



**TOWN OF MANILA
REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
JULY 10, 2025, AT 5:30 P.M.**

REGULAR MEETING CALLED TO ORDER: Mayor Kathi Knight called the meeting to order at 5:33 pm.

PRESENT: Mayor Kathi Knight, Town Council Members Greg Scott, Debbie Brown, Gretchen Northcott, Bill Rylander, and Town Office Assistant Kourtney Allen

GUESTS: Chandra Brady, Gary Pallesen, Jeff McCarty and Jeremy Larsen with Sunrise Engineering, Harry Roberts, Christine Roberts, Traci Frost, RoyAnn Gregerson, Steven Gregerson, Justin Von Eberstein, Jolene Alexander, Rod Alexander, Leonard Isaacson, Jeff Goser

EXCUSED: Town Clerk Jennifer Allphin

CONSENT CALENDAR: Councilmember Rylander moved to approve the consent calendar, consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and previous minutes. Councilmember Scott seconded the motion.

Vote: All were in favor. The motion carried.

RESULTS: APPROVED

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

UNION TELEPHONE: Mayor Kathi informed the Town Council that Union Telephone has been on site, and, due to the recent remodeling, new phone lines will need to be installed throughout the building. Currently, the building operates on two outdated phone lines, and their performance is no longer sufficient. One line consistently drops when the other is in use, regardless of which one is active. Since Union is the only service provider in the area, they will submit a bid for the necessary work. We will review the bid once it's received. It is important to note that there are no other providers available for comparison. A reliable phone service is essential, and it is clear we need to modernize and bring our communications into the 21st century.

CHANGES TO JUNE 2024 ORDINANCE BOOK: Mayor Kathi addressed the Town Council regarding updates to the 2024 Ordinance Book. Chandra has submitted proposed changes, and there has been a formal recommendation from the Planning and Zoning Commission concerning these revisions. The proposed amendments now need to be presented to the Town Council for review and consideration.

Mayor Kathi noted that some council members may not have had a chance to review the document yet, especially those who have recently been out of town. She emphasized that the version marked in red includes the key updates, which primarily focus on regulations related to attached and unattached garages.

ATTACHED AND DETACHED GARAGES: Mayor Kathi further explained that the attached and detached garage issue has become a growing concern, particularly with new home construction along Dry Creek Lane. She emphasized the need to clarify the language so everyone, builders, residents, and officials, is on the same page. Once we put it into an ordinance, it needs to be clear and enforceable. She also noted that a copy of the updated ordinance will be provided to Matt Tate, the building inspector, to ensure he has the latest guidance.



**TOWN OF MANILA
REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
JULY 10, 2025, AT 5:30 P.M.**

Mayor Kathi asked the council members to take the document with them, review it after the meeting, and be prepared to make a motion regarding the changes at the next Town Council meeting in August.

Vote: Tabled.

RESULTS: APPROVED

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

GLAMPING ARTICLE: Mayor Kathi then introduced the next item, the proposed glamping article, which has been submitted by the Planning and Zoning Commission to the Town Council for approval. She noted that she reviewed the draft earlier in the day and felt it looked great. She thanked Chandra for including clear definitions and development regulations. The article outlines that project approval for glamping developments would be subject to both a conditional use permit and a mutually agreed-upon development agreement. The council decided to table the glamping article for further review and input from the town's land use attorneys.

Motion: Councilmember Northcott motioned to table this agenda item until the August Town Council meeting for further discussion. Councilmember Scott seconded the motion.

Vote: All were in favor. Motion carried. Tabled.

RESULTS: APPROVED

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

BIRCH SPRINGS LEASE, DISCUSSION, and BID ANNOUNCEMENT: Mayor Kathi Knight introduced the Birch Springs lease. Jedediah Olson submitted the only bid received, offering \$310 per month for a three-year term.

