



TOWN OF MANILA PUBLIC HEARING & REGULAR MEETING
MANILA MEETING ROOM
145 E HWY 43
APRIL 13, 2023, AT 5:30 P.M.

PUBLIC HEARING CALLED TO ORDER: Mayor Pro-tem Gretchen Northcott called the public hearing to order at 5:30 P.M.

PRESENT: Mayor Pro-tem Gretchen Northcott, Council Members Randall Browning, Greg Scott, and Marlena Connor, Town Clerk.

GUESTS: Jeff McCarty, and Kurtis Shawcroft with Sunrise Engineering, Ray Nelson, Kathi Knight, Leonard Isaacson, Ken Winn, Mark and Kathy Olsen, Gage Bailey, Erik Bailey, Gary Pallesen, Todd Madson, Kenn Winn, and Jim Rodriguez.

EXCUSED: Councilmember William Rylander was excused.

COUNCIL & MAYOR COMPENSATION ORDINANCE: Mayor Pro-tem Northcott explained to the audience that the ordinance is amending title 2 of the Town of Manila municipal code and providing for the compensation of elected officials. Mayor Northcott asked the audience if there were any questions or concerns. Resident Mark Olsen asked for a brief synopsis of the ordinance. Mayor Pro-tem Northcott explained that it is to set a monthly salary for the council and the mayor. The mayor's salary will be changed to \$1,000 a month and the council's wage will be \$260.64. Resident Ray Nelson stated, "That's an increase from what?" Mayor Pro-tem Northcott said, "It's a decrease from what the previous mayor was making." Mr. Nelson asked what the amount was previously. Mayor Pro-tem said it was \$2,000 per before. Mr. Nelson asked why it was coming down. Mayor Pro-tem Northcott explained that when a new mayor comes in the council is not aware of time commitments and there have been experiences in the past where other people have committed to the mayor position and haven't dedicated the time. The council has a custom of bringing down the wage until they see the work and dedication the new mayor brings. Mr. Nelson said that was a fair enough answer and it makes sense. Mr. Nelson asked if the council's salaries would be going up. Mayor Pro-tem Northcott said no, the council's salary would stay the same.

There were no further questions or comments.

ADJOURNMENT: Councilmember Browning moved to adjourn the meeting. Councilmember Scott seconded the motion. All were in favor. The motion carried. Mayor Pro-tem Northcott adjourned the meeting at 5:33 P.M.

MEETING CALLED TO ORDER: Mayor Pro-tem Gretchen Northcott called the regular meeting to order at 5:34 P.M.

PRESENT: Mayor Pro-tem Gretchen Northcott, Council Members Randall Browning, Greg Scott, and Marlena Connor, Town Clerk.



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GUESTS: Jeff McCarty, and Kurtis Shawcroft with Sunrise Engineering, Ray Nelson, Kathi Knight, Leonard Isaacson, Ken Winn, Mark and Kathy Olsen, Gage Bailey, Erik Bailey, Gary Pallesen, Todd Madson, Kenn Winn, and Jim Rodriguez.

EXCUSED: Councilmember William Rylander was excused

CONSENT CALENDAR: Councilmember Scott moved to approve the consent calendar consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and previous minutes. Councilmember Browning seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

COUNCIL & MAYOR COMPENSATION ORDINANCE: Councilmember Browning moved to approve the elected official & mayor compensation ordinance. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

KEN WINN-SEWER ISSUES: Ken Winn came to speak to the council about the sewer issues he has persistently dealt with over the years. The town had Webb's Select A Service come and camera the line. Tyler Webb had found that the main line had sunk and created a belly where water sits and freezes up frequently. The only way to fix the issue is to dig the sewer line up and flatten the belly out and bury it again. The council agreed that it needs to be dug up and fixed. Mayor Pro-tem Northcott asked Mr. Winn if it was frozen at that time. Mr. Winn said that right now it is good. Councilmember Browning told Mr. Winn to keep his water running in the clean-out.

