



**TOWN OF MANILA
REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
AUGUST 14, 2025, AT 5:30 P.M.**

REGULAR MEETING CALLED TO ORDER: Mayor Kathi called the Regular Town Council Meeting to order at 5:30 pm.

PRESENT: Mayor Kathi, Council Members Gretchen Northcott, Greg Scott, Bill Rylander, Debbie Brown, Town Clerk Jennifer Allphin, Town Office Assistant Kourtney Allen, and Deputy Clerk Chandra Brady

GUESTS: Rod & Jolene Alexander, Nancy & Clark Olsen, Justin Von Eberstein, Steve Gregerson, Jeff McCarty with Sunrise Engineering, Gary Pallesen, and Tracey Frost

EXCUSED: All were present.

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

Vote: All were in favor. The motion carried.

RESULTS: APPROVED

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

CHANGES TO JUNE 2024 ORDINANCE BOOK: Mayor Kathi and Chandra Brady presented proposed changes to the Town's June 2024 ordinance book, specifically addressing Article Five: Unattached Garages.

The primary change clarifies regulations for garages located in front of a house, while continuing to allow structures in the back. The proposal also removes the requirement for breezeways and specifies that structures must share a wall, footing, or foundation when applicable.

Most other revisions involve formatting and wording updates for clarity. For example, language previously referring to "main buildings and additional structures" was updated to "all structures" to avoid confusion. The only significant new content is contained on the first page of the revised section.

Mayor Kathi emphasized the importance of regular ordinance reviews to maintain clarity, recommending that the Town conduct quarterly reviews of its ordinance book.

The Town Council agreed to move the proposed Article Five and format updates forward through the formal adoption process. This will include a public hearing, which will be combined with the scheduled hearing on the Water Conservation Plan next month in September. Public notice will be provided as required.



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Motion: Councilmember Scott motioned to approve the proposed updates to the June 2024 Ordinance Book. Councilmember Rylander seconded the motion.

Vote: All were in favor. The motion passed.

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.

Mayor Kathi and Chandra Brady presented the draft Glamping Ordinance to the Town Council for review. After discussion, the Council did not schedule a public hearing at this time and instead sent the draft back to the Planning & Zoning Commission with recommendations for revisions.

Key Recommendations from Town Council:

1. Development Requirements
 - Include the Development Review Committee in the approval process.
 - Require developers to cover all legal and engineering fees through a Development Agreement, similar to prior projects (e.g., Pinnacle).
2. Minimum Lot Size
 - Increase the minimum lot size from 1 acre to 2 acres for glamping developments.
3. Density and Unit Spacing
 - Retain a maximum of 10 units per acre, capped at 100 units per project.
 - Ensure a minimum of 25 feet between units for privacy and space.
4. Parking Standards
 - Each unit must have at least one on-site parking space measuring 24' x 10'.
 - Overflow parking requirements to be calculated based on the final site design.
5. Fencing Requirements
 - Six-foot privacy fence is required along any property line adjacent to residential zoning.
 - Front fencing, if installed, is limited to a maximum of 4 feet; landscaping cannot replace fencing.
6. Utilities and Facilities
 - Bathroom Facilities: Require one per unit or one shared facility per two units.



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- If expanding to the maximum of ten units, an external bathroom facility is required. This facility must include five toilets, five showers, and five sinks in a single building.
- Laundry: Minimum of two washers and two dryers, scaled for additional capacity as needed.
- Trash: Commercial dumpsters required, screened from view, and maintained with no overflow.

7. Garbage Pickup

- Minimum weekly pickup adjusted based on occupancy and use.

8. Fire Requirements:

- Final fire protection requirements will be determined in coordination with Gabby Blackburn with Sunrise Engineering and the Fire Marshal. All plans must comply with the Fire Marshal's directives and applicable fire codes.

Next Steps

- Planning & Zoning will revise the ordinance draft based on these recommendations and bring it back to the Town Council for further review.

INSURANCE SCHEDULE BUILDING RESULTS: Mayor Kathi reported that an insurance assessment of the Town's buildings was recently completed. It had been some time since the last review. The evaluation covered facilities, including the wells, the shop, and the Town Hall.

The updated building valuations show an increase from \$3,390,074 to \$3,719,094, reflecting a 9.71% increase in value, even after accounting for recent upgrades.

WATER CONSERVATION ADOPTION: Mayor Kathi presented to the Town Council the newly completed Water Conservation Plan prepared by Sunrise Engineering. She explained that the plan is essentially the same as the 2013 version, but the conservation goal has increased significantly. Sunrise Engineering reported that the Town has already achieved an 18% reduction in water use, with the updated goal requiring a 21% reduction.

