MEETING MINUTES
EPHRAIM CITY COUNCIL
CITY COUNCIL CHAMBERS, EPHRAIM CITY HALL
5 SOUTH MAIN, EPHRAIM, UTAH
OCTOBER 15, 2025
6:00 PM

ROLL CALL

MEMBERS PRESENT
John Scott, Mayor
Lloyd Stevens, Mayor Pro Tem
Margie Anderson
Anthony Beal
Troy Birch

MEMBERS EXCUSED
Dennis Nordfelt

STAFF PRESENT

Katie Witt, City Manager (Zoom)
Candice Maudsley, City Recorder
Bryan Kimball, Community Development
Megan Spurling, Planner
Jon Knudsen, Finance Director
Jeff Jensen, Public Works
Cory Daniels, Power Director
Colby Zeeman, Police
Jeff Hermansen, Fire Chief
Michael Thompson, Library Director

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 Scott.

The Pledge of Allegiance was led by Colby Zeeman.

The Invocation was offered by Council Member Stevens.

PUBLIC COMMENT

No public comment presented.

CONSENT AGENDA

CONSENT AGENDA ITEMS

1. **APPROVAL OF WARRANT REGISTER**
2. **APPROVAL OF SEPTEMBER 17, 2025 MINUTES**

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

STUDY AGENDA

REVIEW OF EMPLOYEE HANDBOOK REVISIONS

City Recorder Candice Maudsley and Finance Director Jon Knudsen reviewed proposed updates to the Employee Handbook. The revisions include the removal of outdated sections, the addition of federal employment law references, and clarification of several existing policies.

Specific revisions related to qualified part-time and probationary status policies were discussed. They noted that staff had been working to consolidate policy changes over the past two months and that the revised handbook would be available for Council review at the next meeting.

They explained that the new policy would prevent employees from receiving both a Cost-of-Living Adjustment (COLA) and a probationary increase during the six-month probationary period. Instead, employees would receive the greater of the two increases at the end of the probationary period.

CIB BOND DISCUSSION

City Engineer Bryan Kimball reviewed the background and details of the proposed bond for the Canyon Pipeline Replacement Project. The project involves replacing the aging high-pressure water pipeline that carries water from the springs to the hydro facility, identified as a critical infrastructure need in the City's Water Master Plan.

Mr. Kimball noted that the existing pipeline is nearly 50 years old and difficult to repair or replace, with its useful life nearing completion. He explained that the total project cost is approximately $3.7 million, funded primarily through grants and federal support. The City has secured a $3 million federal earmark through the EPA, a $750,000 match waiver, and a $750,000 CIB grant/loan split, with the loan portion to be covered by this bond. The City's total cash contribution will be approximately $20,000, and the loan amount of $278,000 will carry a 1.5% interest rate over 30 years, resulting in an annual payment of approximately $11,000–$12,000.

Mr. Kimball confirmed that the environmental reports for the project have been completed, and this bond represents the final piece of funding needed to move forward. He also reviewed the existing water debt outlined in the resolution and discussed the possibility of pledging funds from both the Water Fund and the Electric Fund.

He noted that the parameters resolution would be presented to the City Council at the next meeting on November 5, followed by the general bond resolution and public hearing scheduled for December 3.

ACTION AGENDA

BID APPROVAL FOR LOWER PENSTOCK REPLACEMENT

Garrick Willden, representing Jones & DeMille Engineering, presented the results of the bid process for the Lower Penstock Replacement Project. He explained that this project involves replacing a high-pressure water pipeline, which requires contractors with specialized welding experience.

Mr. Willden reviewed the two lowest qualified bids and reported that VanCon, Inc. submitted the lowest qualified bid in the amount of $4,407,480. He noted that while an additional connection to the ropes course tank was initially considered, it was later removed from the project due to cost constraints.

The proposal includes cathodic protection to extend the lifespan of the new pipeline. Mr. Willden stated that Jones & DeMille Engineering has had positive prior experience with VanCon and recommended awarding the project to VanCon, Inc.

