



**TOWN OF MANILA REGULAR MEETING  
SENIOR-COMMUNITY CENTER  
165 E HWY 43  
DECEMBER 11, 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 Debbie Brown, Gretchen Northcott, Greg Scott, Bill Rylander, and Town Clerk Jennifer Allphin

**GUESTS:** Gary Pallesen, Rod and Jolene Alexander, Clark and Nancy Olsen, Linda Scott, Kourtney Allen

**EXCUSED:** All were present.

**CONSENT CALENDAR:** Councilmember Northcott moved to approve the consent calendar with the correction to Councilmember Debbie Brown's name. 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

**SHARED METERS:** Mayor Kathi and Jennifer Allphin discussed the issue of shared water meters within the town. Councilmember Scott inquired about the current billing structure for properties with shared meters. Mayor Kathi expressed concern that homeowners may be unfairly burdened with the full cost of separating shared meters. Jennifer Allphin explained that many shared meters are currently grandfathered in, but issues may arise when properties are sold or transferred.

Councilmember Scott suggested that separating shared meters could help prevent future complications. Mayor Kathi and Councilmember Scott discussed the cost implications associated with splitting shared meters. Gary Pallesen raised concerns regarding the additional expense of connecting new meters to the Town and homeowner. Councilmember Northcott shared a personal example involving two properties that currently share water usage under one meter.

Gary Pallesen discussed potential costs associated with boring under highways or paved areas to install new connections. Mayor Kathi and Councilmember Scott debated whether the financial responsibility for new connections should fall on the homeowner or the Town. Jennifer Allphin emphasized the importance of addressing shared meters in an equitable manner to prevent billing overages. Councilmember Scott shared his experience managing shared meters within his trailer park.

Mayor Kathi requested that Jennifer Allphin compile a list of all shared meters within the town. Councilmember Northcott reiterated the importance of resolving shared meter issues upon property sale. Gary Pallesen suggested clarifying cost-sharing responsibilities for new connections.



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Mayor Kathi stated that the matter would be tabled until the next meeting to allow time for additional information to be gathered.

**FIREWORKS ORDINANCE:** Mayor Kathi stated that the fireworks ordinance would be tabled until the next meeting. She explained that she would like the ordinance to include a map identifying areas where fireworks may be prohibited during dry conditions.

**PINNACLE UPDATE:** Mayor Kathi stated there was no formal update on the Pinnacle development. She reported that information previously provided by Gabby with Sunrise Engineering was sent to Jeremy Barker, who responded with a question from Pinnacle's attorney regarding whether the MDA had been corrected. Mayor Kathi noted she was not aware of any corrections needed, as the MDA is an overlay, and forwarded the inquiry to Gabby and Aaron for review.

Councilmember Northcott asked whether recent exploratory findings related to sewer lines and wells would impact the Town's ability to meet commitments to Pinnacle, noting that a developer agreement has not yet been signed. Discussion followed regarding whether new information from Sunrise Engineering could affect the Town's capacity promises for future development phases. Council members discussed Phase One of the project, clarifying that Pinnacle has not yet been approved for subsequent phases. Questions were raised regarding whether existing structures and meters would be removed as originally discussed or retained through later phases.

Councilmember Scott expressed concern that prior commitments to remove old buildings and meters may have been deferred, potentially resulting in additional active meters beyond what was originally agreed upon.

Mayor Kathi stated she was under the impression that the old structures would be torn down, while Councilmember Scott noted that revisions appeared to allow the developer to retain them until a later phase. Council members agreed that clarification is needed regarding the timing of removals and meter reductions.

Further discussion focused on the Town's current water and sewer capacity. Council members expressed concern about making infrastructure commitments for large developments given recent reductions in well production, particularly following issues with Well No. 3. It was noted that, according to the State, the Town is currently short of required water capacity and operates below prior production levels.

Concerns were raised regarding the cost and effectiveness of recent well investments, potential need for a new well, and the financial impact on the Town. Council members discussed the importance of obtaining additional data and accountability from Sunrise Engineering before proceeding with further infrastructure commitments.



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The Council emphasized the need to proceed cautiously with large developments until water and sewer capacity issues are better understood and resolved.

**SUNRISE ENGINEERING UPDATE:** Mayor Kathi said that she never received an update from Aaron or Jeff with Sunrise.

**BUILDING UPGRADE UPDATE:** Gary Pallesen presented an update on the building upgrade project. He reported that electrical work has begun in the office area, cabinets have been installed, and remaining trim has arrived to complete the other side of the remodel. He noted visible progress and expressed appreciation that funds spent are resulting in tangible improvements.