Mayor Kathi noted that with upcoming improvements, such as the SCADA system and new water towers, residents will be able to monitor their water meters every 15 minutes and detect leaks quickly. She also mentioned that the plan encourages regulating outdoor water use between 10:00 a.m. and 6:00 p.m. and stated that the Town already has an ordinance addressing this. She added that Public Works could follow up with residents if necessary.

Councilmember Northcott commented that previous community blasts were effective in reminding residents to conserve water and that neighbors often help spread the word. Mayor Kathi agreed, noting the Town also shares monthly "Slow the Flow" information from the State, including landscaping tips and plant recommendations native to the area. She emphasized that the largest



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losses still occur when property owners experience leaks without realizing it, particularly with seasonal or out-of-town residents, sometimes resulting in water bills exceeding \$1,000. She stated that once the new towers are in place, residents will be able to check their water usage daily online.

Gary Pallesen provided an update, reporting that the towers are scheduled for delivery to Salt Lake on August 29 and should be installed the week following Labor Day, with completion expected in early October.

Councilmember Northcott then asked Jeff McCarty of Sunrise Engineering about a bullet point in the plan recommending that no more than 50% of front and side yard landscaping consist of lawn. He expressed concern about whether the Town wanted to adopt this as a requirement.

Jeff McCarty clarified that the plan lists both required actions and state-recommended guidelines. The landscaping recommendation falls into the latter category, meaning the Town would acknowledge and consider the guidelines, but is not obligated to adopt it as a strict standard.

Mayor Kathi concluded by stating that the Town Council will hold a public hearing next month on the Water Conservation Plan Adoption, along with the June 2024 ordinance book.

SUNRISE ENGINEERING UPDATE:

Sewer Lagoon and Well Updates:

Mayor Kathi introduced Jeff McCarty with Sunrise Engineering and confirmed that two additional payments had been submitted to the EPA.

Sewer Lagoon / RV Dump Station: Jeff reported that the primary focus has been on securing easements for the lagoon improvements. Four easements are needed, one of which is county-owned, leaving three private property owners. Discussions with each are at various stages. The lagoon improvement project is nearing final reviews.

Mayor Kathi stressed the urgency of completing the RV Dump Station, noting that over the weekend, gray water was dumped in front of a town building.

Jeff explained that adjustments to the RV Dump Station layout were required, as UDOT will not allow direct access along the highway. Councilmember Northcott asked about using an alternative entrance. Jeff responded that UDOT requires specific spacing between highway entrances, and the nearby Airport Road and commercial building leave insufficient distance for another access. He added that although there was an existing gate, UDOT considers it abandoned since it has not been in active use for more than a year, since the Town purchased the property.



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Councilmember Northcott emphasized that the Town has continued to use that gate despite the change in property ownership and suggested that the Town continue to discuss UDOT's position. Jeff agreed to pursue that argument but noted the design is currently being adjusted, so work can proceed using the existing access point.

Jeff further noted that the lagoon improvements, RV Dump Station, and Green Acres projects are all funded by CIB. The only portion not tied to EPA funding is where the Ylincheta project connects to Green Acres. In order to close the CIB loan, all projects must be put out to bid and awarded to a contractor. He is currently in discussions with CIB about potentially separating the projects so that delays with the Green Acres easements do not hold up the other projects.

Easement Discussion, Airport Road / Travis Pierce Property:

Mayor Kathi reported that she had spoken with Travis Pierce regarding the possibility of obtaining an easement on his property near Airport Road. The Town needs a 30-foot easement (15 feet on each side) for the Ylincheta project.

She explained that there are two potential options:

1. Purchase of Easement – Current guidance values easements at \$3,000 per acre. Based on calculations from Sunrise Engineering, the easement area would be 0.36 acres, costing the Town approximately \$1,080.
2. Connection Exchange – The Town could provide water/sewer connections in exchange for the easement.

Mayor Kathi expressed concern with the connection exchange option, noting that in past cases (e.g., Manila Bay and Harper's Landing), developers were granted connections but delayed or failed to fulfill their obligations, creating complications decades later. If the Town were to consider this option, she recommended placing a strict timeline (e.g., five years) for use of the connections, after which the offer would expire.

Councilmember Northcott commented that, given the relatively low cost of \$1,080, a direct payout seemed more favorable than exchanging connections, particularly since infrastructure costs continue to rise. Councilmember Scott agreed, stating a preference for purchasing the easement outright.

Mayor Kathi concluded that she has not yet presented either option to Travis Pierce and wanted Council's input before proceeding. She noted consensus leaned toward a payout, but if connections were offered, the agreement must include clear terms and a firm timeline.

Well 3 Update: Jeff reported on work at Well 3, explaining that the bottom 60 feet of the well casing had filled with silt, including 30 feet within the screen area. Crews were able to clear about 40 feet before encountering a blockage, possibly a rock or other obstruction. Swabbing has been



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completed, and the next step will be acid treatment. However, the acid cannot be delivered until August 25.

