



TOWN OF MANILA REGULAR MEETING  
MEETING ROOM  
145 E HWY 43  
APRIL 17, 2025, AT 5:30 P.M.

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

**PRESENT:** Mayor Kathi Knight, Council Members Bill Rylander, Greg Scott, Gretchen Northcott, Deb Brown, and Town Clerk Jennifer Allphin

**GUESTS:** Gary Pallesen, Jana Franz, Gabbie Blackburn with Sunrise Engineering

**EXCUSED:** None at this time.

**CONSENT CALENDAR:** Councilmember Scott motioned to accept the consent calendar, which includes 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.

RESULTS: APPROVED

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

**MIKE PIERCE:** Mayor Knight said Mike Pierce came into the Town office to talk with her about an agreement he and Mayor Dickinson had agreed to on August 9<sup>th</sup>, 2005. Mike told her he put \$25,000 into Manila Bay to extend the sewer. This agreement he made with Mayor Dickinson would waive connection fees for 12 homes in Manila Bay, and his Real Estate company would have the right to select which 12 homes, along with the associated lots, would receive these waivers. He would like to know if the Town Council would honor this agreement for the 12-connection fees waived. Gabby Blackburn, the Town's planning consultant, stated that the State Code 10.9a.509 applicant's entitlement to land use application specifies entitlements and is very clear. This is not only in Utah but across the states, that abandonment by disuse is generally one year. She goes on to say, Municipalities are welcome to set their own, but if it is not set, then by Utah code, it is one year.

Councilmember Northcott made a motion that the Town does not waive any connection fees due to past administration agreements. Councilmember Scott seconded the motion.

Roll call vote:

Councilmember Northcott, **Aye**  
Councilmember Brown, **Aye**

Councilmember Scott, **Aye**  
Councilmember Rylander, **Aye**

All were in favor. The motion to deny the request passed.

RESULTS: APPROVED

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



**TOWN OF MANILA REGULAR MEETING  
MEETING ROOM  
145 E HWY 43  
APRIL 17, 2025, AT 5:30 P.M.**

**JANA FRANZ:** Jana requested reimbursement for impact fees she personally covered on behalf of two individuals who purchased property from her in Harper's Landing. She explained that, based on the original agreement between the Town and Harper's Landing, impact fees were to be paid by the Town due to the installation of a sewer pond. Jana noted that in a previous case, the Town paid all but \$350 of the impact fee, but in a more recent transaction, the Town declined to pay any portion, leaving her to cover the full \$2,000 fee.

Jana referenced a December 8, 2018, discussion where the Town considered removing that obligation but stated no formal action was taken to change the policy. She emphasized that the landowners should not be held responsible for the developer's failure to complete the sewer pond, as that was a matter between the Town and Roland Harper. Jana expressed frustration that the Town has continued to collect impact fees despite not officially communicating a change in policy.

She requested reimbursement and stated that she is no longer advertising that the Town will pay these fees, but believes she is owed for those she has already paid in good faith. Jana urged the Town to formally notify landowners if the agreement has changed and reiterated that the burden of enforcement should have been on the Town, not the landowners.

Councilmember Brown made a motion to reimburse Jana Franz \$350 for a sale that occurred in August 2021. However, the Town will not reimburse the \$2,000 in fees Jana paid on behalf of the Jacobsons in February 2025, as the consolidated fee schedule was officially updated in July 2024. Councilmember Rylander seconded the motion. All were in favor. The motion passed, approving a \$350 reimbursement to Jana Franz.

**RESULTS: APPROVED**

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

**JED OLSEN:** Randy Bowler sold his property to Jed Olsen, including an existing lease agreement with the Town for Birch Springs. This lease was originally bid out in 2020 at a rate of \$6,000 per year, or \$500 per month, and was set for a 10-year term. Until the sale of the property, Randy continued to make annual lease payments of \$6,000 to the Town. In accordance with state law, the Town Council has agreed to open the lease to new bids, with a starting bid set at \$240 per month.

Councilmember Northcott motioned that the opening bid for the Birch Springs lease be \$240.00 per month. Councilmember Scott seconded the motion. All were in favor. The motion passed.