MANILA HIGH SCHOOL YEARBOOK AD: Councilmember Browning moved to approve the ¼ page ad in the Manila yearbook for \$55.00. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

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

SUNRISE PROJECT UPDATES: Jeff McCarty with Sunrise Engineering gave a brief update on the projects the town has in the works. Mr. McCarty said they are waiting for the town to put out a request for a proposal for the engineering services for the Ylincheta sewer line. Marlana Connor, Town Clerk explained that she had just received an update with guidance on the RFP that was sent to the EPA to be reviewed a couple of months earlier.

Mr. McCarty said that we are still waiting to hear back about the watershed study from either the NRCS or the Silver Jackets program.



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There are issues at the sewer lagoons. It appears that water is infiltrating the dike to the fourth cell that is not finished. The gate valves that were installed in 1989 are stuck and need to be operational. SCI will be going to see if they can get them unstuck. The state has been contacted and Sunrise Engineering is working on a temporary solution while working with the Division of Water Quality.

Manila is on the list for the lead and copper inventory.

SEWER LAGOON ISSUE: Mr. McCarty explained that there are three (3) main cells at the sewer lagoons and a fourth (4) cell that the north half was completed, the other half was never completed. It appears that there is a leak from the third (3) cell into the fourth (4th) cell through the dike. Some of the gate valves aren't working properly and to fix the leak, the gate valves need to be operational so they can fill up cells one (1) and two (2) more fully and let cell three (3) evaporate more. Councilmember Scott asked if there was piping put into place during the last project at the sewer lagoons. Mr. McCarty said that those were emergency bypasses. Mr. McCarty talked with SCI, and they said they would come to look at the gate valves the next day to see if they can get them unstuck before looking into replacing them. Mayor Pro-tem Northcott asked how old the valves are. Mr. McCarty said they were installed in 1989. They are aluminum and they are made to withstand some corrosion. Councilmember Browning asked if the state had been notified and if they were aware of what was going on. Mr. McCarty said yes, the state had okayed if they need to put water in the south part of the fourth (4th) partially finished cell.

Mayor Pro-tem Northcott asked about the lead and copper inventory. Mr. McCarty said that they had received word that same day that the town is officially on the list. Resident Kathi Knight asked why the town is on the list. Mr. McCarty explained that the EPA has started implementing lead and copper requirements such as creating an inventory of the water system and what is a part of the system. The town will have to have a plan in case we do come across lead and copper in the town's water system including residential lines from the meter to the home and how to replace them. It doesn't require the town to replace anything yet but to have a plan in place and know what the inventory of the water system is. Mr. McCarty said that the state says for small communities such as ours, with 10,000 or fewer customers or the population the state would pay for the plan. Sunrise is moving forward.

Mayor Pro-tem Northcott said she had also contacted CIB and added the sewer lagoons to the 1-year list. The vac trailer was also added to the CIB list.

PUBLIC WORKS UPDATE: James Rodriguez gave a public works update. He stated that they had dug a line this day and nothing was the way it was supposed to be. There is a cap that needs to be cut, capped, and move to the box and resaddle the line at the end of Willow Creek Circle. There isn't any pex pipe, but looks like a sprinkler pipe instead.

Mayor Pro-tem Northcott told the council that the Direct Responsible Charge for the sewer lagoons had resigned. Joseph Harrison had accepted the job offer from the town and will start May 8th, 2023. Mr.



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Harrison has his water, sewer, and cross-connection certifications. The landfill is a mess, but it is starting to dry out. Mayor Pro-tem Northcott also talked to Chad Reed and James Olsen about the roads, and they said there isn't much the town can do until everything dries out.

FIRE DEPARTMENT UPDATE: Councilmember/Fire Chief Browning stated that the transfer of the fire department to the Flaming Gorge Fire & EMS is nearly finalized, and it may take another month.

NOISE ORDINANCE REVIEW: Mayor Pro-tem Northcott asked the council if they had a chance to review the 3 ordinances. They are only for review at this time because the planning and zoning pushed out their meeting and they will need to make a recommendation before the council can approve them. Councilmember Browning said it says "phonograph" and he thought that should be taken out because it is outdated. The Town Clerk, Marlena Connor recommended that a spot for the municipal code be added in for codification purposes. It should state the title, section, and subsection. The council decided to table this ordinance until the next meeting.

