



**EPHRAIM CITY COUNCIL  
REGULAR MEETING AGENDA**  
Council Chambers – Ephraim City Hall  
5 South Main, Ephraim, Utah  
Wednesday, June 17, 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. Public Hearing and Related Action**

A. FY 2026 Budget Amendment Public Hearing

B. **Resolution ECR 26-10** – Consideration and Possible Adoption of the FY26 Budget Amendment (Jon Knudsen)

## II. Presentations

- A. UAMPS Scholarship Presentation (Cory Daniels)
- B. Oath of Office for Officer Ben Fuell (Colby Zeeman)
- C. Recognition and Introduction of Newly Promoted Police Sergeant (Colby Zeeman)

## III. Consent Items

- A. Ratification of Warrant Register between May 30, 2026, and June 12, 2026
- B. Approval of June 3, 2026, City Council Meeting Minutes

## IV. Action Agenda *(A five-minute public comment period will be provided for each action item.)*

Pages 5-9

Pages 10-12

- A. **Conditional Use Permit-May Duplex:** Consideration of a Conditional Use Permit to convert an existing residence at 330 South Main Street into a duplex. The property includes separate entrances, site-obscuring fencing, and adequate off-street parking. (Megan Spurling)

Pages 13-17

- B. **Subdivision Approval-The Crossing Retail A:** The applicant is requesting approval to subdivide a portion of Parcel S-6183X1 into three lots to facilitate development of a commercial subdivision. (Megan Spurling)

Page 18

- C. Approval of RAP Tax Committee Distribution of Funds (Jordan Howe)

Page 19-20

- D. **Resolution ECR 26-11** – Consideration and Possible Adoption of a Resolution Rejecting the County Auditor's Certified Tax Rate and Adopting the 2026-2027 Property Tax Rate Through the Truth in Taxation Process (Jon Knudsen)

Pages 21-23

- E. **Resolution ECR 26-12** – Consideration and Possible Adoption of a Resolution Authorizing Employer Payment of Tier II Public Safety and Firefighter Retirement Contribution (Jon Knudsen)

Page 24-38

- F. **Resolution ECR 26-13** – Consideration and Possible Adoption of a Resolution Establishing a Sidewalk Management Program (Katie Witt)

Pages 39-44

G. **Resolution ECR 26-14** – Consideration and Possible Adoption of a Resolution Amending the Employee Handbook to Adopt a Driver Qualification Policy. (Candice Maudsley)

Pages 45-50

H. **Resolution ECO 26-15** – Consideration and Possible Adoption of an Resolution Implementing Drought Pricing for Water Usage During Declared Drought Conditions (Katie Witt)

## **Board and Commission Appointments**

I. **Planning Commission Appointments** – Consideration and Possible Appointment of Tyra Taylor, Eddy Christensen, and Anna Johnson Pettit to Three-Year Terms Beginning July 1, 2026

J. **Planning Commission Re-Appointments** – Re-Appointment of Desiree Funk and Larry Smith to Three-Year Terms.

K. **Library Board Appointments** – Consideration and Possible Appointment of Kelli May and Brooke Frazier and a Re-appointed of Audrey Thompson to three-year terms.

## **V. Council Reports**

## **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 16th day of June 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

**RESOLUTION ECR 26-10**

**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 17th day of June 2026.

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

ATTEST:

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

**MEETING MINUTES**  
**EPHRAIM CITY COUNCIL**  
CITY COUNCIL CHAMBERS, EPHRAIM CITY HALL  
5 SOUTH MAIN, EPHRAIM, UTAH  
JUNE 3, 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 Pro Tem Nordfelt.

**MEMBERS PRESENT**

Mayor, Dennis Nordfelt; Mayor Pro Tem, Anthony Beal, Bud Powell, Loren Steck, Jack Dalene

**MEMBERS EXCUSED**

Chris Larsen

**STAFF PRESENT**

Katie Witt; City Manager, Candice Maudsley; City Recorder, Bryan Kimball; Community Development, Jon Knudsen; Finance Director, Jeff Jensen; Public Works, Colby Zeeman Police Chief

**PLEDGE AND INVOCATION**

The Pledge of Allegiance was led by Chief Zeeman.

The prayer was offered by Councilmember Beal.

**PUBLIC COMMENT**

- No public comment presented.

**PUBLIC HEARINGS AND RELATED ACTION**

**A. PUBLIC HEARING REGARDING EXECUTIVE MUNICIPAL OFFICER COMPENSATION**

Mayor Pro Tem Nordfelt opened the public hearing regarding proposed compensation adjustments for executive municipal officers pursuant to Utah Code §10-3-818. Jon Knudsen presented the compensation changes and Councilmember Steck requested clarification

**Public Comment:**

**Susan Dean:** Asked about wage numbers rather than percentages. Full wage information is available on the Transparency Utah website.

Mayor Pro Tem Nordfelt closed the public hearing.

## **B. PUBLIC HEARING REGARDING THE PROPOSED FY2027 INTERIM BUDGET**

Jon Knudsen, Budget Officer, presented a PowerPoint regarding the proposed FY2027 Interim Budget and Property Tax Impact Schedule. Mr. Knudsen stated that the Interim Budget includes a proposed property tax increase above the certified tax rate and presented the Property Tax Impact Schedule in accordance with Utah Code §§59-2-919 and 59-2-924. The PowerPoint is available on the Public Notice Website and in the office of the City Recorder.

