



**TOWN OF MANILA PUBLIC HEARING  
& REGULAR MEETING  
MEETING ROOM  
145 E HWY 43  
JUNE 12, 2025, AT 6:00 P.M.**

**PUBLIC HEARING MEETING CALLED TO ORDER:** Mayor Kathi Knight called the meeting to order at 6:00 pm.

**PRESENT:** Mayor Kathi Knight, Town Council Member Debbie Brown, Greg Scott, Gretchen Northcott, Bill Rylander, Town Clerk Jennifer Allphin, and Town Office Assistant Kourtney Allen.

**GUESTS:** Jeff McCarty and Jeremy Larsen with Sunrise Engineering, Gary Pallesen, Bob Warren, Rod Alexander, Jolene Alexander, Linda Petersen, Nancy Olsen, Clark Olsen, and Mike Burbidge.

**EXCUSED:** All were present.

**FISCAL YEAR 2024-2025 REVISIONS:** Mayor Kathi stated that the revisions for the Fiscal Year 2024–2025 budget had been received. She asked if everyone had a chance to review them and if there were any concerns. Councilmember Northcott said she didn't have any issues with the revisions. She pointed out that the most notable change was the allocation of additional funds toward capital projects, which is a positive step and aligns with their goals. She also mentioned that the Town paid in advance for contract services with Sunrise Engineering, an expense that had not been included in the original budget.

Mayor Kathi asked if any town residents had questions regarding the revised 2024–2025 budget. Resident Mike Burbidge responded that he did. He asked the Mayor and Council when the Town planned to address the condition of the roads.

Councilmember Northcott answered his question. She explained that, in the revised budget, a portion of the money was reallocated to capital projects at the end of the year. This reallocation was part of the reason for last year's tax increase. The additional funds are being used for capital improvements, including roadwork, because the Town does not have enterprise funds for roads, only for water, sewer, and landfill services. Roads must be funded through the general fund, primarily supported by property taxes. She also noted that a key focus of the Town is storm drain improvements, and that Mayor Kathi had successfully secured a state grant. This grant will fund a road and infrastructure project beginning in 2027, which includes paving from the top of Main Street to 300 East, along with installing storm drains and related improvements. Again, this work will be funded through property taxes.

Mr. Burbidge followed up with a concern. He said he paid \$2,088 in property taxes this year, while his neighbor, who owns a larger home on a similar lot, pays less than half of what he does. He noted that this discrepancy exists because he is a non-resident, while his neighbor is a full-time resident. He expressed frustration, saying, "That's not fair." He acknowledged that he could technically change his residency in five minutes, but felt the distinction was unfair.



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Linda Petersen, a local real estate agent and resident, responded that the Town does not control how county property taxes are assessed. She explained that this issue falls under the jurisdiction of the State of Utah and the county assessor's office. She clarified that Utah law differentiates between primary and secondary residences. A primary residence is taxed at 55% of its value, while a secondary home is taxed at 100%. She told Mike Burbidge that for him to qualify for the primary exemption, a home must be the owner's main residence for at least 183 consecutive days per year, and an application must be submitted to the County Assessor.

Linda advised him that homeowners should designate their most expensive home as their primary residence to reduce their tax burden. For example, someone with a second home in Mesquite or Salt Lake should consider where they reside most of the year and where it makes the most financial sense to apply the exemption. Linda added that this taxation method is not unique to Utah; many states have similar primary and secondary residence tax policies. "If you have the means to own a second home, you're fortunate. Not everyone has that option," she said. Mr. Burbidge acknowledged the explanation and said he understood.

To close, Mayor Kathi noted that the Town has begun work on road improvements. The Utah Department of Transportation (UDOT) has graciously assisted by grading roads when they have spare time and resources available, at no cost to the Town.

**FISCAL YEAR 2025-2026 FINAL BUDGET:** Councilmember Northcott provided background on the budget process, stating, Mayor Kathi, Jennifer, and I have been working on this budget for months. We have gone through several revisions and reviewed a lot of different information. This is the proposed budget for Fiscal Year 2025–2026, and it's important to remember that it's a living document, our best estimate based on current information and projections. Things can and often do change, so we do our best to prepare accordingly. She said I think we're in a good place. As recently as last week, we were still finalizing some details to present tonight. There are no big surprises in this budget. She told the residents that they were all welcome to review the document at any time, it's available to the public at the Town Office, and it will also be uploaded to the State of Utah's website. We are always considering ways to reduce spending where possible. If anyone has questions or comments, we encourage you to take a look and let us know.