PENALTIES ORDINANCE REVIEW: Mayor Pro-tem explained that this ordinance is from 1998 and it is a good ordinance, but they had added some good additions to it. The council decided to table this item until the next meeting as well. The Town Clerk, Marlena Connor said she had the same comment for this ordinance as well. There are sections and subsections for planning and zoning but there should be a title, section, and subsections for the municipal code.

SHORT TERM RENTAL ORDINANCE REVIEW: This will be a revision of the ordinance that was in place at this time. Councilmember Browning asked if the town had reached its threshold. Mayor Pro-tem Northcott said that all the short-term rentals in town are owned by secondary homeowners and not one of them is owned by a local that lives within the town boundaries. The council discussed keeping the cap at 15 short-term rentals but having a certain amount that is held for primary residents. Councilmember Browning said he thought short-term rentals should be in the commercial area more and not in the residential areas so much. The discussion of keeping residential businesses out of the commercial area for potential future commercial growth.

Gary Pallesen asked how a full-time resident would have an air b and b without it being a secondary home. Mayor Pro-tem Northcott said her own opinion would be to have some of the primary residents be able to have a portion of the short-term rentals in town, so they can have a portion of the allotment that has been allowed for short-term rentals.

Mayor Pro-tem Northcott said there are just a few things to think about.

P&Z ORDINANCE BOOK REVIEW: Mayor Pro-tem Northcott asked if the council has had the opportunity to review the planning book updates. The council said they had not, but they would start reviewing it. Mayor Pro-tem Northcott asked that they go into the drive and add their questions and comments.



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Mayor Pro-tem Northcott reminded the council of the meeting on May 1st, 2023, at 5:30 P.M. with the planning and zoning to review the book together.

INTERVIEWS FOR INTRIM MAYOR: Mayor Pro-tem Northcott said she would like to have Ray Nelson up first, then Kathi Knight, and Leonard Isaacson last.

Ray Nelson:

Mayor Pro-tem Northcott asked Mr. Nelson why he wanted this position. Mr. Nelson responded by saying he had run for mayor previously and he received 40% of the votes, he's interested in being the mayor because he felt that it is his time, since he is retired to offer something back to the community. He finds that this would be a great way to give back.

Councilmember Browning asked what kind of skills qualifications, and abilities do you bring that pertain directly to the Mayorship? Mr. Nelson responded positive, logistics manager for the last 25 years of his career.

Mayor Pro-tem Northcott asked Mr. Nelson to expand on that a little more. Mr. Nelson responded that it is being able to get things done, putting the right people together for the job, being all about the outcome, taking bigger pieces, and getting down to the smaller pieces. Getting the right people for the job.

Councilmember Browning asked how much time Mr. Nelson had to dedicate to the job. Mr. Nelson said as much as it takes.

Councilmember Northcott asked what Mr. Nelson saw as some of the top priorities for the town. Mr. Nelson stated that the roads would be the number one priority, then said one of his pet peeves that was brought up is the noise ordinance, the town needs to be cleaned up. There are sewer issues, drainage, the landfill is a huge issue. These are money issues that will take time but need to be addressed, looked at, and committed to.

Councilmember Browning stated that financials are a huge part of this position, and asked Mr. Nelson if he has any experience managing large accounts or multiple large accounts. Mr. Nelson stated that he managed a fleet of drivers, seven (7) fleet managers that managed sixty-five (65) drivers each. \$400 million accountability. Councilmember Browning asked if that was Mr. Nelson's responsibility or someone else's. Mr. Nelson said he was the one who budgeted the budget. Mr. Nelson was given a budget for each truck at the beginning of the year. Mr. Nelson was over hundreds (100s) of people. Mayor Pro-tem Northcott explained the General fund, funded by taxpayers, and the three (3) enterprise funds are funded by user fees, and asked Mr. Nelson what some of his budgetary goals would be with that information. Mr. Nelson said that without seeing the budget he's not sure, but he would be committed to working with the council to make sure those issues are addressed.