Mayor Pro Tem Nordfelt opened the public hearing regarding the proposed FY2027 Interim Budget, including consideration of a proposed property tax increase above the certified tax rate and presentation of the Property Tax Impact Schedule.

### **Public Comment:**

**Bonnie Nielson:** She expressed concerns about how much money the city is spending. She is concerned about the wage increases alongside the rate increases as well as the Truth in Taxation process that will lead to a property tax increase. She feels it is overboard.

Mayor Pro Tem Nordfelt closed the public hearing.

## **ECR 26-08 – INTERIM BUDGET**

Councilmember Steck requested greater accountability regarding the use of utility revenues and asked that future reporting to identify completed projects and how additional revenues are being utilized. Discussion included waterline replacement projects, sewer infrastructure needs, and long-term capital planning. Staff were directed to provide a report identifying completed water and sewer projects and planned infrastructure improvements funded by the rate increases to improve transparency and accountability.

*Councilmember Powell moved to adopt Resolution ECR 26-08 adopting the FY2027 Interim Budget, including the Property Tax Impact Schedule and proposed property tax increase above the certified tax rate. The motion was seconded by Councilmember Beal. The vote was unanimous. The motion carried.*

## **C. PRESENTATION AND STATEMENT REGARDING CONSIDERATION OF A PROPERTY TAX INCREASE ABOVE THE CERTIFIED TAX RATE**

Jon Knudsen, Budget Officer, made the statement required by Utah Code §59-2-919(4)(b) regarding the City's consideration of a property tax increase above the certified tax rate.

- The proposed increase is estimated to generate approximately \$59,000 in additional ad valorem property tax revenue.

- approximately 16% increase in ad valorem property tax revenue above estimated certified rate revenue
- The additional revenue is proposed to fund public safety equipment, recreation facility maintenance, park infrastructure improvements, and other municipal service needs identified in the FY2027 budget.
- A Truth in Taxation public hearing is scheduled for August 19, 2026, at 7:00 p.m., where members of the public will have an opportunity to comment before final action is taken.

**ECR 26-09 – PROPERTY TAX INCREASE AND TRUTH IN TAXATION PROCESS**

*Councilmember Powell moved to adopt Resolution ECR 26-09 acknowledging the proposed property tax increase and Property Tax Impact Schedule, declaring the City's intent to consider a property tax increase above the certified tax rate for Fiscal Year 2027, and setting a Truth in Taxation public hearing for August 19, 2026, at 7:00 p.m. The motion was seconded by Councilmember Dalene. The vote was unanimous. The motion carried.*

**CONSENT AGENDA**

**CONSENT AGENDA ITEMS**

- A) APPROVAL OF WARRANT REGISTER**
- B) APPROVAL OF MAY 20, 2026 MINUTES**

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

**STUDY AGENDA**

**A) UDOT MANTI TO EPHRAIM BIKE TRAIL**

Recreation Director Jordan Howe presented information regarding a proposed UDOT bike trail connecting Manti and Ephraim as part of the Utah Master Trail Network. UDOT would fund and construct the trail, while Ephraim City, Manti City, and Sanpete County would be responsible for ongoing maintenance. The Council discussed potential maintenance costs, future road widening plans, funding opportunities, and public support for the project. Concerns were expressed regarding long-term maintenance obligations, motorized vehicle use on the trail, and whether local residents would receive sufficient benefit to justify the City's participation. Staff was directed to gather additional information from neighboring communities and other participating entities before returning with a recommendation.

**B) SIDEWALK MANAGEMENT PROGRAM**

City Manager Katie Witt presented a proposed Sidewalk Management Program developed in response to recommendations from the Utah Local Governments Trust. The program establishes procedures for sidewalk inventory, inspection, maintenance, and prioritization of repairs. Staff reviewed current sidewalk conditions, inspection timelines, risk classifications, and long-term infrastructure needs. The Council discussed the City's responsibility for sidewalk maintenance and

the importance of documenting and prioritizing repairs to reduce liability and improve public safety.

### **C) DRIVER QUALIFICATION POLICY**

The Driver Qualification Policy was reviewed with the Council. City Recorder Candice Maudsley explained that the policy is required by the Utah Local Governments Trust and establishes standards for acceptable, borderline, and unacceptable driving violations for employees who operate City vehicles. The policy also includes monthly motor vehicle record checks. Councilmember Powell expressed concern that the policy only addressed DUI convictions and suggested consideration of language addressing DUI charges as well. This issue will be reviewed by legal counsel.

### **D) DROUGHT PRICING**

City Manager Katie Witt reviewed current drought conditions, noting that the City is receiving approximately 50 percent of normal water flows. A proposed drought pricing structure was presented that would increase water rates by 25 percent across all usage tiers during drought conditions. Councilmember Powell discussed the importance of public education and water conservation efforts before implementing punitive measures and requested additional information and public outreach before acting. Council expressed concern that outdoor irrigation is the primary source of excessive water use and appreciated large water users willingness to cut back 50 percent.