TOWN OF MANILA REGULAR MEETING  
MEETING ROOM  
145 E HWY 43  
APRIL 17, 2025, AT 5:30 P.M.

RESULTS: APPROVED

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

**STEVE WOOD:** Called the Mayor before the meeting and asked to be removed from the agenda. The agenda was already posted before his call. Tabled.

**ALLY GOFF WATER METER:** Mayor Knight informed the Council that Ally Goff has an outstanding balance of \$6,304.00 with the Town. She has not used water through her meter in the past 10 years. Mayor Knight recommended removing the water meter and discontinuing services to the property. The impact and connection fees will be due if or when she requests services again. If the property is sold before these fees are paid, the new owners will be responsible for covering them. Ally's current outstanding balance will be forwarded to our collection agency.

Gabby with Sunrise Engineering said that, per State Code 10-8-1-17 *City may act as distributing agent—Collection of operating costs from users. (3) (a) Until the governing body collects the sum described in Subsection (1), the sum is a political subdivision lien, as that term is defined in Section 11-60-102, on the subject water rights and the land irrigated by the water, in accordance with Title 11, Chapter 60, Political Subdivision Lien Authority. (b) If the lien amount is not paid in full in a given year; (i) by September 15, the governing body shall certify any unpaid amount to the treasurer of the county in which the lien property is located; and (ii) the county treasurer shall include the certified amount on the property tax notice required by section 59-2-1317 for that year.*

Councilmember Northcott motioned to pull Ally Goff's meter from the meter pit and to discontinue her services. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULTS: APPROVED

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

**METER WORKS ANTENNAS FOR READING METERS:** Mayor Knight informed the Council that the grant originally intended to cover the purchase of the Town's water meter reading antenna was no longer available. She recommended that the Council approve the purchase of Meter Works antennas to read the Town's water meters.



**TOWN OF MANILA REGULAR MEETING**  
**MEETING ROOM**  
**145 E HWY 43**  
**APRIL 17, 2025, AT 5:30 P.M.**

Councilmember Scott motioned to approve the purchase of two antennas for reading the Town's water meters. Councilmember Northcott seconded the motion. All were in favor, and the motion passed.

**RESULTS: APPROVED**

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

**APPROVE OR DENY PLANNING AND ZONING MEMBERS AND TERMS:** The terms for the current Planning and Zoning Board members are nearing expiration, and one member has expressed a desire to step down. Jason Kuhn has indicated his intention to resign from the board. Randall DeSpain has volunteered to fill the upcoming vacancy.

The proposed new Planning and Zoning Board members would be Randall DeSpain, Brian Nelson, Rod Alexander, Dennis Andelin, and Bill Rylander.

Councilmember Scott moved to approve three of the Planning and Zoning Board members and their respective terms. Councilmember Brown seconded the motion. All voted in favor, and the motion carried.

**RESULTS: APPROVED**

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

**SUNRISE ENGINEERING UPDATE:**

**SEWER PROJECT:** Sunrise has received the go-ahead to proceed with the sewer project using EPA funding. They received all the necessary survey information last week, and Jeff McCarty and his team are expected to begin focusing on the sewer project within the next two weeks. Additionally, Gabby mentioned that Aaron should have a confirmed date soon for when Widdison will begin work on our wells.

**PINNACLE UPDATE:** Mayor Knight received an email from the Town's attorney regarding the development agreement. After reviewing the document, the attorney forwarded it to a second lawyer for additional review. The agreement is currently missing the fee structure, which is still being finalized. While the Town's attorney indicated the agreement looks solid overall, they recommended a second opinion.

Mayor Knight also expressed interest in conducting a traffic survey to ensure that emergency vehicles will have safe and adequate access to all units within the Pinnacle development. Additionally, she has contacted all members of the development committee, and each has accepted their appointment.





