



**EPHRAIM CITY COUNCIL
REGULAR MEETING AGENDA**
Council Chambers – Ephraim City Hall
5 South Main, Ephraim, Utah
Wednesday, February 4, 2026
7:00 PM

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 before 3:00 PM on the day of the meeting.

Live Stream on YouTube at 7:00 P.M.

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

7:00 PM

CALL TO ORDER

- 1) ROLL CALL
- 2) PRAYER OR THOUGHT
- 3) PLEDGE OF ALLEGIANCE.

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 three 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. Please state your name and city of residence for the record.

I. Presentations

- A. Fire Department Update (Chief Jeff Hermansen)

II. Consent Items

- A. Ratification of Warrant Register between January 17, 2025, and January 29, 2026

Pages 4-7

- B. Approval of January 21, 2026, City Council Meeting Minutes

III. Study Agenda

Pages 8-9

- A. Backing Policy (Katie Witt)

IV. Action Agenda

Pages 10-13

- A. Conditional Use Permit-CVG-Ephraim Apartments (Megan Spurling)

- 1. The applicant, Mike Ballard, with CVG-Ephraim Apartments One, LLC, is requesting a Conditional Use Permit to build a multi-family development. The applicant is proposing to build a 164-unit, market rate, apartment complex to support workforces from future businesses in the area as well as Snow College.

Pages 14-17

- B. Ephraim City Resolution 26-01 Vehicle Policy (Katie Witt)

V. Council Appointments

- A. Appointments to City Boards:

- 1. Lorna Larson & Kelly Larsen: re-appointment to a five-year term on the Utilities Board
 - 2. Jill Nielson appointment to a four-year Historical Board term.

VI. City Manager Report

CLOSED SESSION

The City Council may vote to discuss matters in a closed session for reasons allowed by law, including, but not limited to, the provisions of Utah Code § 52-4-205 of the Open and Public Meetings Act, and for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137.

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

I, the undersigned duly appointed City Recorder for Ephraim City, hereby certify that the above notice and agenda were posted in accordance with the Utah Open and Public Meetings Act on the 2nd day of February 2026.

Notice was posted:

- On the Utah Public Notice Website;
- On the Ephraim City website (ephraim.gov); and
- At a physical location at Ephraim City offices, a place reasonably accessible to the public.

Candice Maudsley
Ephraim City Recorder

MEETING MINUTES
EPHRAIM CITY COUNCIL
CITY COUNCIL CHAMBERS, EPHRAIM CITY HALL
5 SOUTH MAIN, EPHRAIM, UTAH
JANUARY 21, 2026
7:00 PM

CALL TO ORDER & ROLL CALL

The Ephraim City Council Meeting, having been properly noticed, was called to order at 7:00 p.m. by Mayor Larsen.

MEMBERS PRESENT

Chris Larsen; Mayor, Dennis Nordfelt; Mayor Pro Tem, Anthony Beal, Troy Birch, Loren Steck, Jack Dalene

MEMBERS EXCUSED

STAFF PRESENT

Katie Witt; City Manager, Candice Maudsley; City Recorder, Bryan Kimball; Community Development, Megan Spurling; Planner, Jeff Hermansen; Fire Chief, Jeff Jensen; Public Works Director

PLEDGE AND INVOCATION

The prayer was offered by Council Member Nordfelt.

The Pledge of Allegiance was led by Jessica Keisel.

PUBLIC COMMENT

- No public comment presented.

PRESENTATIONS

Alma Lund provided an update on the Veteran's Memorial project, reporting that the statue is nearly complete. He recognized artist Brad Taggart for his extensive work on the project and noted that a \$40,000 RAP Tax grant has been awarded to support the memorial. The statue symbolizes the impact of a veteran's loss on family members, particularly mothers and children. Alma also acknowledged committee members Paul Gardner, Mark Larsen, Penny Kittlesrud, Tyler Alder, Beverly Thomas, and Brad Taggart, who have worked to bring the memorial to fruition. It was noted that the memorial site could serve as a staging area for future Memorial Day and veterans' events.

Council discussed placement of the statue and plaque, including space limitations and the importance of orienting the plaque to face east. Potential relocation options were reviewed to improve visibility and functionality of the memorial area. The Council expressed appreciation for the committee's efforts.