Motion: Councilmember Scott made a motion to accept Jedediah Olson's bid of \$310 per month for a three-year lease of Birch Springs from the Town. Councilmember Rylander seconded the motion.

Vote: All were in favor. Motion passed.

RESULTS: APPROVED

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

FINAL APPROVAL, LINDA PETERSON (DAVE JOHNSON'S LOT): The Town Council considered final approval for Linda Peterson regarding the property known as the Dave Johnson lot. All required documentation and conditions have been reviewed by the Planning and Zoning Commission, which has recommended the project for final authorization by the Town Council.

This item was previously brought before the Council last month and was sent back to Planning and Zoning for further review. Councilmembers also visited the site in preparation for this meeting.

Planning and Zoning recommended approval with the following conditions:

- The Town will not continue 5th Street beyond its current endpoint to provide access to the property.
- The property owner must comply with all applicable rules and regulations.



**TOWN OF MANILA
REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
JULY 10, 2025, AT 5:30 P.M.**

Motion:

Councilmember Northcott made a motion to approve the request with the stated conditions.

Councilmember Brown seconded the motion.

Vote: All in favor. Motion carried.

RESULTS: APPROVED

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

RAVEN CLIFFS-JUSTIN VON EBERSTEIN/STEVE GREGERSON: Justin and Steve presented a preliminary concept for an upscale glamping development in Manila to the Town Council and Mayor. The proposal includes 15 restored and modernized Airstream trailers on their 1.95-acre property. Planned amenities include spa-style outbuildings, water-conserving fixtures, stargazing and yoga areas, and other features designed for luxury camping.

Justin noted that glamping is a growing trend and referenced similar projects in Garfield and Washington Counties, which have reported high occupancy rates and significant contributions to local transient room tax revenue. The proposed site, Justin claims to be under Section Article One, Section 102, of the current planning, zoning master plan, which allows lodging without a minimum lot size in commercial general zones. The concept suggests a density of 10 units per acre, modeled after Garfield County.

Traffic impact is estimated at approximately 30 daily visits. Sewer capacity is available for additional connections; water availability is still under review. Jeff Goser, Manila's Fire Chief, noted that fire safety considerations should include installing a hydrant on-site, with the potential for an additional hydrant if required. The nearest hydrant, located on the north side of Highway 43, cannot serve the proposed property, as it is across the highway. The site plan must ensure emergency access with sufficient clearance, including drivable space around all pads and no physical barriers.

Additional Details:

- Seasonal operations are likely, closing in winter unless demand supports year-round use
- On-site laundry facility planned, also available to the public
- Parking will be provided on-site, with overflow parking as required by zoning
- Electrical: Already upgraded to 400 amps, with capacity for three-phase power
- Access: Current entrance via Tower Rock Road; an additional highway access point is under discussion with the state

No formal action was taken. The Council acknowledged the presentation, and further review of water availability, access improvements, and fire safety requirements will be needed before any decisions are made.

SUNRISE ENGINEERING UPDATE:



**TOWN OF MANILA
REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
JULY 10, 2025, AT 5:30 P.M.**

Presented by Jeff McCarty with Sunrise Engineering

Well Projects

- Wells 1 & 2
 - Both are online, clean, and producing water.
 - Well 1: Producing ~350
 - Well 2: Secondary backup, production ~55
 - Refurbishment appears successful, supply restored to original levels (awaiting full SCADA data confirmation).
- Well 3
 - Still awaiting the final proposal/schedule from Widdison.
 - Informal communication suggests Widdison can mobilize next week and complete within 30 days, potentially finishing before Labor Day, which was a key concern.
 - \$275,000 CIB funding has now been received and is in the PTF account.
 - Action: Urged coordination with Widdison to begin work ASAP to avoid the risk of losing the funds due to inactivity.
 - Suggestion: Allow council members to review and approve the proposal via Emergency Meeting once it arrives, to avoid delays between meetings.