### **ACTION AGENDA**

#### **A) ECO 26-08 ORDINANCE AMENDING THE EPHRAIM CITY CONSOLIDATED FEE SCHEDULE, INCLUDING ADJUSTMENTS TO WATER AND SEWER UTILITY RATES AS WELL AS OTHER DEPARTMENT FEES**

Megan Spurling reviewed proposed changes to business license and land use fees. Jon Knudsen presented proposed water, sewer, and electric rate adjustments, including increases necessary to fund utility infrastructure improvements and maintain system sustainability.

*Councilmember Beal moved to adopt ECO 26-08 an ordinance amending the Ephraim City Consolidated Fee Schedule, including adjustments to water and sewer utility rates as well as other department fees with nonsubstances amendments prior to publication, rate increase based on CPI maximum of 3% or less, and reviewed every three years.. The motion was seconded by Councilmember Powell. The vote was unanimous. The motion carried. Steck opposed.*

#### **City Manager report**

- Fire Department pushing ceremony with new engine, great participation and support from other fire departments.

#### **ADJOURNMENT**

*There being no further business to come before the Council for consideration, Councilmember Powell moved the Regular Council Meeting adjourn at 9:07 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 June 17, 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

Draft



## STAFF REPORT

**To:** Ephraim City Planning and Zoning Commission  
**From:** Megan Spurling  
**Date of Meeting:** June 17, 2026  
**Type of Item:** Conditional Use Permit  
**Process:** Legislative Review

**RECOMMENDATION:** Staff 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 and the Ephraim City Planning Commission recommends that the Ephraim City Council approve the proposed Conditional Use Permit. The Ephraim City Planning Commission unanimously recommends approval of the application, contingent upon adherence to the Conditions of Approval.

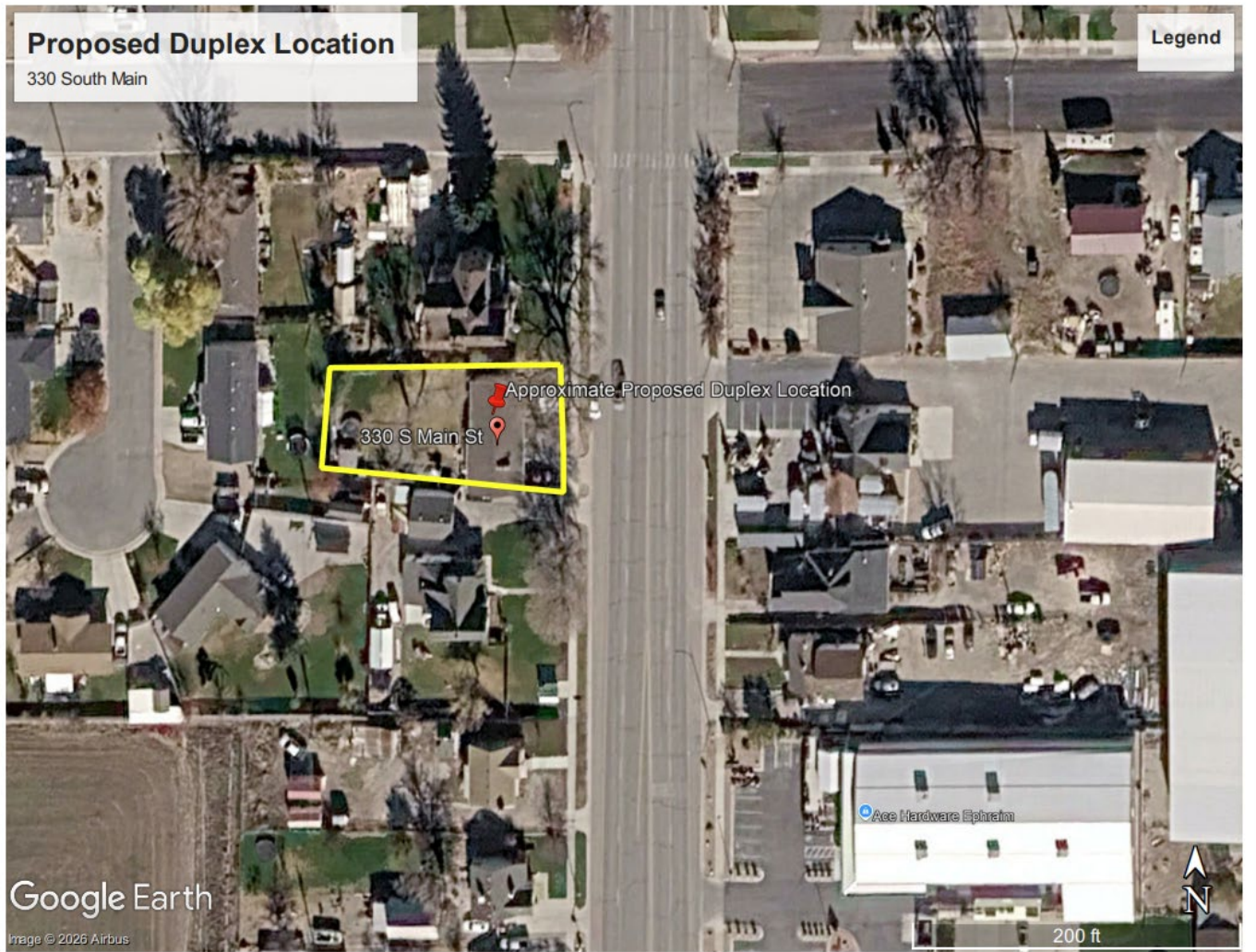
### Project Description

Project Name: May Duplex  
Applicant(s): Devon May  
Property Owner(s): Devon D May  
Location: 330 South Main  
Zone District: C2  
Parcel Number and Size: 690x1, .23 acres  
Type of Process: Legislative  
Final Land Use Authority: City Council

### Proposal

The applicant, Devon May, is requesting a Conditional Use Permit to convert his existing home into a duplex. The home is already equipped with separate entrances, 6-foot site obscuring fencing and 4 off street parking spaces.

