila High Schoolers-Manila High Calendar and Ad. The student who requested it to be on the agenda asked the town council members if they would like to support their fundraiser, found a different business for their donation. Town Clerk Jennifer Allphin let the town council members know that Manila High School sent in a request for donations for their calendar and ad. The Councilmember Northcott said the Town had this fundraiser in the budget, and she asked for the mayor to leave it up to her discretion on how she wanted to manage this donation. Mayor Knight approved the donation to Manila High School for their calendar.

MORATORIUM AMENDMENT/SUBDIVISION DEFINITION: The council advised that they would use the states definition of a subdivision, which is two or more houses per their Powers and Duties 2024 book, page 180. Utah Code 10-9a-103(64). Councilmember Scott motioned to adopt the moratorium of two or more houses under the Utah Code. Councilmember Northcott seconded the motion. All were in favor. The motion carried.



**TOWN OF MANILA SPECIAL MEETING
DECEMBER 12, 2024, AT 5:30 P.M
REGULAR MEETING
DECEMBER 12, 2024, 6:00 P.M.
MANILA MEETING ROOM
145 E HWY 43**

RESULTS: APPROVED

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

SUNRISE ENGINEERING UPDATE: Email from Jeff McCarty sent to Town Council on 12/10/2024 states:

Here is an update on the projects we are working on, other than the well project:

- RV Station: There has not been a lot of movement, I am still waiting for the geotechnical report, which I am being told should be coming in the next couple of weeks. We have been a little busy with other things, but my plan is to wrap those up by the end of the year so we can dive into this project in January.
- Lagoon Improvements: Almost identical to the RV station, we are waiting on the geotechnical report, but I was planning to get other things out of our way so we can hit the design hard in January for this project.
- Green Acres Sewer: Unfortunately, we are still waiting for the Broadbent's to decide amongst themselves if they will even let us survey. I do have the surveyors scheduled to survey everything else, including across the airport property, so you may see them in the next little bit. Apart from the survey we have been waiting partly just to see if we are awarded the Ylincheta Sewer project because there could be some coordinating between the two projects.
- A note on all three of the previous projects. Remember these were all funded through CIB together, so we did not want to take off too far ahead on the design of any one of them because in the end we will need the bids for all three to close the CIB loan. It will take extra attention to making the timing all work, but we will get it figured out.
- Mechanical Sewer Screen: We have been collaborating with Kathi and Jennifer to try to apply to the USDA for funds. There is an engineering report, and an environmental report required for the application that I am trying to figure out with the folks at USDA if we can keep them simple. I have a meeting with them next Wednesday to try to nail that down better.
- Lead and Copper: Jennifer has been great helping get customer notifications out to everyone. The EPA requires that you notify anyone who we have not been able to identify their lateral material, that we don't know what their pipes are made of. Apart from this we will keep trying to identify as many of those unknowns as possible, so hopefully you do not have to send out those notifications in the future.
- Storm water improvements: I thought I would throw this in to remind everyone of this project. We applied to NRCS for funds that would hopefully lead to an actual project, but we were not approved. We will try to apply again; I believe in January it is when they do that.



**TOWN OF MANILA SPECIAL MEETING
DECEMBER 12, 2024, AT 5:30 P.M
REGULAR MEETING
DECEMBER 12, 2024, 6:00 P.M.
MANILA MEETING ROOM
145 E HWY 43**

Mayor Knight received another update from Aaron Averett with Sunrise Engineering right before this town council meeting. She said that Mr. Averett and Mr. McCarty could not make it to the meeting because they were having their company Christmas party at the same time as the meeting tonight. In Mr. Averett's email to Mayor Knight he said, well #3 parts were ordered for this well to be up and running through the winter. Widdison plans to go out and make well #3 operational by December 23rd or 2024, at the latest. Per Mr. Averett's email, the recommended approach would be to camera and bail well #1 to get the sand out of it, which is what Widdison has planned to do in the spring. In the meantime, and once well #3 is up and running, it would be great to have that be the primary well for the winter and only use #1 when necessary. The sand can damage the pump, but well #1 can still be used as a backup to well #3 when it is working.

BUILDING UPGRADE APPROVAL: Mayor Knight asked the council if they saw the building upgrades. The council said they have reviewed the upgrades. Councilmember Northcott made a motion to approve the building upgrade and start the renovation as soon as the Town can. Councilmember Scott seconded the motion. All were in favor.

RESULTS: APPROVED

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

STATEWIDE LANDSCAPE INCENTIVE PROGRAM: Mayor Knight advised the council to keep in the back of their minds the date of January 22nd, 2025, from 10:00am-11:00am for a zoom meeting overview of the statewide landscape incentive program and a water efficient landscape ordinance requirement eligibility. She mentioned this would be an ordinance that the council would have to develop for water efficient landscaping. The organizers of the zoom meeting told Mayor Knight that if we could not attend, they would have it recorded and sent it to us later.