Mr. Pallesen stated that Stu is scheduled to be onsite Wednesday. The gas company has confirmed service changes, and remaining heating issues are expected to be resolved. All doors and related materials for the remainder of the remodel have been received.

Mr. Pallesen presented countertop proposals for the project, including countertops for the hallway cabinets, council table, pass-through window, ADA desk, and front entry area. Mayor Kathi noted the following approximate costs: one countertop proposal totaling \$11,180.04, additional countertops at \$4,980, and the council chamber table countertop at \$4,940. Additional mounting brackets are also included.

Mayor Kathi expressed confidence in the quality of work completed to date and stated that council members would be pleased upon viewing the progress. She also noted that Mr. and Mrs. Pallesen donated cabinet knobs and handles for use in the project.

Mayor Kathi Knight noted that Rick is still working on the office configuration. She reported that Tod installed recessed (can) lighting in the ceiling, which has been well received. Mayor Kathi added that Rick has provided images showing the proposed furniture layout for the space, and copies are available for anyone who would like to review them.

**PUBLIC WORKS UPDATE:**

**VAC TRUCK:** Gary Pallesen reported that he spoke with Vac Truck staff the previous Thursday. The vehicle has returned from the paint shop and is being reassembled. He indicated it may be ready to ship by the end of the following week, though timing has not been confirmed. Gary discussed storage needs for Town vehicles and noted that while the garbage truck may fit in the existing shop, additional equipment will require enclosed storage.



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**MAYOR'S UPDATE:**

**CHRISTMAS BONUSES:** Mayor Kathi announced that employee Christmas bonuses would remain the same as last year and had been given out.

**TRANSPORTATION MASTERPLAN GRANT:** Mayor Kathi reported that the Town has applied for a \$100,000 grant to complete a Transportation Master Plan and related code updates. The plan would include an evaluation of the current transportation system, pavement management, traffic impact analysis, street standards, and guidance for future road upgrades and connections. The plan would also provide a data-driven, prioritized list of projects with cost estimates for both streets and trails. The Town's required match would be 10%. Mayor Knight noted that having a master plan is necessary to pursue future road improvement grants.

**YLINCHETA SEWER PROJECT DONATION:** Mayor Kathi reported that a \$2,000 donation was given to the Town in support of the new Ylincheta sewer project. She explained that the donation resulted from an employee grant application submitted by Brian Raymond and his group. The funds will help offset costs for future sewer connections related to the project.

**HOLIDAY SCHEDULE:** Mayor Kathi stated that an updated 2026 Town holiday schedule is included in the meeting packets. The number of holidays remains the same; however, dates were adjusted to account for weekends, following standard government practice. The schedule will be published accordingly.

**SENIOR SERVICES UPDATE:** Mayor Kathi informed the Town Council that Daggett County has agreed to provide \$8,000 in funding for senior services to the Town. She explained that since UBAOG discontinued its involvement, the Town has been covering all utility costs for the Senior Center. Mayor Kathi stated that she requested the funding be redirected to the Town to better support local seniors.

Mayor Kathi also reported that plans are underway to coordinate a County Senior Program that will include Dutch John, Manila, and Daggett County, with all participating communities listed on program flyers. UBAOG is exploring the development of a transit system that would provide bus service from Vernal to Dutch John, to Manila, to Rock Springs, as well as a separate route between Manila, Dutch John, and Vernal. These transportation plans are still under development.

**COUNCIL RECOGNITION:** Mayor Kathi presented a recognition to Councilmember Greg Scott in honor of his final Town Council meeting. Mayor Knight noted that Councilmember Scott has served the Town for many years, both as a Town employee beginning in 1998 and as an elected Councilmember from January 2013 through December 2025.



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Mayor Kathi read a certificate acknowledging Councilmember Scott's faithful service, leadership, and dedication to the Town of Manila and thanked him for his many years of commitment to the community. The Council expressed its appreciation, and Councilmember Scott was thanked for his service.

**PUBLIC COMMENT:** There was no public comment.

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

**ADJOURNMENT:** Councilmember Scott motioned to adjourn the meeting. Councilmember Brown seconded the motion. All were in favor. Mayor Kathi adjourned the meeting at 6:20 pm.



Kathi Knight, Mayor



Jennifer Allphin, Town Clerk



