



TOWN OF MANILA
REGULAR TOWN COUCIL MEETING
TOWN CONFERENCE MEETING ROOM
145 E HWY 43
May 14, 2026, AT 5:30 P.M.

REGULAR MEETING CALLED TO ORDER: Mayor Kathi Knight called the regular Town Council meeting to order at 5:30 pm.

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

GUESTS: Jeff McCarty with Sunrise Engineering, Gary Pallesen, Erik Bailey, Rod & Joleen Alexander, Kevin Clegg, and Traci Frost

EXCUSED: Councilmember Bill Rylander and Gretchen Northcott

CONSENT CALENDAR: Councilmember Brown 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 Mraz seconded the motion.

Vote: All were in favor.

RESULTS: APPROVED

AYES: MAYOR KNIGHT, COUNCIL MEMBERS MRAZ-EALY AND BROWN

KEVIN CLEGG: Planning and Zoning's recommendation to approve a lot combination for Kevin Clegg was presented.

Motion: Councilmember Mraz motioned to approve Kevin Clegg's lot combination. Councilmember Brown seconded the motion.

Vote: All were in favor. The motion carried.

Signatures and seal to be applied after the meeting.

RESULTS: APPROVED

AYES: MAYOR KNIGHT, COUNCIL MEMBERS MRAZ-EALY AND BROWN

KEVIN CLEGG: Garbage Collection – Glades Way East (Private Lane)

Kevin addressed the Council regarding garbage collection service for his property on Glades Way East. He explained that his property has no street frontage where a garbage can may be placed for collection, and the Town will not service properties on private lanes. As a result, he is paying the Town's garbage collection fee in addition to a private garbage service.

The Council discussed the issue and noted that Town ordinances do not allow waivers of utility fees, including water, sewer, and garbage services. It was further noted that Town policy requires



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residents to place garbage cans at the main road for collection, even if the location is adjacent to another property, provided the can is placed within the Town right-of-way.

Kevin raised concerns regarding the lack of a secure location for the garbage can and the potential for the can to tip over or be displaced by wind. Kevin indicated that he is unable to install a post or enclosure on neighboring private property.

Following discussion, the Council directed Public Works Director Gary Pallesen to review the Glades Way East/Sinclair area and identify an appropriate location within the Town right-of-way where a post may be installed for placement of the garbage can. Upon completion of the review, Town staff will notify Kevin by email or letter regarding the proposed solution.

AUSTIN LYON: Planning and Zoning recommended approval of a new short-term rental in Manila for Austin Lyon. Mayor Kathi mentioned that the applicant has completed required inspections and will and hold the 15th short-term rental spot.

Motion: Councilmember Brown motioned to approve the short-term rental for Austin Lyon in the 15th spot on our short-term rental list.

Vote: Councilmember Mraz seconded the motion. All in favor. The motion carried.

RESULTS: APPROVED

AYES: MAYOR KNIGHT, COUNCIL MEMBERS MRAZ-EALY AND BROWN

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 provided an update on the Ylincheta Sewer Improvement project, noting that the Town is close to securing the necessary easement after working on the project for the past one to two years. While an easement could not be obtained from the original property, an alternative route through the new property appears feasible. Mayor Kathi stated that a lift station will still be required as part of the project. Due to economic limitations and challenges associated with obtaining easements, the project scope will primarily serve properties along Ylincheta Road, and adjacent side roads.

Mayor Kathi explained that the purpose of the project is to provide sewer service to areas where TriCounty Health Department has determined that failed septic systems cannot be replaced, thereby helping property owners avoid the potential condemnation of their properties.



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Mayor Kathi further noted that the Town has pursued grant funding on behalf of Daggett County for this project. Any future expansion of sewer service beyond the current project scope should be led by the County.

DUMP STATION UPDATE: Mayor Kathi provided an update on the proposed RV dump station project located off Airport Road. She reported that the property's zoning designation has been changed from A-20 to Commercial. The next step in the process is to obtain a Conditional Use Permit from the Planning & Zoning Commission.

Mayor Kathi discussed a recent issue involving a non-licensed truck using Airport Road, which resulted in complaints. In response, the Mayor, a County Commissioner, the Road Supervisor, Gary Pallesen, and the Attorney met onsite to review the situation. A temporary encroachment permit was subsequently filed, and the required \$50 fee was paid to address the immediate concern.

Mayor Kathi stated that she will attend the upcoming Planning & Zoning meeting to seek approval of the Conditional Use Permit. If the permit is approved, the project design layout may be revised, and project costs will be re-evaluated in coordination with MJM, as recommended by Jeff McCarty.