Jeff advised that Well 3 may not be operational in time for the holidays, but the Town should be able to meet demand if all storage tanks are full and ready for use.

Jeff explained that the upcoming acid treatment is intended to break up sediment within the well and improve water flow. The process may take about a week, and depending on how much sediment is released, additional swabbing may be required afterward. This could push the project's completion past Labor Day.

Currently, Well 3 remains offline. While this is manageable under normal demand, it poses challenges during peak usage periods, especially around the holidays. Mayor Kathi noted the importance of having the well operational before Labor Day to avoid additional strain.

Gary has been monitoring the system closely, working long hours to ensure that the water supply is maintained, particularly by checking for leaks and optimizing system settings.

THE PINNACLE UPDATE: Mayor Kathi reported receiving an email from Jeremy Barker, who had been in contact with Aaron Averett of Sunrise Engineering. Aaron indicated that the remaining documents need to be submitted to move the project forward. Mayor Kathi relayed this to Jeremy, along with a punch list of outstanding items, and emphasized the need for completion so the project can be approved and permitted.

She noted that Jeremy agreed and committed to completing the requirements right away. She reminded him that the project cannot be permitted until all documentation is submitted and that timely completion is necessary to allow groundbreaking by early March.

BUILDING UPGRADE UPDATE: Mayor Knight invited Gary Pallesen to provide an update on the building upgrades. Gary reported that painting has begun, trim has been ordered, and carpet has been ordered. He noted that most electrical work is complete, with only the finishing fixtures remaining.

The new Mayor's office and lunchroom/hallway have been primed, and paint has been picked up. Carpet installation is expected to take at least three weeks. Gary estimated the project should be completed within approximately one month.

PUBLIC WORKS UPDATE: Gary Pallesen reported that Public Works repaired another water leak about a week and a half ago. The pipe had shattered near the PRV where it was resting on a rock. The repair took several days to fully restore the system, with tanks taking nearly a week to refill after being out of water overnight. Gary noted that if the Town can enter Labor Day weekend with tanks



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full and no further leaks, supply should be adequate. Currently, pumps are running about 10 hours per day.

He added that the new water meter towers are expected soon, and Simpli SCADA is continuing work on the SCADA system, though it is not yet where it needs to be.

Regarding hydrant installation, Mayor Kathi confirmed she contacted Matt Tippets and requested that he use the Waterous brand for his project. Gary then emphasized that valves should be installed on the main line, not adjacent to hydrants, to ensure future maintenance can be completed properly. He suggested further discussion with Stacy on this matter.

Gary also noted that new staff member Chad is working out very well and doing a good job.

VAC TRUCK: Mayor Kathi reported that the Town had reviewed options for a VAC truck. A new model would cost approximately \$600,000, while used options were quoted at \$289,000 and \$229,000 (the latter from the same company that supplied the Town's garbage truck). She noted that funding assistance was sought from the County, Dutch John, and the Daggett Water District, but none were able to contribute. The Community Impact Board (CIB) also declined, stating it did not qualify as an emergency need. At present, she suggested the Town may need to forgo the purchase.

Councilmember Northcott asked whether the Town could revisit its savings and possibly fund the purchase internally, splitting the cost between water and sewer accounts. She noted that Gary had previously indicated the VAC truck would be very beneficial.

Gary Pallesen confirmed the equipment would be useful for both water and sewer operations. Mayor Kathi added that it could also reduce dust on roads by being used for watering.

Follow-Up: At Councilmember Northcott's request, the mayor and staff will review available savings to determine whether funding for the VAC truck could be re-evaluated.

MAYOR'S UPDATE: Mayor Kathi reported that the Laserfiche system is progressing well. She explained that the Public Works employees will need a larger iPad to efficiently operate the locator system, with Chad being the primary user. In addition, the Town will purchase four iPads for Planning and Zoning and four iPads for the Town Council. These devices (128 GB models) will allow members to access agendas, minutes, and related documents.

She noted that quotes for the iPads have already been obtained through the Town's government contract with Insight, which provides reduced pricing. Mayor Kathi also stated that she has spoken



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with Nate Zilles at UBAOG, who will be sending a policy for implementation. The policy will require staff and officials to sign agreements acknowledging accountability for the devices.

PUBLIC COMMENT: Justin Von Eberstein. Justin stated that Article One requires the Town to promote the prosperity and welfare of the present and future inhabitants. He noted that Section 1203 regarding lodging has no minimum lot area requirements in the current zoning code. He further referenced the Utah Land Use and Development Act, which requires all zoning restrictions to be supported by objective data such as infrastructure capacity, traffic studies, or environmental impacts. Justin expressed concerns, including ethical concerns, based on the transcripts from the March 31, 2025, work session regarding the discussion and opinions about their property.

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 6:52 pm.


Kathi Knight, Mayor


Jennifer Allphin, Town Clerk

