



**TOWN OF MANILA SPECIAL MEETING
MANILA MEETING ROOM
145 E HWY 43
AUGUST 18, 2022 AT 5:30 P.M.**

MINUTES

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

PRESENT: Mayor David Coombs, Councilmembers, Randall Browning, William Rylander, Gretchen Northcott, Greg Scott, and Marlena Connor, Town Clerk.

GUESTS: Aaron Averett with Sunrise Engineering, Christijan Draper, Samantha Reitz, & Clint Roundy

EXCUSED: Greg Scott was excused for the first 5 minutes of the meeting.

CONSENT CALENDAR: Councilmember Browning 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 COOMBS, COUNCIL MEMBERS NORTHCOTT, BROWNING, SCOTT, AND RYLANDER

NRCS STORMWATER GRANT FUNDING: Aaron Averett with Sunrise Engineering explained to the council what the NRCS stormwater funding is; and how it could help the town. This is the same program that Enoch, UT used when their city was flooding. The first step is to do a short application to apply, NRCS will do an internal review and let the town know if it qualifies as a project to pursue then they would allocate funds to do the watershed planning. They will have to do an environmental study and an economic analysis. The economic analysis must show that the benefit outweighs the cost.

If there are any projects outside of the town boundaries the town will need to partner with the county. Aaron said they could help the town initiate the application and internal review

The NRCS will only fund certain things, the best solution would be an above-ground collection basin that runs down the streets. They won't fund everything to go "in the ground" this is only intended to help control the stormwater. Flood prevention will pay 100% of the project if the town qualifies. This project can take up to 3 years to complete. Aaron Averett said that the town can group other projects along with this one and it will help make the project stronger.

Councilmember Scott attended the meeting at 5 minutes and 45 seconds into the meeting.

FUNDING FOR COUNTY SEWER EXTENSION PROJECT: Aaron Averett explained that this money has been earmarked for Manila. Which has not been seen since the Clinton administration. No one knows how to



**TOWN OF MANILA SPECIAL MEETING
MANILA MEETING ROOM
145 E HWY 43
AUGUST 18, 2022 AT 5:30 P.M.**

handle this or knows the process. This is going to be a long process. The EPA is requesting a 20% match or a waiver for the match. Mayor Coombs stated that when the town originally applied for the funding, we had told Paul Johnson that we would not be able to do a 20% match. We were told to continue the process and that we would not be required to submit a match. Aaron contacted the EPA to get clarification but had not heard back at the time. There are ways to make it work if the town needs to go to CIB to ask for the match, and maybe contact the county to see if they could match some of the cost as well. There was a discussion of reaching out to Terry Smith with Rural Water to do an impact fee study at some point.

WATER & SEWER DUMP STATION DRAWING: Aaron Averett brought two updated drawings of the water and sewer stations on the property located near the Wakeless Harbor Marine. Aaron explained how the traffic would go into the station and get back onto the highway. This is the property that might be donated to the town in exchange for a sewer line bored under the highway. The council wants the mayor to move forward and work on getting a contract together with all parties involved.

DIVISION OF DRINKING WATER AUTHORIZATION & REPAYMENT SCHEDULE: Mayor Coombs and Aaron Averett attended the Division of Drinking Water meeting. Mayor Coombs tried to get the Division of Drinking Water to give the town some grant money or a lower interest rate. Aaron said that the town had been too fiscally responsible with paying off the 3 high-interest loans the previous year. Division of Drinking Water offered a 100% loan at 2.8% interest. The town can tell the Division of Drinking Water that they are not ready for the loan until January and the Division of Drinking Water will hold the loan. Aaron explained that the water well inspection could cost anywhere from \$60,000-\$70,000. Aaron said the town could front the \$60,000-\$70,000 and the town may find out that there is only \$150,000 worth of work that needs to be done, or it could cost up to \$500,000. Then the town can decide to use the funding from the Division of Drinking Water and be eligible to get reimbursed through the loan for the initial cost or to go to CIB and ask for better funding with a partial grant. The question would have to be answered as to whether this is a maintenance issue or a capital projects issue because CIB does not fund maintenance issues. The town won't know what needs to be done or the cost until the inspection is complete. Councilmember Northcott moved to approve the use of \$60,000-\$70,000 to do the water well inspections before closing the loan with the Division of Drinking Water. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

