TOWN OF MANILA REGULAR MEETING
MANILA MEETING ROOM
145 E HWY 43
MAY 11, 2023 AT 5:30 P.M.

MEETING CALLED TO ORDER: Mayor Knight called the meeting to order at 5:31P.M.

PRESENT: Mayor, Kathi Knight, Councilmembers, Gretchen Northcott, Greg Scott, Bill Rylander, and Deputy Clerk, Samantha Reitz.

GUESTS: Joseph Harrison, Public Works Director

EXCUSED: Councilmember Randall Browning was not present.

CONSENT CALENDAR: Councilmember Northcott moved to approve the consent calendar consisting of 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 NORTHCOTT, SCOTT, AND RYLANDER

ADDENDUM: Councilmember Northcott explained that the addendum lets the order of the agenda be re-arranged to allow other business to be brought forth sooner. Mayor Knight said that they should allow Traci Frost to be addressed next.

APPROVED 06-08-2023

MONTY & TRACI FROST KOA- DABC PERMIT: Mrs. Frost is requesting local consent for a single event permit that she is applying for from the State of Utah. Last year she had requested the same permissions for an event held at the KOA. Traci stated that the event was a major success. So much so that they are hoping to host the event twice this year. The first event is scheduled for the July 1st, 2023; the second event that is scheduled will be on September 1st & 2nd, 2023. Councilmember Northcott moved to approve the single event permits request. Councilmember Scott seconded the motion. All were in favor. The motion carried.

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

PUBLIC COMMENT: There were no public comments.

2023-2024 TENTATIVE BUDGET: Councilmember Northcott took the floor to explain the budget. She informed the Council that the budget would largely remain the same. The full-time employees will receive 3% cost of living raise with the exception of Mr. Harrison. The road line item will see the biggest increase in the budget. The town's grader is old and needs replaced or maintenance. Councilmember Northcott also informed the council that funds had been allocated for a vacuum trailer. Mr. Harrison explained the water district for the area where he had worked last, had received a CIB grant for a vac truck and he had hoped to do the same thing. Mr. Harrison has a few contacts that he has reached out to. Councilmember Northcott told Mr. Harrison that he should pursue the CIB and other venues to

procure such equipment. The Council agreed with Joseph that it would benefit the town greatly and save money. It was asked if a steamer had been ordered. Samantha was not sure if one was ordered or not, she thought there had been an issue with getting one in the United States, but was not sure. Council member Northcott and Councilmember Scott had stated that they thought one should still be purchased and had on hand. Councilmember Northcott stated that we should probably participate in Truth & Taxation this year. It has been about 7 years since it was increased. Nobody wants to but it is needed. Councilmember Northcott stated that we might need to continue increasing the water and sewer rates. This has been being done for the past several years and was expected to end in 2024. She also stated that if we go through Rural Water, we should be able to have our rates study done for free. This topic will be discussed again at the next meeting. The council decided they should still approve the tentative budget. Councilmember Scott moved to approve the tentative budget for 2023-2024. The motion was seconded by Councilmember Rylander, all were in favor and the motion carried.

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

SUNRISE PROJECT UPDATES: There were no updates that needed to be discussed.

APPROVED 06 08 2023

DENNIS ANDELIN P & Z APPOINTMENT: Dennis's letter if interest had been reviewed on the drive. Councilmember Rylander moved to approve the appointment of Dennis Andelin to the Planning & Zoning Commission. The motion was seconded by Councilmember Northcott. All were in favor. The motion carried.

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

JOSH ZIEGLOWSKY BOUNDARY LINE ADJUSTMENT/SUBDIVIDE LOTS/COMBINATION OF LOTS: Planning & Zoning Secretary/Deputy Clerk, Samantha Reitz explained the changes that were being made. She explained that this boundary line adjustment was in an attempt for the property owner to comply with the general plan. Mr. Zieglowsky wants to have a residential lot but also wants to have two commercial use lots closer to the highway. Planning and Zoning approved the change and recommended Town Council do the same. Councilmember Northcott moved to approve the boundary line adjustment. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

