

**TOWN OF MANILA REGULAR MEETING
TOWN MEETING ROOM
145 E HWY 43
NOVEMBER 18, 2021, AT 5:30 P.M.**

MEETING CALLED TO ORDER: Mayor Coombs called the meeting to order at 5:32 P.M.

PRESENT: Mayor David Coombs, Council Members Greg Scott, Gretchen Northcott, and William Rylander (7:06 P.M.).

GUESTS: Sean Hughes, Aaron Averett with Sunrise Engineering, and Rexford with Sunrise Engineering.

EXCUSED: Council Member Randy Browning and William Rylander

CONSENT CALENDAR: Council member Greg Scott moved to approve the consent calendar consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and October 28, 2021, minutes. Council Member Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS, SCOTT, AND NORTHCOTT

MIKE HANSEN ZONING SURVEY: Mike Hansen spoke to the council about the general plan and said the policy side is solid and reflects the community. There were 181 responses to the general plan survey. However, they are stuck on the future land use map. Mr. Hansen stated that there are two maps; one is a zoning map that is the property rights for parcels and the other is a general plan map that shows the community intent for the pattern of the land use. There are inconsistencies in the general plan, planning and zoning book, and the current zoning map regarding the different zones. The main land use in Manila is residential homes, and the commercial district needs to be discussed. Mr. Hansen asked if the town is purposely trying to preserve agriculture. Council Member Northcott told Mr. Hansen that there are some designated agricultural zones but does not want to change or designate any other places as agricultural. Mayor Coombs explained that there is agriculture property to the east and south of the town. Mr. Hansen asked if the council would be okay with sending out another survey to the public.

WATER & SEWER MASTER PLAN DRAFT BY SUNRISE ENGINEERING: Rexford Carpenter with Sunrise Engineering stated that the water source came out in the master plan the same as the sanitary survey. The source is deficient and is not performing the way it first did. Rex said they recommend getting the wells cleaned and/or drilling another well. Aaron said that the next best option would be at the mouth of the canyon. Drilling a new well could cost 3-400,000 dollars, it would be more cost-effective to try and improve the flow on the already existing wells. The cost associated with cleaning starts at 30,000 and they will camera the well and give the town a better idea of how to get a better flow after the initial analysis. The council discussed changing the water rights to different source locations.

Council Member Northcott asked if the town has the storage capacity. Aaron said yes, the million-gallon tank is enough for the peak flow amounts.

The town clerk, Marlana asked how they are determining the deficiency and how crucial is the deficiency. Rexford said the state has a calculation that goes off the peak day demand, with the number of connections, and how much the wells are producing and match those two up. Aaron said the state had done an analysis that says the town is deficient and the town can use the water master plan as the

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corrective action plan. The state goes off the assumption that every connection will be in use and max out the peak day flow. Marlana asked if the town needs to consider a moratorium. Aaron said that there is still room for growth, but in his opinion, there isn't a need for a moratorium right away. After having the wells are cleaned Sunrise Engineering can see what the actual well improvement is.

Rexford said the second point on the master plan is the hydraulics; they are good but some spots need need better fire flow. The council and engineers looked at a map with the water pipe and the age of the pipe throughout the county and town.

The third part of the master plan is the GIS. There is a little bit of budget left and Marlana asked if they could add the town right of ways (ROWs) to the GIS for future reference. Rexford said the town would get more out of the budget if the town requested the ROWs from Daggett County. Mayor Coombs already has several ROWs that will be sent to Sunrise.

Rexford said they are waiting on some reports from Wetco to finish up the wastewater master plan and the water and wastewater master plans will be finished at the same time.

CONCEPT PLAN/CONTRACT FOR P&Z ORDINANCE UPDATES BY SUNRISE ENGINEERING: Aaron Averett sent a contract to the town for the ordinance updates. Marlana asked if the scope of work in the contract is going to be done. Aaron said that it's at the guidance of the town and they are examples in the contract. The word "may" is in the contract and can be changed to other ordinances that the town is more concerned about. Mayor Coombs signed the contract.

Aaron updated the council about the ARPA funding. There were 50 million dollars set aside for the first round and received over a billion in applications. The town did not make the cut for the first round. The town is going to wait and see if they make the cut in the second round. There may be another avenue through the infrastructure law, through the division of drinking water and water quality board.

