



**TOWN OF MANILA REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
OCTOBER 9, 2025, AT 5:30 P.M.**

REGULAR MEETING CALLED TO ORDER: Mayor Kathi called the meeting to order at 5:32 pm.

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

GUESTS: Gary Pallesen, Katie Anderson, Clark & Nancy Olson, Ron Alexander, Aaron Averett with Sunrise Engineering, and Jeremy Larsen with Sunrise Engineering

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 previous minutes. Councilmember Rylander seconded the motion.

Vote: All were in favor.

RESULTS: APPROVED

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

KATIE ANDERSON: Katie Anderson addressed the Town Council and explained that the Sheriff's Department has a Regional Mitigation Plan that requires an updated adoption. This plan falls under Daggett County Emergency Management, and the Town of Manila is also included in it.

She noted that several years ago, the counties of Daggett, Duchesne, and Uintah jointly adopted a regional hazard mitigation plan. The current document is simply an update to that existing plan, which has taken about two years to complete.

Katie emphasized that the Town previously approved of the original plan and that this update does not introduce major changes. She requested that the Council review and approve the updated plan.

She also explained that failure to adopt the updated plan could result in the Town being ineligible for FEMA or other federal funding related to emergency mitigation.

Motion: Councilmember Northcott motioned to approve and adopt the Region Mitigation Plan update. Councilmember Scott seconded the motion.

Vote: All were in favor. The motion passed.

RESULTS: APPROVED

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

TRAVIS PIERCE: Mayor Kathi informed the Town Council that Travis would not be attending the meeting, as the matter was now moot. When the issue first arose, there had been discussion about



**TOWN OF MANILA REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
OCTOBER 9, 2025, AT 5:30 P.M.**

a possible easement through his property for the Sewer Lagoon upgrades. However, Sunrise Engineering was able to identify an alternative solution, eliminating the need to use his property for the project.

AMERICA 250 RESOLUTION: Mayor Kathi informed the Town Council that Governor Cox and the Utah State Legislature have established the America 250 Utah Commission, also known as America 250, to commemorate and celebrate our nation's 250th anniversary. The initiative seeks to honor the past, engage communities, and look toward the future by educating, uniting, and involving Utah residents and visitors.

The America 250 Utah Commission is encouraging partnerships with counties and municipalities to further its mission. The Town of Manila will form a local committee called the Town of Manila Utah 250 Community Committee, which will focus on recognizing important local events, people, and places.

Mayor Kathi shared that she attended the Utah League of Cities and Towns Conference last week, where the Utah 250 initiative was featured. She mentioned she has a slideshow available for the Council to view later. The Town of Manila plans to adopt a resolution in support of the initiative and participate in various community activities throughout the year, such as sponsoring a run or walk in honor of Utah 250.

The Town will also be able to use the official Utah 250 logo on its letterhead. All Town employees will serve on the local committee. Mayor Kathi noted that once the resolution (No. 25-9-10-1) is approved and signed, she will apply for a \$1,500 stipend available to participating communities, which can be used to provide giveaways and materials for community events.

She added that on July 5, 2026, the Town plans to host a community potluck, inviting everyone to bring a dish to share as part of the 250th-year celebration. Mayor Kathi expressed her excitement for the project and said she believes the Town can create something meaningful and enjoyable for the community.

Motion: Councilmember Northcott motioned to accept the Town of Manila, America 250, Utah resolution. Councilmember Rylander seconded the motion.

Vote: All in favor. The motion passed.

RESULTS: APPROVED

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



**TOWN OF MANILA REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
OCTOBER 9, 2025, AT 5:30 P.M.**

RESOLUTION 25-09-10, CANCELLATION OF THE NOVEMBER 4, 2025, RACE FOR MAYOR AND TWO-YEAR TOWN COUNCIL MEMBER: The Town of Manila's 2025 municipal races for the four-year Mayor, and for the two-year Town Council seats have been officially canceled. A notice of cancellation has been posted statewide on the Utah Public Notice website.

A resolution has been adopted, canceling the November 4, 2025, election for these two positions and declaring the candidates elected to office. Kathy Knight is declared elected as Mayor, and Deborah Brown is declared elected to the two-year Town Council term.