WATER CONSERVATION: Discussion regarding the potential for implementing water use restrictions due to ongoing water shortages across the state. The Council discussed proposed watering restrictions intended to promote water conservation and support aquifer recharge. Under the proposed schedule, residents would be permitted to water three days per week based on their address number. Properties with even-numbered addresses would be allowed to water on Monday, Wednesday, and Friday, while properties with odd-numbered addresses would be allowed to water on Tuesday, Thursday, and Saturday.

The proposed restrictions would prohibit all outdoor watering on Sundays to allow for aquifer recharge. In addition, watering would only be permitted before 10:00 a.m. and after 6:00 p.m. to reduce water loss from evaporation during peak daytime temperatures. The Council also discussed implementing fines for residents who water outside of their designated days or permitted hours.

Proposed rules:

Watering 3 days per week based on address number:

- Even/low-number example (e.g., 236): Monday, Wednesday, Friday
- Odd/high-number example (e.g., 271): Tuesday, Thursday, Saturday
- No watering on Sundays to allow aquifer recharge.
- Watering is allowed before 10 AM and after 6 PM only.

Fines for watering outside allowed times/days.



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ANIMAL ORDINANCE: Mayor Kathi discussed updates related to the Town's dog ordinance, including leash requirements and vaccination standards. The ordinance requires that all dogs be kept on a leash when off the owner's property. The ordinance also defines criteria for a "vicious dog" for enforcement purposes.

In addition, the ordinance requires proof of current vaccinations for dogs within Town limits. Mayor Kathi noted that proactive enforcement by the Sheriff's Office is not expected. Instead, residents are encouraged to self-regulate and use the ordinance as a supporting tool when addressing issues involving loose or uncontrolled dogs. It was further noted that enforcement action by law enforcement would generally occur only in the event of a bite or other serious incident.

Problem areas were identified, including Dry Creek Lane, where dogs have been reported running at large, often associated with visitors to the area.

Regarding signage, Public Works will be responsible for installing leash-law signage throughout affected areas. It was also noted that UDOT has approved placement of signs under existing stop signs where appropriate.

LIGHTING ORDINANCE: The proposed lighting ordinance was tabled again due to lack of time to complete the draft.

FIREWORKS ORDINANCE: The Council discussed a proposed ordinance regarding fireworks within Town limits. Under the proposal, aerial fireworks would be prohibited within Town boundaries due to elevated fire risk for full-time residents, ranches, and part-time residences with surrounding vegetation. The ordinance would allow only small, low-risk fireworks such as sparklers and ground-based effects (e.g., snakes).

The Council also discussed that fireworks use would be permitted only in designated locations and by permit through Daggett County. Suggested permitted locations include the Rodeo Grounds and the Town Park.

Mayor Kathi noted previous incidents involving fireworks that resulted in legal proceedings and court time with District Attorney Kent Snyder, which was cited as a contributing factor in the development of the proposed restrictions.



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Mayor Kathi and Council Members discussed the proposed Water Conservation Plan and revisions to the Animal and Firework Ordinances.

Following discussion, the Council set a public hearing for May 28, 2026, at 6:15 p.m. to receive public comment and consider the proposed Water Conservation Plan and the Animal and Firework Ordinances. Residents were encouraged to attend and participate in the public hearing process.

SUNRISE ENGINEERING UPDATE: Jeff McCarty of Sunrise Engineering provided an update on multiple ongoing projects.

Wells and State Requirements: Jeff distributed an update regarding the Town's wells and state water supply requirements. The Town is working with the State to seek approval to base required water supply capacity on actual usage rather than the higher statewide standard. This adjustment would reduce the required production capacity.

Lagoon Project and Clay Liner: Jeff reported that clay liner test results for the lagoon project were received immediately prior to the meeting and indicate positive results confirming the liner is watertight. The project will continue to move forward.

Discussion also occurred regarding the potential use of water from the fourth lagoon cell to support a mechanical screening structure. No existing water lines are currently available at the lagoons. The concept would involve using treated water from the final cell for screen wash water and cycling it back into the lagoon system. Regulatory requirements and design details are still being evaluated, and funding for the screening structure remains in progress.

Sewer Screen Structure Grant: Jeff reported ongoing discussions with Kevin Hacking regarding funding for the sewer screen structure. The primary issue appears to stem from confusion regarding Town financial line items and the fact that existing funds are already allocated to other projects. Staff, including Jennifer and the Mayor, have previously clarified these funding distinctions. Jeff will follow up with Kevin Hacking.