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

ROAD BASE AT PHIL PICO: Mayor Knight took explained to the Council that there was an issue with the town's road base supply. UDOT had purchased 365 cubic yards of road base from Pallesen construction Last year costing about $4561.00. Around the 4th of July, the town was experiencing issues with flooding. Clint and Mayor Coombs had contacted UDOT and asked if they could use the road base to help with the

roads. Matt Henry with Cowboy Construction, and Ryan Bowen with UDOT had hauled 400 tons of the town's road base from Phil Pico, to replace what had been used from the UDOT sheds. The road base from the pile that had been brought to the UDOT station had been used for road repairs. Now UDOTs road base supply has been depleted once again except for a few buckets. Mayor Knight had reached out to Chad Reed to see if we could replace what was used with the road base at Phil Pico, and was told that road base is for building infrastructure and was not to be used for anything except for building roads. Matt Henry was then contacted and asked if he could help obtain some road base. Matt had told Mayor Knight that he could produce and deliver 365 cubic yards of road base to the UDOT shop for $4890.00. Councilmember Scott moved to reimburse UDOT for their road base that was used by the town. The motion was seconded by Councilmember Northcott. All were in favor. The motion carried.

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

Councilmember Northcott asked if we should obtain more road base to have on hand for the town. Mayor Knight stated that that was going to be her next question as well. The Council agreed that more should be purchased. Mr. Bowen told Mayor Knight that we could store the towns gravel separately in the UDOT yard. Councilmember Northcott asked about the quality of the road base being provided. Mr. Bowen went and inspected the size and quality of the road base. Mr. Bowen determined it was acceptable because he would just be using it for the shoulders of the road and not the actual roads. Mayor Knight would like to keep the purchase below $5,000.00 and use Matt to supply the towns portion as well. Mr. Harrison and Mayor Knight will inspect it to make sure the quality is acceptable for the towns purposes before the purchase is made. Councilmember Northcott moved to approve the spending of $5,000.00 or less to get road base on hand for the Town's use. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

APPROVED 06-08-2023

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

DAGGETT COUNTY & MANILA EMERGENCY OPERATIONS PLAN: Councilmember Northcott explained this is required for the town to become compliant with state code. A few changes do need to be made to this document. We need to add the resolution number 23-05-11 and we need to change the adopted and passed date to May 2023. Councilmember Northcott moved to adopt this document as resolution 23-05-11, the Daggett County & Manila Emergency Operations Plan. The motion was seconded by Greg, all were in favor and the motion carried.

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

ELECTRIC CAR CHARGING STATION: The Town of Manila was notified by the county that there is a grant that is coming available from the state to allow for an electric car charging station. There currently are no charging stations with in Daggett County. The grant will cover all the charges associated with

installing and maintaining of the station. Multiple business around town is interested. They will have to provide enough space for 4 charging spaces to be installed. Whoever gets the grant will be able to claim the revenue, which will be based on usage. The highest usage is expected to be May through October. Anyone who is interested is not obligated to keep the station if they do not want it. Councilmember Northcott asked if there was room in the parking lot towards the senior center. The Council was receptive to the idea of getting revenue that could be added to the towns budget. Samantha said she would email Peggy to let her know that the Town is interested in applying for the grant. Councilmember Scott moved to have the town participate in applying for the grant. The motion was seconded by Councilmember Rylander. All were in favor and the motion carried.

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

NOISE ORDINANCE REVIEW: Ms. Reitz told town council that the noise ordinance has not changed from what was added to the drive, but it is expected to change so that it fits with the town's code and could be codified easier. The council asked to have the term phonograph removed from the ordinance so that it will be more realistic for today's environment. No motion was made because this ordinance will return for proper approval after it is updated, posted, and the proper procedures are followed.

APPROVED 06-08-2023

PENALTIES ORDINANCE REVIEW: Several changes will be made to this ordinance. The town's legal counsel clarified some things that need to be removed from the proposed ordinance. The penalty fee will be regulated by the consolidated fee schedule, the penalty payment period will be changed so that it is decreased by a percentage and not by a specific amount of money, it will need to be updated to fit into town code. This ordinance will be adopted to be used as both a Planning and Zoning Ordinance and as a Town of Manila Code Ordinance. No motion was made because this ordinance will return for approval after it is updated, posted, and the proper procedures are followed.

SHORT-TERM RENTAL ORDINANCE REVIEW: Ms. Reitz informed the Council of what was advised from the town's legal counssel. More discussion is needed about raising the cap and allowing primary and secondary property owners to own the STR's. The council decided more conversation would be needed on this topic. Ms. Reitz asked if the Town Council would attend the next Planning and Zoning work session in order to get this last ordinance taken care of so that the progression of the new Planning and Zoning Ordinance book can continue without delay.