The election scheduled for November 4, 2025, will still proceed as planned for the two four-year Town Council seats. Candidates for those positions have already been filed.

Vote: Roll call vote on this resolution 25-09-10:

Deborah Brown: Aye

Gretchen Northcott: Aye

Bill Rylander: Aye

Greg Scott: Aye

Mayor Kathi Knight: Aye

All were in favor. The motion passed.

RESULTS: APPROVED

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

GLAMPING ORDINANCE ADOPTION: The Council reviewed the Glamping Ordinance draft and confirmed that all requested changes had been made. Mayor Kathi noted that this is still a draft and asked if everyone had had a chance to read it. Discussion followed regarding the "0 x 0" parking notation. It was unclear whether the measurement was intended to be determined by the size of the project or the number of units. The parking regulations state that each glamping unit must have at least one designated on-site parking space measuring 24 feet by 10 feet, with overflow parking separated but flexible. The "0 x 0" wording was originally added to reflect that flexibility, allowing the final parking requirements to be established through the development agreement. After discussion, the Council agreed that the "0 x 0" notation should be removed.

Mayor Kathi asked if there were any additional comments regarding the ordinance. No further changes were requested by the Town Council. She noted that a developer agreement will still need to be prepared.

Motion: Councilmember Scott motioned to adopt the Glamping Ordinance as presented in the draft, with the modification to remove the "0 x 0" parking notation. Councilmember Brown seconded the motion.



**TOWN OF MANILA REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
OCTOBER 9, 2025, AT 5:30 P.M.**

Vote: Roll-call vote on the Glamping Ordinance:

Mayor Kathi Knight: Aye
Greg Scott: Aye
Debbie Brown: Aye
Gretchen Northcott: Aye
Bill Rylander: Aye

All were in favor. The motion passed. The Town now has an approved the Glamping Ordinance draft with changes and will hold a Public Hearing to adopt the final Ordinance on November 20, 2025, at 6:00 pm.

RESULTS: APPROVED

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

SUNRISE ENGINEERING UPDATE: Aaron Averett and Jeremy Larsen from Sunrise Engineering presented updated RV Dump Station design renderings for the Mayor and Town Council. Aaron reminded the Council that the CIB project includes three components:

1. The sewer station
2. The Green Acres subdivision
3. The RV dump station

These projects were combined to secure the \$3.5 million in CIB funding. Part of the sewer project involves expanding the existing sewer system.

Sewer Lagoon – Cell #4 Update:

Aaron explained that the geotechnical report confirmed that Sewer Lagoon Cell #4 was not originally constructed to the required standards. It was not properly compacted, the wrong materials were used, and the cell is not currently viable. After reviewing all data since last month, Aaron determined what it would take to bring Cell #4 up to capacity.

Aaron said that, based on updated cost estimates, the repairs needed can fit within the project budget if some adjustments are made. The repairs will use a large portion of the contingency. Because contingency funds are only estimates, and bids have not come in yet, there is still some uncertainty. However, he and Sunrise believe the numbers are conservative enough that the Town should be able to complete all three projects within budget. Aaron recommended moving forward and starting the bidding process for the lagoons and sewer station. Once bids are received, the loan for those components can close, and more precise budget decisions can be made, such as whether to reduce scope, request supplemental funding, or adjust elsewhere.

Design Costs for Cell #4:



**TOWN OF MANILA REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
OCTOBER 9, 2025, AT 5:30 P.M.**

Aaron said it will cost approximately \$30,000 to redesign Cell #4 and go through State approval so it can be properly reconstructed and bid out according to standards. This cost fits within the project's contingency. He asked whether the Mayor and Council felt comfortable approving the contract amendment for the design. He said Sunrise could have the amendment ready within two weeks to keep the project moving forward. Mayor Kathi agreed, stating the Town needs to move forward with the contract. She reminded the Council that months ago, they discussed that the Town cannot continue covering Sunrise's invoices upfront. The Town needs to begin drawing on the grant funds. Aaron confirmed that Sunrise and Jeff will continue holding invoices until the loan closes, based on earlier conversations. Kathi again emphasized moving forward and asked the Council if they agreed. Council members confirmed. She stated her priority would be the lagoon first, then the RV dump station. Aaron explained that alternatives exist, but Cell #4 would still need to be rebuilt within a few years, so it is best to address it now while grant funding is available.

