



**EPHRAIM CITY COUNCIL  
REGULAR MEETING AGENDA**  
Council Chambers – Ephraim City Hall  
5 South Main, Ephraim, Utah  
Wednesday, January 21, 2026  
7:00 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.

Live Stream on YouTube at 7:00 P.M.  
<https://www.youtube.com/@EphraimCityUtah/streams>

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**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. Veteran's Memorial Presentation (Alma Lund)

## **II. Consent Items**

- A. Ratification of Warrant Register between December 27, 2025, and January 16, 2026

Pages 4-10

- B. Approval of January 5, 2026, Oath of Office ceremony, January 7, 2026, and January 9, 2026, Strategic Planning City Council Meeting Minutes

Pages 11-16

- C. Ephraim City Resolution 26-02 Scandinavian Board Bylaw Clarification Updates

## **III. Action Agenda**

Pages 17-26

- A. Ephraim City Ordinance 26-01 Cemetery Ordinance Update (Shane Davis)

Page 27

- B. Indigent Cemetery Plot (Shane Davis)

Pages 28-31

- C. Watkins Subdivision Amendment (Megan Spurling)

Pages 32-35

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

## **IV. Council Appointments & Reports**

- A. Appointments to City Boards:

1. Eddy Christensen: five-year term to Utilities Board
2. Val Hill: four-year term to Historic Board

## **V. 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 20th day of January 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.

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Candice Maudsley  
Ephraim City Recorder

**MEETING MINUTES**  
**EPHRAIM CITY COUNCIL**  
CITY COUNCIL CHAMBERS, EPHRAIM CITY HALL  
5 SOUTH MAIN, EPHRAIM, UTAH  
JANUARY 5, 2026  
6:00 PM

**CALL TO ORDER**

The Ephraim City Oath of Office Ceremony, having been properly noticed, was called to order at 6:00 p.m.

Ephraim City Recorder Candice Maudsley administered the following Oaths of Office:

**Mayor:** Chris Larsen

**City Council:** Jack Dalene

Councilmember **Loren Steck** was unable to attend the meeting. His oath of office was administered earlier in the day.

**MINUTES APPROVED:**

\_\_\_\_\_  
Chris Larsen, Mayor

\_\_\_\_\_  
Date

**ATTEST:**

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

\_\_\_\_\_  
Date

**MEETING MINUTES**  
**EPHRAIM CITY COUNCIL**  
CITY COUNCIL CHAMBERS, EPHRAIM CITY HALL  
5 SOUTH MAIN, EPHRAIM, UTAH  
JANUARY 7, 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, Jordan Howe; Rec Director

**PLEDGE AND INVOCATION**

The Pledge of Allegiance was led by Katie Witt.

The Invocation was offered by Council Member Beal.

**PUBLIC COMMENT**

- **Ned Armstong** presented information on a new pageant titled *The Spirit of Freedom Pageant*, which focuses on themes of religious liberty and is scheduled to take place during the last week of June at the Sanpete County Fairgrounds. He reported that the script and music have been completed and that there is growing interest across Utah. Mr. Armstrong explained that the number of performances will be determined by advanced ticket sales and requested the City Council's consideration of financial support for the project. No formal action was taken at this time.
- **Glade Nielson** of Sunrise Engineering introduced himself to the newly seated council members. He stated that Sunrise Engineering is currently working with Ephraim City on a water project and is available to assist with future projects as needed. Mr. Nielson shared background on Sunrise Engineering's regional presence and experience, and briefly noted his prior service in local government.

## **CONSENT AGENDA**

### **CONSENT AGENDA ITEMS**

#### **A) APPROVAL OF WARRANT REGISTER**

#### **B) APPROVAL OF THE DECEMBER 3, 2026, 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**

#### **A) CITY VEHICLE POLICY**

City Manager Katie Witt presented a proposed revision to the City Vehicle Policy that would prohibit the use of city vehicles outside city limits for lunch or non-city-related business. The revision is intended to formalize existing practices regarding appropriate vehicle use. Council discussed concerns related to the security of tools and equipment stored in vehicles and overnight parking for employees who reside outside city limits. It was clarified that public safety departments would be exempt from this policy revision. The Council provided direction to include clarifying language and will consider the policy for formal action at a future meeting.

#### **B) EPHRAIM CITY ORDINANCE 26-01 CEMETERY REVISIONS**

The Council reviewed proposed revisions to the cemetery ordinance intended to clarify cleanup timeframes and maintenance expectations. Changes included updates to Memorial Day cleanup procedures and clarification of policies related to planting and ongoing maintenance within the cemetery. A typo was also discovered, which will be fixed before final draft.

## **ACTION AGENDA**

#### **A) RAP TAX FUND ALLOCATION**

- a) Recreation Director Jordan Howe presented the recommendation to the City Council regarding the allocation of RAP Tax funds. Director Jordan Howe presented the recommendation to council for the allocation of RAP Tax funds.