PUBLIC WORKS UPDATE:

INTRODUCTION OF NEW PUBLIC WORKS DIRECTOR: Mayor Knight introduced the new Public Works Director, Joseph Harrison to the Council. Mayor Knight stated that even though he has only been there a matter of days he has been a great help. Mr. Harrison discussed some of the things he has noticed the last couple of days. He stated that we are behind on some OSHA requirements and he has created a list

of safety needs that needs to be addressed. He stated that the Public Works shop needs to be cleaned up and organized.

Mr. Harrison had met with Phil Harold with rural water to inspect the sewer lagoons and he reported that they are looking good, but it was suggested that a pro-biotic be used to help keep the sludge low. He explained that more information may be needed about the breach that took place at the lagoons. It could have been a gate that was not able to closed. The valves need to be exercised more regularly. Mr. Harrison and Mayor Knight have been discussing ways to be proactive. Including a GPS system to help to identify the Towns infrastructure. Councilmember Northcott asks if a sewer camera would be helpful. Joseph agreed that it would be very helpful and mentioned that if a vac truck was available, then he could save the town a lot of money by doing the work that we normally pay another company to do.

Mr. Harrison is going to pursue a CIB grant with Sunrise Engineering to obtain a Vac Truck. Mr. Harrison mentioned that Vernal City is selling their sewer camera that is 3 years old and was not used a lot with an old ambulance that was converted to be used as the vessel to move the camera. They are asking $40,000.00 for it. Councilmember Northcott wanted to make sure the camera would fit through all the lines that we have. Mayor Knight recommended that Mr. Harrison contact Sunrise Engineering to confirm that the camera would work for our needs. Councilmember Northcott said we should try to get the camera purchased. It was stated that the procurement policy would not have to be used at this time, as it is an inter-entity transfer. Councilmember Northcott told Ms. Reitz to note this so that the camera is budgeted for. There is about $800.00 worth of work that will need to be done for the gear shift to work so that the camera is able to move up and down and that will need to be sent in to have that fixed. Mr. Harrison was not positive as to where it would need to go to get fixed; but he believed it would be Tennessee. Councilmember Northcott told him pursue the purchase of this camera and try to get the amount as low as possible, she recommends not spending more than $35,00.00 if possible. No motion was made as this purchase shall be approved by the budget approval.

APPROVED 06-08-2023

Mayor Knight asked if there was anything else that he would like to discuss. Mr. Harrison was told that the old backhoe was not being used and is not needed. Councilmember Northcott recommended that he come to next meeting with a few values and any other items he would like to see on the surplus list.

BHI SENIOR CENTER UPDATE: Mayor Knight explained to the Council that BHI who was the contractor hired to do the Senior Center, came out to inspect the concrete. They were not satisfied with the finished product. Mayor Knight was told that the concrete was contaminated and has bubbles in it. BHI is going to contact the company that was hired to do the concrete work and get this matter resolved, if it cannot be repaired it will be replaced.

DUMPSTER INFORMATION: Mayor Knight told the council that the town gets charged from Pacific Steel to use the containers at the landfill. Steed Metals contacted the Mayor Knight and told her that they don't charge for use of the containers. No motion was made, but the town is going to be switching to the Steed Metals.

MOUNTAIN VIEW SUBDIVISION FIRE HYDRANT UPDATE: Mayor Knight said it was reported by Mr. Youngberg that the previous Mayor, David Coombs, had agreed with the HOA that if they paid for two hydrants, that the town would pay for two hydrants. The council did not remember this agreement. They reviewed the Town Council minutes that had been provided and it stated that one hydrant was going to be provided by the Town. It was decided that the best thing to do would be to review the minutes from Sept, 17th, 2020 and see what discussion was had between Town Council. After further discussion Town Council had determined that they do not think that the Town should be responsible for the fire mitigation costs for a subdivision that is in the county.

DRY CREEK/ BIG RED ASPHALT UPDATE: Mayor Knight told the council that pictures have been taken of the roads. There are big cracks in the roads but after talking to Mr. Ford it was determined that those are "joints" that form where one batch of concrete ends and the other begins. They are going to fill the "joints" in with a slurry and then they are going to seal the entire road. This is likely going to happen in July. The warranty period agreement is almost over and this needs to be done before it ends.

APPROVED 06-08-2023

FIRE DEPARTMENT UPDATE: Councilmember Scott told the Council that within a month the transfer to the Flaming Gorge Fire & EMS would be.

ADJOURNMENT: Councilmember Northcott moved to adjourn the meeting. Councilmember Scott seconded the motion. All were in favor. The motion carried. Mayor Knight adjourned the meeting at 8:36 P.M.

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

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Kathi Knight, Mayor Marlena Connor, Town Clerk