



**TOWN OF MANILA REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
MARCH 12, 2026, AT 5:30 P.M.**

REGULAR MEETING CALLED TO ORDER: Mayor Kathi called the Regular Town Council meeting to order at 5:31 pm.

PRESENT: Mayor Kathi Knight, Council Members Debbie Brown, Sarah Mraz-Ealy, Bill Rylander, Gretchen Northcott, Deputy Clerk Kourtney Hawks, and Town Clerk Jennifer Allphin

GUESTS: Gary Pallesen, Greg Scott with Scott's Trailer Haven, Steven Forbes with Flaming Gorge Fire and EMS, Todd Hurd and Gareth Powell with Forsgren and Associates, Mechelle Miller with the Division of Emergency Management Region Liaison, Leonard Isaccson, Rod and Jolene Alexander, Nancy and Clark Olsen, Matt Tippets, Aaron Averett with Sunrise Engineering, and Tracey Frost with the KOA via Microsoft Teams.

EXCUSED: All were present.

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

Vote: All were in favor.

RESULTS: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, MRAZ-EALY, NORTHCOTT, AND BROWN

COW COUNTY JUNIOR RODEO SPONSERSHIP: Councilmember Northcott motioned to approve a \$250.00 donation to the Cow Country Junior Rodeo. Councilmember Brown seconded the motion.

Vote: All in favor. Motion carried.

RESULTS: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, MRAZ-EALY, NORTHCOTT, AND BROWN

COW COUNTY RODEO SPONSERSHIP: Councilmember Rylander motioned to approve a \$250.00 donation to the Cow Country Rodeo. Councilmember Mraz seconded the motion.

Vote: All in Favor. The motion passed unanimously.

RESULTS: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, MRAZ-EALY, NORTHCOTT, AND BROWN

DL INVITATIONAL SPONSORSHIP: Councilmember Rylander motioned to approve a \$250.00 donation to the DL Invitational. Councilmember Brown seconded the motion.



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Vote: All in favor. Motion carried.

RESULTS: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, MRAZ-EALY, NORTHCOTT, AND BROWN

2026 DAGGETT HERITAGE PRCA RODEO SPONSERSHIP: Councilmember Rylander motioned to approve a \$150.00 donation to the 2026 Daggett Heritage PRCA Rodeo. Councilmember Brown seconded the motion.

Vote: All in favor. Motion carried.

RESULTS: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, MRAZ-EALY, NORTHCOTT, AND BROWN

SHARON COOK: Discussion and possible action regarding the current 15-unit cap on short-term rental permits and consideration of increasing the allowable number of permits. Item was tabled due to Sharon Cook not being present at the Town Council meeting.

KOA: Planning and Zoning recommendation regarding KOA (Tracey Frost) request to modify existing tent sites to RV sites and discussion of associated building permit requirements. The Town Council expressed no concerns with the project. Councilmember Rylander motioned to approve the project. Councilmember Northcott seconded the motion.

Vote: All were in favor. The motion carried.

RESULTS: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, MRAZ-EALY, NORTHCOTT, AND BROWN

MIKE MCCARTHY: Discussion was held regarding a complaint filed by Mike McCarthy concerning debris from a previously replaced sewer line on Bayview Drive and 4th West. It was noted that during the prior project, the old pipe was ground up and incorporated into the road, resulting in pieces surfacing over time.

The Town Council discussed possible solutions and determined that removing the road base was not practical. Instead, the proposed plan is to apply mill asphalt to the affected area to cover and seal the debris. Public Works will coordinate application and compaction of the material. No formal action was taken. The Deputy Clerk was directed to contact Mike McCarthy to inform him of the planned approach and response to his concerns.

SCOTT'S TRAILER HAVEN: The Town Office received an anonymous complaint from a resident regarding concerns at Scott's Trailer Haven, which included photographs. Mayor Kathi distributed



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the photos to the Town Council for review, along with printed copies of applicable violation and penalty ordinances. She asked the Council for recommendations.

Councilmember Brown stated that she felt it would be appropriate to hear from Greg before taking action.

