

MEETING MINUTES
EPHRAIM CITY COUNCIL
CITY COUNCIL CHAMBERS, EPHRAIM CITY HALL
5 SOUTH MAIN, EPHRAIM, UTAH
AUGUST 20, 2025
6:00 PM

ROLL CALL

MEMBERS PRESENT

Lloyd Stevens, Mayor Pro Tem
Margie Anderson
Anthony Beal

Dennis Nordfelt

MEMBERS EXCUSED

John Scott, Mayor
Troy Birch

STAFF PRESENT

Katie Witt, City Manager
Candice Maudsley, City Recorder
Bryan Kimball, Community Development
Megan Spurling, Planner

Jon Knudsen, Finance Director
Jeff Jensen, Public Works
Colby Zeeman, Police
Jeff Hermansen, Fire Chief

CALL TO ORDER, PLEDGE, AND INVOCATION

The Ephraim City Council Meeting, having been properly noticed, was called to order at 6:00 p.m. by Mayor Pro Tem Stevens.

The Pledge of Allegiance was led by Katie Witt.

The Invocation was offered by Council Member Anderson.

PUBLIC COMMENT

No public comment presented.

PRIMARY ELECTION CANVASS

Ephraim City Recorder Candice Maudsley presented the canvass report for the August 12, 2025, Municipal Primary Election. The report included the number of ballots counted, the number of ballots not counted with reasons, provisional ballot totals, and information on the ballot cure process. The Board of Municipal Canvassers reviewed the report as required by Utah Code § 20A-4-304. Dennis Nordfelt and Chris Larsen will advance to the general election for mayor, while Melissa “Missy” Lee Corona, Eddy Christensen, Loren Dale Steck, and Jack Dalene will advance for City Council.

Councilmember Anderson moved to certify the results of August 12, 2025, Municipal Primary Election as reflected in the canvass report and declare those persons receiving the highest number of votes duly nominated to the General Municipal Election. The motion was seconded by Councilmember Beal. The vote was unanimous. The motion carried.

CONSENT AGENDA

CONSENT AGENDA ITEMS

1. APPROVAL OF WARRANT REGISTER
2. APPROVAL OF AUGUST 6, 2025, CITY COUNCIL MEETING MINUTES

Councilmember Beal moved to approve the Consent Agenda. The motion was seconded by Councilmember Nordfelt. The vote was unanimous. The motion carried.

STUDY AGENDA

PROCUREMENT POLICY

Finance Director Jon Knudsen presented highlights of the updated draft Procurement Policy. The policy has been reformatted to align with state code and establishes three procurement tiers based on dollar amounts:

- **Tier 1 (\$0–\$5,000):** Departments may make purchases without bids.
- **Tier 2 (\$5,000–\$25,000):** Requires bids, with a 3% preference given to local bidders.
- **Tier 3 (\$25,000+):** Requires formal bidding and City Council approval.

Exceptions to the bidding process include professional service contracts, which may be awarded based on qualifications, and change orders of less than 15% of the original contract amount, which do not require additional Council approval.

FORT EPHRAIM SQUARE

City Manager Katie Witt presented the vision for Fort Ephraim Square, located behind several of Ephraim’s historic buildings near the site of the original fort. The project is in its early stages, with the Historic Board taking the lead. Plans include relocating the C.C.A. Christensen cabin to Pioneer Park, with the Christensen family covering moving costs and the City providing the foundation and utility connections. A non-historic shed in the area is proposed for removal and surplus. The renovation supports the City Council’s downtown revitalization efforts.

The Historic Preservation Board will lead public input on the Fort Ephraim Square project and interested residents were encouraged to apply for board positions. The Board will work with the community to develop a vision for the space while grants are pursued and funds budgeted, with implementation anticipated in 2027–2028. Community involvement will be essential in creating a project that is “uniquely Ephraim.”

ACTION AGENDA

SOAP CREEK REZONE

Applicants Fred Johnson and Christine Hanks requested an amendment to the Ephraim City Zoning Map to rezone property located near 600 South and 600 West from General Commercial (C2) and Agricultural (A) to Industrial (I) for the purpose of expanding their current business. Staff reviewed the application and determined that it meets the minimum requirements of the Ephraim City Municipal Code. The Ephraim City Planning and Zoning Commission reviewed the request and forwarded a recommendation of approval to the City Council.

Councilmember Nordfelt moved to approve the Soap Creek Rezone to Industrial. The motion was seconded by Councilmember Beal. The vote was unanimous, Councilmember Birch was absent. The motion carried.

EPHRAIM CITY ORDINANCE 25-10 CONSTRUCTION STANDARDS

City Engineer Bryan Kimball recapped the proposed updates to the City's Construction Standards, last significantly revised in 1999. Updates include changes to water meters, road standards, storm drain requirements, traffic control submittals, and the allowance of APWA standards with City Engineer approval. The completed version is included in the Council packet as Ordinance 25-10. Staff requested authorization to make technical formatting adjustments in final preparation.

Councilmember Anderson moved to adopt ECO 25- 10 an ordinance adopting a revised construction standards policy. The motion was seconded by Councilmember Beal. The vote was unanimous; Councilmember Birch was absent. The motion carried.

COUNCIL REPORTS

Margie Anderson

- Local doctors and medical providers participated in the Snow College Street Stroll, speaking with students and sharing information.

Lloyd Stevens

- The Fire Department responded to four calls related to the fire on the west side.
- The Power Department worked through the night to repair a broken transformer.

CITY MANAGER REPORT

- Reported on the UAMPS Conference.
- Thanked Michael for his assistance with the Badger Street Stroll.

ADJOURNMENT

There being no further business to come before the Council for consideration, Councilmember Nordfelt moved the Regular Council Meeting adjourn at 6:43 p.m. The motion was seconded by Councilmember Anderson. The vote was unanimous. The motion carried.

The next regular City Council meeting is scheduled to be held on Wednesday, September 3, 2025, starting at 6:00 p.m. in the Ephraim City Council room.

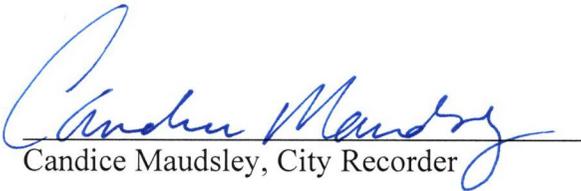
MINUTES APPROVED:



John Scott, Mayor

9-2-25
Date

ATTEST:



Candice Maudsley, City Recorder



9-2-25
Date