For context, Councilmember Northcott mentioned that we begin working on the budget early. As soon as the fiscal year ends in July, we start again. By September, we reviewed the auditor's report and used that information to refine and revise the budget until we arrived at the final version presented here.





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Mayor Kathi added, the budget is available for public viewing, just let us know if you'd like to see it. It's not an issue.

**ADEQUATE PUBLIC FACILITIES ORDINANCE:** Mayor Kathi explained that the purpose of the Adequate Public Facilities ordinance is to provide a proactive alternative to implementing a water moratorium in the event of a future crisis. Instead of issuing a moratorium, the Town can enact this ordinance, which states that if public facilities, such as water or sewer infrastructure, are not adequate, no new development or construction can proceed. She explained that this ordinance formalizes the approach the Town took during the previous water shortage, when a moratorium was placed on new building permits until the wells were restored and functioning. The ordinance would apply not only to water, but also to sewer and landfill services. Sunrise Engineering is currently conducting a capacity analysis to determine how the Town's current infrastructure compares to existing and projected demand. This includes:

- Monitoring the flow output of the wells to calculate how many service connections can be supported.
- Assessing the capacity of the sewer lagoons and pipelines to ensure the system can handle additional usage.

Mayor Kathi noted that Sunrise Engineering had conducted a similar review last year, which revealed the wells were underperforming. That discovery prompted the Town to begin cleaning and repair work on the wells.

As of now, Gary Pallesen said, the Town is not pumping at full capacity. Current flow rates are approximately:

- 400 gallons per minute from Wells #1 and #2
- 188 gallons per minute from Well #3 (which is now operational enough to offer some relief to the other wells)

Mayor Kathi noted that the Town is "in pretty good shape" at this time, and thanked residents who conserved water, particularly those who held off on watering their lawns during the period of low well output.

**ADJOURNMENT:** Mayor Kathi adjourned the meeting at 6:13 pm to go into the Town Council regular meeting.

**REGULAR MEETING CALLED TO ORDER:** Mayor Kathi called the regular Town Council meeting to order at 6:13 pm.

**PRESENT:** Mayor Kathi Knight, Town Council Member Debbie Brown, Greg Scott, Gretchen Northcott, Bill Rylander, Town Clerk Jennifer Allphin, and Town Office Assistant Kourtney Allen.

**GUESTS:** Jeff McCarty and Jeremy Larsen with Sunrise Engineering, Gary Pallesen, Bob Warren, Rod Alexander, Jolene Alexander, Linda Petersen, Nancy Olsen, Clark Olsen, Mike Burbidge, Sarah Mraz, Jeff Ealy, and Nick Goodman (DDI)



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**EXCUSED:** All were 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.

**RESULTS: APPROVED**

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

**DDI:** Mayor Kathi opened the discussion by expressing concern about DDI's late landfill dumping times, which have caused Town employees, particularly Stephen, to work extended hours, sometimes 12 to 14 hours a day. She emphasized the need to set consistent, reasonable hours to avoid burnout, safety issues, and unnecessary overtime. DDI (Nick Goodman) acknowledged the concern and explained that he tries to coordinate directly with Stephen each week, adjusting based on need, weather, and truck issues. However, he agreed that a more consistent schedule might be helpful for both parties.

Councilmember Northcott added that she has seen significant overtime logged by Stephen, which is concerning for both the Town's budget and employee well-being. She supported defining a firm end time for landfill operations.

After extensive discussion, everyone agreed to the following plan:

**Landfill hours for DDI:**

**Mondays & Tuesdays from 7:00 AM to 3:30 PM**

- The last load must be in by 3:00 PM to allow time for cover-up and cleanup.
- No dumping after 3:30 PM unless previously arranged and approved.

**Saturdays (Public Use):**

7:00 AM to 11:00 AM, beginning July 2, subject to wind conditions; if it is too windy, the landfill may close early.