Easement Updates

- **Pierce Easement:**

Jeremy Larsen said the Pierce property is no longer needed; the County approved moving forward with the alternative alignment. Preliminary designs are underway, and placement of the sewer line will coordinate with the Civco airport expansion. Survey work can begin once the alignment is finalized.

- The County is supportive.
- The only condition is that the County may want a hookup for one small airport-related building.

- **Broadbent Easement:**

Jeremy also discussed the ongoing efforts to secure a larger easement through the Broadbent property to allow the sewer line to run from Airport Road to the lagoons. He reported that the Town's main contact, Vance Broadbent, has been cooperative; however, some extended family members who share ownership remain hesitant due to past eminent domain issues associated with the lagoon construction. The Mayor and Town Council members emphasized that the Town has no intent to use eminent domain, and that this has been clearly communicated to Vance. If the easement cannot be obtained, a lift station would be the alternative option, though this would increase costs, could require contract modifications, and may involve uncertain efforts to secure additional EPA funding. The Town expressed a preference for the Broadbent route, as it would also provide an optional bypass line to improve future system reliability. The government shutdown has delayed EPA pay requests.

Impact Fees for New Connections: Aaron and Mayor Knight discussed future sewer connections and impact fees, noting that once the new sewer line is installed, the Town will need to determine the appropriate impact fees for new connections. Options include keeping the current fee structure, increasing fees with proper justification based on the number of property owners who



**TOWN OF MANILA REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
OCTOBER 9, 2025, AT 5:30 P.M.**

commit, or financing impact fees internally so residents can pay over time. Many residents have already inquired about potential costs, and past surveys show more than 50% interest in connecting, with the understanding that connecting to the sewer system may be more cost-effective than repairing or extending existing septic systems. TriCounty Health regulations allow the Town to require sewer hookups within 300 feet, though they have not required residents to abandon functioning septic systems unless modifications are requested; however, the Town will require new construction or septic alterations to connect. Mayor Kathi also discussed whether to mandate immediate connections once the line is available or to require only the monthly user rate until homeowners can physically connect.

RV Dump Station Layout & Payment System: The Town Council reviewed Sunrise's options for the RV dump layout and payment system. A barrier-arm gate system was considered but found less desirable due to higher maintenance needs, cost, and potential damage from large vehicles. The Council's preferred option is an individual kiosk system, which offers reliable revenue collection, minimal maintenance, and functions as a self-pay station that unlocks water and sewer use, with ongoing software costs deemed reasonable.

Several layouts were presented:

1. **Two-way east/west entry** with four dump stations.
 - Most flexible; allows queuing from either direction.
 - Slightly more confusing for users.
2. **Single-direction flow** (one entry, one exit).
 - Limits which side of the trailer can access the dump.
 - Reduces use of multiple stations.
3. **Single island with all stations**
 - Larger footprint: more asphalt and utilities; higher cost.

The Town Council expressed a preference for using individual kiosks with no barrier arms and directed that Option 2 be modified to include one double-sided dump station in the center and one single-sided station along the fence to accommodate older trailers. Aaron and Sunrise will revise the drawings accordingly.

Aaron also discussed bidding strategy, noting the potential benefit of releasing the dump station and sewer lagoon projects simultaneously to attract a contractor interested in bidding on both.

Monitoring Well #3/Water Project Issues: The Town Council received an update on ongoing issues with well #3, including inconsistent transducer readings and green-colored water caused by additives introduced during recent work. Gary reported that the Town plans to flush the system over the weekend. Water samples continue to fail, with each test costing the Town money, prompting Public Works and the Mayor to question why the contractors have not ensured water



**TOWN OF MANILA REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
OCTOBER 9, 2025, AT 5:30 P.M.**

quality following the rework of the well. Transducer support is available and will be coordinated once Jesse and Simpli Scada are back on site. When monitoring equipment is functioning properly, Aaron and Sunrise will observe well drawdown and pumping rates to determine whether a new well will be needed and to establish an appropriate design flow rate.