*Councilmember Birch moved to approve Rap Tax Funding recommended by the Rap tax Committee. The motion was seconded by Councilmember Beal. The vote was unanimous. The motion carried.*

#### **B) BOARD APPOINTMENTS & COUNCIL EX-OFFICIO APPOINTMENTS**

*Councilmember Nordfelt moved to appoint Amanda Hansen to a three-year term on the Scandinavian Heritage Festival Board and Margie Anderson to a four-year term on the Historical Board. The motion was seconded by Councilmember Dalene. The vote was unanimous. The motion carried.*

The Mayor assigned City Council members to various city boards and committees and designated ex-officio roles. Mayor Larsen also appointed **Councilmember Dennis Nordfelt to serve as Mayor Pro Tem.**

The following assignments were made:

- **Mayor Pro Tem:** Dennis Nordfelt
- **Cemetery Board:** Troy Birch
- **Utility Board:** Troy Birch
- **Airport Board:** Chris Larsen
- **Recreation Board:** Dennis Nordfelt
- **Scandinavian Festival Board:** Dennis Nordfelt
- **Library Board:** Anthony Beal
- **Youth City Council:** Anthony Beal
- **Historic Preservation Board:** Loren Steck
- **Chamber of Commerce:** Loren Steck
- **Planning Commission:** Jack Dalene
- **RAP Tax Committee:** Jack Dalene
- **Housing Authority Board:** Jack Dalene (upon the board reconvening)

#### **CITY MANAGER REPORT**

- Strategic Plan retreat will be on Friday January 9<sup>th</sup>
- Utah inland port authority February 25<sup>th</sup> will be at capitol hill
- A calendar of the city council meetings and events was given to the council members.

#### **ADJOURNMENT**

*There being no further business to come before the Council for consideration, Councilmember Nordfelt moved the Regular Council Meeting adjourn at 7:34 p.m. The motion was seconded by Councilmember Birch. The vote was unanimous. The motion carried.*

The next regular City Council meeting is scheduled to be held on Wednesday, January 21, 2026, starting at 7:00 p.m. in the Ephraim City Council room.

#### **MINUTES APPROVED:**

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Chris Larsen, Mayor

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Date

#### **ATTEST:**

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Candice Maudsley, City Recorder

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Date

**STRATEGIC PLAN MEETING MINUTES**  
**EPHRAIM CITY COUNCIL**  
CITY COUNCIL CHAMBERS, EPHRAIM CITY HALL  
5 SOUTH MAIN, EPHRAIM, UTAH  
**JANUARY 9, 2026**  
**9:00 AM**

**CALL TO ORDER & ROLL CALL**

The Ephraim City Council Meeting, having been properly noticed, was called to order at 9:00 a.m.

**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, Colby Zeeman; Police Chief, Megan Spurling; Planner, Jeff Hermansen; Fire Chief, Jon Knudsen; Finance Director, Jeff Jensen; Public Works, Cory Daniels; Power Director Jordan Howe; Rec Director, Randi Spurling; Finance

**STRATEGIC PLAN WORK SESSION**

**Vision**

Council and staff reviewed components of a strategic plan, including mission statements, vision statements, core values, and strategic plans from other cities, as part of Ephraim's strategic planning process.

**SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)**

The council and staff conducted a three-step SWOT analysis to identify Ephraim's strengths, weaknesses, opportunities, and threats:

1. **Individual Analysis:** Each participant completed a personal SWOT assessment.
2. **Table Discussion:** Participants shared their individual results within their tables and consolidated key points.

3. **Group Sharing:** Each table posted their combined SWOT results for review and discussion by the entire group.

Participants also envisioned what Ephraim would look like in 50 years, with the top priorities identified as:

- Maintaining a small-town feel
- Providing amenities and services so residents do not need to leave the city, supported by well-planned infrastructure
- Thriving downtown businesses and a high quality of life for a multi-generational community

These ideas were then reverse engineered to determine strategic direction, and each participant proposed three goals for the next three years. Table goals were combined to create three overall group goals for council consideration.

### **Break for Lunch**

## **Key Priorities Identified**

### **Infrastructure**

- Land needs near the water tank (identify acreage, ownership, and necessary studies)
- Road funding
- Substation planning
- Electric right-of-way acquisition
- Cybersecurity
- Conservation efforts
- Sewer projects
- Welcome signage (scaled-down approach from original concept)
- Storm Drain Master Plan

### **General Plan Update**

- Funding for plan updates

### **Economic Development**

- Mini façade grant program
- Local business database on the city website

### **Primary Goals**

- Infrastructure
- General Plan Update
- Economic Development

**ADJOURNMENT**

There being no further business before the Council, the Strategic Planning Work Session was adjourned at 1:48 p.m.

**MINUTES APPROVED:**

\_\_\_\_\_  
Chris Larsen, Mayor

\_\_\_\_\_  
Date

**ATTEST:**

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

\_\_\_\_\_  
Date

Draft

**EPHRAIM CITY  
ORDINANCE ECR 26-02**

**A RESOLUTION UPDATING EX-OFFICIO MEMBERSHIP OF THE  
SCANDINAVIAN HERITAGE FESTIVAL BOARD**

**WHEREAS**, Ephraim City has established the Scandinavian Heritage Festival Board to support and promote the City’s cultural heritage and annual festival; and

**WHEREAS**, the City Council finds it necessary to update and clarify the designation, roles, and voting status of ex-officio members serving on the Scandinavian Heritage Festival Board; and

**WHEREAS**, the City Council determines that these amendments will improve consistency, transparency, and effective governance of the Board in the best interests of the City and its residents.