FRAUD RISK ASSESSMENT: Mayor Knight told the council they needed to approve the state's fraud risk assessment. She said the assessment score for the Town was 345/395. This assessment needs to be submitted to the State of Utah. Mayor Knight said by the time we need to submit our 2025 Fraud Risk Assessment the Town should be able to get significantly higher numbers. Councilmember Northcott asked if we were in good range with these numbers. Mayor Knight responded that our risk assessment is low. She said there were just a couple of items that we need to incorporate and fill out forms to get these numbers to a lower risk. Councilmember Scott motioned to accept the Fraud Risk Assessment for 2024. Councilmember Rylander seconded the motion. All were in favor. The motion carried.



**TOWN OF MANILA SPECIAL MEETING
DECEMBER 12, 2024, AT 5:30 P.M
REGULAR MEETING
DECEMBER 12, 2024, 6:00 P.M.
MANILA MEETING ROOM
145 E HWY 43**

RESULTS: APPROVED

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

STOP SIGNS: Mayor Knight said she was open to any suggestions from the council to keep people from running over the Town's stop signs. Mr. Pallesen mentioned that he thinks our roads are too narrow and our right of ways are too big. He said the stop sign should go close to the property corner, there are sixty feet right of ways and 10-foot roads. Councilmember Northcott said she had spoken with someone with the Town years prior about the stop sign and its reflectiveness. Mr. Pallesen said that our stop signs needed to be engineer grade. However, he was not sure what quality our stop signs were. Councilmember Northcott suggested that we should put them on a rotation schedule for repairs. Mayor Knight agreed and asked Mr. Pallesen to start work on stop signs that needed to be replace or repaired.

PUBLIC WORKS UPDATE: Mr. Pallesen said Public Works was able to get forty-three hydrants working. He said that Shane Perkins from the Logan area came out to Manila to help the Public Works crew, showing them how to take hydrants apart, changed out parts, flushed them, clean them, and get them functioning again. He said all of Harpers Landing has been done, everything on Bear Paw Lane, in Green Acres subdivision, and two below the county shed on Airport Rd. Public Works will continue to work on the hydrants throughout the town and county. Mr. Pallesen told the council that the hydrants should be exercised twice a year, and he will put these hydrants on a schedule to get them at least once a year while repairs and replacements are being made, then work up to twice a year. The council asked if we could talk to the fire department and get them to work with the town in taking over the hydrants being exercised once to twice a year. Mayor Knight said she will contact Steve Forbes with the fire department. Mr. Pallesen said the last item he had to talk to the council about was our PRVs were out of whack. He said Public Works took a pipe jack out and placed it toward the roof of one of the vaults on Hwy 44 so it cannot come a part. They had to clean the bypass valve that was stuck and would not open. He said they also fix another valve at Captains Cove that was stuck open by two small pebbles and cleaned it. There is still an issue with the vault on Bennion Lane, they will work on this soon. Mr. Pallesen told the council that they were gaining and making progress.

ANNUAL CHRISTMAS BONUS: Mayor Knight expressed how challenging this year has been in the office for our staff. She said we just had our audit and let the council know that we did well. However, the town has not gotten their findings back yet from the auditors. In the out breve, findings were very minimal, nothing of any consequence. The findings from the audit will be fixed going forward and will not be an issue in the next audit. Mayor Knight stated the office staff have done an excellent job in keeping the office going. She said she thought Public Works had finally



**TOWN OF MANILA SPECIAL MEETING
DECEMBER 12, 2024, AT 5:30 P.M
REGULAR MEETING
DECEMBER 12, 2024, 6:00 P.M.
MANILA MEETING ROOM
145 E HWY 43**

shown they care a great deal about our town and customers. Mayor Knight let the council members know that because of their hard work she just discussed she had wanted to give each employee a bonus of 3% and let the council know she gave each their bonuses on December 12th, 2024. Councilmember Scott wanted to be on record in support of the administrative decision of the mayor to give each employee a 3% Christmas bonus. Councilmember Northcott motioned to support Mayor Knight's decision of a bonus of 3% for the staff's Christmas bonus. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULTS: APPROVED

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

Mayor Knight let the council know she would like to hold a town luncheon on December 19th, 2024, at 12:00pm. She asked Ms. Brady to send out a group invite to all of Planning and Zoning, and Town Council to see who could make it.

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 7:37 pm.


Kathi Knight, Mayor


Jennifer Allphin, Town Clerk

APPROVED 0109