Green Acres / Ylincheta Sewer Easement and Design: Once the easement through the proposed property is finalized, Sunrise Engineering will re-engage Daggett County regarding easements across airport property, as project conditions and plans have changed. The firm will then proceed with design of the sewer line, including necessary environmental clearances, particularly in areas crossing irrigated land.

MAYOR'S UPDATE:



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Sewer Impact Analysis: Mayor Kathi reported that a sewer impact analysis has been completed. The analysis will also be included as part of the May 28 public hearing materials for Council review and public discussion.

Future Public Hearing, Budget: Mayor Kathi announced a future public hearing scheduled for June 18 at 6:00 p.m. regarding the fiscal year revised '26 budget and the new fiscal year '27 budget. Mayor Kathi encouraged residents to attend and participate in the upcoming budget hearing process.

Transportation Master Plan Grant: Mayor Kathi reported that the Town has received a transportation planning grant to support development of a Transportation Master Plan. The plan will include an inventory of Town roads and their current conditions, as well as an assessment of desired future conditions based on anticipated growth. It will also identify maintenance needs and capital improvement projects and assist the Town in qualifying for future transportation funding opportunities.

Mayor Kathi and Courtney Hawks will meet with Gabby next week to discuss related ordinances and the development of the Transportation Master Plan.

Pinnacle Development Status: Jeff McCarty provided an update on the Pinnacle development project, noting that progress is currently ongoing between the Town's attorney and the developer's attorney. The parties are working through misunderstandings related to existing zoning regulations and Town ordinances. Mayor Kathi clarified that the property has already been rezoned through an overlay zone to support the proposed development. The Town is currently awaiting resolution of the remaining legal and interpretive issues before the project can move forward.

Public Works Update:

Road Work and Black Base: Gary Pallesen reported Public Works is nearing completion of mill asphalt (black base) application on Roads 2nd and 4th on the east side of Town. Once completed, all east-side roads will have black base installed, with the exception of State Line Road.

The work includes hauling material, blading, watering, and rolling to ensure proper compaction. The Town is utilizing a new water back truck to assist with wetting the roads prior to final grading and rolling.



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Some areas remain rough and will require additional grading and compaction to achieve final desired conditions.

Gary Pallesen provided additional updates regarding potential future road treatment options, funding considerations, and street priorities. Emulsion option for future years Gary noted a possible emulsion product that can be mixed with water and applied over mill asphalt to create a more stabilized surface similar to conventional asphalt. Costs and funding requirements for this product are currently unknown. This option may be considered in future years and potentially applied on a road-by-road basis. Funding and impact on road classification road maintenance and improvement work is primarily funded through C-road funds accumulated over multiple years. The current available budget is approximately \$90,000 and is expected to be exceeded.

Mayor Kathi noted that, due to the opportunity to receive free mill asphalt from WYDOT, the Town is willing to reallocate funds, including potential transfers from capital projects, in order to maximize road improvements. UDOT has provided graded material for the Town.

It was also noted that upgrading roads from dirt or gravel surfaces to mill asphalt may assist in reclassifying roads into a higher category, which could potentially increase future road funding allocations. Specific streets and priorities State Line Road will receive minimal additional mill asphalt work, as a separate grant project will be used to reconstruct the road. The Town portion extends to 4th East, with the County responsible for the section from the hub. Main Street will receive at least one load of millings to address a significant bump near a corner. Regarding Bourbon Street, a resident inquired whether Bourbon Street would receive road base. Gary indicated this was not originally planned but would depend on remaining available material. The Mayor directed that if sufficient material remains, work should extend as far as possible, including Bourbon Street, even if budget transfers are required, noting that this opportunity is unlikely to occur again.

Water Metering / Neptune Access: Mayor Kathi and Jennifer Allphin provided an update regarding water metering and customer access to usage data.

A master meter has been installed on the Town's million-gallon storage tank to improve overall system usage tracking and to support ongoing discussions with the State regarding water supply requirements.

Residents are encouraged to utilize the Neptune system to monitor their individual water usage and set up usage alerts. Town staff are available to assist residents with account setup and access as needed.



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PUBLIC COMMENT: There was no public comment.

EXECUTIVE SESSION: There was no correspondence.

ADJOURNMENT: Councilmember Mraz motioned to adjourn the regular meeting. Councilmember Brown seconded the motion. All were in favor. The motion carried. Mayor Kathi adjourned the meeting at 6:13 pm.


Kathi Knight, Mayor


Jennifer Allphin, Town Clerk



APPROVED