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

**SECTION 1:**        **AMENDMENT** “ECR 26-02” of the Ephraim City Municipal Resolutions is hereby *amended* as follows:

**AMENDMENT**

ECR 26-02

**Bylaws of the Scandinavian Heritage Festival Board**

**Article I: Name**

Section 1. Name

The name of this organization shall be the Scandinavian Heritage Festival Board of Governors (hereafter, “the Governors”).

**Article II: Governance**

Section 1. Authority

The Governors are appointed by, and subject to, the authority of the Mayor and City Council of Ephraim City, hereinafter referred to as “the City.”

Section 2. Purpose

The Governors shall oversee the planning, organization, promotion, and execution of the annual Scandinavian Heritage Festival held in Ephraim, Utah. The purpose of the festival is to celebrate Ephraim's Scandinavian heritage and promote community involvement, historical education, and family-friendly entertainment.

### **Article III: Membership**

#### **Section 1. Composition**

The Governors shall consist of between seven and nine members. Members shall represent a broad cross-section of the community, including but not limited to cultural organizations, local businesses, and educators.

#### **Section 2. Appointments**

The Governors shall be chosen from individuals who have applied to the board and have gone through an interview process established by the City.

#### **Section 3. Terms**

Governors shall serve for a three-year term to begin in July with the initial term of office staggered in such a way that no more than one-third (1/3) of the members' terms expire during any given year. Governors may be reappointed for one (1) additional term upon the recommendation of the City. Any vacancy may be filled following the nominations and election process, for the remainder of the unexpired term. After two (2) terms of service, a former Governor may be renominated to serve on the Governors, but only after two (2) years have passed between the end of their previous tenure and the beginning of the new term.

#### **Section 4. Ex-Officio Members**

**Non-Voting**, Ex-Officio Members shall consist of the following:

1. The Festival Director shall be the City Events Coordinator, and will serve as a voting, ex-officio member of the Governors. Director of the Department of Culture & Heritage (non-voting).
2. In addition to the above Governors, one (1) member of the City Council and the Director of the Department of Culture and Heritage shall serve as non-voting, ex-officio members of the Governors. One (1) member of the City Council, appointed by the mayor (non-voting).

### **Article IV: Duties and Responsibilities**

The Governors shall have the authority to:

1. Plan and implement the Scandinavian Festival in accordance with its mission.
2. Establish committees and appoint members as needed.

3. Manage the festival budget and seek funding through sponsorships, donations, grants, and other means, with approval from the City.
4. Collaborate with local businesses, government agencies, schools, and other organizations.
5. Approve all long-term contracts and budgets related to the festival, with approval from the City.
6. Promote historical education and cultural engagement related to the Scandinavian Heritage of the European Settlers, the pioneer spirit of the region, and the Native American influence on the community.

## **Article V: Organization**

### **Section 1. Officers**

The officers of the Board shall be:

1. Chairperson
2. Vice Chairperson
3. Secretary

### **Section 2. Election of Officers**

Members of the Governors eligible for nomination as Chair, Vice-Chair, and Secretary are limited to non-ex-officio members of the Governors. The Chair shall hold office for two (2) years. The Vice-Chair shall succeed the Chair upon the completion of the Chair's term. The secretary shall serve for (2) years and is eligible to serve two consecutive terms.

### **Section 3. Officer Duties**

Chairperson: Presides at meetings, sets agendas, and represents the Governors.

Vice Chairperson: Assists the Chair and acts in their absence.

Secretary: Maintains records, meeting minutes, and communications.

### **Section 4. Standing Committees**

The Governors shall oversee the following standing committees:

1. Marketing and Public Relations Committee
  - a. Duties include:
    - i. Develop and implement marketing strategies
    - ii. Manage public relations efforts to promote the festival
    - iii. Coordinates advertising and promotions for the festival
    - iv. Fosters partnerships and collaboration with local businesses and organizations

2. Entertainment Committee
  - a. Duties include:
    - i. Oversee the selection and scheduling of festival entertainment
    - ii. Collaborate with organizers, artists, and performers
    - iii. Organizes other entertainment for the festival
3. Athletic Events Committee
  - a. Duties include:
    - i. Oversee all athletic events that run during the festival
    - ii. Coordinate with individuals/organizations running each event and help set up registrations, reserve facilities, and organize awards
4. Education & Culture Committee
  - a. Duties include:
    - i. Promote and create events/activities that add to the culture and education at the festival
    - ii. Coordinate events that contribute to the history, culture, and education at the festival
    - iii. Oversee the various villages as part of the festival
5. Fundraising and Sponsorship Committee
  - a. Duties include:
    - i. Seeks and secures sponsorships
    - ii. Coordinates fundraising opportunities for the festival
    - iii. Coordinate with the Festival Director and Director of Culture and Heritage over budgetary needs of the festival

Members of the Governors shall serve as the chair of each standing committee, as appointed by the Chair of the Governors. Each committee shall consist of between five and seven members appointed by the Governors. Each committee shall appoint one member as secretary to perform duties similar to the duties of the secretary of the Governors.