CONSENT AGENDA

CONSENT AGENDA ITEMS

- A) APPROVAL OF WARRANT REGISTER**
- B) APPROVAL OF 2026 MINUTES**
- C) EPHRAIM CITY RESOLUTION 26-02 SCANDINAVIAN BOARD BYLAW CLARIFICATION UPDATES**

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

ACTION AGENDA

A) EPHRAIM CITY ORDINANCE 26-01 CEMETERY ORDINANCE UPDATE

- a) Cemetery Sexton Shane Davis presented photographs illustrating examples of decorations covering headstones and discussed issues related to overcrowded plots. He reviewed the proposed cemetery ordinance updates and explained the need to maintain and beautify the cemetery through clearer standards for decorations and upkeep.
- b) Councilmember Birch moved to adopt ECO 26-01 updating the cemetery ordinance. The motion was seconded by Councilmember Beal. The vote was unanimous. The motion carried.*

B) INDIGENT CEMETERY PLOT

- a) Cemetery Sexton Shane Davis recommended approval of an indigent cemetery plot for Kevin James Neil. A letter from Bob Conder was submitted to the Council in support of the request. Council discussed the recommendation and reviewed background information regarding the request, including financial hardship. It was proposed that the indigent plot be located in the northwest corner of Block H, designated for cremation burial with a flat headstone.
- b) Councilmember Nordfelt moved to approve the use of an indigent cemetery plot for Kevin James Neil. The motion was seconded by Councilmember Dalene. The vote was unanimous. The motion carried.*

C) WATKINS SUBDIVISION AMENDMENT

- a) Bryan Kimball presented the request for a Watkins Subdivision Amendment, including diagrams of the proposed boundary line changes. The request involves combining adjacent parcels and adjusting lot lines without creating any new lots.

Applicants Shalise Watkins and Kurt Parry requested to combine Parcel S-880X into Lot 13 of the Sunset Estates Subdivision, creating one lot consisting of approximately 0.82 acres. Parcel S-880X will become part of the Sunset Estates Subdivision. A portion of Parcel S-880X was also sold to Kurt Parry, requiring an amendment to his lot boundaries. The proposed amendment includes vacating and relocating some existing easements; however, no existing utilities will be affected. Staff and the Ephraim City Planning Commission reviewed the application for compliance with the Ephraim City Municipal Code and found that it meets all minimum requirements. The Planning Commission previously recommended approval unanimously.

- b) Councilmember Beal moved to approve the Watkins Subdivision amendment. The motion was seconded by Councilmember Nordfelt. The vote was unanimous. The motion carried.***

D) EPHRAIM CITY RESOLUTION 26-01 VEHICLE POLICY

- a) The Council reviewed the proposed revision to the City Vehicle Policy, which clarifies that directors and on-call staff may keep City vehicles at their residences overnight. Vehicles must remain within City limits during work hours unless being used for approved City business. Randi Keisel asked whether the policy applies to police vehicles, and Councilmember Steck expressed concern regarding the public perception of personal use of City vehicles.
The Council agreed to postpone finalizing the policy language until February 4th to allow additional time for review and clarification regarding liability insurance coverage.
- b) Councilmember Birch moved to postpone ECR 26-01 amending the city vehicle policy to the February 4th meeting. The motion was seconded by Councilmember Dalene. The vote was unanimous. The motion carried.***

COUNCIL APPOINTMENTS AND REPORTS

- a) Councilmember Steck moved to appoint Eddy Christensen to a five-year Utilities Board term and Val Hill to a four-year Historical Board term. The motion was seconded by Councilmember Nordfelt. The vote was unanimous. The motion carried.***

Jack Dalene

- Planning Commission: Attended his first Planning Commission meeting. Concerns were discussed regarding the South Towne Subdivision.

Anthony Beal

- Library Board: The board reviewed the five-year strategic plan. Members expressed interest in expanding the library and offering literacy classes.

Loren Steck

- **Historic Board:** Reported that the board is interested in preserving and promoting Ephraim's history. The board is newly formed and is currently working to establish its direction.

Troy Birch

- **Cemetery Board:** Reported that the Wreaths Across America program went well and expressed appreciation for the Youth City Council's assistance. He noted that if any veteran did not receive a lawn sign for Veterans Day, the Cemetery Board should be notified.

CITY MANAGER REPORT

- The City Manager reported that Council should have received a draft of the City's Strategic Plan via email earlier in the day. Department heads have been working on strategies tied to each established goal. The document is in draft form, and Council was asked to review it and provide feedback prior to formal presentation at a future City Council meeting.
- The City Manager reported that the legislative session has begun. She will be attending the Legislative Policy Committee (LPC) meetings on Mondays from 12:00 p.m. to 1:30 p.m. and will provide brief updates to Council periodically.