# Vicinity Map



## **Analysis and Findings**

The City Council may recommend approval, approval with conditions, or denial of the proposed application.

## **Recommendation**

Staff recommends approval and that the Council consider the issues outlined in this report regarding the proposed Conditional Use Permit and vote to approve the May Duplex Permit based upon the following Findings of Fact and Conclusions of Law:

### **Findings of Fact**

1. Devon May is the fee title owner for the property located at 330 S Main and parcel 690x1
2. Parcel is approximately .23 acres in size.
3. Parcel is located at approximately 330 S Main
4. The property is zoned appropriately for a duplex.
5. The applicant is proposing to convert their existing home into a duplex
6. This item was appropriately noticed as per state guidelines.
7. The Ephraim City Planning Commission unanimously recommended approval of this application.

### **Conditions of Approval**

1. Applicant must ensure the existing 6-foot site obscuring fence is in good repair
2. Applicant must provide 4 off-street parking spaces (2 per unit).
3. All areas designed for parking must be paved.
4. Separate meters may be required for the additional unit.
5. If the unit will not be owner occupied, the applicant must apply for and receive a business license to rent both units.
6. Applicant will work with Ephraim City Staff to ensure development meets Ephraim City Code and standards.



## STAFF REPORT

**To:** Ephraim City Council  
**From:** Megan Spurling  
**Date of Meeting:** June 17, 2026  
**Type of Item:** Subdivision  
**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 The Crossing-Retail A Subdivision and recommend Plat approval. City Staff recommends approval. The Ephraim City Planning Commission unanimously voted to approve the subdivision, as long as the Conditions of Approval are met.

