



**EPHRAIM CITY COUNCIL  
REGULAR MEETING AGENDA**  
Council Chambers – Ephraim City Hall  
5 South Main, Ephraim, Utah  
Wednesday, December 3, 2025  
6:00 PM

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Today's meeting will be held in person in the Council Chambers and is open to the public. Members of the press and public are also invited to view this meeting live on YouTube.

To participate in the public comment period or any scheduled public hearings, please email [cmaudsley@ephrain.gov](mailto:cmaudsley@ephrain.gov) before 3:00 PM on the day of the meeting. Attend via Zoom at the link below:

<https://us02web.zoom.us/j/86759424961?pwd=9i2ySQdwxJR8FUFF0MwbFlrqGgcYOI.1>

Live Stream on YouTube at 6:00 P.M.

<https://www.youtube.com/@EphraimCityUtah/streams>

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**6:05 PM**

**CALL TO ORDER**

**ROLL CALL**

**OPENING CEREMONY**

Community members, churches, or organizations are invited to offer a thought, reading, or invocation at the beginning of City Council meetings. To participate, contact the City Recorder by the Friday morning before the meeting. Meetings are held on the first and third Wednesdays of each month.

**PUBLIC COMMENT**

Members of the public may address the Council on items related to City business or the current agenda. A comment form must be submitted to the Mayor prior to the meeting. Comments are limited to five minutes per person. The Council cannot take action during this portion of the meeting but may respond briefly, refer the matter to staff, or place it on a future agenda. All City Council meetings are recorded.

## **I. Public Hearing**

A. Public Hearing to receive input with respect to the issuance of Parity Water Revenue Bonds in the principal amount of up to \$500,000 with interest at a rate not to exceed 2.5% per annum payable over a period of not more than 35 years and any potential impact to the private sector from the construction of the Project (Bryan Kimball)

B. Public Hearing to receive input with respect to the issuance of Street Improvement Revenue Bonds in the principal amount of up to \$350,000 with interest at a rate not to exceed 2.5% per annum payable over a period of not more than 10 years and any potential impact to the private sector from the construction of the Project (Bryan Kimball)

C. Public Hearing to open and adjust the 2025-2026 budget (Jon Knudsen)

## **II. Presentations**

A. FY 24-25 Audit Presentation (Jon Haderlie)

B. Gas Power Plant Presentation (Cory Daniels)

## **III. Consent Items**

A. Ratification of Warrant Register between November 15, 2025, and November 26, 2025

B. Approval of November 18, 2025, Election Canvass Minutes, and November 19, 2025, City Council Meeting Minutes

Pages 4-9

## **IV. Action Agenda**

A. Ephraim City Resolution 25-26 FY 25-26 Budget Amendment (Jon Knudsen)

Pages 10-14

## **V. Council Reports**

## **VI. City Manager Report**

### **CLOSED SESSION**

From time to time, matters are discussed by the City Council that do not appear on the posted agenda. Items that require/request action taken by the City Council will appear in the posted agenda. Submitted Action Items for the Council agenda must be received by the City Recorder's office by the Friday prior to the Council meeting and should be accompanied by any and all supporting written documentation. Without such documentation, the recorder reserves the right to postpone the hearing of any item until such documentation has been submitted.

### **ADJOURNMENT**

In Accordance with the Americans with Disabilities Act (ADA) this facility is wheelchair accessible and handicap parking is available. Request for accommodations and interpretive services must be made three (3) working days prior to the meeting. Please contact the city office at 283-4631 for information or assistance.

### **CERTIFICATE OF POSTING**

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda were posted this 1st day of December 2025. A copy was also provided to the local media and posted on the Utah State, and city website.

Candice Maudsley,  
EPHRAIM CITY RECORDER

**MINUTES**  
**CITY COUNCIL GENERAL ELECTION CANVASS**  
CITY COUNCIL CHAMBERS, EPHRAIM CITY HALL  
5 SOUTH MAIN, EPHRAIM, UTAH  
NOVEMBER 18, 2025  
6:00 PM

**CALL TO ORDER**

The Ephraim City Council convened in a City Council Meeting on Wednesday, November 18, 2025, in the City Council Room. Mayor Scott called the meeting to order at 6:00 p.m.