Sewer Projects

- Ylincheta & Green Acre Sewer Project
 - Jeff McCarty says it's moving forward.
 - Sunrise is currently contacting property owners for necessary easements.
 - Meetings will be scheduled for negotiation before progressing with design to avoid redesign issues later.

Lagoon Project

- Design work is progressing.
- Internal reviews underway at Sunrise.
- Pacing is cautious due to the funding linkage with the Ylincheta funding.
- EPA funding delays: Mayor Kathi spoke with Matt Mullins.
 - Only one person is available for approval (the other is on vacation, and one has quit).
 - Advised not to submit payment requests yet to avoid rejection.
 - Matt will follow up next week when staff returns.
- Sewer Screen Structure
 - Application is submitted and under review.
 - No specific update: processing is on the agency's timetable.

RV Dump/Fill Station

- Design Status
 - Advancing in coordination with the county.
 - Limited by highway access constraints from UDOT.



**TOWN OF MANILA
REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
JULY 10, 2025, AT 5:30 P.M.**

- Access Issues
 - Initially planned access from Airport Road and the highway.
 - UDOT denied highway access due to lack of frontage (need 500 ft between access points; only ~900 ft available between existing ones).
 - Possibility of proving long-term historic use (grandfathering) of an existing, informal access, but unlikely given it's city-owned and viewed as vacant land.
- Next Steps
 - Jeff said it is likely Sunrise will need to reconfigure the design for in/out access via Airport Road only.
 - County concerned due to planned bike/pedestrian path along Airport Road.
 - Still in coordination with the county and UDOT for solutions.
 - Discussion: If access is granted, it may be better to exit onto the highway, minimizing required highway improvements like turn lanes.

Stormwater Improvements

- No progress this month.
- May reapply for funding next year, if new opportunities become available.

Copper Service Line Replacement

- The State has contracted teams to identify and excavate unknown water service laterals.
- City is on the list to receive this at no cost, pending scheduling.

Water Conservation Plan

- Completed and submitted to the state.
- Awaiting feedback.

Impact Fee Analysis

- Ready for council consultation.
- Schedule Town Council meeting for Impact Fee Analysis.

THE PINNACLE UPDATE:

Presented by Mayor Kathi

- The Town has received what is being considered a nearly complete submission package from the developer, Jeremy, for Phase 1 of the Pinnacle project.
- The Town has already reviewed the package and submitted a list of follow-up questions to Jeremy.
- Jeremy has since responded to those questions. His responses have been forwarded to Aaron and Gabby for further technical review.
- Next Step: Awaiting feedback from Aaron and Gabby to determine if the package is ready for approval.
- Once their review is complete, a Development Committee meeting will be scheduled to conduct a final review and approve Phase 1, if appropriate.



**TOWN OF MANILA
REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
JULY 10, 2025, AT 5:30 P.M.**

Timing & Phase Schedule Adjustment

- Original development phases were scheduled to begin in April 2025.
- As of July 2025, Phase 1 has not yet been approved.
- In fairness, the Town acknowledges that the developer cannot be held to the original phase deadlines, and timelines will likely need to be extended by at least one year.

BUILDING UPGRADE UPDATE:

Gary Pallesen reported that the electrical work is mostly done, just the generator and service are remaining, which are scheduled for next week. Drywallers are expected to be here tomorrow. As far as I know, everything's insulated and ready for them.

Union Telephone is going to be behind; they pushed their walkthrough to August 17th. By then, drywall will likely be up, so they'll have to work around it.

All in all, we're making good progress. Things are really starting to take shape; it's finally looking more like a building.

Mayor Kathi told the Town Council that if they have not been by recently, now would be a good time to come by and see with the insulation up.

PUBLIC WORKS UPDATE:

Reported by Gary Pallesen

Water Line Breaks

- There were two additional water line breaks since the last council meeting.
 - One occurred between two couplers (a rare type of failure).
 - The other involved an over-inserted pipe joint, likely pushed too far during installation, causing it to split.
- Repairs were completed, and both areas are now functioning properly.