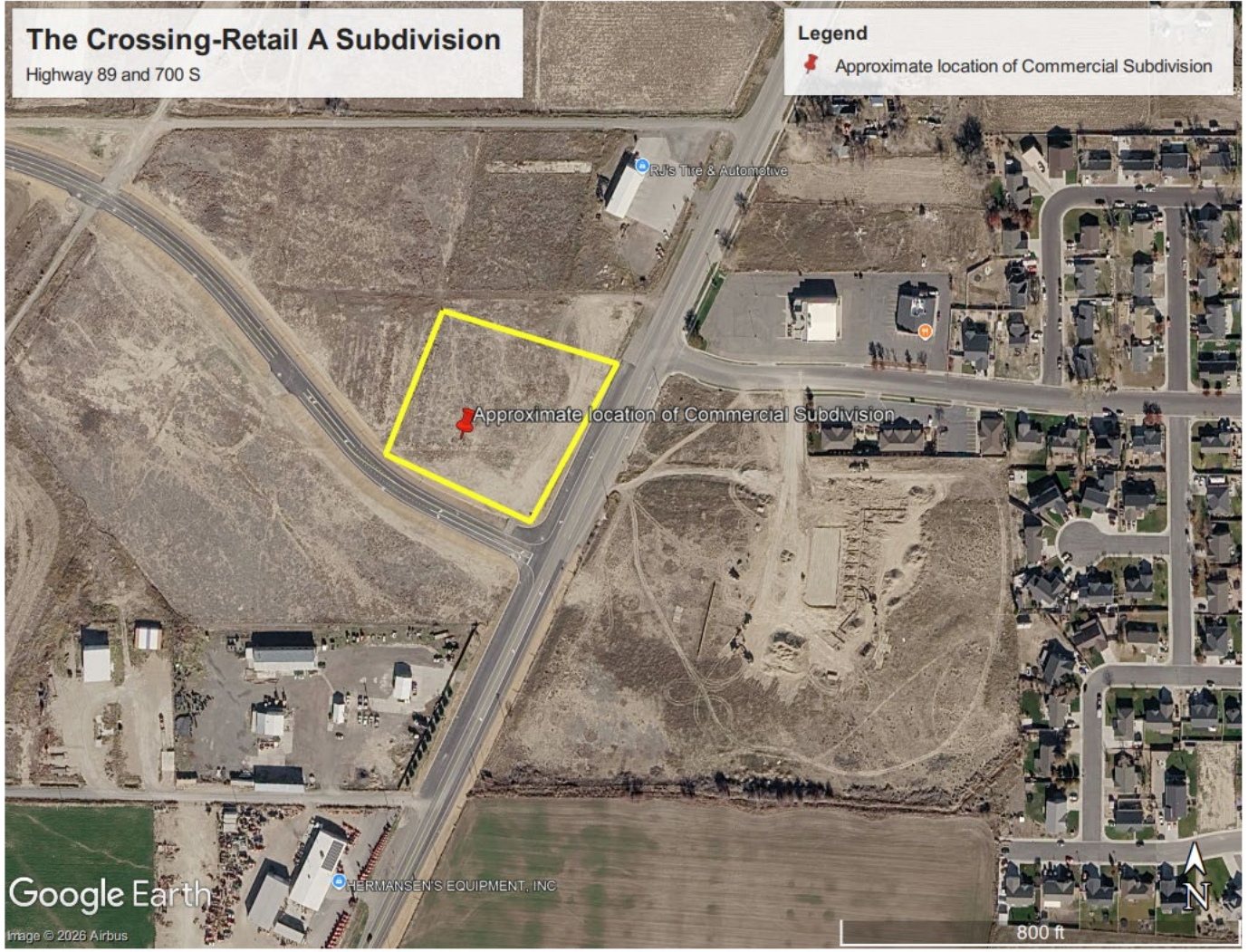
## Project Description

**Project Name:** The Crossing-Retail A Subdivision  
**Applicant(s):** Joseph Gallagher -CVG Ephraim South LLC  
**Property Owner(s):** Ephraim Crossing Land Development  
**Location:** Approx. UT Highway 89 and 700 South  
**Zone District:** C2  
**Parcel Number and Size:** S-6183x1, approx. 2.574 acres  
**Type of Process:** Administrative  
**Final Land Use Authority:** City Council

## Proposal

The applicant is proposing to subdivide a portion of parcel S-6183x1 into 3 lots for the purpose of developing a commercial subdivision.

# Vicinity Map





## **Analysis and Findings**

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

Title 11 of the Ephraim City Code provides the standards which should be met to divide property within the city. Section 11.24.020 of the Code provides standards for the recommendation of approval of the Plat to the DRC. Staff has verified that the proposed Plat complies with the standards.

## **Recommendation**

Staff recommends that the Council consider the issues outlined in this report regarding the proposed Plat and vote to recommend that the DRC approve The Crossing-Retail A Subdivision based upon the following Findings of Fact and Conclusions of Law:

### **Findings of Fact**

1. Ephraim Crossing Land Development LLC is the fee title owner of record for Parcel S-6183x1
2. Parcel S-6183x1 is 2.574 acres in size.
3. Parcel S-6183x1 is located at approximately UT Highway 89 and 700 S
4. Parcel S-6183x1 is currently zoned C2
5. The applicant is proposing to subdivide the parcel into 3 lots for a commercial subdivision
6. This application was noticed appropriately
7. The Ephraim City Development Review Committee has reviewed the application and **recommended approval** of the Final Plat to the Ephraim City Council, pending conditions of approval are met.
8. This application was noticed appropriately according to Utah State Code.
9. The Planning Commission unanimously voted to approved The Crossing-Retail A Subdivision

### **Conclusions of Law**

1. Based upon the findings of fact listed above, the proposed The Crossing-Retail A Subdivision is compliant with the standards described in the Ephraim City Municipal Code.

### **Conditions of Approval**

1. APPROVED PLAN SET IS VERSION 7 SUBMITTED ON May 19, 2026. Any work done off any other plan set is subject to removal and replacement at applicant's expense. Please note: Construction on the subdivision must begin within one year of approval. If work has not commenced within that time frame, the applicant will be required to reapply to ensure the project complies with the current city code. All work must be done in accordance with City Construction Standards and approved plan set dated May 19, 2026

2. All roads and frontages must be improved to city standard prior to occupancy. This includes asphalt, curb, gutter and sidewalk for all of phase one. Phased frontage and roads will not be allowed. All roads, curb, gutter and sidewalk for the entire project must be completed for occupancy of the first phase.
3. Work with City Staff and install infrastructure as advised by each respective department.
4. Street signs, including stop sign, address signs, and speed limit signs are required by the applicant and must be installed prior to occupancy.
5. Street lights will need to be installed prior to occupancy and must meet dark sky standards, should be downward facing and warm in color. Include lights at primary street intersections and access points.
6. CBU multi tenant post office box must be provided and installed by the applicant, per requirements of the Post Office.
7. All road cuts must be repaired before occupancy. If hot mix asphalt is not available due to winter temperatures, cold mix patches must be applied temporarily until hot mix can be placed again in the warmer months.
8. Applicant is advised to coordinate directly with gas and telephone/internet companies to coordinate placement and service to this development, as these services are not provided by the city but by private third party companies.
9. Impact fees will be assessed at the time a building permit is pulled, based on applicable fees in effect at the time of application.
10. 5% of the lot must be reserved for landscaping. Waterwise landscaping is strongly encouraged.
11. A bond in the amount of 115% of the cost of the improvements (or other approved method accepted by Ephraim City) is required for the work of this subdivision before plat will be recorded. ECC 10.12.180

# RAP TAX

Ephraim City RAP tax board after meeting on June 10th has recommended that:

\$40,000 of RAP funds be allocated to Ephraim Rec to go towards constructing a new playground at Ephraim Family Park

And

\$19,000 of RAP funds be allocated to Ephraim Cemetery board to go towards funding the Fallen Soldier Memorial

**RESOLUTION NO. ECR 26-11**

**A RESOLUTION OF THE EPHRAIM CITY COUNCIL ACKNOWLEDGING THE FISCAL YEAR 2026-2027 CERTIFIED TAX RATE AND DECLARING THE CITY'S INTENT TO PROCEED WITH THE TRUTH IN TAXATION PROCESS**

**WHEREAS**, the Sanpete County Auditor has calculated Ephraim City's certified tax rate for Fiscal Year 2026-2027 as 0.001096; and