**TOWN OF MANILA REGULAR MEETING  
MEETING ROOM  
145 E HWY 43  
APRIL 17, 2025, AT 5:30 P.M.**

Gabby informed Mayor Knight that, based on information provided by Chandra, Jeremy Barker submitted a \$2,000 check; however, no accompanying application or paperwork was ever submitted. Mayor Knight confirmed that this was accurate. Gabby noted that the check has been sitting in a file for approximately a year, and it is uncertain whether the bank will still accept it. She recommended that the check be shredded and that the process be restarted properly by submitting the required application and paying the appropriate fees for both the development review and the preliminary plat.

Mayor Knight stated she would email Jeremy the Town's Subdivision Ordinance along with its appendices. She noted that the included flow chart would be a useful reference moving forward. Gabby advised that, in good faith, given the significant time and resources the Town has already invested. She proposed that Jeremy formally submit the preliminary plat application, along with payment of \$1,500 for the Development Review Committee and \$2,000 for the preliminary review. This would allow the review process to officially begin, putting defined timeframes in place for both the Town and the applicant.

Per state guidelines, the review process includes:

- 30 days for the Town to complete a zoning review (including lot size and density compliance).
- 40 days for the Town to complete a technical engineering review of the improvement plans and provide comments.
- 40 days for Jeremy to respond to those comments.
- If Jeremy fails to respond within that timeframe, the Town will then have 60 days to complete the next round of review, effectively gaining an additional 20 days.

Jeremy has submitted his improvement plans along with a Phase One plan. The Town will accept these submissions; however, we are still awaiting the necessary architectural details. Allowing Jeremy additional time to submit a complete application would be beneficial to ensure all required components are addressed.

According to the Town's fee schedule, the applicable fees fall under the Subdivision section:

- Subdivision application deposit: \$2,500 (for processing)
- Development plan review fee: \$1,500
- Note: The schedule also includes a line stating, "plus attorney's fees, if necessary." It is hoped that this will also cover other professional fees; however, that point may require clarification from the Town's attorney.

As for the status of the Pinnacle project, a preliminary staff report has been prepared. However, several key elements are still missing from the submission:

- Density analysis
- Parking requirements
- Coverage analysis



**TOWN OF MANILA REGULAR MEETING**  
**MEETING ROOM**  
**145 E HWY 43**  
**APRIL 17, 2025, AT 5:30 P.M.**

- Building separation distances
- Landscaping plan

These items will need to be submitted and reviewed as part of the complete application.

Mayor Knight suggests that the Town move forward with a traffic study for the Pinnacle development. There are several reasons for this recommendation:

1. To determine whether a turn lane is needed at the development entrance
2. To evaluate whether existing roads are sufficient in width and design to accommodate emergency vehicles
3. To understand the anticipated traffic impact on nearby intersections

Gabby said, while Jeremy is already required to meet road width standards as outlined in the Town's code, and fire turnarounds will be reviewed by the Development Review Committee (DRC), a traffic study would provide valuable insight into overall traffic volume and its effect on public infrastructure. Including this in the record ensures all members are aware of its potential necessity.

Additionally, it was recommended that Jeremy provide an erosion control plan and a soils and geotechnical report. The erosion control plan is particularly important when more than an acre of land will be disturbed. It helps prevent stormwater runoff from creating mud and debris issues on adjacent properties during and after construction. This plan will guide proper site grading and ensure environmental protections are in place throughout the development process.

The Town will not require an erosion control plan for the project at this time. Additionally, during Phase One, the only parking requirement will be for residential use.

Jeremy is advised to submit the completed application so the Town can move forward with the review process.

Gabby said it may be worthwhile to use our next meeting to formally address the application status with Jeremy. We can outline the specific items that were missing from his initial submission, request the completed application along with the two required fees, and conduct a thorough, collective review of the plans.

While most components of the development process are bound by state-mandated timelines, the residential multifamily overlay and the development agreement are currently not. To provide clarity and structure for all parties involved, we can offer to formally bind these items to the same project timeline. This would help ensure accountability and consistency moving forward.





**TOWN OF MANILA REGULAR MEETING  
MEETING ROOM  
145 E HWY 43  
APRIL 17, 2025, AT 5:30 P.M.**

The Town Council agreed to hold a Development Review Committee meeting on May 14th at 3:00 p.m., followed by a regular Town Council meeting.

