



**TOWN OF MANILA PUBLIC HEARING
& REGULAR MEETING
SENIOR/COMMUNITY CENTER
165 E HWY 43
SEPTEMBER 11, 2025, AT 6:00 P.M.**

PUBLIC HEARING MEETING CALLED TO ORDER: Mayor Kathi called the Public Hearing to order at 6:00 p.m.

PRESENT: Mayor Kathi Knight, Council Member Debbie Brown, Greg Scott, Bill Rylander, Gretchen Northcott (online via Teams), and Town Clerk Jennifer Allphin

GUESTS: Chandra Brady, Kourtney Allen, Rod Alexander, Jolene Alexander, Gary Pallesen, Nancy Olsen, Clark Olsen, Aaron Averett, Justin Van Eberstein, Steve Gregerson, RoyAnn Gregerson, Greg Petersen, Michelle Petersen, and Brianne Carter

EXCUSED: Councilmember Gretchen Northcott (online via Teams)

WATER CONSERVATION PLAN ADOPTION: Mayor Kathi presented the updated Water Conservation Plan. She said the Town has completed an updated plan prepared by Sunrise Engineering, which includes a revised water conservation goal. This public hearing was held to review and adopt the updated plan. While the plan itself remains largely unchanged from the 2013 version, the conservation goal has been significantly increased.

According to Sunrise Engineering, the Town has already achieved an 18% reduction in water usage. The new target requires an overall 21% reduction. Additionally, with the new antennas scheduled to be installed in the coming weeks, residents will be able to monitor their water usage more closely and identify leaks, which are expected to reduce consumption further.

JUNE 2024 ORDINANCE BOOK UPDATE: The Town is considering updates to Article Five: Unattached Garages in the June 2024 Ordinance Book, holding a public hearing to gather input from residents. The proposed changes aim to make the ordinance clearer and more easily understood.

In addition to the unattached garage changes, the ordinance book has been updated with simpler language and improved formatting. We have found that some areas of our ordinances can be confusing, and our goal is to better articulate them to reduce ambiguity. We plan to update the ordinance book approximately every quarter to address areas where clarification is needed.

PUBLIC COMMENT: There was no public comment.

ADJOURNMENT: Councilmember Rylander motioned to adjourn the Public Hearing. Councilmember Scott seconded the motion. All were in favor. The motion passed. Mayor Kathi adjourned the public hearing at 6:08 p.m.



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REGULAR MEETING CALLED TO ORDER: Mayor Kathi called the Regular Town Council meeting to order at 6:08 p.m.

PRESENT: Mayor Kathi Knight, Council Member Debbie Brown, Greg Scott, Bill Rylander, Gretchen Northcott (online via Teams), and Town Clerk Jennifer Allphin

GUESTS: Chandra Brady, Kourtney Allen, Rod Alexander, Jolene Alexander, Gary Pallesen, Nancy Olsen, Clark Olsen, Aaron Averett, Justin Van Eberstein, Steve Gregerson, RoyAnn Gregerson, Greg Petersen, Michelle Petersen, and Brianne Carter

EXCUSED: Councilmember Gretchen Northcott (online via Teams)

CONSENT CALENDAR:

Motion: Councilmember Scott moved to approve the consent calendar, consisting of payroll hours, budget worksheet, invoice register, transaction register, revenue analysis, and previous minutes. 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

WATER CONSERVATION PLAN ADOPTION ADOPT & APPROVE:

Motion: Councilmember Rylander motioned to adopt and approve the Water Conservation Plan. 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

JUNE 2024 ORDINANCE BOOK UPDATE APPROVED:

Motion: Councilmember Scott made a motion to accept and approve the June 2024 Ordinance book update. 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



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GLAMPING ARTICLE: Mayor Kathi reminded the council that the ordinance draft was not yet finalized. Discussion focused on three main points: parking, bathroom ratios, and setbacks/lot size.

1. Parking Requirements:

- Each unit must have a designated 24x10 space; overflow parking to be separate but flexible.

2. Utilities & Bathroom Facilities:

- Planning & Zoning had proposed one external bathroom per unit; council agreed this was excessive and recommended one bathroom per two units (5 per 10 sites), allowing all to be in a single building.

3. Setbacks & Lot Size:

- Minimum of 20 feet between units.
- Lot size does not need to be explicitly stated; compliance with setbacks, unit spacing, green space, and utilities will govern feasibility, with a minimum of 20-foot side-to-side spacing accepted.

Note: The Town Council agreed that developments must be commercially zoned and comply with all other regulations.

4. Fencing:

- Minimum 6' privacy fence along residential property lines.
- Optional front of the property fencing up to 4'.

5. Esthetics & Property Use:

- Must be appropriate for surroundings; no plastic tarps or visibly worn coverings.
- Must follow the Town's quiet ordinance.

6. Other Utility/Infrastructure Requirements:

- All utilities must be permanently installed; no temporary extensions or portable generators.
- Garbage collection must be provided (1 dumpster minimum, animal-proof).
- No porta-potties.