STORAGE & HABITATION OF RECREATIONAL VEHICLES ON LOTS WITHOUT A DWELLING ORDINANCE 22-07-11-A: Councilmembers Northcott & Browning asked what had changed with this ordinance since it came to council last time. Christijan Draper, P&Z Chairman, & Samantha Reitz, Deputy Clerk came to speak on the behalf of the ordinance that had been written by the Planning and Zoning Committee.



**TOWN OF MANILA SPECIAL MEETING
MANILA MEETING ROOM
145 E HWY 43
AUGUST 18, 2022 AT 5:30 P.M.**

Christijan wanted to know what the council's perspective of the ordinance was, and then the Planning & Zoning would clarify what their perspective was as well.

Christijan said that they intended to help clarify that these are residential lots and people want their homes to be surrounded by homes, and not storage facilities with campers on their lots that are there year-round, and to them, it diminishes the community feel. They intended to allow people to use their lots for a couple of weeks at a time and then they would have to take everything off their lots and store it somewhere else.

Samantha said the main issue they felt the council had with the ordinance was the 16 out of 30 days that people can camp on their property, and that it is already a current ordinance. The ordinance states that it shall be unlawful to place a travel trailer on any property, it is not specific to lots with dwellings or not. That is why they created this ordinance that clarifies vacant lots. Samantha said it is not zoned for storage or camping, it is zoned residential and they were trying to keep it that way.

Councilmember Northcott stated that she liked that it clarifies that the town does not want individuals living on empty lots and in RVs, everyone agrees with that. People cannot have their campers/camp trailers hooked up to the utilities, and they need to disconnect. She feels that if someone buys a lot, they should be able to store their belongings on it. She thinks if someone wants to put their boat, ATV, or camper on their lot, they should be able to do so because it is their lot. She did not have an issue with the 16 out of 30 days, but she did not like the ordinance stating that people couldn't put any of their stuff on their lots.

Councilmember Browning stated that he agreed that people should be able to use their lots to store their belongings as well. He agrees with the 16 out of 30 days limit for camping as well, but it is personal property that people should be able to use. People should not have to bring their boats and campers to their lot every time they come into town and want to use their lot. Nearly no locals bought any of the property on Dry Creek, they are mostly people from out of town.

Samantha said that the county is trying to crack down on the same issue because it doesn't look like a town, it looks like a free for all.

Councilmember Rylander stated that this is a recreational town, and if this ordinance was implemented there could be potential lawsuits for the sale of lots under false pretenses.

There was a lot of conversation regarding enforcement, health, safety, and fire suppression (for lots with a lot of weeds), etc.



**TOWN OF MANILA SPECIAL MEETING
MANILA MEETING ROOM
145 E HWY 43
AUGUST 18, 2022 AT 5:30 P.M.**

Councilmember Browning said that he agreed that the town stick to the 16 out of 30 days camping ordinance, but scratch the idea of not letting people store stuff on their lots, and maybe have people fence their yards and a groomed space.

Councilmember Browning moved to table this item. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

ORDINANCE ENFORCEMENT: Mayor Coombs explained that the county was discussing hiring a code enforcer, but ultimately decided they would use the county attorney for any enforcement issues they may have. Councilmember Browning moved to table this item. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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PAUL & LEVI ANDERSON 147 N 3RD E: There is a park model RV that had been put on this property and is connected to the water and sewer utilities as well as electricity. The issues are that there are no backflow preventers on the system and it is against the town ordinance for visitors to attach to the utilities. A young girl was nearly asphyxiated while the RV was being used. It is essentially being used as an accessory dwelling unit. RVs are specifically not to be used as an ADU. If it is enforced to move the RV, all RVs will have to be moved. The RV can't be inspected by the building inspector. Councilmember Browning moved to table this item. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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WATER ASSISTANCE PROGRAM: The Town Clerk, Marlena explained to the council that she had uploaded two MOUs from the Department of Workforce Services to the drive for them to review. This is to set the Town of Manila up as a vendor so underserved families or individuals can receive financial assistance with water & wastewater bills from the Department of Workforce Services. One MOU is with access and use of the water assistance vendor portal, and the other is without access to the portal service. After talking to the Water Assistance Program Specialist, Lori Page it was determined that it would be best to use the MOU without access to the portal if the Town Council agreed. Councilmember Browning moved to approve the MOU and contract to become a vendor for the Department of



