



**TOWN OF MANILA
PUBLIC HEARING MEETING
& SPECIAL MEETING
MONDAY, MAY 28, 2026, AT 6:00 P.M.
TOWN CONFERENCE MEETING ROOM
145 E HWY 43, MANILA, UTAH**

MEETING CALLED TO ORDER: Mayor Kathi Knight called the public hearing and special Town Council meeting to order at 6:00 pm.

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

GUESTS: JR Brown, Rod and Jolene Alexander, Blenda Larsen, George Rawson, Gail Despain, and Nancy Olsen

EXCUSED: All were present.

ANIMAL ORDINANCE: Mayor Knight presented the proposed animal ordinance 05-28-26A for public comment. Key provisions discussed:

- Dog Containment & Nuisance:
 - Dogs must be contained and leashed, including while on the owner's property.
 - No owner or person in possession of a dog may allow it to cause a nuisance within town limits.
 - If a dog is found chasing or "worrying" livestock, domestic animals with commercial value, service animals, or protected wildlife (as defined by Utah Code), any person may injure or kill the dog under state law.
- Number and Type of Animals Allowed:
 - Residents may keep up to four (4) dogs six months of age or older.
 - Residents may keep up to twelve (12) chickens and two (2) rabbits on a residential lot.
 - No roosters allowed.
 - Livestock is strictly prohibited within town limits.
- Vaccination Documentation:
 - Upon request from authorities, documentation of required state vaccinations must be available.
 - This is for the safety of the human population.

Mayor Knight noted ongoing problems with off-leash dogs (especially around Dry Creek Lane) and the need for clearer enforcement authority.



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Public comment was taken; no changes were requested on the record.

FIREWORK ORDINANCE: Mayor Knight presented Ordinance 05-28-26C, which establishes restrictions on the use of fireworks within the Town of Manila.

Aerial fireworks are prohibited in Town limits, the ordinance prohibits all aerial fireworks within Town limits. The restriction was discussed in response to elevated wildfire risk due to drought conditions, seasonal or vacant homes with overgrown vegetation, and concerns regarding the safety of both Town properties and surrounding ranch lands.

Allowed fireworks, the ordinance permits only non-aerial, Utah state-approved "Class C common explosives," including items such as sparklers, small ground effects, and similar low-risk fireworks (e.g., "snakes" used on driveways). Council emphasized the distinction between prohibited aerial fireworks and permitted ground-based fireworks.

Penalties and liability, violations involving the use of aerial fireworks are subject to a \$1,000 fine and may be prosecuted as a Class B misdemeanor. Individuals responsible for violations may also be held liable for any resulting property damage.

Community displays, the Town may continue to explore permitted community fireworks displays at designated locations such as the rodeo grounds or County Park, subject to approval and permitting through Daggett County.

Coordination with County and fire restrictions the County has expressed support for aligning similar fire restrictions due to shared wildfire concerns. Discussion included issues with visitors bringing aerial fireworks into the area during holidays. The Mayor noted that open fires are not permitted under broader state fire restrictions and emphasized the importance of caution with all flame sources, including barbecues.

The ordinance will be published in the Town newsletter, and public education efforts will clarify restrictions and safety expectations.

Public comment included concerns regarding visitors disregarding fire restrictions and



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using aerial fireworks extensively during holiday periods. Overall, there was general public support expressed for increased fire prevention measures.

WATER CONSERVATION: Mayor Kathi presented proposed Ordinance 05-28-20-6B water-use restrictions to be implemented during declared drought conditions.

Daggett County has formally declared drought conditions. The Town has made significant investments in its water system, including well refurbishment, pump upgrades, SCADA and Neptune 360 monitoring systems, and antenna improvements, totaling approximately \$700,000. While the wells are currently operational and in good condition, concerns remain regarding aquifer recharge and long-term water supply sustainability.

Proposed Watering Schedule (3 Days per Week):

The following schedule would apply during drought restrictions:

- Even-numbered addresses: Monday, Wednesday, Friday
- Odd-numbered addresses: Tuesday, Thursday, Saturday
- No watering would be permitted on Sundays for any properties to allow for aquifer recharge.

Permitted Watering Hours

Watering would be permitted only before 10:00 a.m. and after 6:00 p.m. Residents were also strongly encouraged to avoid watering during windy conditions to reduce waste due to evaporation and drift.