**Wednesdays or additional Days:** If DDI needs to dump on a non-standard day (e.g., Wednesday), advance notice is required, and accommodation will depend on the Town staff's availability.

**Winter Schedule: To be reassessed seasonally, based on accessibility and staffing.**

Mayor Kathi reiterated that Stephen's availability cannot be open-ended, and efforts must be made to minimize staff overtime. Everyone agreed to continue working together cooperatively. The Town





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Council affirmed its support for DDI as a local business but emphasized the need for structure to maintain efficiency and fairness.

**SCHEDULE BID FOR BIRCH SPRINGS LEASE:** Mayor Kathi stated that the Town has sent out a bid for the Birch Springs lease. The bid is scheduled to close on July 5, and the bids will be opened at the following Town Council meeting on Thursday, July 10th. She explained that this is a competitive bid process to determine if there is interest in leasing the property, whether for grazing cattle or other approved uses. She added that we have not received any bids back.

**LINDA PETERSON:** Mayor Kathi stated that David Johnson's lot approval was tabled and moved to the June meeting to allow the Town Council time to visit the site at the top of 5th Street, above Bob Ford's home.

Linda Petersen explained the request is to have one parcel, currently part of David Johnson's property, recognized as a legal, sellable residential lot. She emphasized this is not for subdivision purposes, just to establish a buildable lot that could generate tax revenue. Right now, it's tied to Johnson's home parcel and can't be sold or listed separately. She noted water and sewer are available, though a private sewer line runs through the property and may need to be relocated by a future buyer. She also acknowledged that the road access is rough and clarified there's no expectation that the Town will extend or improve the road.

Councilmember Northcott confirmed the lot appears buildable and advised Linda to now bring the request to Planning and Zoning, noting the committee typically follows their recommendation. Mayor Kathi added that she supports the request as long as it is clear the Town is not responsible for road improvements, and all zoning requirements must still be met.

**GARBAGE COLLECTION-TRASH CAN TO THE ROAD:** The Town Council discussed ways to improve the efficiency of garbage pickup. One of the main challenges is that Public Works must walk back and forth across the street to check every garbage can, even for the empty cans, which leads to missed pickups, extra labor, and wasted time.

Public Works is asking our residents to help by placing their trash cans at the curb (street side) by **7:00 am** on the collection day. Public Works will help return the cans to the fence line after pickup (to prevent wind from blowing them away).

If residents are using a barrel or can without a lid, please place a garbage bag visibly over the top, such as by hanging the string of the bag over the edge of the barrel or other makeshift can, so Public Works can easily tell there is trash inside. Otherwise, there is a chance they might miss collecting the garbage.



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The Town Council is asking the Town's residents to provide lidded, wheeled garbage cans to reduce scattered trash and help control pests and wind-related messes. The Town Council and Public Works' long-term goal is to standardize garbage cans and eventually invest in a garbage truck that can lift cans automatically, improving speed and safety. Until then, visibility and curb placement are key to helping Public Works do their jobs efficiently and avoid unnecessary strain or overtime.

**SUNRISE ENGINEERING UPDATE:** Jeff McCarty with Sunrise Engineering presented the Daggett County Roads Map related to the **Ylincheta/Green Acres Sewer Project** to the Mayor and Town Council. He also introduced Jeremy Larsen, who will serve as the Project Manager for the duration of the project.

Jeremy met with the county roads department to begin clarifying which roads in the project area are public and which are private lanes. This distinction is important because public utilities can be installed in public rights-of-way, but private roads require individual property owners' permission. Some areas still need to be confirmed, but Sunrise is working with county staff and legal counsel to finalize that.

**The Pinnacle: Developer Agreement & Subdivision Application Update,** Jeff McCarty reported that he spoke with Gabbie following a previous conversation with Mayor Kathi. He stated that Sunrise Engineering is still waiting on the final edits to the Developer Agreement and has not yet received the architectural sheets. Mayor Kathi noted that the Pinnacle provided a list of five items to the Town Council; however, the Town has not yet received a formal subdivision application. Jeff added that, at this time, Sunrise does not have the required information needed from The Pinnacle to proceed with any decisions.