PINNACLE UPDATE: Mayor Kathi and Chandra received an email update on the Pinnacles development. Aaron reported that the email stated final revised plans are expected to be submitted on Friday, October 10th, 2025. Once received, Aaron and Chandra will compile all drawings and documentation in a single location to ensure completeness and verify that all required elements are included. Chandra will review the materials to confirm that all checklist items are addressed.

The Development Review Committee (DRC), including the fire marshal, will review the consolidated plans, particularly regarding fire access, which differs from prior DRC discussions due to grading constraints and potential impacts on adjacent properties. Aaron emphasized the importance of verifying that all technical and safety requirements are met before Town Council review.

Once the DRC review is complete, the Town Council will consider preference items such as landscaping, pool versus pickleball court selection, and other design elements. Any issues requiring modification of the developer agreement will be addressed at that time. Aaron also recommended placing the initial review items, developer agreement review, requirement discussions, and completeness of the rezone application on the next Town Council agenda, with final plan approval and developer agreement approval scheduled afterward, allowing time to address any discrepancies or Town Council preferences.

Aaron noted the goal of completing the review process this fall to allow the developer to proceed in early spring, while ongoing water system issues remain under review.

BUILDING UPGRADE UPDATE: The Town Council received an update on the building upgrades from Gary. Mayor Kathi now has her own office, and the file room is ready for use, with two file sections already moved. Overall, the project is progressing well, and the upgraded space is looking excellent. The Town Council is welcome to tour the facilities, and an open house will be scheduled once all work is complete to allow residents to view the improvements.

PUBLIC WORKS UPDATE:

Vac Truck:

- Gary reported that a few seeping hydraulic hoses were found at the bottom of the vac truck and were being replaced.



**TOWN OF MANILA REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
OCTOBER 9, 2025, AT 5:30 P.M.**

- The covers are being repainted, so the truck is expected to be approximately 3–4 weeks out still.

SCADA System:

- Most systems are operational, but there are ongoing issues with Well #3, including alarms and bacteria testing.
- Continuous testing and flushing will continue over the weekend, with another sample scheduled for Monday.

Shared Water Meters:

- There are four or five properties with shared meters serving two lots, primarily owned by the same individuals.
- Issues may arise if the properties are subdivided or sold, as usage cannot be measured separately.
- Town staff discussed options: splitting the cost of separate meters, having the customer pay, or leaving as-is for now.
- Current infrastructure (poly pipe) may be sufficient to serve two lots without major work, avoiding excavation under pavement.
- While no immediate action is required, the Public Works, the Mayor, and the Town Council will continue to evaluate the situation and plan for future separation of meters where necessary.

Water Meter Antennas:

- All parts for the water meter antennas have been received.
- A power pole will be installed at the RV dump to mount an antenna.
- Work to build an antenna for the water tank is underway.
- Antennas are expected to be fully operational by the next billing cycle.

MAYOR'S UPDATE: Mayor Kathi reported that Manila High School students participated in a community cleanup, collecting bags and bags of garbage. Unfortunately, a complete count of collected bags was not available. However, the collection box contained at least 130 items, and the roll of bags included a significant additional amount. The high school was able to fill the back of a garbage truck with collected items. The students were provided with large orange bags donated by the Town and UDOT and worked diligently for approximately two hours. Mayor Kathi commended their efforts and noted the students showed great interest in the operation of the garbage truck. Photos of the cleanup will be included in the upcoming newsletter. A certificate of appreciation will be sent to the school in recognition of the students' efforts. As in previous years, the Town will donate \$100 to Manila High School and continue displaying the Town banner at the school.

PUBLIC COMMENT: There was no public comment.

EXECUTIVE SESSION: There was no correspondence.



TOWN OF MANILA REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
OCTOBER 9, 2025, AT 5:30 P.M.

ADJOURNMENT: Councilmember Scott motioned to adjourn the regular Town Council meeting. Councilmember Brown seconded the motion. All were in favor. The motion passed. Mayor Kathi adjourned the regular meeting at 6:41 pm.

Kathi Knight
Kathi Knight, Mayor

Jennifer Allphin
Jennifer Allphin, Town Clerk



APPROVED 11-20-2025