Councilmember Browning stated that anyone who runs for politics and says they don't have an agenda is a liar. Councilmember Browning then asked Mr. Nelson what is on his agenda. Mr. Nelson said he



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wants to give back to society. He's been a homeowner here for 45 years, he is retired, relatively young, and has nothing to do with his unlimited time.

Mayor Pro-tem Northcott asked if Mr. Nelson had any prior political experience. Mr. Nelson responded that he did not have any prior political experience but he had been on several safety boards.

Councilmember Browning asked how Mr. Nelson's organizational skills are. Constant emails, phone calls, and upset people. Mr. Nelson responded that you need to give those people the attention they deserve.

Mayor Pro-tem Northcott asked what Mr. Nelson thought the primary role as mayor would be. Mr.

Nelson said, to be honest, he hadn't thought about that question, but he thought it would be to work with the council and the citizens, and a lot of issues.

Mayor pro-tem Northcott asked what Mr. Nelson's goals and priorities would be first. Mr. Nelson said he would follow Dave Coombs's agenda and the council's agenda and work with what is already set in place.

Councilmember Browning stated that whoever gets the mayor position, would be the face of the town, and your conduct on the streets, office, market, and everywhere will be scrutinized and watched so everyone knows, it's not just filling a chair, answering phone calls. There is a certain level of conduct that is expected of the council and the mayor as well.

Mayor Pro-tem Northcott asked how Mr. Nelson would deal with disgruntled customers. Mr. Nelson replied that when working in logistics and people were upset, he would invite them into his office, close the door, and focus on them, and them only, it's a lot easier to calm the situation by giving them the time they deserve. Defuse the situation and then talk about the problem.

Why would it be the best decision to be the mayor of Manila? Mr. Nelson said his length of time here, he had been on the planning and zoning commission, the board of adjustments, he ran for mayor in the last election and got 40% of the vote, and he's in it to improve the town.

The council had no further questions. Mr. Nelson thanked the council for inviting him to the meeting for the interview.

Kathi Knight:

Mayor Pro-tem Northcott asked Ms. Knight why she would like the job as mayor. Ms. Knight said she felt that it is time for a change. A different thought process, an idea that maybe the council hasn't thought of, but maybe she had. She will run it past the council and get input, but we need to start thinking outside of the box to find the funding for what we need to get done.

Mayor Pro-tem Northcott asked Ms. Knight what her background and qualifications your letter of interest was quite extensive. Ms. Knight said that she had worked for an Alaskan Corporation where she had contracts with different companies, taking over construction jobs, job corps centers, NSA contracts, etc. while guiding a team of 6 that went with her; they would do all of the administration work. They



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had a time limit because they had a financial commitment. She would then have the logistical team come and do an inventory of everything, and then start the contract and take it over.

Councilmember Browning said it sounded like Ms. Knight had extensive administration experience, but did she have any political experience? Ms. Knight said she did not have any political experience. She spent 23 years in the military and that was the extent of her political experience.

Mayor Pro-tem Northcott asked why Ms. Knight has spent so much time at the meetings. Ms. Knight said that she wanted to know what is going on, to be able to ask questions and say what she wants to say.

Councilmember Scott asked Ms. Knight what she thought would be the primary role of the mayor. Ms. Knight stated that the primary role is to lead the city into progression. We have to make way for that.

Councilmember Browning said to the candidates that there is one thing they will learn, such as there are some things you don't have control of.

Ms. Knight said she wants to make the best for our community. Dry Creek Lane has more lots over there, what can we do to make it better for us?

Mayor Pro-tem Northcott said that one of the roles of mayor is working as the town manager, that is what the mayor does. You have some experience in HR, leadership, administration, and management. What would you do if you had an issue with one of our full-time employees? Ms. Knight said she would bring them in and talk to them confidentially, find out what is wrong, and take whatever measures are needed to be. There are some things are non-negotiable like sexual harassment, bullying, and intimidation. Councilmember Scott asked if Ms. Knight is retired. Ms. Knight asked from what.