ADJOURNMENT

There being no further business to come before the Council for consideration, Councilmember Nordfelt moved the Regular Council Meeting adjourn at 7:49 p.m. The motion was seconded by Councilmember Dalene. The vote was unanimous. The motion carried.

The next regular City Council meeting is scheduled to be held on Wednesday, February 4, 2026, starting at 7:00 p.m. in the Ephraim City Council room.

MINUTES APPROVED:

Chris Larsen, Mayor

Date

ATTEST:

Candice Maudsley, City Recorder

Date

Effective: _____

Purpose

The purpose of this procedure is to establish guidelines to follow that may prevent an accident or injury when parking or backing a City/County/District vehicle.

General: Park Defensively

Think before backing. Choose parking locations that minimize exposure to traffic and, if practical, it is preferred that the driver select a parking location which does not require backing to re-enter the flow of traffic (A pull-through parking space). **Backing the vehicle should be avoided whenever possible.** When backing is necessary, the distance traveled in reverse should be limited.

Circle of Safety:

Prior to entering the vehicle, drivers must perform a “Circle of Safety” walk-around of the vehicle to identify hazards and increase awareness of surroundings. Hazards can include people, objects, driving surface conditions and obstacles like poles, curbing, overhead hazards, etc.

Prepare to Back:

Vehicles must be prepared to back by having all windows cleared of snow, ice or dirt that can obstruct vision. Mirrors must be adjusted for the driver and must be checked prior to and regularly during backing. Any distractions like phones, radio, conversations with others, etc. must be eliminated prior to backing. Back up cameras should be consulted during backing, but should not be the only information source for backing.

Back In Upon Arrival:

Drivers are more aware of their surroundings when they arrive at the parking lot than when they leave. For this reason, City/County/District vehicles must be backed into the parking stall upon arrival where appropriate.

Use of a Spotter:

The driver must use a “spotter,” if available, when backing large vehicles like fire apparatus, heavy trucks or construction equipment and when conditions make it difficult to see surroundings. Driver and spotter must agree on hand signals before starting, especially the signal for “stop.” Position the spotter where you can visually see him/her, where they are out of your path of travel, and where they can clearly see behind the vehicle. Stop immediately if you lose sight of your spotter. If you are in doubt of the situation, stop immediately, get out of your vehicle and check the situation yourself. If a spotter is not available, the driver must check under and around the vehicle to make sure the area is clear before proceeding to back the vehicle. Use the rear view and side mirrors, and if possible, look behind you. Back up immediately, but slowly, before the present situation has time to change. Whether or not a spotter is available, while backing a vehicle, always periodically check the front of the vehicle.

Maintain Visibility:

All staff working in the right-of-way (sidewalk to sidewalk) must wear high-visibility retroreflective clothing to ensure they are seen by drivers. Staff should not cross behind vehicles, unless sufficient distance is available, the vehicle is stopped and the driver acknowledges the presence of the worker.

Approved by:

Council/Commission/Board/Manager Signature

Draft



STAFF REPORT

To: Ephraim City Council
From: Megan Spurling
Date of Meeting: February 4, 2026
Type of Item: Conditional Use Permit
Process: Legislative Review

RECOMMENDATION: Staff and the Ephraim City Planning Commission has reviewed the application for compliance with all standards in the Ephraim City Municipal Code and found that it meets the minimum required for approval.