## Section 5. Ad Hoc Committees

The Governors may, from time to time, appoint Ad-Hoc Committees of the Governors. All Ad-Hoc committees are subordinate to the Governors and will be required to report regularly to them.

## **Article VI: Meetings**

### Section 1. Frequency

The Governors shall meet monthly, with additional meetings scheduled as needed in the lead-up to the festival (held the Friday and Saturday before Memorial Day).

### Section 2. Quorum

A quorum shall consist of a simple majority of active members

### Section 3. Voting

Each member shall have one vote. Decisions require a simple majority of members present unless otherwise specified.

### Section 4. Public Access

All meetings are open to the public.

## **Article VI: Fiscal Matters**

### Section 1. Fiscal Year

The fiscal year shall run from July 1 to June 30.

### Section 2. Budget

An annual budget shall be prepared by the Director of Culture and Heritage and approved by the City by June 30th. This approved budget will be presented to the Board for review by August 30th.

### Section 3. Expenditures

All expenditures must be approved in advance by the Governors or authorized designee.

### Section 4. Financial Reporting

The Director of Culture and Heritage shall provide to the board a financial report at each meeting and a full annual report at the conclusion of each fiscal year, and shall provide financial reports to the City quarterly.

## **Article VII: Amendments**

These bylaws may be amended by a two-thirds vote of the Governors at any regular meeting, provided written notice of the proposed amendment has been given to all members at least 10 days in advance. Amendments must then be approved by the City following approval by the Governors.

## **Article VIII: Conflict of Interest**

Governors must disclose any personal, professional, or financial interests that may conflict with their duties. A conflict-of-interest policy shall be adopted and reviewed annually.

PASSED AND ADOPTED BY THE EPHRAIM CITY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councilmember Nordfelt	_____	_____	_____	_____
Councilmember Birch	_____	_____	_____	_____
Councilmember Beal	_____	_____	_____	_____
Councilmember Steck	_____	_____	_____	_____
Councilmember Dalene	_____	_____	_____	_____
Presiding Officer		Attest		

\_\_\_\_\_  
Chris Larsen, Mayor, Ephraim City

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



## **EPHRAIM CITY COUNCIL**

**MEETING DATE: January 21, 2026**

**TO:** MAYOR AND COUNCIL  
**FROM:** Shane Davis, Sexton, Public Works  
**SUBJECT:** Cemetery Ordinance Update  
**AGENDA TYPE:** ACTION

### **EXECUTIVE SUMMARY**

This update is to clarify cleanup schedule dates, update regulations on grave decoration, and allows a designee for the city clerk to perform some functions for the cemetery. Staff recommends approval of this update.

### **BACKGROUND**

Family members who decorate graves were uncertain of the date that grave decorations needed to be cleaned up and what is allowed. In order to assist families, the cemetery sexton proposed the following updates with the approval of the Cemetery Board.

### **ANALYSIS**

Pictures for illustration purposes:



### **FISCAL REVIEW**

By approving these changes, maintenance of equipment will be reduced.

### **LEGAL REVIEW**

The City Attorney has approved this as to form.

### **ALTERNATIVES**

The alternative is to leave the ordinance as it reads currently. This has caused confusion in the past and is not recommended.

### **CONCLUSION**

Updating the cemetery ordinance will help in maintaining a clean, well-cared for cemetery and reduce uncertainty for family members. Staff recommend approval of this change.

**EPHRAIM CITY  
ORDINANCE ECO 26-01**

**CEMETERY ORDINANCE REVISION**

**WHEREAS,** Ephraim City operates a Cemetery to benefit the residents; and

**WHEREAS,** the City would like to update its cemetery code to better reflect current practices and provide greater clarity to the City staff and residents;

**WHEREAS,** the City Council finds that amending this code would be in the best interest of the City and the Citizenry.

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

**SECTION 1:**        **AMENDMENT** “7.20.010 Definitions - Cemeteries” of the Ephraim City Municipal Code is hereby *amended* as follows:

**A M E N D M E N T**

**7.20.010 Definitions - Cemeteries**

**BODY REMAINS:** Corpse or human body remains including ashes from cremation or any other way of describing the remains of a deceased person.

**BURIAL PLOT/CREMATION:** A designated parcel within the city cemetery four feet (4') wide by four feet (4') long.

**BURIAL PLOT/TRADITIONAL:** A designated parcel four feet (4') wide by ten feet (10') long within the city cemetery for purposes of containing the remains of the dead.

**BURIAL VAULT:** A vault made of concrete, fiberglass, steel, or brick lined or of such other material approved by the cemetery sexton substantially constructed and covered with a similar durable material for the purpose of containing a casket.

**CEMETERY BLOCK:** A division of the cemetery consisting of sixty four (64) cemetery lots used in describing the location of individual burial plots.

**CEMETERY LOT:** A designated parcel within the cemetery consisting of eight (8) burial plots used in describing the location of individual burial plots.

**CEMETERY SEXTON:** The public works director or any other person as designated by the city council.

**CERTIFICATE OF BURIAL RIGHTS:** A deed, certification, or other means of conveyance of burial rights from the city to a purchaser.