2021 FINANCIAL STATEMENT-MIKE MILES: Mike Miles sent a two-page 5-years summary for the council to review. Over the past 5 years the town's general fund and capital projects fund has dramatically improved. The town paid off 3 high-interest loans from the water fund and still has over a quarter of a million dollars of unrestricted cash in the fund. There has been a dramatic surplus to the general fund from licensing and permits have increased dramatically. Mr. Miles said the town is positioning itself well for future growth.

The sewer fund revenues were higher than previous years because of connection fees and impact fees. In years that there are not large sewer projects, the sewer fund has a surplus cash flow.

The water fund accumulates cash faster than the other enterprise funds. The landfill had a good year. Mr. Miles said he feels good about the town, and they had a great year.

On page 38 there are all the water and sewer loans. All the 4.5% loans were paid off. There were no findings this year. Mr. Miles discussed keeping up on the fraud risks assessments. There were a few

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questions such as putting money into the capital projects fund. Mr. Miles said we could keep adding to the capital projects as long as we don't run a deficit in the general fund.

DRC CONTRACT WITH SEAN HUGHES: Mr. Hughes talked to the council about helping with the sewer system. He said he was supposed to only help with the lagoons and ended up being responsible for all the lines in town. Mr. Hughes has been contracting for the town, but he feels that if he were a part-time employee, it would be better for insurance purposes if anything major were to happen.

Mayor Coombs explained that there is a liability factor for Mr. Hughes being the one holding the license for the town. The new contract was supposed to expire next month but there was a typo stating 2022. There is a part in the contract that either party can get out of the contract if wanted. Mayor Coombs asked Mr. Hughes what he would want in return if the town could hire him as a part-time employee. Mr. Hughes said he drives to the sewer several times a month in his vehicle, and he figured the mileage and time would be about \$500 a month. Mr. Hughes would like to receive that \$500 monthly and be under the insurance umbrella and have the town's hired hand check manholes and other issues that may arise. Mayor Coombs said they would take it under advisement, and they will have a determination by the next meeting.

(Mr. Rylander attends the meeting at 7:06 P.M.)

FLAMING GORGE FIRE & EMS SPECIAL SERVICE DISTRICT FIRE AGREEMENT: Mayor Coombs asked the town's legal counsel to update the fire agreement to be more specific to the district and to take Daggett County out of the old agreement. Council Member Northcott moved to approve the updated version. Council Member Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS, NORTHCOTT, AND RYLANDER

DDI CONTRACT REVIEW: Mayor Coombs went over the last contract with DDI and what the cost of dumps and extra dumps are at. At this time the council decided not to renegotiate the contract because the cost of the loads is sufficient at this time, and it is fair to renew it for another year. Council Member Scott moved to approve the renewal of the contract for another year. Council Member Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS, NORTHCOTT, AND RYLANDER

TOWN OFFICE UPDATES COSTS: Mayor Coombs went over the quote to get paint, flooring, demolition, etc. for the town office. Marlana asked the council if they would put a cap on the amount spent for the office updates so if anything were to change it didn't have to come back to the town council each time. The council members decided to cap the amount at \$25,000. Council Member Scott moved to approve the allotment of \$25,000 for office updates. Council Member Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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ORDINANCE 11-18-21 PROHIBITING THE USE OF COMPRESSION BRAKES REVIEW: Council Member Northcott moved to approve the ordinance prohibiting the use of compression brakes. Council Member Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR COOMBS, COUNCIL MEMBERS, NORTHCOTT, AND RYLANDER

SENIOR CENTER UPDATES: Mayor Coombs told the council that he, Marlana, and Bret Reynolds were able to get UBAOG to give the town an additional \$100,000 grant toward the senior center updates. The plans and scope of work were shown to the council members. This was an informational item.

FIRE DEPARTMENT UPDATE: Council Member/Fire Captain Greg Scott fire department will be getting hazmat training, following up with Utah Fire Code. Mayor Coombs said Fire Chief Browning went to the LEPC meeting and someone is putting him in contact with a hazmat trainer.

ADJOURNMENT: Council Member Northcott moved to adjourn the meeting. Council Member Rylander seconded the motion. All were in favor. Mayor Coombs adjourned the meeting at 7:40 P.M.

David G. Coombs, Mayor

Marlena Connor, Town Clerk

APPROVED 12-08-2021