**ROLL CALL**

**MEMBERS PRESENT**

John Scott, Mayor  
Lloyd Stevens,  
Mayor Pro Tem

**MEMBERS EXCUSED**

Margie Anderson  
Anthony Beal  
Troy Birch  
Dennis Nordfelt

**STAFF PRESENT**

Katie Witt, City Manager  
Candice Maudsley,  
City Recorder

**GENERAL ELECTION CANVASS**

**Presentation of General Election Canvass**

- City Recorder Candice Maudsley presented the November 4, 2025, general election results to city council.
- Certificates of election will be emailed to Chris Larsen, Jack Dalene, and Loren Steck

*Councilmember Stevens moved to certify the results of the November 4, 2025, Municipal General Election as reflected in the canvass report and declare those persons receiving the highest number of votes duly elected. The motion was seconded by Councilmember Nordfelt. The vote was unanimous. The motion carried.*

**ADJOURNMENT**

*There being no further business to come before the Council for consideration, Councilmember Anderson moved the Council Meeting to adjourn at 6:09 p.m. The motion was seconded by Councilmember Birch. The vote was unanimous. The motion carried.*

**MINUTES APPROVED:**

\_\_\_\_\_  
**JOHN SCOTT, MAYOR**

\_\_\_\_\_  
**DATE**

**ATTEST:**

\_\_\_\_\_  
**CANDICE MAUDSLEY, CITY RECORDER**

\_\_\_\_\_  
**DATE**

Draft

**MEETING MINUTES**  
**EPHRAIM CITY COUNCIL**  
CITY COUNCIL CHAMBERS, EPHRAIM CITY HALL  
5 SOUTH MAIN, EPHRAIM, UTAH  
NOVEMBER 19, 2025  
6:00 PM

**ROLL CALL**

**MEMBERS PRESENT**

John Scott, Mayor  
Lloyd Stevens, Mayor Pro Tem  
Margie Anderson  
Anthony Beal  
Troy Birch  
Dennis Nordfelt

**MEMBERS EXCUSED**

**STAFF PRESENT**

Katie Witt, City Manager  
Candice Maudsley, City Recorder  
Colby Zeeman, Police

**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 Council Member Nordfelt.

The Invocation was offered by Council Member Beal.

**PUBLIC COMMENT**

No public comment presented.

**CONSENT AGENDA**

**CONSENT AGENDA ITEMS**

- 1. APPROVAL OF WARRANT REGISTER**
- 2. APPROVAL OF NOVEMBER 5, 2025, CDBG PUBLIC HEARING AND REGULAR COUNCIL MEETING MINUTES.**

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

## ACTION AGENDA

### **EPHRAIM CITY ORDINANCE 25-14 SPECIAL EVENTS ORDINANCE**

Police Chief Colby Zeeman presented the proposed Special Events Ordinance and asked if the Council had any questions. Councilmember Anderson recommended that the ordinance be widely advertised to ensure the public is aware of the new requirements. Staff explained that the procedures outlined in the ordinance have already been the City's standard practice, and the ordinance simply formalizes the existing process.

*Councilmember Anderson moved to approve ECO 25-14 Special Events Ordinance. The motion was seconded by Councilmember Birch. The vote was unanimous. The motion carried.*

### **EPHRAIM CITY RESOLUTION 25-25 SANPETE COUNTY REGIONAL AIRPORT NAME CHANGE**

City Manager Katie Witt reminded the Council of the recently approved interlocal agreement between Ephraim City, Manti City, and Sanpete County, which included a provision to rename the Manti-Ephraim Airport. Mayor Scott spoke about the future of aviation and the ongoing evolution of transportation and commerce, noting how this partnership positions the region for long-term opportunities.

The Council reviewed Resolution 25-25, which officially changes the airport's name to **Sanpete County Regional Airport**. It was explained that the name change strengthens the partnership with Sanpete County and may expand economic development prospects as well as future eligibility for FAA funding.

*Councilmember Nordfelt moved to approve ECR 25-25 Sanpete County Regional Airport Name Change. The motion was seconded by Councilmember Birch. The vote was unanimous. The motion carried.*

## **COUNCIL APPOINTMENTS & REPORTS**

*Councilmember Beal moved to appoint Jeremy Hallows as an advisor to the newly constituted Airport Board. The motion was seconded by Councilmember Nordfelt. The vote was unanimous. The motion carried.*

### **Councilmember Dennis Nordfelt**

- Reported that the Scandinavian Festival Board will hold its first meeting with the newly appointed board members tomorrow.

### **Councilmember Anthony Beal**

- **Library Board:** Provided an update on library funding discussions, including potential RAP tax funding and the possibility of a future library addition.
- **Youth City Council:** Calvin Western reported on placing veterans' signs throughout the city

and upcoming participation in the Light Parade and Santa letter program. Porter Mickel also offered additional updates on youth activities.