**CITY:** The municipal government of Ephraim, Utah.

**CITY RECORDER:** For purposes of this chapter, shall mean city recorder or other such person as assigned.

**DISINTER/DISINTERMENT:** To exhume the body remains of the dead.

**HEAD END:** The end of the burial plot designated for the placement of markers or monuments; generally the west end.

**INDIGENT:** Person suffering from extreme poverty.

**INTER/INTERMENT:** To bury the body remains of the dead.

**MARKER(S):** A flat stone or other suitable material set at grade level and inscribed with the name of the deceased and any other pertinent information.

**MONUMENT(S):** A vertical stone or other suitable material inscribed with the name of the deceased and any other pertinent information, placed on a cement base at least four inches (4") above ground level.

**PARK CEMETERY:** The entire land area owned by the city of Ephraim for burial purposes and generally located between 550 North and 700 North on the west side of Main Street.

**~~PERMITTED~~ PLANT STAND(S):** Vertical stake(s) used to hold a pot or other decoration. The stake(s) must be attached to the monument/marker base and cannot exceed four feet (4') in height nor exceed a maximum decoration/pot diameter of twelve inches (12"). This does not include temporary wreath stands.

**PIONEER CEMETERY:** The historic burial area located approximately one mile north of Ephraim. Future burials cannot occur within this cemetery.

**PLOT OWNER:** The owner or purchaser of burial privileges or the collateral right of use of any burial plot evidenced by a burial certificate for a described plot or by proved and recognized descent or devise from the original owner. All plots are exempt from taxation and cannot be seized for debt (except those owed to the city) nor can they be mortgaged.

**RESIDENT:**

- A. One who has primary residence within Ephraim City.
- B. Those with homes connected to Ephraim water, Ephraim sewer, and/or Ephraim power.
- C. Health impaired individuals who resided in Ephraim for at least ten (10) years, but due to varying factors must live in a rest home or other care facility, including family

homes, outside of Ephraim City. (Ord. 17-02, 2-1-2017)

**SECTION 2:            AMENDMENT** “7.20.020 Administration And Management”  
of the Ephraim City Municipal Code is hereby *amended* as follows:

## AMENDMENT

### 7.20.020 Administration And Management

- A. **City Council Authority To Adopt Rules And Regulations:** The city council shall formulate and establish such fees, rules and regulations for the protection of the cemetery and the governance of matters pertaining to the cemetery as shall from time to time be found necessary to properly protect the property therein and maintain the cemetery in suitable and proper condition.
- B. **Cemetery Management:** All work in the city cemetery is subject to the direction and control of the cemetery sexton.
- C. **Cemetery Burial Required:** It is unlawful to bury the body remains of any person within the limits of the city, except in the Park Cemetery.
- D. **Cemetery Hours:** The city cemeteries shall be open from sunrise to sunset.
- E. **Registration Of Burials:**
  - 1. The city recorder, *or their designee*, shall be the registrar of burials for the city, and before burying any dead in the city cemetery, the relatives or other persons having charge of the body shall be required to furnish to the city recorder a written statement of the death, which shall be recorded in a record kept for that purpose by the city recorder. Such statements, as well as the record, shall include the name of the person deceased, when and where born, if known, any military service, the date of death and the cause thereof, together with the name of the attending funeral service director.
  - 2. If body remains are being transported from out of the state of Utah, a copy of the burial transit permit must be provided to the city recorder.
  - 3. *Not later than the tenth day of each month*, *Every six months* the city recorder, *or their designee* shall send the local county registrar a list of all interments made in the Ephraim City Cemetery during the preceding *six months*.
- F. **Cleanup Dates**Regulation of Decorations for Newly Interred Graves and Post-Memorial Day Cleanup: The cemetery grass is mowed each Wednesday and Thursday from March to October. In the case of inclement weather, mowing could be delayed. Flowers, etc., must be removed prior to mowing with the exception of those for new burials, which will be allowed to remain for a period of seven (7) days. Exceptions to above will be posted. Items which may have an estimated value of twenty five dollars (\$25.00) or more will be retained for thirty (30) days. Following a thirty (30) day holding period, these items will be disposed of. The city is not responsible for the return of any removed object, decoration, plant, or container.  
(Ord. 17-02, 2-1-2017)

including but not limited to fresh flowers or wreaths, on a newly interred grave for a period of seven (7) days following the date of interment. After this seven-day period, all decorations must be removed by the responsible party to maintain the appearance and safety of the cemetery. The cemetery management reserves the right to remove any decorations remaining after the seven-day period.

2. Post-Memorial Day Cleanup – All decorations placed in the cemetery in observance of Memorial Day must be removed by the Monday immediately following Memorial Day. Cemetery management shall conduct a general cleanup of all remaining decorations on this day to ensure the cemetery remains orderly and well-maintained.
3. The City recognizes that people may wish to remember those interred with various decorations and flowers. The City shall not be liable for decorations that are damaged, removed, or otherwise lost. Those placing the decorations do so at their own risk.