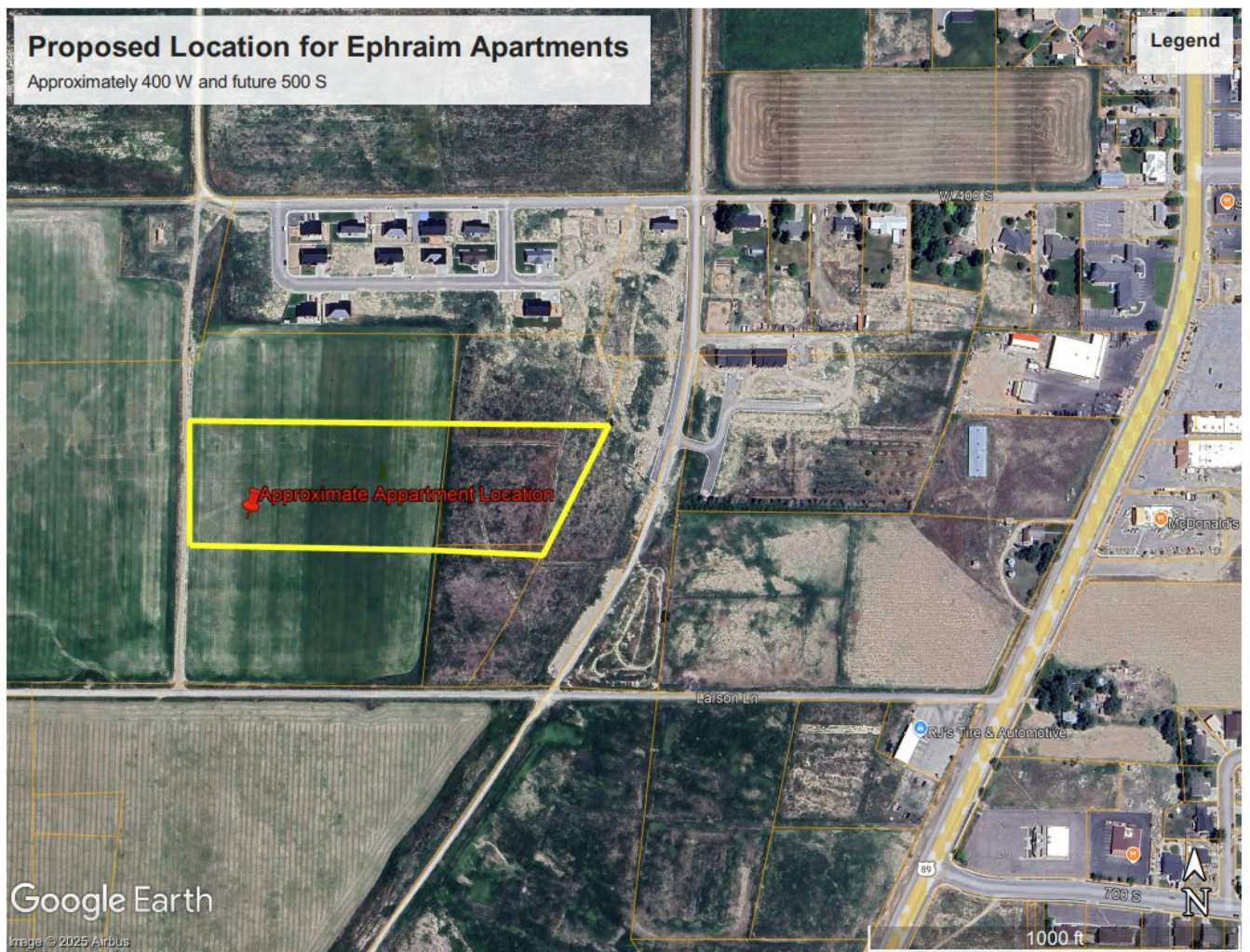
Project Description

Project Name: Apartments at Ephraim Crossing
Applicant(s): Mike Ballard
Property Owner(s): CVG-Ephraim Apartments One, LLC
Location: 400 W and Future 500 S (approx.)
Zone District: C2
Parcel Number and Size: S-6198x3, approximately 5.98 acres
Type of Process: Legislative
Final Land Use Authority: City Council

Proposal

The applicant, Mike Ballard, with CVG-Ephraim Apartments One, LLC, is requesting a Conditional Use Permit to build a multi-family development. The applicant is proposing to build a 164-unit, market rate, apartment complex to support workforces from future businesses in the area as well as Snow College.

Vicinity Map



Proposed Configuration



Analysis and Findings

The City Council may recommend approval, approval with conditions, or denial of the proposed Conditional Use Permit.

Recommendation

Staff recommends that the Council consider the issues outlined in this report regarding the proposed Conditional Use Permit Plat and vote to approve the Apartments at Ephraim Crossing, Conditional Use Permit based upon the following Findings of Fact and Conclusions of Law:

Findings of Fact

1. CVG-Ephraim Apartments LLC is the fee title owner of record for Parcel S-6198x3
2. Parcel S-6198x3 is 5.98 acres in size.
3. Parcel S-6198x3 is located at approximately 400 W and future 500 S
4. Parcel S-6198x3 is currently zoned C2
5. The applicant is proposing to build a 164 unit apartment complex.
6. This application was noticed according the requirements of the state of Utah.
7. The Planning Commission unanimously recommended approval.

Conditions of Approval

1. Applicant must provide a 6-foot site obscuring fence around the sides and rear of the property. The minimum requirement is chain link with privacy slats.