Note: Laundry facilities are not required per Planning and Zoning recommendation. The Town Council accepted.



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7. Lighting Requirements:

- Downward-facing lights, shielded from residents, with timers/nighttime control.

Fencing, aesthetics, utilities, and lighting requirements were all accepted as written by the Town Council.

8. Fire Safety:

- Must meet Daggett County and state codes and update as required.

Note: No changes to Fire Safety; accepted.

9. Application & Approval Process

- Conditional use permit required.
- Development agreement between town and developer.
- Plan review by Planning and Zoning.
- Includes plot layout, setbacks, utility plans, fence/building heights.
- Subject to transient room tax (TRT).
- All town-incurred fees are covered by the developer.
- All legal and engineering fees associated with the project shall be the responsibility of the developer.

Next Steps

- Ordinance will return to Planning and Zoning for final review and drafting changes (notably updating unit spacing to 20 feet).

Motion: Councilmember Scott made the motion to return the draft to Planning and Zoning with these revisions and recommendations. Councilmember Brown seconded the motion.

Vote: All were in favor. The motion passed

RESULTS: APPROVED

AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, SCOTT, BROWN, AND NORTHCOTT

WINTER LANDFILL HOURS: Mayor Kathi recommended that the winter landfill hours begin October 1, 2025, and run through March 31, 2026.

- Open Days/Times:
 - Every Tuesday from 8:00 a.m. to 12:00 p.m.
 - The first Saturday of each month, from 8:00 a.m. to 12:00 p.m.

Reasoning:

- Current activity levels at the landfill during the week are too low to cover the cost of staffing.



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- By reducing hours, we can reassign staff to other needed work while still providing consistent landfill access for residents.
- Hours are limited to mornings to ensure operations occur during daylight, especially after the November time change.

This schedule provides predictable access while balancing the need to operate efficiently.

Motion: Councilmember Scott motioned to accept the Town’s winter landfill hours beginning October 1, 2025, with the landfill open every Tuesday from 8:00 a.m. to 12:00 p.m. and on the first Saturday of each month from 8:00 a.m. to 12:00 p.m., continuing through March 31, 2026. Councilmember Brown seconded the motion.

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

RESULTS: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, SCOTT, BROWN, AND NORTHCOTT

CIVICS PLUS WEBHOSTING: Mayor Kathi introduces a proposal to transition the town's website to Civic Plus for better management and user experience. The annual fee for Civics Plus is \$2,900.00, with a \$300.00 security fee. The council agrees to the website upgrade, noting the benefits of improved notification and communication capabilities.

Motion: Councilmember Northcott motioned to accept the redesign and transfer of the town’s website with user-friendly advances and the prices noted by Mayor Kathi. Councilmember Brown seconded the motion.

Vote: All were in favor. The motion passed.

RESULTS: APPROVED
AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, SCOTT, BROWN, AND NORTHCOTT

SUNRISE ENGINEERING UPDATE:

Well 3: Aaron Averett with Sunrise Engineering provided an update on the Town’s Well #3, noting the need for additional capacity. He reported that the well had been recently cleaned and prepared for testing, and a new pump, rated between 300–550 gallons per minute, will be installed to determine actual production over 1–2 months of monitoring. Current wells #1 and #2 together produce about 400 gallons per minute, while the Town requires 813 gallons per minute to meet the State standards. Even under the best-case scenario, Well #3 would leave only a small buffer for growth, so Aaron recommended moving forward with plans to drill a new well, with a funding application to the CIB due January 1st, 2026, which will be awarded in June if given to the Town.



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Sewer Update: Aaron reported to the Town Council that negotiations are underway with property owners for three rights-of-way that will determine the alignment of sewer lines north to the sewer lagoons. Some easements involve multiple property owners coordinating among themselves. These negotiations are ongoing, and while they present challenges, contingency plans (Plan B and Plan C) are in place if needed. No decisions or changes are required currently.

The geotechnical report for the sewer lagoons has been completed. It found that in the dikes for the additional lagoon cell, compaction was not properly done, and there is no clay liner, meaning the cell cannot hold sewage or water as intended. While aerial views suggested partial construction, further investigation revealed that the area is essentially just dirt piled up and not a functioning cell. As a result, plans are being revised to fully reconstruct the cell to meet proper specifications. Cost estimates for this reconstruction are still being determined. Mayor Kathi let Aaron know that Rural Water visited yesterday and that the Town's screen system is closer to being approved. They expressed interest in reviewing Sunrise Engineering's design, as the system requires a small enclosure over the screen.

Dump Station Update: Steve Gregerson asked Mayor Kathi if the dump station issue had been resolved. Mayor Kathi responded that the Town is still working on it. Aaron explained that progress was delayed because the funding was initially tied to the pipeline project going to the sewer lagoons. However, the CIB recently approved separating the funding, which allows the dump station project to move forward on an accelerated timeline. While it is still likely a couple of months away from being bid out, the project is closer to moving ahead.