**SECTION 3:**            **AMENDMENT** “7.20.040 Purchase Of Burial Rights” of the Ephraim City Municipal Code is hereby *amended* as follows:

#### A M E N D M E N T

##### 7.20.040 Purchase Of Burial Rights

- A. **Burial Rights:** The city recorder is hereby authorized to sell burial rights in the city cemetery for burial purposes only and to collect all fees arising from the sale. The city recorder shall keep a complete record of all sales, which record shall describe the location of the plot purchased and the price paid therefor. The city recorder shall deliver to each purchaser a certificate of burial rights for each plot purchased, which certificate shall, among other things, describe the location of the plot, the purchase price, and the type of maintenance services which are to be provided.
- B. **Nature Of Title To Graves:** The legal title to all property in the cemetery shall reside in the city. The purchasers of any gravesite or lot within the cemetery shall acquire only the right to be buried or bury the remains of other persons and to have said gravesite or lot cared for in accordance with city policies and rules with respect to the care and maintenance of the cemetery.
- C. **Purchase and Allocation of Pre-Need Spaces:**
  1. Each individual purchaser is allowed to purchase a maximum of:
    - a. Two (2) pre-need spaces for themselves as a resident of the City of Ephraim.
    - b. Two (2) pre-need spaces for individuals who are non-residents of the City of Ephraim.
  2. At the time of purchase, the owner of the burial plots is required to designate by name the intended user for each purchased plot. This information shall be

maintained in the records of the City of Ephraim Cemetery.

3. Any purchaser who currently owns two (2) burial plots designated in their name is prohibited from making additional plot purchases, unless under the exceptions outlined in this ordinance.

**D. Exceptions to Plot Purchases:**

1. **Emergency Exception:** In the event of a mass casualty situation where an increased number of at-need burial spaces are required, the City of Ephraim may sell plots to fulfill the immediate need. This is in addition to the number of spaces a resident or non-resident is otherwise entitled to purchase.
2. **Parent/Guardian Exception:** If a dependent child passes away before their parent/guardian, the parent/guardian may purchase 1 plot for the child and an additional 2 plots for themselves. This is an exception to the normal plot allocation.
3. **Additional Exceptions:** The Cemetery Board of Ephraim City holds the authority to consider and grant further exceptions to the plot allocation rules as they deem appropriate.

**E. Plot Improvements:** No improvements, changes, or modifications, shall be made on any plot by a person including the certificate holder or his heirs without first submitting to and receiving from the cemetery sexton or designee, written approval for such improvements, changes or modifications, which improvements, changes or modifications shall be subject to the rules and regulations contained herein.

**F. Resale Transfer Restrictions:**

1. The certificate of burial rights of a cemetery plot vests the purchaser the right to use such plot for burial purposes only, for themselves, their heirs, or any such person(s) as they may choose to permit, provided that such admission is free of charge and without compensation, and that the purchaser has the names of those persons, for whom permissions for burial rights have been given entered into the city records.
2. Certificates of burial rights may not be transferred from the original purchaser to a new owner without approval by the city and issuance of a new certificate. A transfer fee in such amount as established by resolution of the city council shall be paid for the processing and issuing of a new certificate. Transferees of burial rights are also bound to all existing and current fees and regulations, to include the price of burial rights and care and maintenance fees, and nonresident fees where applicable, to be paid for at the time of transfer.
3. Whenever a certificate of burial rights reverts to the city, as provided for in this paragraph, or becomes vested in the city for any reason, before a new certificate is issued, the original certificate shall be canceled or an assignment given and the record shall be so changed.
4. The certificates of burial rights shall be issued and signed by the mayor, or their designee, and shall be attested by the city recorder.
5. **Cost Differential for Non-Resident Usage:** If a non-resident uses a pre-need space that was originally purchased by a resident, whether related or not, the difference in cost between resident and non-resident plots applicable at time of transfer or need must be paid to Ephraim City before the time of burial.

6. Resident-to-Non-Resident Transfer: When a resident transfers a pre-need space to a non-resident, in addition to the standard transfer fee as established by resolution of the city council, the non-resident must also pay the remaining balance applicable at the time of transfer for a non-resident space to Ephraim City before the transfer can be completed.
- G. **Inheritance Of Burial Rights:** Heirs may acquire rights to cemetery plots. Heirs must prove legal power of attorney or legal inheritance before rights to cemetery plots can be reassigned. Heirs acquiring burial rights are also bound to all existing and current fees and regulations to include the price of burial rights and care and maintenance fees, and nonresident fees, where applicable, to be paid for at the time of transfer. The city shall have no liability for a failure to properly determine the legal succession of the rights for any cemetery space.
- H. **Abandonment Through Nonuse:** Any plot which has remained empty without burial use for a period in excess of sixty (60) years will be presumed to have been abandoned by the plot purchaser, and in the interest of best utilization of cemetery space, such plots may be reclaimed and sold by the city in the manner provided in this section; provided, the previous owner or someone holding the right of the previous owner, upon presentation of satisfactory evidence of an intent to use the space for a burial, shall be allowed to retain burial rights in said plot.
- I. **Reclaim Of Abandoned Plot By City:** The cemetery sexton shall advise the city recorder of an apparent abandonment through nonuse of a plot or burial space, and the city recorder shall determine from the cemetery records when the original deed was issued and whether a sixty (60) year abandonment exists. If so, the city council may pass a resolution voiding the original deed and declaring the property abandoned. The resolution shall be posted as a class A notice~~served upon anyone claiming ownership by publication~~ for three (3) successive weeks ~~in a newspaper of general circulation within Sanpete County~~ and a copy of the resolution shall be mailed within fourteen (14) days after such publication to the last known address of the owner of record or any heirs known to the city. Upon the expiration of thirty (30) days after the last publication of the resolution, unless an owner has come forward, all rights in the plot or space shall be terminated and thereafter be vested in the city. (Ord. 17-02, 2-1-2017)