**BUILDING UPGRADE UPDATE:** Gary Pallesen informed the council that the electricians had arrived and begun running the wiring; however, nothing has been connected yet. He also reported that, according to Building Inspector Matt Tate, the bathrooms will need to be remodeled. At least one of the bathrooms must be made ADA accessible.

Councilmember Northcott moved to approve waiving the fee for the Town's building permit. Councilmember Scott seconded the motion. All were in favor, and the motion passed.

**RESULTS: APPROVED**

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

**REVIEW OF FIRE, HEATING, AND COOLING (HVAC) BIDS FOR BUILDING UPGRADE:** Mayor Knight read aloud the four bids from the heating and cooling contractors.

The first bid came from Fire and Ice Heating and Cooling for \$36,987

The second bid came from Tanner Mechanical for \$25,786

The third bid came from Zion Engineering for \$59,760

And the fourth bid came from Stewart Residential and Commercial for \$25,500

Councilmember Scott motioned to accept the bid from Stewart Residential and Commercial for \$25,500 for our heating and cooling (HVAC) system. Councilmember Rylander seconded the motion. All were in favor. The motion passed.

**RESULTS: APPROVED**

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

**PUBLIC WORKS UPDATE:** Gary informed the Council that Public Works now has nearly 100% of the Town's water meters reading correctly. He also reported that UDOT is interested in roto-milling 2nd East, and the Town Council expressed support for the project. Gary was directed to inform UDOT that the Town is in favor of moving forward. UDOT indicated they may not have access to a roller for the 2nd East project and asked whether the Town could assist by renting one. The Town Council agreed to rent a roller if necessary to support the work.

Gary also updated the Council on ongoing discussions with DDI regarding the landfill and Monday dump schedule. He is working to find an arrangement that suits both parties and suggested inviting Nick to the next Council meeting to discuss potential solutions.



TOWN OF MANILA REGULAR MEETING  
MEETING ROOM  
145 E HWY 43  
APRIL 17, 2025, AT 5:30 P.M.

Land and Leisure has resumed hauling loads to the landfill for the summer. An arrangement has been made for commercial businesses to use the scales to weigh in before and after dumping their loads, ensuring accurate tracking and billing.

Public Works has recommended changing the Town's garbage collection day from Tuesday back to Monday. They propose implementing this change beginning in July.

**MAYOR'S UPDATE:** Upcoming Elections:

Candidacy filing for the upcoming municipal election will be held from Monday, June 2<sup>nd</sup>, through Friday, June 6<sup>th</sup>, during extended business hours, 8:00 a.m. to 5:00 p.m., at the Town Office. There is a \$50.00 candidate filing fee.

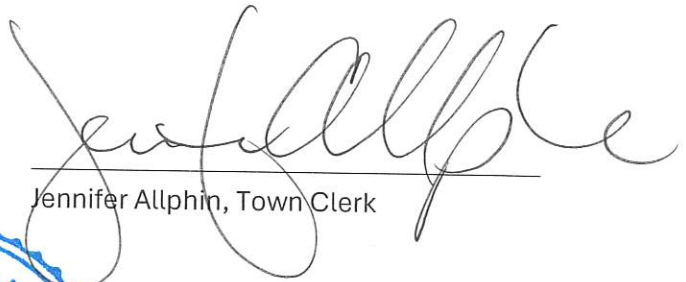
Mayor Knight announced that a joint Planning and Zoning meeting with the Town Council will be held on May 5th at 5:30 p.m. The purpose of the meeting is to discuss a proposed glamping ordinance.

**EXECUTIVE SESSION:** There was no executive session.

**ADJOURNMENT:** Councilmember Scott motioned to adjourn the meeting. Councilmember Rylander seconded the motion. All were in favor. The motion passed. Mayor Knight adjourned the meeting at 8:31 pm.

In compliance with the American Disabilities Act, Individuals needing special accommodations (including auxiliary communicative aids and services) during the meeting should call the Manila Town Clerk at 435-784-3143 at least 24 hours before the meeting.

  
Kathi Knight, Mayor

  
Jennifer Allphin, Town Clerk