SCADA System

- SCADA system is operational at about 75% functionality.
 - Current status: Can monitor tank levels, but cannot yet remotely start/stop pumps.
 - Work is ongoing to complete full functionality.

MeterWorks Tower Equipment & Solar Conversion

- Mayor Kathi signed the order for new tower equipment.
 - Jennifer sent the order with payment before her vacation.
 - Terrek is expected to follow up after returning from his honeymoon.
- Solar panels were selected for the tower due to long-term cost savings.
 - Solar installation cost: \$5,000



**TOWN OF MANILA
REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
JULY 10, 2025, AT 5:30 P.M.**

- Alternative with Bridger Valley would have increased power costs by \$81/month indefinitely.
- Once complete, the number of towers at the Town Office will be reduced from three to one following the remodel.

Sewer Vacuum Truck (Vac Truck) Proposal

- A dealer (same one that sold the garbage truck) has located a vac truck for \$229,000.
 - Located in Washington State, shipping is included.
 - The dealer is known for thorough reconditioning of used equipment.
 - Mayor Kathi noted past success with the garbage truck purchase from the same vendor.

Potential Partnership, Shared Use & Cost with County

- Gary acknowledged that maintenance is significant, and the vac truck is a large expense, but emphasized the long-term value.
- The proposal includes partnering with the County to split the cost, since neither entity needs the equipment full-time.
- If the County agrees:
 - They could use the vac truck as needed on their side.
 - The Town may also rent out the camera system or camera operator to the County for inspections or sewer line diagnostics, creating potential cost recovery opportunities.

Uses & Benefits

- Functions: Sewer cleaning, manhole cleaning, potholing, storm drain maintenance, and vacuum excavation.
- Could allow the Town to reduce or eliminate reliance on Webb for sewer line clearing, potentially billing homeowners directly if blockages are on private lines.
- Would support compliance with Utah Trust's recommendation to inspect/clean 25% of sewer lines per year (full system every four years).
- Equipment could also be used to clean the limited storm drain infrastructure, replacing reliance on UDOT services.
- Additional benefit: Avoids the need for hand-digging near utilities by vacuum-locating lines.

Financial Considerations

- Other vac trucks were considered at lower prices (\$180,000–\$190,000 range) but lacked the capabilities or condition of this option.
- Vendor has already reduced the price from \$249,500 to \$229,000, with potential for further negotiation.
- Gary emphasized that the time and cost savings would justify the expense long-term, similar to the garbage truck investment.

Storage and Logistics

- If purchased, the truck would be stored in a heated space, possibly by reconfiguring the town shop layout post-remodel.



**TOWN OF MANILA
REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
JULY 10, 2025, AT 5:30 P.M.**

- Gary acknowledged the decision will not happen overnight and depends on the County's collaboration.

Garbage Pickup:

Gary continued his discussion regarding ongoing challenges with residential garbage collection. He discussed concerns with Public Works collecting bags filled with fish guts and maggots. He said there was also an incident involving ten contractor bags, which the resident hung in a tree.

Concerns were raised about garbage cans not being placed on the street for collection. Public Works emphasized that if cans are not placed at the curb by 7 a.m., they may be missed. While they are willing to return cans to the fence line after pickup, they cannot determine whether a can contains garbage unless it is properly placed.

Some residents, particularly the elderly, are unable to move their cans to the curb, and suggestions were made for visual indicators, such as leaving a string out of the can or using a flip-open/close sign, or other visible markers to indicate the presence of trash.

Council members acknowledged the issue of residents placing trash in caged bins or on raised platforms, making it difficult and inefficient for the team to access. It was reiterated that garbage pickup is a physically demanding job, often involving heavy, overfilled bags and unsanitary conditions (e.g., maggots, fish remains). Council members emphasized the importance of ensuring that Public Works staff are not burdened with tasks outside their intended responsibilities and encouraged residents to take personal responsibility for properly setting out their trash.