**SECTION 4:            AMENDMENT** “7.20.080 Plantings And Decorations” of the Ephraim City Municipal Code is hereby *amended* as follows:

#### AMENDMENT

## 7.20.080 Plantings And Decorations

### A. Potted Plants:

1. One plant stand is permitted per grave plot.
2. The city is not responsible for maintenance and care of plants and plant stands.
3. The city is not responsible for stolen plants or plant stands.
4. The city reserves the right to remove all plants or plant stands which interfere with routine maintenance of the city cemetery or which become unsightly, dangerous, or diseased on the burial plot in which they are situated or to any other burial plot, path, or roadway.

### B. Other Objects:

1. Vases or containers integrated into a monument or marker are allowed.
2. Enclosures such as fences and coping are prohibited and subject to immediate removal.
3. The city reserves the right to remove any object which interferes with routine maintenance of the cemetery or which is unsightly, overgrown, or dangerous on the burial plot in which it is situated or to any other burial plot, path, or roadway. All unauthorized plantings and objects are subject to immediate removal by the city.

### C. Permanent Plantings Of Trees And Shrubbery:

1. Permanent plantings of trees, shrubbery, and flowers are not permitted within the city cemetery ~~except those by the city or those authorized in writing by the cemetery sexton.~~
2. ~~The cemetery sexton shall select appropriate locations for and quantities of authorized plantings.~~ The city may refuse to sell any burial plot adjacent to a burial plot or pathway containing a tree if the city determines excavating a grave on the burial plot is detrimental to the tree.
3. The city reserves the right to remove any planted tree, shrub, or flower ~~which interferes with routine maintenance of the cemetery or which is unsightly, overgrown, dangerous, or diseased. All unauthorized plantings are subject to immediate removal.~~ (Ord. 17-02, 2-1-2017)

**SECTION 5:            REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

**SECTION 6:            SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 7:            EFFECTIVE DATE** This Ordinance shall be in full force and effect from October 15 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE EPHRAIM CITY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councilmember Nordfelt	_____	_____	_____	_____
Councilmember Birch	_____	_____	_____	_____
Councilmember Beal	_____	_____	_____	_____
Councilmember Steck	_____	_____	_____	_____
Councilmember Dalene	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Chris Larsen, Mayor, Ephraim City

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



## **EPHRAIM CITY COUNCIL**

**MEETING DATE: January 21, 2026**

**TO:** MAYOR AND COUNCIL  
**FROM:** Shane Davis, Sexton, Public Works  
**SUBJECT:** Indigent Burial Plot  
**AGENDA TYPE:** ACTION

### **EXECUTIVE SUMMARY**

Occasionally, there is a resident who dies without resources for burial. The cemetery does have a few spots reserved for such cases, but it requires City Council approval. Staff has researched this case and feel that it is warranted in this instance. Staff recommends approval.

### **BACKGROUND**

We have a letter from this individual's ecclesiastical leader stating that they were indigent and that no family member is able to pay for the burial.

### **LEGAL REVIEW**

The City Attorney has approved this as to form.

### **ALTERNATIVES**

The City Council may deny this request.

**CONCLUSION** Based on our policies, staff recommends approval of this request.



## STAFF REPORT

**To:** Ephraim City Council  
**From:** Megan Spurling  
**Date of Meeting:** January 14, 2026  
**Type of Item:** Subdivision Amendment  
**Process:** Administrative 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. Accordingly, staff recommends that the Ephraim City Council review the proposed Sunset Estates Amended Plat of Lot 11 and lot 13 and recommend approval.