**Councilmember Troy Birch**

• **Cemetery Board:** The board placed and later removed the flags for Veterans Day. Cemetery code updates are currently under review and revisions are underway.

**Mayor Scott**

- Holly Sweeten visited and toured city facilities with the Mayor and City Manager to review ongoing federal projects.
- The Revere Clinic and Intermountain InstaCare held a ribbon-cutting ceremony today, and the event was well attended.
- Construction on the temple is expected to be completed this Friday.
- The Mayor met with the Ferguson Group prior to the end of the federal shutdown; the discussion focused on strategies for securing grants and federal earmarks.
- Wreaths Across America will place wreaths on veterans' graves during the Christmas season.

**CITY MANAGER REPORT**

- Beginning in January, City Council meetings will shift from **6:00 PM to 7:00 PM**.

**ADJOURNMENT**

*There being no further business to come before the Council for consideration, Councilmember Nordfelt moved the Regular Council Meeting adjourn at 6:22 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, December 3, 2025, starting at 6:00 p.m. in the Ephraim City Council room.

**MINUTES APPROVED:**

\_\_\_\_\_  
John Scott, Mayor

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Candice Maudsley, City Recorder

\_\_\_\_\_  
Date

Draft

**EPHRAIM CITY**

**CITY COUNCIL**

TO: MAYOR AND COUNCIL

FROM: Jon Knudsen, Finance Director, Finance

SUBJECT: MID-YEAR BUDGET AMENDMENT

AGENDA TYPE: ACTION ITEM

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**RECOMMENDATION**

Staff recommends approval of the FY26 Mid-Year Budget Amendment to reflect updated revenues, incorporate newly awarded grants and loans, adjust the administrative fee allocations to enterprise funds, and update capital project budgets. These changes ensure the City's financial records accurately represent current-year activity and maintain compliance with state budget requirements.

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**BACKGROUND**

During the first half of FY26, several financial conditions shifted from the original adopted budget. The City received multiple unbudgeted grants and loans. In addition, certain revenue categories—such as permits and utility revenues—have exceeded initial projections, requiring budget adjustments. Finally, staff completed a review of the administrative service charges to the enterprise funds and identified the need to update the internal cost allocation to more accurately match actual administrative support levels.

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**ANALYSIS**

The proposed budget amendment includes four primary adjustments:

**1. Administrative Fee Adjustment:**

Updated cost allocation calculations reflect additional research into the administrative services provided to the Water, Sewer, Electric, Garbage, and Roads funds. The amendment adjusts the internal transfer amounts to better represent actual administrative support and to align Ephraim City's practices with those commonly used by comparable Utah municipalities.

## **2. Grant and Loan Revenue Recognition:**

The City received unbudgeted grant and loan funds for GOEO, Library, Airport, and Water. These revenues and corresponding expenditures must be formally adopted to comply with Utah Code and ensure transparency.

## **3. Updated Revenue Projections:**

Several City revenues have outperformed budget expectations (e.g., permits, wildland fires, and selected enterprise fund revenue categories). Adjusting these projections aligns the budget with actual trends and improves forecasting reliability for the remainder of FY26.

## **4. Capital Project Updates:**

Cost estimates for certain FY26 capital projects—such as water lines—require adjustment due to updated engineering estimates and timing changes. These amendments ensure accurate project budgeting.

### **Pros of the recommended amendment:**

- Keeps the budget in compliance with Utah Code.
- Enhances financial accuracy and transparency.
- Ensures enterprise fund admin fees reflect fair and supportable cost allocation.
- Appropriately budgets for new grant-funded opportunities.

### **Cons:**

- Updated admin fees may impact enterprise fund cash flow; however, the adjustments are necessary for accurate accounting.

## **FISCAL REVIEW**

The amendment impacts the General Fund and enterprise funds. Grant and loan revenues almost fully offset corresponding expenditures, some grants have a small city match. Increased permits, wildland fires, and other revenues partially or fully offset expenditure adjustments in the General Fund. Changes to the administrative fee allocation increase General Fund revenue while increasing internal expenses within the enterprise funds.

There is no negative structural impact, and all adjustments remain within available cash balances for each fund.

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## **LEGAL REVIEW**

Budget amendments require a public hearing and approval by resolution under Utah Code §10-6-128. The City Attorney has reviewed the amendment process and confirmed that the ordinance and noticing requirements have been met.

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## **ALTERNATIVES**

1. **Approve the mid-year budget amendment** as presented.
2. **Modify specific line items** before approval.
3. **Deny the amendment**, leaving the adopted FY26 budget unchanged (not recommended, as it would leave the budget out of alignment with actual revenues, grants, and expenditures).