Councilmember Browning asked if she had the time necessary to do the job. Ms. Knight stated that she did. Ms. Knight said she is retired from the civilian world. Councilmember Browning asked if she would be comfortable screening phone calls. Ms. Knight said absolutely. Councilmember Browning asked what her organizational skills were like. Ms. Knight said top-notch. Organization and priorities are probably her two strongest points. Ms. Knight has heard that there were a lot of water freezes. She would prioritize that with full-time residents being the main priority, and secondary homeowners being second priority.

Mayor Pro-tem asked if Ms. Knight is confident in her abilities to be able to work with the council. Ms. Knight said that she had worked with a half-a-million-dollar budget in her training program. She does not have a lot of budgeting experience. She hasn't balanced a checkbook in quite a few years.

Mayor Pro-tem Northcott asked what Ms. Knight's abilities are to handle the rumor mill. Ms. Knight said she can deal with the rumor mill; she will go to the source to know if something was true or not. She gave an experience of her partner passing away in October a few months later there was a truck with a Wyoming plate on it, and the community had decided that she had moved somebody into her house out of Wyoming. Her brother worked in Wyoming and he had come to live with her, no one else. If she heard that someone was divorced and doing whatever she would go straight to them and ask what was going on. She will not succumb to rumors.



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The council did not have any more questions.

Leonard Isaacson:

Mayor Pro-tem asked Mr. Isaacson why he would want this position. Mr. Isaacson said he's only been in the community for a couple of years, and because of his activities in the community, he wants to make sure that the town becomes better and his purpose for running would be to make sure that it continues to move forward rather it be at the pace it's at now or better things come along that we could attach to that to help move it forward.

Mayor Pro-tem Northcott asked Mr. Isaacson about his skills, and abilities that would make him a good candidate for this position. Mr. Isaacson replied that he's been in law enforcement for 26 years and he has dealt with a lot of rumor mills, and controversy, down to a lazy day of having to keep himself busy. He has done everything from 10 thousand to 40-thousand-dollar budgets in several different positions and applies for money from the federal government. When he took the position, he has now his skills started with not knowing exactly what to do, to the point that he is now, that he is confident in his abilities. Mr. Isaacson said he has owned his own business since 2004 (a lawn mowing business), and through it he started maintenance, and through that, he can rebuild a house. He learned how to do plumbing, and that entails sewer and freshwater going in. He would not pass any means to learn new things, and he would not pass any means of getting his hands dirty and working with a team of people.

Mayor Pro-tem Northcott asked what his ability is to manage people. Mr. Isaacson said that there is not one style of management. The unique thing about managing people is finding out what their drive is. People's drives are different and you need to understand the people you are working with, and the thing is, you're not going to put one person down to raise another one. It's how you raise them up better to improve in their position and work better for the team. His management style is not just one way and deals with each one differently.

Councilmember Browning what he sees as top concerns in the town that need to be addressed. Mr. Isaacson said the top concerns are in equipment and knowledge on water, roads, and air bnb's, but he thinks the most important thing is not getting a new ski resort, but working on the fire department and EMS, housing to put people back in the workforce. The community needs to be family-oriented, and get excited about being in our community. Not making money from making Grandpa's house into an air bnb.

Councilmember Browning asked if Mr. Isaacson has the time necessary to commit to this job. Mr. Isaacson said Sheriff Bailey supports him, as long as it is manageable his time could be split. Even though he has a full-time position, he does not see an issue with not having time to put into the position.

APPOINTMENT OF INTRIM MAYOR: Councilmember Browning moved to appoint Kathi Knight as Mayor Pro-tem. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULT: APPROVED

AYES: MAYOR NORTHCOTT, COUNCIL MEMBERS BROWNING, SCOTT



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ADJOURNMENT: Councilmember Browning moved to adjourn the meeting. Councilmember Scott seconded the motion. All were in favor. The motion carried. Mayor Pro-tem adjourned the meeting at 7:05 P.M.

Gretchen Northcott, Mayor Pro-tem

Marlena Connor, Town Clerk

APPROVED 05-11-2023