THE PINNACLE UPDATE: Mayor Kathi reported that she had sent another email to Jeremy Barker with Pinnacle, outlining the information that had been reviewed by Chandra and identifying what documents were still missing. Mr. Barker responded that he expected to have the requested materials submitted by the previous day; however, nothing has been received to date. Mayor Kathi stated that, in her opinion, the matter is now in Mr. Barker's hands, as the Town has completed all that it can at this point.

Aaron Averett with Sunrise Engineering agreed with Mayor Kathi's assessment.

Mayor Kathi asked whether Sunrise Engineering had received any additional information from Mr. Barker. Mr. Averett stated that Mr. Barker had sent one document on Tuesday morning, which he had begun reviewing, but noted that it did not include all of the required materials.

Mayor Kathi commented that Mr. Barker had indicated he did not realize a landscaping plan was required. Mr. Averett explained that the landscaping plan is a minor component of the overall submission, though several significant elements are still missing.



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Brianne Carter asked whether Mr. Barker would be submitting a subdivision plat to the county recorder's office or if any documentation currently defines the location of the condominium units. Mr. Averett confirmed that the plat will be submitted; however, the process is somewhat delayed because the developer agreement has not yet been finalized. He explained that certain terms within the developer agreement affect the details of the final plat. Once the agreement is complete, the plat can move forward. Mr. Averett added that the plat is nearly complete, with only a few remaining items to address.

Mayor Kathi stated that the developer agreement has already been sent to Mr. Barker, but no response has been received.

Mr. Averett concluded by noting that the remaining items primarily include the lighting plans and other related details.

BUILDING UPGRADE UPDATE: Mr. Gary Pallesen reported that Mayor Kathi is temporarily moving into her new office while work continues on the remaining spaces. He stated that her previous office area has been cleared, so framing can begin for the two additional offices in that section. New phones were installed earlier in the day, and electricians were on site completing the lighting installation. Power has been connected down the hallway, though the extent of completion is uncertain. Mr. Pallesen noted that progress is steady, with only the conference room, Public Works office, and file room still requiring painting.

PUBLIC WORKS UPDATE:

Vac Truck Update: Gary Pallesen reported that the Vac Truck is approximately four weeks from completion. He stated that the company currently has possession of the truck and is reconditioning any components that require attention. Mr. Pallesen noted that Ken indicated he would contact the Town as the delivery date approaches to confirm the specific tooling to be installed. All tooling and equipment will be new.

Garbage Collection Update: Gary Pallesen reported that garbage collection went well over the Labor Day holiday. He stated that the Public Works completed the route with one full truckload. Mr. Pallesen jokingly asked Ms. Deb if she had come to help with garbage collection yet, to which she responded that she had recently finished her building project and would now have more availability.

Mr. Pallesen noted that residents are improving in setting out their trash cans properly. He added that many residents have begun leaving tags or positioning bag handles so they are visible, which



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helps the Public Works identify pickups more efficiently. He stated that if all residents followed this practice, it could reduce collection time by approximately one hour.

Water Department / Cross-Connection Update: Gary Pallesen reported that Chad is performing well and has completed the Rural Water program; the results have not yet been returned but are expected shortly.

Mayor Kathi commended Mr. Pallesen for completing the cross-connection course, noting that he passed with high marks. She observed that this will be the first time in approximately five years that Town staff are certified in cross-connection control for both water and wastewater, which she described as a significant accomplishment.

Mr. Pallesen advised that enforcement of cross-connection requirements will be challenging for the Town. He stated that Rural Water recommended implementing enforcement gradually rather than attempting to address all issues at once. As an example, he noted that connecting a hose to a yard hydrant for irrigation without a backflow preventer is a violation. Mr. Pallesen emphasized the need to address compliance incrementally to avoid becoming overwhelmed.

Vac Truck and Dust Control Discussion: Mayor Kathi noted that one of the benefits of purchasing the vac truck is its capability to be used for watering down roads to help control dust. She stated that this dual purpose was a key factor in the decision to acquire the truck.

Steve Gregerson asked whether the Town could use secondary water for this purpose. Gary responded that it was unlikely, explaining that the Town probably could not obtain secondary water from the Garden Club system. He added that using untreated or dirty water was not advisable, as the vac truck is equipped with a high-pressure pump that could be damaged by sediment or debris. Gary further noted that the Town's water supply is currently sufficient, and that using culinary water to lightly mist the roads for dust control could be managed on a day-to-day basis if needed.

PUBLIC COMMENT: Justin Von Eberstein withdrew his comment. Michelle Petersen withdrew her comment. Clark Olsen withdrew his comment. There was no public comment.

EXECUTIVE SESSION: There was no correspondence.

ADJOURNMENT: Councilmember Scott motioned to adjourn the regular town council meeting. Councilmember Brown seconded the motion. All were in favor. The motion passed unanimously. Mayor Kathi adjourned the regular meeting at 7:22 p.m.


Kathi Knight, Mayor




Jennifer Allphin, Town Clerk