2. Applicant must provide 1.5 parking spaces per bedroom.
3. All areas designed for parking must be paved.
4. Separate meters will be required for each unit.
5. 20% of the lot shall be maintained for landscaping or open green space. Water-wise landscaping is highly encouraged.
6. Lighting for safety must be provided, but all outdoor lighting must be dark sky compliant, warm in color and downward facing.
7. Infrastructure (including asphalt, curb, gutter and sidewalk) for the entirety of the project must be completed in the first phase. The first phase must operate as a stand alone phase.
8. Applicant must complete frontage improvements along 400 W and 500 S and provide paved access to the site.
9. Applicant must work with Ephraim City DRC to ensure proper access for emergency services.
10. Applicant will work with Ephraim City Staff to ensure development meets Ephraim City Code and standards.
11. Applicant will apply for zoning and building permits separate from this approval.
12. Impact fees will be assessed as part of the zoning permit application.



EPHRAIM CITY COUNCIL

MEETING DATE: January 21, 2026

TO: MAYOR AND COUNCIL

FROM: Katie Witt, City Manager, Administration

SUBJECT: Vehicle Policy Update

AGENDA TYPE: ACTION

EXECUTIVE SUMMARY

The addition of this section is to bring the City Vehicle Policy in the Employee Handbook in line with current city practice. It clarifies that essential service employees may park vehicles at their residences, that vehicles must remain in city limits during work hours, and that vehicles should not leave city limits for breaks or lunches unless authorized by department head in writing. This section does not apply to public safety vehicles. Staff recommends adoption of this section.

BACKGROUND

It is common practice for essential service employees to keep city vehicles at their homes. Whether it is running to check the hydro plant up the canyon, monitoring overnight watering, or being on call, these employees frequently have need of their vehicles outside of normal work hours. At times, city vehicles must be taken out of city limits during work hours in the course of work, which is permissible.

FISCAL REVIEW

Additional wear and fuel costs have been taken into consideration in creating this policy. Staff feels that these are within an acceptable range in exchange for faster response times.

LEGAL REVIEW

The City Attorney has approved this as to form.

ALTERNATIVES

An alternative to this policy would be to not allow essential service employees to keep their vehicles at their residences during off hours. The positive of this would be that it would save incidental wear and fuel, but it would also increase response time in emergencies.

The alternative to not allowing city vehicles to be driven outside city limits on breaks and at lunch would be to authorize employees to do so. Staff believes leaving city limits for breaks and lunch is unnecessary, but if employees wish to do so they will use their own vehicles.

CONCLUSION

This change clarifies current city policy which allows essential service employees to take vehicles to their residences in off-hours, and that city vehicles should stay in the city during work hours. Vehicles may leave the city as approved by the department head. Staff recommends approval of this section.

**EPHRAIM CITY
ORDINANCE ECR 26-01**

A RESOLUTION AMENDING THE EPHRAIM CITY VEHICLE USE POLICY

WHEREAS, Ephraim City owns a fleet of vehicles that allow for the City to accomplish its aims; and

WHEREAS, the City would like to provide clarity and guidance to employees regarding the appropriate use of the City's vehicles; and

WHEREAS, the City Council finds this amendment to be in the best interests of the City and her citizenry.

NOW THEREFORE, be it ordained by the Council of Ephraim City, in the State of Utah, as follows:

SECTION 1: **AMENDMENT** “ECR 26-01” of the Ephraim City Municipal Resolutions is hereby *amended* as follows:

AMENDMENT

ECR 26-01 Vehicle Policy Amendment

1.16 Use of City Vehicles and Equipment City-owned vehicles may be provided to employees with demonstrated business needs. Additionally, employees may be compensated for using their own vehicles on City business. All such expenses will be compensated subject to the following guidelines.

City Vehicles: City vehicles may be provided to employees as business needs warrant:

- Fuel, tolls, parking, and related expenses will be reimbursed when incurred for approved business activities and when appropriate documentation of the expense has been provided.
- City vehicles shall not be used for commuting or other personal purposes unless authorized by the City.
- All IRS regulations shall be followed if a City vehicle is used for commuting.
- Mileage Record. Employees permitted City vehicles for commuting must document miles and dates driven.
- Incidental personal use is permissible. On-call employees may park the City vehicle overnight at their residence. City vehicles must remain in the City during work hours unless on official City business or with permission of Department Head. Public Safety vehicle use is exempt from this provision.

PASSED AND ADOPTED BY THE EPHRAIM CITY COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Nordfelt	_____	_____	_____	_____
Councilmember Birch	_____	_____	_____	_____
Councilmember Beal	_____	_____	_____	_____
Councilmember Steck	_____	_____	_____	_____
Councilmember Dalene	_____	_____	_____	_____
Presiding Officer		Attest		

Chris Larsen, Mayor, Ephraim City

Candice Maudsley, Recorder,
Ephraim City