**WHEREAS**, the Ephraim City Council has reviewed the certified tax rate and determined that revenue generated at the certified tax rate would be insufficient to meet the City's anticipated operational, capital, and service needs; and

**WHEREAS**, the City Council has determined that additional property tax revenue may be necessary to fund public safety equipment, including a positive pressure ventilation fan, thermal imaging camera, and firefighter turnout gear; provide annual maintenance funding for the City's skatepark; and fund improvements to park infrastructure, including renewal of the all-abilities park surface and drainage improvements at Canyon View Park; and

**WHEREAS**, the City Council intends to consider a property tax rate of 0.001212, which exceeds the certified tax rate and therefore requires compliance with the Truth in Taxation provisions of Utah Code §59-2-919; and

**WHEREAS**, the City Council has adopted an Interim Budget and scheduled a Truth in Taxation public hearing in accordance with Utah law.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Ephraim City, Utah, as follows:

1. The City Council hereby acknowledges the Fiscal Year 2026-2027 certified tax rate of 0.001096 as calculated by the Sanpete County Auditor.
2. The City Council hereby declines to levy property taxes at the certified tax rate and declares its intent to proceed through the Truth in Taxation process to consider a proposed property tax rate of 0.001199.
3. The proposed property tax rate is estimated to generate approximately \$45,022 in additional ad valorem property tax revenue above the certified rate revenue, which is proposed to be allocated as follows:
  1. Fire Department equipment and public safety needs;
  2. Recreation Department maintenance and operations; and
  3. Parks Department infrastructure improvements and maintenance.

4. The City Council acknowledges that the proposed increase is estimated to represent an approximate 10.58% increase in ad valorem property tax revenue above estimated certified rate revenue.
5. The City Council reaffirms that a Truth in Taxation public hearing shall be held on **August 19, 2026, at 7:00 p.m.** at Ephraim City Hall, 5 South Main Street, Ephraim, Utah, and electronically, as required by law.

Final action establishing the Fiscal Year 2026-2027 property tax rate shall occur only after completion of all applicable Truth in Taxation notice, publication, and public hearing requirements set forth in Utah Code §59-2-919.

**APPROVED, PASSED, and ADOPTED** this 17<sup>th</sup> day of June 2026. This resolution shall take effect upon its passage.

**EPHRAIM CITY**

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

**ATTEST:**

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

**COUNCIL VOTE**

Jack Dalene	Aye ___	Nay ___
Dennis Nordfelt	Aye ___	Nay ___
Bud Powell	Aye ___	Nay ___
Loren Steck	Aye ___	Nay ___
Anthony Beal	Aye ___	Nay ___

## **Staff Report**

### **Tier II Pick up Election**

#### **Background**

Ephraim City currently pays an additional 4.73% employer contribution toward the Tier II Public Safety and Firefighter Retirement System above the State's required employer contribution. Resolution ECR 26-12 would increase the City's employer-paid contribution to 5.98% of compensation for eligible Tier II Public Safety and Firefighter employees. The resolution is authorized under Section 414(h)(2) of the Internal Revenue Code and Utah Retirement Systems requirements.

#### **Considerations**

##### **Potential Benefits**

- Enhances the City's compensation and benefits package.
- May improve recruitment and retention of public safety and firefighter personnel.
- Keeps Ephraim competitive with other agencies offering similar retirement benefits.

##### **Potential Drawbacks**

- Increases the City's ongoing personnel costs.
- Once adopted, the pick-up percentage cannot be reduced for existing participating employees.

##### **Recommendation**

Staff has no recommendation on this item. Adoption of Resolution ECR 26-12 is a policy decision for the City Council.

# **RESOLUTION ECR 26-12**

## **A RESOLUTION OF EPHRAIM CITY AUTHORIZING THE CITY TO “PICK UP” THE EMPLOYEE PORTION OF THE TIER II PUBLIC SAFETY & FIREFIGHTER RETIREMENT SYSTEM CONTRIBUTIONS.**

**WHEREAS**, the City of Ephraim participates in the Utah Retirement System; and

**WHEREAS**, on July 1, 2026, the benefits provided to employees participating in Utah's Public Safety Tier II Contributory Retirement System have increased; and

**WHEREAS**, in accordance with federal and state law, including Section 414(h)(2) of the Internal Revenue Code, employers may take formal action to pick up required employee contributions for the Public Safety Tier II Contributory Retirement System; and

**WHEREAS**, the City Council has determined that paying the employee portion of the required retirement contribution is in the best interest of the City and its employees;

**NOW, THEREFORE, BE IT RESOLVED** by the Ephraim City Council as follows:

1. Pursuant to Section 414(h)(2) of the Internal Revenue Code and applicable Utah Retirement Systems requirements, Ephraim City hereby elects to "pick up" and pay the employee contribution required of eligible employees participating in the Tier II Public Safety and Firefighter Contributory Retirement System.
2. City shall pay up to **5.98%** of compensation on behalf of eligible employees as the employee contribution required by the Utah Retirement Systems for the Tier II Public Safety and Firefighter Contributory Retirement System.
3. These contributions shall be treated as employer-paid contributions in accordance with applicable federal and state law and shall not be included as taxable income to employees until distributed or made available to them.
4. The City Finance Director and other appropriate City officials are authorized to take all actions necessary to implement this Resolution.
5. This Resolution shall take effect on **July 1, 2026**.