**Ylincheta/Green Acres Sewer Improvements:** Jeff McCarty said Ylincheta development has some elevation changes that have created design challenges. A ridge running through the area makes it extremely difficult to run sewer lines across the entire development. To address this, two separate sewer lines are proposed, one to serve the west side, routing up to the highway and down Airport Road, and another on the east side, routing along the west edge of the airport property.

Next steps for Sunrise with this project include:

- Working with property owners for easements, especially from:
  - The Broadbents, whose property lies in the proposed utility path.
  - The County (airport land), which would need to approve utility access.
  - The canal company, which may be affected by crossing or adjacent construction.
- Further mapping of public vs. private roads to determine where easements are needed.
- Finalizing outreach plans with the Town to speak with landowners.





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**RV Dump Station:** A new sewer dump station is being planned with access from both the highway and Airport Road. The current concept is to allow one-way traffic through the station, entering from Airport Road and exiting onto Highway 43, to avoid traffic backing up onto the highway. There is concern from the County about increased heavy vehicle use on Airport Road, so that will be discussed further with County Commissioners. The design includes space for multiple dump points (initially two) with the ability to expand as demand grows. The focus is on designing now for future needs, even if only part of the system is installed first.

**Timeline & Funding:** Although initial hopes were for construction to start in 2025, delays in funding (with EPA and CIB) and the need to coordinate easements mean the project likely won't break ground until spring 2026. Ylincheta is currently the slowest part of the process, and Sunrise Engineering wants to ensure that all project areas are aligned before going to bid. Bundling the sewer projects together will help with bid efficiency and financial planning, including a joint loan closing.

**SEWER LAGOON IMPROVEMENTS:** Jeff McCarty reported that the sewer lagoon improvement project is still active but is progressing at a slower pace to align with the overall sewer system timeline. Design work is continuing, and the team plans to reach out soon to coordinate property access. Kevin has been provided with the necessary information regarding the screening structure update.

**FISCAL YEAR 2024-2025 REVISIONS:** Councilmember Northcott motioned to approve the Fiscal Year 2024-2025 Revisions. Councilmember Scott seconded the motion. All were in favor. The motion carried.

RESULTS: APPROVED

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

**FISCAL YEAR 2025-2026 FINAL BUDGET RESOLUTION:** Councilmember Scott motioned to approve the Fiscal Year 2025-2026 Final Budget Resolution. Councilmember Rylander seconded the motion. All were in favor. The motion carried.

RESULTS: APPROVED

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



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**ADEQUATE PUBLIC FACILITIES ORDINANCE:** Councilmember Scott motioned to approve the Adequate Public Facilities Ordinance. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

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

**ATTORNEY LEGAL REPRESENTATION AND FEE AGREEMENT:** Mayor Kathi informed the Council that the Town has received a letter from the attorneys who will be hired on a \$10,000 retainer. These attorneys will be responsible for reviewing developer agreements. She emphasized that these agreements are critical for the Town's legal protection. If the agreements are reviewed by the attorneys and the developer fails to honor them, the Town will have legal grounds to enforce the terms.

Councilmember Northcott motioned to approve the \$10,000 retainer to hire Bennett Tueller Johnson & Deere, LLC (BTJD) for legal review of developer agreements and other legal counsel. Councilmember Rylander seconded the motion. All were in favor. The motion was passed unanimously.

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

**THE PINNACLE UPDATE:** There was no further discussion following the update presented by Jeff with Sunrise Engineering.

**WATER & SEWER RATES INCREASE CONSOLIDATED FEE SCHEDULE:** Mayor Kathi stated that two public hearings were held regarding the proposed utility rate increases, one in May and one in June. She said Janelle Braithwaite from Rural Water presented the rate analysis, outlining where the Town stands financially and what is needed to avoid operating in a deficit.

**Water Rates:** The water rate increase follows the standard annual adjustment and will go from \$49.50 to \$53 this year.

**Sewer Rates (Residential):**

- 2025: Increase from \$21 to \$31
- 2026: Increase from \$31 to \$36
- 2027: Increase from \$36 to \$41





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These incremental increases are designed to ensure long-term sustainability and infrastructure upkeep.

**Fee Schedule Addition:**

Due to ongoing issues with individuals tampering with water meters, disconnecting antennas, or using the meters to turn it on and the water off without proper authorization, a \$250 fine has been added to the Consolidated Fee Schedule. Unauthorized access damages equipment and increases replacement costs.