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## **CONCLUSION**

The proposed mid-year budget amendment ensures Ephraim City's FY26 budget reflects accurate financial activity, incorporates awarded grants, aligns enterprise fund admin fees with actual support costs, and updates capital project funding. Adoption of the amendment maintains compliance, improves transparency, and supports effective financial management. Staff recommends approval.

RESOLUTION ECR 25-26

**A RESOLUTION AMENDING THE EPHRAIM CITY BUDGETS FOR FISCAL  
YEAR 2026**

**WHEREAS**, the Ephraim City Council adopted a Fiscal Year Budget; and

**WHEREAS**, the City would like to amend the budget to more accurately reflect revenue and expenditures; and

**WHEREAS**, the Council finds that amending the budget would be in the best interest of the City and her Citizens.

**Now, therefore, be it resolved by the Ephraim City Council:**

1. The budget, which is attached hereto as Exhibit A, and incorporated herein by this reference, is hereby amended.
2. This resolution shall be effective on the date of adoption.

Approved and adopted on this 3<sup>rd</sup> day of December 2025.

\_\_\_\_\_  
John Scott  
Mayor

ATTEST:

\_\_\_\_\_  
Candice Maudsley  
City Recorder

**GENERAL FUND**

10-32-220	SUBDIVISION AND ZONING PERMITS	38,000.00
10-33-402	STATE GRANT - LIBRARY	5,000.00
10-33-403	STATE GRANT - FIRE - REIMB	10,000.00
10-33-406	STATE GRANTS-PASS T-GOEO	60,000.00
10-34-510	ADMIN CHARGE-WATER	160,625.00
10-34-520	ADMIN CHARGE-SEWER	108,747.00
10-34-530	ADMIN CHARGE-ELECTRICITY	168,342.00
10-34-540	ADMIN CHARGE-GARBAGE	8,310.00
10-34-570	ADMIN CHARGE-CLASS C ROAD	40,720.00
10-37-300	PENALTIES	10,000.00
10-38-950	APPROPRIA. FROM BEG FUND BAL	(948,810.00)
10-39-384	TRAN FROM BLDG CAPITAL PROJ F	361,566.00
		<b>22,500.00</b>

10-80-701	GOEO GRANT - C&J SPECIALTIES	60,000.00
10-85-830	ART CENTER	(37,500.00)
		<b>22,500.00</b>

**ROADS**

11-38-950	APPROPRIA. FROM BEG FUND BAL	31,918.00
		<b>31,918.00</b>

11-60-350	ADMINISTRATIVE FEE	40,720.00
11-90-902	APPROPRIATION TO BEG FUND BAL	(8,802.00)
		<b>31,918.00</b>

**WATER**

51-38-100	WATER SALES	150,000.00
51-38-300	GRANT REV-CIB CULINARY PIPE	472,000.00
51-38-310	GRANT REVENUE	3,000,000.00
51-38-400	LOAN REVENUE	300,000.00
51-38-401	LOAN REVENUE-CIB CULINARY PIPE	278,000.00
51-38-801	SALE OF PROPERTY	270,000.00
51-38-950	APPROPRIATIO FROM BEG FUND BAL	(239,375.00)
		<b>4,230,625.00</b>

51-40-350	ADMINISTRATIVE FEE	160,625.00
51-50-102	CANYON WATER LINE - LOWER	3,770,000.00
51-50-103	CANYON WATER LINE - UPPER	300,000.00
		<b>4,230,625.00</b>

**SEWER**

52-38-950	APPROPRIATIO FROM BEG FUND BAL	108,747.00
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52-40-350	ADMINISTRATIVE FEE	108,747.00
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**ELECTRIC**

53-37-150	ELECTRIC COMMERCIAL-TAXABLE	250,000.00
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53-40-902	APPROPRIATION TO BEG FUND BAL	(18,342.00)
53-70-703	NATURAL GAS POWER GEN. STATION	100,000.00
53-40-350	ADMINISTRATIVE FEE	168,342.00
		<b>250,000.00</b>

**GARBAGE**

54-37-100	GARBAGE FEES	6,000.00
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54-40-902	APPROPRIATION TO BEG FUND BAL	(2,310.00)
54-40-350	ADMINISTRATIVE FEE	8,310.00
		<b>6,000.00</b>

**AIRPORT**

59-33-404	GRANTS - FAA	140,000.00
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59-40-798	CO - LIGHTING	140,000.00
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