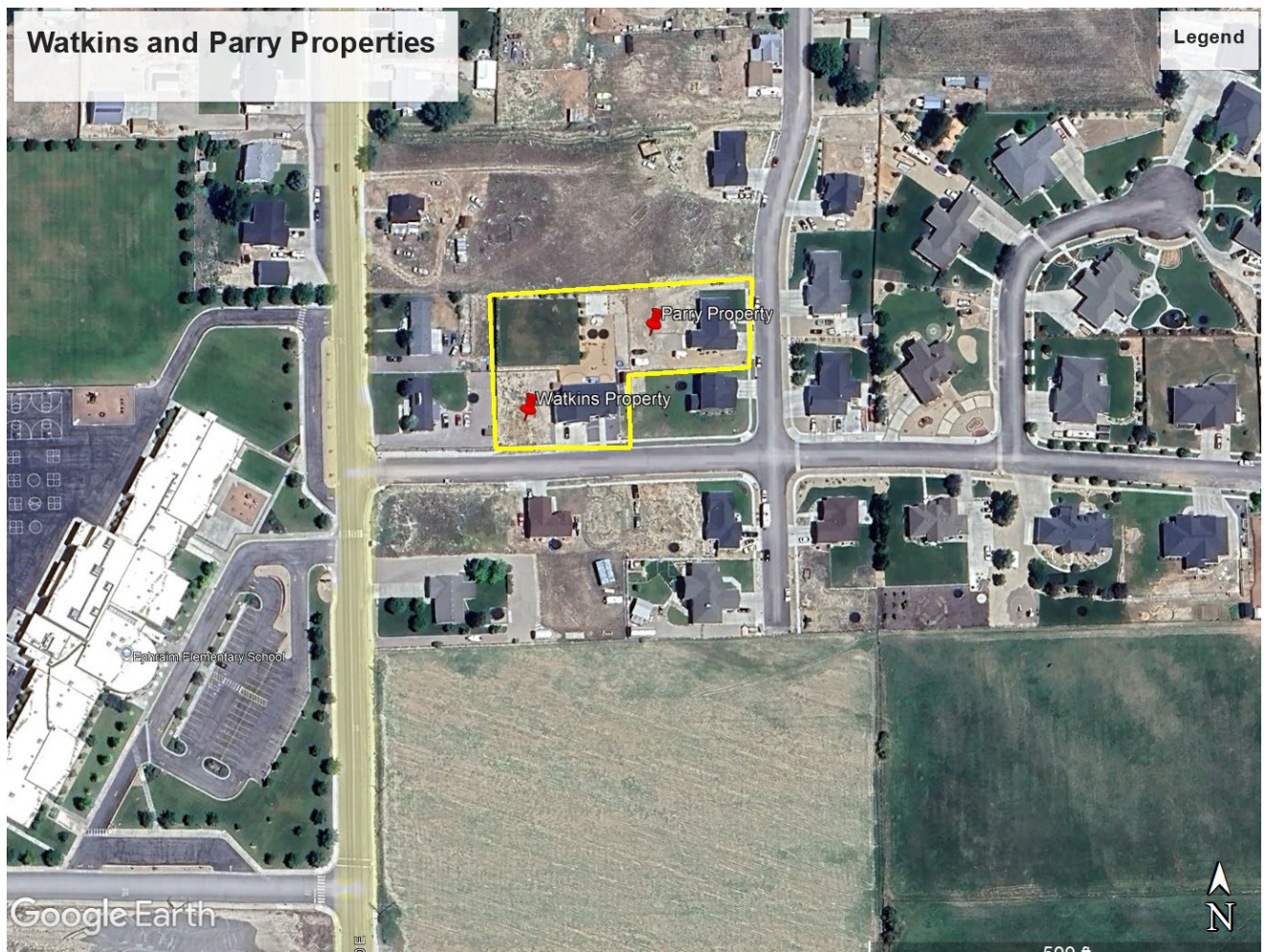
## Project Description

**Project Name:** Sunset Estates Amended Plat of Lot 11 and lot 13  
**Applicant(s):** Shalise Watkins, Kurt Parry  
**Property Owner(s):** Shalise and Mike Watkins and Kurt Parry  
**Location:** 341 E 525 S  
**Zone District:** R1  
**Parcel Number and Size:** Lot 13 in the Sunset Estates Subdivision .35 acres and Parcel S-880x .40 acres  
**Type of Process:** Administrative  
**Final Land Use Authority:** DRC

## Proposal

The applicants, Shalise Watkins and Kurt Parry, are requesting to combine parcel S-880x into Lot 13 in the Sunset Estate Subdivision to make one lot consisting of .82 acres. Parcel 880x will become a part of the Sunset Estates Subdivision. The Watkins also sold a piece of parcel 880x to Kurt Parry, which will amend his lot.

## Vicinity Map



[illegible]

The City Council may recommend approval, approval with conditions, or denial of the proposed Plat to the DRC.

## Recommendation

## Findings of Fact

- 30

2. Parcel S-880x is .40 acres in size.
3. Lot 13 is .35 acres in size
4. Lot 13 is located at 341 E 525 S
5. Both properties are zoned R1.
6. Kurt Parry is the fee title owner of Lot 11
7. Lot 11 is .33 acres in size
8. Lot 11 is located at 482 S 400 E
9. The Ephraim City Development Review Committee has met and recommended approval of the Final Plat to the Ephraim City Planning and Zoning Commission.
10. The Ephraim City Planning Commission voted in favor of approval unanimously.

### **Conclusions of Law**

1. Based upon the findings of fact listed above, the proposed Sunset Estates Amended Plat of Lot 11 and Lot 13 is compliant with the standards as described in the Ephraim City Municipal Code.



## **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 use while traveling to and from work is permissible. Authorized employees may park the City vehicle overnight at their residence. The vehicle must remain in the City during work hours and may not leave the city during lunches or breaks unless authorized, in writing, by the department head. The geographic and lunch/break

restrictions in this section do not apply to public safety employees, whose vehicle use is governed by operational and emergency-response needs.

PASSED AND ADOPTED BY THE EPHRAIM CITY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councilmember Nordfelt	_____	_____	_____	_____
Councilmember Birch	_____	_____	_____	_____
Councilmember Beal	_____	_____	_____	_____
Councilmember Steck	_____	_____	_____	_____
Councilmember Dalene	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Chris Larsen, Mayor, Ephraim City

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