**PASSED AND APPROVED** by the Ephraim City Council this 17<sup>th</sup> day of June 2026.

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**Chris Larsen, Mayor**

**ATTEST:**

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**CANDICE MAUDSLEY, City Recorder**

**SEAL**

**VOTING:**

Loren Steck	<input type="checkbox"/> Yea	<input type="checkbox"/> Nay
Bud Powell	<input type="checkbox"/> Yea	<input type="checkbox"/> Nay
Dennis Nordfelt	<input type="checkbox"/> Yea	<input type="checkbox"/> Nay
Jack Dalene	<input type="checkbox"/> Yea	<input type="checkbox"/> Nay
Anthony Beal	<input type="checkbox"/> Yea	<input type="checkbox"/> Nay



**EPHRAIM CITY COUNCIL**

**MEETING DATE: JUNE 17, 2026**

**TO:** MAYOR AND COUNCIL  
**FROM:** KATIE WITT, CITY MANAGER  
**SUBJECT:** DROUGHT PRICING  
**AGENDA TYPE:** ACTION

**EXECUTIVE SUMMARY**

Staff recommends approval of a formal Sidewalk Management, Maintenance & Inspection Program to create a proactive and consistent process for identifying, prioritizing, and repairing sidewalk hazards. The program is intended to improve pedestrian safety, support ADA and accessibility compliance, reduce liability exposure, and create defensible inspection and repair records. The program establishes inspection cycles, condition ratings, repair priorities, public reporting procedures, and tracking requirements. Staff recommends that the City Council approve the program and authorize staff to begin implementation.

**BACKGROUND**

Ephraim City maintains sidewalks, curb ramps, pedestrian pathways, crosswalks, and related pedestrian infrastructure throughout the community. Sidewalk defects may occur over time due to aging infrastructure, tree roots, utility conflicts, compaction issues, freeze-thaw cycles, drainage issues, and regular use.

Historically, many sidewalk concerns are identified through citizen reports, staff observation, or project-specific work. A formal program will help the City move from a primarily reactive approach to a proactive, risk-based system. The Public Works Strategic Plan identifies sidewalks in good repair, proactive preventive maintenance, infrastructure maintenance, GIS, and improved public communication as part of the department's long-term vision and priorities.

## **ANALYSIS**

The proposed Sidewalk Management, Maintenance & Inspection Program establishes a structured approach for sidewalk inventory, inspections, condition ratings, prioritization, work order tracking, and public reporting.

The program would apply to sidewalks, curb ramps, pedestrian pathways, crosswalks, and pedestrian-related concrete infrastructure owned, operated, or maintained by the City. This includes public rights-of-way, parks, public facilities, parking lots, internal pedestrian routes, trails, and shared-use paths.

Key components include:

### **1. Asset Inventory**

Sidewalks and pedestrian assets should be mapped and inventoried using GIS or an equivalent asset management system. Each segment should include location, length, width, surface type, age if known, adjacent land use, and ADA-related features such as ramps, landings, and detectable warnings.

### **2. Inspection Program**

The program establishes inspection frequencies based on risk and pedestrian use:

<b>Area Type</b>	<b>Inspection Frequency</b>
Downtown, schools, transit, high pedestrian volume	Every other year
Residential neighborhoods	Every 3–4 years
Low-use or rural areas	Every 5 years
After major storms or construction	As needed

Inspections would document vertical displacement, cracks, spalling, potholes, ADA compliance concerns, vegetation or utility obstructions, drainage and ponding, and utility access covers.

### **3. Condition Rating System**

The program uses a priority-based rating system based on defect size, trip hazard severity, pedestrian exposure, ADA impact, and complaint or claim history:

<b>Priority</b>	<b>Condition</b>	<b>Response</b>
Priority 4	Less than 0.25 inches of variation	No action required
Priority 3	0.25–1 inch of variation	Monitor; schedule repair if between 0.5–1 inch
Priority 2	1–2 inches of variation	Repair required
Priority 1	Greater than 2 inches of variation	Immediate hazard; temporary mitigation required

The program also includes sidewalk and gutter defect categories for cracking and holes, settling and heaving, spalling, and drainage, using low, moderate, high, and extreme ratings.

#### **4. Maintenance and Repair Standards**

Approved repair methods may include panel replacement, grinding, asphalt or concrete patching, mud-jacking or slab leveling, and curb ramp upgrades. Repairs should follow applicable engineering standards, ADA requirements, PROWAG guidance, and local sidewalk standards.

#### **5. Prioritization Framework**

Projects would be prioritized using a risk-based model. Priority 1 and Priority 2 hazards would receive the highest attention. For immediate hazards, staff would mark the hazard with safety yellow paint or close and barricade the affected section within 24 hours and schedule repair or replacement as soon as practical.

Additional prioritization factors include ADA non-compliance, pedestrian volume, proximity to schools and public buildings, and cost-benefit considerations.

#### **6. Work Order and Tracking System**

The program requires centralized tracking of inspections, hazards, photos, condition ratings, repair type, completion dates, and assigned crew or contractor. This recordkeeping supports consistency, transparency, claims response, audits, and ADA review.

#### **7. Public Reporting and Response**

The public would be able to submit sidewalk concerns. Complaints would be logged, inspected within 24 hours, assigned a risk level, and tracked through resolution.