Greg Scott, representing Scott's Trailer Haven, requested to review the photographs. He noted that the properties in question face Bill's residence and explained that he is currently in the process of building, which has resulted in items being temporarily moved around. He also stated that one of the trailers shown in the photos had been removed from the property over a year ago. Greg questioned whether the photos were taken from in front of Bill's residence.

Councilmember Northcott asked Greg to go through the trailer park and have residents clean up around their properties. Greg agreed to do so.

Mayor Kathi stated that she would follow up by visiting the trailer park, taking photos, and providing Scott's Trailer Haven with a list of areas needing attention.

No formal action was taken at this time.

STEVE FORBES: Steve Forbes with the Flaming Gorge Fire & EMS District provided an overview of district operations, staffing, and upcoming initiatives.

He reviewed the current command staff structure, noting that he serves as Administrative Manager, Casey Olson as EMS Director and full-time employee, Jeff Goser as Fire Chief, and Joseph Harrison as Assistant Fire Chief. He explained that the district is working to ensure strong communication among leadership so that Town officials may contact any of them for assistance or information.

Steve also outlined the District's Board of Directors, which consists of five members representing different areas, including a Town of Manila representative. Stephanie Rose represents the West District, Woody Bear serves the East District, and Leonard Isaacson represents the Town. Brett Reynolds is our treasurer, and Gale Lamb. He noted that several board positions will be up for election in 2026.

Operational updates were provided for both EMS and fire services. The EMS division currently has seven certified personnel, including paramedics and EMTs, with additional staff working toward advanced certifications. Recent training efforts include advanced pediatric emergency care certification for all EMS personnel, improving the level of care available within the district.



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Fire operations updates included ongoing monthly training schedules and progress toward firefighter certification for several members. The district has also completed updated mutual aid agreements with Sweetwater County and maintains coordination with surrounding agencies for emergency response.

Steve reported that a new EMS response vehicle will soon be in service to improve access in difficult terrain. He also discussed efforts to obtain additional fire equipment, including a water tender, through state and federal programs to enhance water supply capabilities during fire response.

The district has an open administrative assistant/deputy clerk position and encourages interested individuals to apply.

Steve also explained the upcoming ISO (Insurance Services Office) survey, which evaluates fire protection services and impacts homeowners' insurance ratings. The Town of Manila is currently rated at a 7, and improvements in the rating could lower insurance costs for residents. The evaluation will consider fire operations, training, equipment, and infrastructure such as hydrants and water systems. The survey visit is scheduled for the 19th, and coordination with Town staff was encouraged to provide relevant documentation and information.

Mayor Kathi noted the importance of sharing this information publicly, so residents understand the level of service and support available.

SERGEANT LEONARD ISAACSON: Sergeant Leonard Isaacson, Daggett County Emergency Manager, presented a proposed Memorandum of Understanding (MOU) between Daggett County Emergency Management and the Town of Manila. He explained that under House Bill 96, municipalities must either appoint their own emergency manager and maintain plans or formally adopt the county's program in writing. Although Manila has historically participated under the county, formal documentation is now required.

The MOU confirms Manila's recognition of Daggett County Emergency Management as its authority and adopts the county's Hazard Mitigation Plan and Emergency Operations Plan (EOP), currently being updated with grant funding. Sgt. Isaacson emphasized that the MOU requires no funding from the Town but ensures eligibility for state and federal assistance during emergencies.

He and state representative Mechelle Miller outlined participation expectations, including attendance at LEPC and preparedness meetings (reduced to approximately 10 annually) and completion of required NIMS/ICS courses by elected officials and key staff. Mechelle offered to provide local training, including sessions tailored for elected officials, and noted upcoming regional training opportunities.



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The Council determined the MOU may be approved by resolution. Councilmember Northcott suggested additional council participation in LEPC meetings. The Council expressed support and directed the MOU be finalized for action.

The item will return for consideration at the April 9, 2026, Town Council meeting, with Sgt. Isaacson planning to attend.