The council agreed that while flexibility had previously been shown, especially to accommodate tourists or absentee property owners, expectations need to evolve. There was general consensus that the town should work toward a more standardized and efficient system where garbage is brought to the curb by residents, as is typical in most communities.

It was noted that:

- The garbage truck currently in use does not have the capability to lift and empty cans automatically.
- Modifications (like adding a cart tipper) could help in the future, but many cages and platforms currently used by residents would still pose a problem.
- Education is key. The newsletter has and will continue to include instructions to help residents understand the need for more efficient practices.
- Exceptions may be made temporarily, but the long-term goal is to have everyone bring their cans to the street by the designated time.

Council concluded that changes need to begin now and that consistent messaging and community education will be vital in making the transition successful.

Landfill Operation Hours & Staffing Discussion Summary



**TOWN OF MANILA
REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
JULY 10, 2025, AT 5:30 P.M.**

The council revisited the ongoing issues surrounding landfill operations, including hours of access, staff scheduling, and public expectations.

Key Points Discussed:

- **Operating Hours Change:**
 - Current landfill usage and staffing demands have made the previous schedule inefficient.
 - The landfill will now be **open to the public from 7:00 a.m. to 11:00 a.m. on Tuesday, Wednesday, Thursday, and Saturday.**
 - Monday landfill access will be discontinued due to garbage collection duties and recurring issues with unsupervised dumping.
 - Saturday operations will continue but may close early depending on wind conditions, which have been problematic.
- **Staffing and Efficiency:**
 - The current system was overly burdensome, especially on Mondays, due to overlapping garbage collection and landfill coverage.
 - A consistent morning schedule allows better use of limited staff and prevents unnecessary travel or downtime.
 - Stephen will be scheduled to cover the landfill during those morning hours. If he is needed elsewhere (e.g., for a water break), Chad or Gary can cover the landfill in his place.
 - Hiring seasonal workers was considered but dismissed for now:
 - Seasonal staff cannot operate heavy equipment.
 - It has been difficult to find seasonal workers willing to work at the landfill.
 - The busy season is nearly over, reducing urgency.
- **Accommodation for Commercial Businesses (e.g., DDI):**
 - Adjustments had been made to accommodate DDI's dumping schedule, but continued late arrivals (after 7 p.m.) are not sustainable.
 - Businesses will now need to plan around posted hours like all other users.
- **Signage and Communication:**
 - Council emphasized the need for clear, accurate signage at the landfill regarding current operating hours.
 - Complaints have been received due to outdated or missing signs. Staff committed to updating signs promptly to reflect changes.
- **Fee Schedule:**
 - No changes to the existing landfill fee structure, but a brief clarification was made:
 - \$20 per axle (standard rate).
 - \$40 per ton for double-axle trailers.
 - Green waste is charged at a reduced rate, but must not be used to cover prohibited items like appliances or tires. This has been an ongoing issue.
 - All loads must be properly covered to avoid a \$100 uncovered load fee.

Conclusion:

Council approved the revised schedule and staffing approach as a trial. If this new schedule proves workable, it may be maintained long-term, with further adjustments made seasonally or as needed. All changes will be communicated to the public via signage and the town newsletter.



**TOWN OF MANILA
REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
JULY 10, 2025, AT 5:30 P.M.**

MAYOR'S UPDATE: The mayor didn't have any updates for the Town Council.

PUBLIC COMMENT: There was no public comment.

EXECUTIVE SESSION: There was no correspondence.

ADJOURNMENT: Councilmember Northcott moved to adjourn the meeting. Councilmember Brown seconded the motion. All were in favor. The motion carried. Mayor Kathi adjourned the meeting at 7:05 pm.


Kathi Knight, Mayor


Jennifer Alphin, Town Clerk



APPROVED