Prohibited Water-Waste Activities:

The ordinance would prohibit water waste practices, including:

- Allowing water to run into streets or down driveways
- Watering during precipitation events
- Washing vehicles without a shut-off nozzle



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The Council emphasized that conservation expectations apply regardless of water source, including both Town water and irrigation canal water, due to shared supply concerns and public perception.

Enforcement and Penalties:

Repeated violations may result in escalating fines. On a third violation, the Town may implement additional restrictions on a resident's water use.

Monitoring and Public Tools:

Residents are encouraged to:

- Sign up for Town alerts at manilautah.gov for updates, including water restrictions and service notifications
- Enroll in Neptune 360 customer portal to monitor water usage and identify potential leaks

Town staff may also monitor unusually high consumption and contact residents directly.

Public comment reflected concerns regarding continuous sprinkler use by residents and visitors, particularly over weekends, as well as perceptions of unequal water usage where some properties maintain visibly greener lawns. There was also discussion regarding the desirability of similar conservation measures being adopted at the county level due to shared water resources.

Mayor Knight noted that the Council may consider further tightening restrictions if current measures are not sufficient to protect long-term water supply.

SEWER IMPACT FEES: Mayor Knight explained that impact fee analyses for water and sewer systems are required by statute to be completed by engineers every five (5) years.

She emphasized that impact fees are based on professional engineering recommendations rather than arbitrary adjustments.



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Water Impact Fees:

The engineering analysis indicated that the Town could charge up to approximately \$14,000 in water impact fees for new construction. The Town elected to adopt a lower rate than the maximum recommended amount.

Sewer Impact Fees – Proposed Structure

The Council reviewed proposed sewer impact fee structures based on connection size:

- Standard residential connection (4-inch line): \$3,500 per connection
 - This rate is consistent across Town of Manila, Daggett County, and Sweetwater County.
- Larger commercial connections:
 - 6-inch connection: \$18,757.24
 - 8-inch connection: \$33,346.20

Clarification was provided that the 4-inch connection represents the standard residential service line. A duplicate 6-inch line item was identified for removal from the fee schedule, and distinctions between residential and commercial connection sizes were clarified.

Rationale for Impact Fees

Impact fees are used to support both the expansion and ongoing maintenance of utility infrastructure, including piping, electrical systems, and equipment. Funds also contribute to long-term maintenance needs of the sewer lagoon system, including the recently constructed fourth lagoon.

Discussion included prior issues with the original fourth lagoon construction, which lacked a proper clay liner and required corrective work under current grant-funded improvements.

Sewer Expansion and Easements

The Town continues efforts to expand sewer service into county areas, including sections along Ylincheta Road and adjacent side roads such as Hummingbird, Aviation, Pheasant,



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and the Kokanee/Bear Paw Lane area. Progress has been delayed due to difficulties obtaining key easements, which has resulted in the need for additional pump stations and increased project costs.

Residents expressed interest in connecting to sewer service when lines are installed, particularly near Bear Paw Lane and the trailer dump station area. State health officials and funding agencies have encouraged sewer expansion due to concerns regarding failing septic systems in clay-heavy soils.

The Town indicated a willingness to work with residents on connection costs, including possible monthly payment options. It was also noted that where sewer service is available, state requirements may ultimately necessitate connection, depending on system design and pumping requirements.

Public comment generally supported sewer expansion as a long-term improvement to property values, environmental health, and system reliability, while also acknowledging the financial burden of maintaining septic systems.

POLICY FOR RETIREMENT ELIGIBILITY FOR TIER 2 ELECTED OFFICIALS AND PLANNING & ZONING BOARD PART-TIME (INELIGIBLE): Mayor Knight presented a proposed addition to the Town's Policies and Procedures Manual addressing retirement eligibility for Tier Two elected officials and part-time Planning and Zoning Board members.

Policy Overview

The proposed policy clarifies that Tier Two elected officials and part-time Planning and Zoning Board members are ineligible for Tier Two retirement benefits under Utah Retirement Systems (URS) rules and Town policy.

The policy was developed to align with the Town's economic constraints and to reflect the part-time nature of these positions. It further clarifies that elected officials do not receive additional benefits such as health insurance or retirement contributions beyond their established compensation.



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Council members expressed no objections to the proposed policy. Some members noted prior participation in URS through other employment; however, it was clarified that such eligibility does not extend to their current roles as elected or part-time officials.