RV DUMP: The Town Council approved Mayor Kathi’s request to **immediately close** the RV dump station and associated water hydrant next to the town office due to ongoing building renovations, repeated property damage from RVs, unauthorized water use, and public health concerns. Public Works will barricade and put a closed sign at the site. Town staff will notify the public (including via newsletter) and coordinate with nearby facilities (e.g., Lucerne). Mayor Kathi will work with the County to expedite approvals for the new RV dump near Airport Road through zoning changes and a conditional use permit.

Councilmember Northcott has motioned to approve the immediate closure of the RV dump station next to the Town office building. Councilmember Rylander seconded the motion.

Vote: All were in favor. The motion passed unanimously.

RESULTS: APPROVED AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, MRAZ-EALY, NORTHCOTT, AND BROWN

ANIMAL ORDINANCE: During the meeting, Mayor Kathi reported on a recent incident in which a resident’s animal was badly mauled by two loose Belgian Malinois that were not on leashes, and she used this to highlight ongoing problems with uncontrolled dogs in town. She noted that the town already has an ordinance allowing livestock owners to shoot dogs that are chasing cattle or sheep (though she stressed she was *not* encouraging residents to start shooting animals) and said a more practical first step is better public awareness and enforcement. To that end, she has purchased “animals must be on a leash” signs and received UDOT’s permission to post them under stop signs throughout town. She emphasized that in larger cities dogs are not allowed to run off leash in public, and asked residents and council members to speak up when they see people walking dogs off leash (especially on Dry Creek Lane), so the community can help enforce the ordinance and prevent further incidents.

LIGHTING ORDINANCE: Discussion of the proposed Lighting Ordinance and setting a date for a public hearing to review and consider adoption of the ordinance — **TABLED**.

FIREWORKS ORDINANCE: Discussion of the proposed Fireworks Ordinance and setting a date for a public hearing to review and consider adoption of the ordinance — **TABLED**.



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PINNACLE UPDATE: The Town Council received an extensive update from Aaron Averett with Sunrise Engineering on the Pinnacle development, which is proceeding under the town's commercial zoning with an additional RMF (multi-family) overlay to be applied through a negotiated Developer Agreement. Sunrise reviewed the process steps: (1) finalize and approve the Developer Agreement, (2) act on the requested RMF overlay, and then (3) act on the preliminary and final plats and engineering plans once they conform to the agreement and town code. It was noted that a prior Development Review Committee (DRC) meeting has already occurred, but that a full DRC review will be repeated once a complete packet is assembled. The most recent submittal brought the phasing and unit tables in line with the latest plans, and the council acknowledged that the last approved direction allows temporary use of some existing motel units for construction worker housing in the early phases, with those older structures to be removed as later phases are built in those locations.

Aaron further explained that state regulators have now agreed to allow Pinnacle to be served by a master water meter at the highway, with the Town owning the system up to that meter and Pinnacle owning and maintaining all internal water and fire-hydrant infrastructure, while granting the Town access for hydrant testing and water sampling. Water-supply and sewer-capacity evaluations were reviewed under the Well Improvement/Pinnacle work: with current well performance, SCADA data, and storage, Sunrise believes the existing wells and million-gallon tank can support Pinnacle and other expected growth if the town continues to carefully monitor well drawdown and pursue distribution and lagoon improvements already underway. The agreement will provide that the developer purchases and installs the master meter and pays one full water and sewer impact fee per unit, with Phase 1 paying the impact fees currently in effect and all subsequent phases paying whatever the current impact fees are in place at the time those phases are constructed.

On amenities, stormwater, and documentation, Aaron discussed the staff report, which color-codes items as complete, policy-level, or missing. The Town Council directed that the pool/hot tub/gym and pool house be required in Phase 2, and the C-store/restaurant in Phase 3, and Aaron reviewed the proposed stormwater system, which uses two relatively shallow detention basins (one in the southeast corner and one more central) designed to function as landscaped features rather than deep pits. The Town Council also agreed to require an off-site recreation fee from the developer, roughly equal to the cost of a pickleball court, to be held for Town recreation improvements, and confirmed that the lodge-style architectural drawings, material samples, and decorative CMU fence details must ultimately be attached as exhibits to the Developer Agreement. Aaron emphasized that the current Pinnacle packet is still incomplete: several exhibits and details (including final fencing and landscaping specifications, stormwater aesthetics sign-off, fire-access letters, and other red-flag items in the staff report) are missing, and a full DRC review and revised Developer Agreement will be required before the project can advance to the next approval step.



