



**TOWN OF MANILA
TOWN COUCIL WORK SESSION
TOWN CONFERENCE MEETING ROOM
145 E HWY 43
May 13, 2026, AT 10:30 A.M.**

WORK SESSION CALLED TO ORDER: Mayor Kathi Knight called the meeting to order at 10:30 am.

PRESENT: Mayor Kathi Knight, Council Members Debbie Brown, Sarah Mraz, Bill Rylander, and Town Clerk Jennifer Allphin

GUESTS: Nancy Olsen

EXCUSED: Councilmember Gretchen Northcott

KEVIN CLEGG: Mayor Kathi reported that Kevin Clegg's lot combination has a recommended approval from Planning & Zoning and will come before the Town Council on Thursday night for approval.

KEVIN CLEGG: Kevin is concerned about garbage collection fees and is seeking an exception to the municipal garbage collection policy. Mayor Kathi noted the municipal policy allows no exceptions to garbage collections and warned that changing it would set a precedent for part-time residents and others seeking similar exceptions. Mayor Kathi will make the municipal garbage collection policy readily available at Thursday night's meeting for Kevin to review and for discussion.

AUSTIN LYON: Planning and Zoning has reviewed and recommended approval of a new short-term rental, which will be the 15th permitted short-term rental in town. Mayor Kathi confirmed the applicant has paid all fees, and the matter will go to the Town Council for approval on Thursday at their regular Town Council meeting.

REVIEW OF THE TENTATIVE FISCAL YEAR 2027 BUDGET: The Town Council reviewed the tentative FY 2027 budget schedule. In the regular Town Council meeting on Thursday night the council will set a public hearing to review and adopt the tentative FY 2027 budget for some time in June.

PLANNING & ZONING MEETING SCHEDULE UPDATE: Notification that Planning and Zoning has approved a change to their regular meeting schedule. Meetings will now be held on the first Thursday of each month at 5:30 p.m. This item is for informational purposes only.

SEWER IMPROVEMENT PROJECT EASEMENT: Mayor Kathi reported the Town believes it has reached an agreement for a necessary easement related to the sewer improvement project. With this agreement, the Town will likely need only one small lift station; without it, the project may have been too costly and potentially canceled. Final details and documentation are still pending before the agreement is fully finalized.

RV DUMP STATION UPDATE: Mayor Kathi noted that the lagoon construction is nearly complete, but road base material must be removed from the site. The Town plans a temporary conditional use entrance off Airport Road near the future RV dump station location to move road base. She



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mentioned a problem arose because an encroachment permit had not been obtained; an existing driveway led to the assumption that no permit was needed. Mayor Kathi will submit a temporary encroachment permit application (90-day term) to allow removal of road base and completion of lagoon work. She will also attend a County Planning and Zoning meeting next Tuesday to seek approval of a conditional use permit for the RV station.

POLICY RETIREMENT ELIGIBILITY FOR TIER 2 ELECTED OFFICIALS PART-TIME (INELIGIBLE):

Mayor Kathi reviewed the policy retirement eligibility for Tier 2 elected officials and Planning and Zoning Board members. Part-time officials and board members are ineligible, but a policy and public hearing are still required for informational purposes.

WATER CONSERVATION: Mayor Kathi presented a draft water conservation ordinance in response to the County's drought declaration. Proposed water days: even-numbered addresses would water on Monday, Wednesday, and Friday. Odd-numbered addresses water on Tuesday, Thursday, and Saturday. She encouraged residents to use drip/soaker systems instead of sprinklers, due to wind and evaporation. There are no mandatory system changes, she is only encouraging conservation.

ANIMAL ORDINANCE: Mayor Kathi presented updates and clarifications to the animal ordinance, with emphasis on dogs:

- Leash requirement for dogs to address issues with loose dogs, especially in areas like Dry Creek Lane.
- Vaccination requirements for dogs.
- Mayor Kathi has obtained permission for UDOT to place "All Dogs Must Be Leashed" signs around town.

Dog Barking/Nuisance and Quiet Hours:

- Proposed quiet hours for dogs: 10:00 pm to 6:00 am.
- Neighbors with complaints should contact town council members, who will:
 - Identify the dog's owner if possible
 - Request Mayor/Town to send a letter of warning citing nuisance and ordinance.
- Fine schedule: \$50 for first offense, \$100 for second offense, enforced through mailed letters.

Rabbits on Residential Lots:

- Existing limit of two rabbits per residential lot was discussed.
- Mayor Kathi clarified:
 - The intent is to avoid large numbers of outdoor rabbits.
 - If rabbits are indoors, the Town will not inspect or enforce numbers.
 - If rabbits are outside and visible, the limit of two applies, even if caged.



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LIGHTING ORDINANCE: Mayor Kathi mentioned a draft lighting ordinance but is unsure if it will be ready for the next night's meeting.

- It remains a work in progress and is not yet finalized for public hearing.

FIREWORKS ORDINANCE: Mayor Kathi reviewed the proposed fireworks ordinance, which has been:

- Reviewed by the town attorney and the county attorney.
- Focused primarily on banning aerial fireworks within the town limits.

Key points:

- No aerial fireworks anywhere in town, including the rodeo grounds.
- Small, ground-based items such as sparklers, "snakes," and similar non-aerial fireworks are allowed.
- State law requires the Town to designate a location where fireworks may be used; the park was designated for general fireworks use, but aerals remain prohibited even there due to wooden structures and fire risk. Permission needed from the County for use of the park for fireworks.
- Mayor Kathi encouraged residents to attend the professional display in Dutch John, which is staffed with fire support, rather than doing aerial shows locally.
- Town fire resources are committed to Dutch John during their fireworks display, leaving the Town vulnerable if residents set off aerals locally.

Enforcement & Communication:

- The ordinance will go through the public hearing on May 28.
- Once approved, it will need to be published as required by law.
- Posting & Notification Plans:
 - Include in the Town newsletter.
 - Post on the Town website (new site in process of being updated).
 - Put notices and flyers around town, including "No Fireworks per Ordinance [number]" signage.
- Make printed copies of key ordinances (fireworks, dogs, watering) available in the town office front area.

Mayor Kathi emphasized due to severe fire danger, a clear ordinance and community enforcement are necessary.

Posting and Communication of Ordinances:



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- In general, once the discussed ordinances (water conservation, animals, fireworks, lighting when ready) are adopted:
 - They will be:
 - Published per legal regulations.
 - Posted in the newsletter and on the Town website.
 - Available in print at the Town office.
 - Communicated to short-term rental hosts/operators.
- Community members are encouraged to help inform visitors and neighbors by referencing the ordinances and directing them to official sources.

ADJOURNMENT: Councilmember Brown motioned to adjourn the Town Council work session. Councilmember Mraz seconded the motion. All were in favor. The motion passed. Mayor Kathi adjourned the work session at 10:55 am.


Kathi Knight, Mayor


Jennifer Allphin, Town Clerk