He further explained that although recent federal government funding delays may affect the project start date, the Mayor has signed the bid approval form, allowing work to begin as soon as funding is released.

INTERLOCAL AGREEMENT SANPETE REGIONAL AIRPORT

The Council reviewed the Interlocal Agreement for the Sanpete Regional Airport, a joint effort between Ephraim City, Manti City, and Sanpete County to establish a regional airport partnership and rename the facility as the Sanpete Regional Airport.

It was noted that Manti City Council would be voting on the agreement later that evening and that the Sanpete County Commission would consider it at their meeting on October 21. Once all parties have approved and signed the agreement, the process for the official name change of the airport will begin.

The agreement outlines a revised governance and operational structure, with two mayors and one county commissioner serving as voting members of the airport board. Responsibilities will be shared among the entities:

- Sanpete County will oversee public relations and community development.
- Ephraim City will manage financial operations.
- All parties will collaborate on airstrip maintenance and public safety.

A modification was made to the agreement to change the wording on page 71 from "Ephraim City" to "gaining parties." The agreement may be amended as needed over time, with Exhibit A containing duties that may change more frequently.

Councilmember Birch moved to approve the Interlocal Agreement for the Sanpete Regional Airport with the change on page 71 from "Ephraim City" to "remaining parties". The motion was seconded by Councilmember Stevens. The vote was unanimous. The motion carried.

EPHRAIM CITY ORDINANCE 25-11

Michael Thompson presented proposed fee schedule changes for the Community Center and Library. The proposed updates to the Community Center fees, which include adjustments to half-day and full-day rental rates, as well as the addition of a weekend surcharge and an employee rental rate were discussed. The revised schedule also differentiates between for-profit and nonprofit rates, with all users required to pay a security deposit. The changes are intended to better align Ephraim's rental structure with neighboring communities and ensure fair use of the facility.

Mr. Thompson also presented proposed changes to Library fees and policies. The updates include revisions to resident and non-resident library card rates and the elimination of the college student card. A new late fee structure was introduced for the "Library of Things" collection, and a commercial use fee will be added for use of the new Makerspace currently being developed.
He further noted that Chester will now be included in the Ephraim Library service area, extending library access to additional county residents.

Councilmember Stevens moved to approve ECO 25-11 amending the Community Center Fee and Library Fee Schedule. The motion was seconded by Councilmember Beal. The vote was unanimous. The motion carried.

COUNCIL REPORTS & APPOINTMENTS

Councilmember Beal moved to appoint Rachel Butterfield to fill the remaining term for Jenny Harris, expiring June 7, 2026 on the Library Board. The motion was seconded by Councilmember Anderson. The vote was unanimous. The motion carried.

Scandinavian Festival Board appointments were postponed to the next meeting.

Margie Anderson

- Served as State Legislative Liaison and reported that the voting district map for the state of Utah is still under discussion.

Anthony Beal

- Recognized the library staff for their efforts, noting that storytime programs are excellent.
- Provided an update on the Youth City Council, highlighting the upcoming Spook Alley event on October 24 at the Cache Valley Bank Peterson Home.

Troy Birch

- Reported on ULCT, recognizing departing council members and noting that Megan Spurling's presentation was well received.
- Announced that flags will be placed on November 6 for Veterans Day and volunteers are needed to assist.

ADJOURNMENT

There being no further business to come before the Council for consideration, Councilmember Anderson moved the Regular Council Meeting to adjourn at 6:54 p.m. The motion was seconded by Councilmember Beal. The vote was unanimous. The motion carried.

The next regular City Council meeting is scheduled to be held on Wednesday, November 5, 2025, starting at 6:00 p.m. in the Ephraim City Council room.

MINUTES APPROVED:

John Scott, Mayor

11-5-25
Date

ATTEST:

Candice Maudsley, City Recorder

11-5-25
Date