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WELL IMPROVEMENT UPDATE: Commissioner Matt Tippets asked for clarification on the earlier statement that the wells could support about 300 additional connections, specifically whether that figure accounted for existing vacant lots in town that are expected to connect in the future. Aaron responded that their calculations already contemplated more capacity than just 300, and that even after accounting for Pinnacle, Bob Ford’s project, and ongoing infill, there was still a comfortable margin; they estimated roughly 100 existing vacant lots in town, with capacity for close to 300 more connections beyond that.

Well Improvement Updates: Aaron explained that SCADA data and tank-level histories were used to estimate real demand and well performance, and that while Well #3 now produces less than when it was new (likely due to casing/screen work and aquifer behavior), operating it at a “sweet spot” (reduced pumping rate) appears sustainable without overdrawing the aquifer. He emphasized that the million-gallon tank was intentionally built to buffer peak-holiday demand, that monitoring of well drawdown and tank levels will continue, and that, in their professional judgment, the existing well and storage system can support Pinnacle and other expected growth, assuming the Town stays proactive on maintenance and planned distribution and well improvements.

SUNRISE ENGINEERING UPDATE:

Ylincheta and Green Acres sewer project update: Aaron reported that each affected property owner in those areas has been contacted with offers for the necessary easements to complete the sewer improvements. It was noted that Bruce North has recently spoken with one of the property owners and is awaiting a return call, and that there has been ongoing coordination with the other property owner’s attorney to resolve remaining issues related to easement language and conflicts with existing or planned utility corridors. Aaron indicated that negotiations are still in progress but moving forward, and that securing these easements is the remaining key step before construction work in the Ylincheta and Green Acres segments can be finalized.

RV station and sewer lagoon improvements: Aaron reported that construction on the new sewer lagoon cell and related RV dump infrastructure is progressing well, with the new lagoon taking shape and the final sewer line approximately halfway completed. They noted that contractor MJM has been responsive in addressing issues that have arisen in the field and is working cooperatively with the Town and Sunrise on solutions. The Town Council briefly discussed concerns about water observed in the existing fourth lagoon cell, and staff indicated they are awaiting additional information and clarification from MJM before making any operational decisions. Overall, the project remains active and on track, with full completion of the new lagoon and RV station plumbing expected once easements and remaining construction tasks are finished.



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Sewer screen structure: Aaron reported that USDA has confirmed SEARCH grant funding for the new screening structure at the sewer lagoons; the funding is allocated, and the Town and Sunrise are now waiting for USDA to finalize the grant so design and construction of the screening facility can move forward.

Storm Water: Aaron reported on the storm water projects, he explained that the Town intends to seek assistance through NRCS, but must wait until a new funding cycle opens before re-applying for storm-water improvement funding. Until then, this item remains in a holding pattern pending available federal resources.

Lead and copper: Regarding lead and copper requirements, Aaron noted that the State of Utah has retained a contractor to excavate and inspect customer-side laterals (behind meters and near homes) to document actual pipe materials. He and Gary observed that most Manila services are believed to be poly or PVC with very limited galvanized and virtually no known lead, and that the current phase is focused on inventory and verification; any future mandates for replacement of customer-owned lines have not yet been clearly defined by the state.