Residents may visit the Town Office to obtain a copy of the updated Consolidated Fee Schedule.

Councilmember Scott motioned to approve the water and sewer rate increase consolidated fee schedule. Councilmember Northcott seconded the motion. All were in favor. The motion carried.

**RESULTS: APPROVED**

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

**BUILDING UPGRADE UPDATE:** Gary Pallesen is hopeful they will cut through the wall and be completed next week. In the meantime, Mayor Kathi will be temporarily moved while her office is being completed, and work will continue around the other two offices. Mayor Kathi invited the Town Council members to stop by if they would like to see the progress on the upgrade. Office staff will be happy to provide a brief walk-through of the updates and upgrades. As Councilmember Scott noted in the last meeting, this remodel has been 10 years in the making, and it is encouraging to see it finally moving forward.

**PUBLIC WORKS UPDATE:** Gary Pallesen presented questions regarding water service requests from three properties on the opposite side of the highway near Larson Dugway. One of the properties is expected to be ready for water connection this year and will pay the required connection and impact fees. The other two are likely future connections, but all three property owners are collaborating to bore under the highway now and install water lines in preparation. The plan is to install a six-inch casing under the highway with room for three water lines. To avoid requiring another UDOT encroachment permit in the future, it was suggested that the lines be tapped now and brought close to each property's fence line. Temporary curb stops or meter pits may be installed for the two properties not yet ready for connection. SCI is the contractor coordinating the bore, and the Town will require SCI to furnish all necessary materials, including pipe and saddles. The Town will perform the tapping and installation labor. The estimated cost to the Town is approximately \$300 (for three saddles at \$50 each and related labor). Any owner ready for immediate connection will pay the usual fees, and the Town will provide a meter pit. For the



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other two properties, the materials will be furnished by the property owners. This approach ensures infrastructure is in place without needing additional highway disturbance or permitting in the future.

**MAYOR'S UPDATE:**

**New Hires:** Mayor Kathi welcomed and introduced two new employees recently hired to the Town Council. Kourtney Allen and Chad Brady. Kourtney has been hired as our new Office Assistant. Chad Brady has been hired as the Town's new Public Works employee. He will be attending the Rural Water course at the end of August to obtain his Level I Water Certification. Currently, the Town does not have anyone certified at that level.

**Well #2 update:** Mayor Kathi reported that the Division of Drinking Water has approved reopening Well #2. All required tests, including the bacteria test, have been passed. The approval is valid through December 2028 and will count toward the Town's required source testing scheduled for December.

**Candidate Filing:** Candidate filing for the upcoming election has been completed. Jennifer Allphin managed the filing process.

**CIB Grant:** The Town is excited about the progress on the CIB grant for the well project, which has been previously discussed and is moving forward.

**PUBLIC COMMENT:** Bob Warner addressed the Town Council with concerns regarding the recent utility rate increases. He questioned the increase in sewer rates by \$10, with an additional \$5 increase scheduled, and the water rate increasing by \$5. He also expressed concern over rate hikes despite decreased water usage over the past decade. Sarah Ealy clarified that the Town has not been charging enough to cover the costs of providing water and sewer services, which is why the rates must increase. She also let Bob know the Council invited Janell out to address the need for these increases twice for residents. The Town worked with Janell Braithwaite from Rural Water to conduct a detailed rate analysis. Janell's report determined that current rates were insufficient to cover operating costs. Janell's data showed that current rates were unsustainable and needed to be adjusted to avoid running in the red. The Council emphasized that rate changes are necessary to maintain financial stability and comply with regulatory requirements.

Follow-up actions: Councilmember Northcott asked Jennifer Allphin if she would provide copies of the rate schedule and Janell Braithwaite's report summary to interested residents. Copies of the report and the updated Consolidated Fee Schedule will be printed and made available at the Town Office.





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**EXECUTIVE SESSION:** There was no correspondence.

**ADJOURNMENT:** Councilmember Brown has motioned to adjourn the meeting. Councilmember Northcott seconded the motion. All were in favor. Mayor Kathi adjourned the meeting at 7:27 PM.

  
Kathi Knight, Mayor

  
Jennifer Allphin, Town Clerk