PUBLIC COMMENT: Public comments were invited; none was recorded requesting changes.

ADJOURNMENT: After discussion of all proposed ordinances and policy changes, Councilmember Rylander motioned to conclude the public hearing on the ordinances. Councilmember Brown seconded the motion. All were in favor. The motion carried. Mayor Kathi adjourned the public hearing at 6:40 pm.

SPECIAL MEETING CALLED TO ORDER: Mayor Kathi called the special meeting to order at 6:40 pm.

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

GUESTS: JR Brown, Rod and Jolene Alexander, Blenda Larsen, George Rawson, Gail Despain, and Nancy Olsen

ANIMAL ORDINANCE:

Motion: Councilmember Northcott moved to accept Ordinance 05-28-26A regarding the control of domestic animals within the Town of Manila. Councilmember Mraz seconded the motion.

Vote (Roll Call):

- Gretchen Northcott – Aye
- Bill Rolander – Aye
- Debbie Brown – Aye
- Sarah Mraz – Aye
- Mayor Kathi Knight – Aye

Result: All were in favor. Motion carried; Animal Ordinance adopted.



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RESULTS: APPROVED

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

FIREWORK ORDINANCE:

Motion: Councilmember Brown moved to accept Ordinance 05-28-26C, adopting restrictions on the use of fireworks within certain areas of the Town of Manila. Seconded by Councilmember Rylander.

Vote (Roll Call):

- Sarah Mraz – Aye
- Bill Rolander – Aye
- Debbie Brown – Aye
- Mayor Kathi Knight – Aye

Result: All were in favor. Motion carried; Fireworks Ordinance adopted.

RESULTS: APPROVED

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

WATER CONSERVATION:

Motion: Councilmember Mraz moved to accept Ordinance 05-28-20-6B, with the amendment clarifying the three-day-per-week watering schedule and address-based division (even vs. odd), regarding water restrictions during drought conditions. Seconded by Councilmember Northcott.

Vote (Roll Call):

- Gretchen Northcott – Aye
- Bill Rolander – Aye
- Debbie Brown – Aye
- Sarah Mraz – Aye
- Mayor Kathi Knight – Aye

Result: All were in favor. Motion carried; Water Restrictions Ordinance adopted as amended.



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RESULTS: APPROVED

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

SEWER IMPACT FEES:

Motion: Councilmember Northcott made a motion regarding sewer impact fees as follows:

- Set the Manila sewer impact fee at \$3,500 per new standard residential connection (4-inch).
- Apply the same \$3,500 residential rate for Daggett County and Sweetwater County within the shared system.
- Set commercial/large connections at:
 - 6-inch connections: \$18,757.24
 - 8-inch connections: \$33,346.20
- Clarify that:
 - 4-inch is the standard residential household connection.
 - The duplicate 6-inch line on the fee schedule will be removed.
- Impact fees are effective upon signing.

Seconded by Councilmember Mraz.

Vote (Roll Call):

- Gretchen Northcott – Aye
- Bill Rolander – Aye
- Debbie Brown – Aye
- Sarah Mraz – Aye
- Mayor Kathi Knight – Aye

Result: All were in favor. Motion carried; sewer impact fee schedule adopted as stated.

RESULTS: APPROVED

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

POLICY FOR RETIREMENT ELIGIBILITY FOR TIER 2 ELECTED OFFICIALS AND PLANNING & ZONING BOARD PART-TIME (INELIGIBLE):

Motion: Councilmember Rylander moved to adopt the policy titled “Retirement Eligibility for Tier Two Elected Officials and Planning and Zoning Board Part-Time Members”, as an



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addition to the Policies and Procedures Manual, specifying that those positions are ineligible for Tier Two retirement benefits. Councilmember Brown seconded the motion.

Vote (Roll Call):

- Gretchen Northcott – Aye
- Debbie Brown – Aye
- Sarah Mraz – Aye
- Mayor Kathi Knight – Aye

Result: All were in favor. Motion carried; retirement eligibility policy adopted.

RESULTS: APPROVED

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

PUBLIC COMMENT: There was no public comment.

EXECUTIVE SESSION: There was no correspondence.

ADJOURNMENT: Councilmember Northcott motion to adjourn the special meeting. Councilmember Brown seconded the motion. All were in favor. The motion carried. Mayor Kathi adjourned the meeting at 6:49 pm.

Kathi Knight, Mayor

Jennifer Allphin, Town Clerk