BUILDING UPGRADE UPDATE: Gary Pallesen provided a building upgrade update on the town office and town council chambers remodel. He reported that interior work is progressing well: carpet installation is scheduled for the upcoming weekend, interior painting is completed, at least one new toilet has been installed (with a new countertop for the other restroom pending delivery), and electrician Todd has begun installing light fixtures, switches, and ceiling fans, with some items still to be finished on a return visit. Insulation contractor Barton Insulation is scheduled to re-insulate the old portion of the building and blow insulation into the new section, after a short weather-related delay. Gary stated that, if work continues as planned, the Town's office staff should be able to move out of the current council room and into the remodeled offices and new town council chambers by the end of the month, after which exterior work (including roofing and façade improvements, ideally on the entire building, including the senior center) will begin with the new fiscal year. Mayor Kathi also noted she has contacted Rick Israelson to begin planning for new office furniture once carpet is installed.

PUBLIC WORKS UPDATE: Gary Pallesen reported that the Town has begun hauling and placing milled asphalt ("black base") on priority streets, noting that approximately \$3,700-\$4,000 was spent that day on hauling and that crews have already covered an intersection and sections of Fourth North, with plans to treat 3rd, 4th, and 5th streets and 2nd North, as well as rough segments such as Fourth West, the steep hill on State Line Road, and the approach to the landfill scale. He emphasized that the free material supply may exceed the current streets budget (roughly \$95,000), so Public Works may either need additional funding authority or consider stockpiling excess



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material for future use. Gary confirmed the grader is back in service, and that three loads of black base have been placed at the landfill to improve access to the scale, with more to be added if funds allow.

Gary also outlined upcoming compliance work on cross-connection control, explaining that state rules now require the Town to inventory and manage potential cross connections (especially sprinkler systems, yard hydrants, restaurants, the school, the church, cemetery, and other commercial users) to prevent backflow of contaminants into the public water system. This will involve confirming appropriate backflow preventers and vacuum breakers at critical locations and maintaining records, with the possibility of shutting off service if serious non-compliance is not corrected over time. Finally, he noted that the Town has received its new vac truck, which will be used to clean sewer and storm-drain lines and maintain manholes per Utah Local Governments Trust recommendations, and that a regular sewer inspection and cleaning program will be developed, though road work will remain the primary focus over the next several weeks.

MAYOR'S UPDATE:

Commissioner Matt Tippetts presented a proposal for wetland mitigation related to the Manila State Road multi-use trail project, which will impact just under one acre of jurisdictional wetlands and therefore requires compensatory mitigation under Army Corps of Engineers rules. He explained that the County, working with CIVCO Engineering, would like to use the abandoned Manila sewer lagoons (owned by the Town) as a mitigation site by reshaping the old lagoon cells and reintroducing surface water to create new wetlands, likely at a ratio greater than 1:1 (potentially up to 3:1 or more). Commissioner Tippetts noted that, if the site is developed for more mitigation acreage than the trail project itself requires, any surplus acreage could be "banked" as wetland credits for future use, either for County or Town projects or potentially for sale. He emphasized that the project would be funded through the trail project, not by the Town, and that the County is open to structuring the arrangement as a partnership or lease, with the Town retaining ownership of the property. The Town Council agreed in principle to cooperate and allow the County to move forward with the Army Corps review using the lagoon site as the proposed mitigation area, with the understanding that specific terms (ownership, leasing, and banking of credits) will come back to the council for formal approval if the site is accepted by the Corps.

Mayor Kathi informed the council that she has signed a four-year lease agreement for a 2026 Toyota RAV4 to be used as a Town vehicle for official business such as weekly Town business in Vernal, transporting water samples, and attending meetings and conferences. The annual lease, with a buyout option at the end of the 48-month term, and the vehicle will be insured through the Town's existing governmental coverage. She noted that this will reduce reliance on office staff and elected officials' personal vehicles and associated wear and tear and indicated that an internal policy or ordinance will be drafted to govern authorized use of the vehicle by town personnel.



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PUBLIC COMMENT: There were no public comments.

EXECUTIVE SESSION: There was no correspondence.

ADJOURNMENT: Councilmember Brown motioned to adjourn the regular meeting. Councilmember Rylander seconded the motion. All were in favor. The motion carried. Mayor Kathi adjourned the meeting at 8:55 pm.


Kathi Knight, Mayor


Jennifer Allphin, Town Clerk



APPROVED 03-09-2026