**TOWN OF MANILA SPECIAL MEETING
MANILA MEETING ROOM
145 E HWY 43
AUGUST 18, 2022 AT 5:30 P.M.**

Workforce Services. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

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POSTCARD BILLING STATEMENTS (REVIEW): The template for the billing postcards had been uploaded to the drive for the council members to review. The council said they looked good.

TOWN BOUNDARY MAP FOR RESOLUTION 2021-05-13: There was a boundary map that was uploaded to be approved and go with the Flaming Gorge Fire & EMS Resolution Requesting Annexation No. 2021-05-13. There was not one that had been approved at the time of the approval of the resolution. Councilmember Scott moved to approve the boundary map to put with the resolution. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

SENIOR CENTER IMPROVEMENTS (INFORMATIONAL): Mayor Coombs told the council that everything had been finished at the senior center, and we are just waiting for Ferrell Gas to install a gas stove. The seniors are moving everything back in.

SPEED REDUCTION SIGNS BY THE END OF OCTOBER (INFORMATIONAL): Mayor Coombs updated the council by letting them know that the speed reduction signs are still being made, and should be installed by the end of October 2022.

DISCUSSION ON 130 E HWY 43 PROPERTY: The council discussed what to do with the property at 130 E HWY 43 if the town decides to use another property for the water and sewer station. Councilmember Browning said he would like to see a recreation center. Mayor Coombs and Councilmember Northcott agree that the town may need a new building as we are outgrowing the space, we are in.

SURPLUS/ASSET DISPOSAL: The town bought an iPhone for a previous employee that is no longer in use. The new Public Works Director needs a phone with a hotspot. There was also a View Sonic monitor that stopped working and needed to be thrown away. Councilmember Browning moved to approve giving the iPhone to Clint, Public Works Director, and to throw away the View Sonic monitor. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

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**TOWN OF MANILA SPECIAL MEETING
MANILA MEETING ROOM
145 E HWY 43
AUGUST 18, 2022 AT 5:30 P.M.**

EMPLOYEE REVIEWS/RAISES: Mayor Coombs asked the council to consider giving Samantha Reitz and Jim Rodriguez a \$2.00 raise. Councilmember Scott moved to approve the raise. Councilmember Browning seconded the motion. All were in favor. The motion carried.

The mayor told the council that the building inspector had not received a raise since being hired at the town. Councilmember Browning moved to approve a \$2.00 raise for the building inspector. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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PUBLIC WORKS UPDATE: Clint Roundy, Public Works Director told the council that Webb's Select a Service had been looking at some problem areas. The landfill officer quit and the town will be putting out a job announcement to fill that position. Big Red fixed the cut in the asphalt near the Lamb's house.

FIRE DEPARTMENT UPDATE: Councilmember/Fire Chief Browning said that they are getting ready to turn the fire department over to the Flaming Gorge Fire & EMS District. If any of the equipment needs to be fixed, the district will pay for it. The district has collected \$196,000 in taxes. It should be around 3 months before the town can become part of the district. Councilmember Northcott wants to reallocate the funds in the fire budget.

ADJOURNMENT: Councilmember Rylander moved to adjourn the meeting. Councilmember Northcott seconded the motion. All were in favor. The motion carried. Mayor Coombs adjourned the meeting at 8:20 P.M.

David G. Coombs, Mayor

Marlena Connor, Town Clerk