## **FISCAL REVIEW**

Approval of the program does not, by itself, authorize a specific construction contract or new appropriation. Costs will depend on the number, severity, and location of defects identified through inspections.

Potential costs may include staff time, GIS or asset management setup, inspection documentation, temporary mitigation materials, grinding, patching, panel replacement, curb ramp upgrades, and contractor services where needed.

Potential funding sources may include existing street, sidewalk, curb and gutter, capital improvement, or Class C Road/Mass Transit Fund accounts, subject to budget availability and eligibility.

Staff should return to Council for approval of any budget amendment, contract award, or project authorization that exceeds administrative purchasing authority or available adopted budget.

## **LEGAL REVIEW**

The City Attorney has reviewed the proposed program as to form.

## **ALTERNATIVES**

### **Alternative 1: Approve the Sidewalk Management, Maintenance & Inspection Program.**

This would allow staff to implement a proactive, consistent, and documented sidewalk inspection and repair process. This is the staff recommendation.

### **Alternative 2: Approve the program with modifications.**

Council may modify inspection frequencies, response timelines, rating definitions, funding direction, or reporting requirements before adoption.

### **Alternative 3: Direct staff to return with additional information.**

Council may request more detail on cost estimates, staffing needs, GIS implementation, legal review, or funding options before taking action.

### **Alternative 4: Take no action.**

The City could continue responding to sidewalk concerns on a case-by-case basis. This option would require no immediate program changes but would not provide the same level of consistency, documentation, prioritization, or risk management.

## **CONCLUSION**

The proposed Sidewalk Management, Maintenance & Inspection Program provides Ephraim City with a proactive and defensible process for maintaining pedestrian

infrastructure. The program supports public safety, accessibility, risk reduction, and responsible infrastructure management. Staff recommends that the City Council approve the program and authorize staff to begin implementation, subject to legal review and available budget authority.

**Suggested Motion:**

I move to adopt the Sidewalk Management, Maintenance & Inspection Program and authorize staff to implement the program.

**RESOLUTION 26-13**

**A RESOLUTION ADOPTING A SIDEWALK MAINTENANCE PROGRAM**

**WHEREAS**, the Ephraim City Council desires to establish a maintenance program for the sidewalks of the City; and

**WHEREAS**, the City Council desires to establish a proactive and systematic approach to improve the City’s sidewalks; and

**WHEREAS**, the program will improve public safety, support ADA compliance, extend the life of the infrastructure, and reduce liability; and

**WHEREAS**, it is deemed to be in the best interest of the citizens of Ephraim City to update and approve the policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EPHRAIM, UTAH:**

1. The sidewalk management, maintenance, and inspection Program attached to this resolution is hereby incorporated herein by this reference and approved.

**PASSED AND ADOPTED** by the City Council of Ephraim, Utah, this **17<sup>th</sup> day of June 2026**.

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

ATTEST:

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

**COUNCIL VOTE**

Jack Dalene	Aye ___	Nay ___
Dennis Nordfelt	Aye ___	Nay ___
Bud Powell	Aye ___	Nay ___
Loren Steck	Aye ___	Nay ___
Anthony Beal	Aye ___	Nay ___

## **Sidewalk Management, Maintenance & Inspection Program (SMMIP)**

### **Purpose**

The purpose of the Sidewalk Management, Maintenance, and Inspection Program (SMMIP) is to establish a proactive, systematic, and defensible approach to ensuring sidewalks are safe, accessible, and compliant with applicable standards. This program reduces liability exposure, improves public safety, supports ADA compliance, and extends the life of sidewalk infrastructure.

---

### **Program Objectives**

The SMMIP is designed to:

- Identify and correct sidewalk hazards before they cause injury
  - Maintain compliance with ADA, PROWAG, and local accessibility requirements
  - Reduce slip, trip, and fall claims and associated legal exposure
  - Prioritize maintenance funding using risk-based decision making
  - Create defensible inspection records and repair histories
  - Improve walkability, mobility, and public confidence
- 

### **Program Scope**

This program applies to all sidewalks, curb ramps, pedestrian pathways, crosswalks, and pedestrian-related concrete infrastructure owned, operated, or maintained by the organization, including:

- Public rights-of-way
  - Parks, campuses, and public facilities
  - Parking lots and internal pedestrian routes
  - Trails and shared-use paths
- 

### **Program Components**

#### **1. Asset Inventory**

All sidewalks and pedestrian assets should be mapped and inventoried using GIS or an equivalent asset management system. Each segment should include:

- Location
- Length and width
- Surface type
- Age (if known)
- Adjacent land use
- ADA features (ramps, landings, detectable warnings)

## 2. Inspection Program

Sidewalks will be inspected on a defined cycle based on risk level:

Area Type	Inspection Frequency
Downtown, schools, transit, high pedestrian volume	Every other year
Residential neighborhoods	Every 3-4 years
Low-use or rural areas	Every 5 years
After major storms or construction	As needed

Inspections will document:

- Vertical displacement (lips, cracks, heaving)
- Surface defects (spalling, potholes, broken panels)
- ADA compliance (cross slope, running slope, ramp condition)
- Obstructions (vegetation, poles, utility conflicts)
- Drainage and ponding
- Utility access covers, water meter and manhole covers

## 3. Condition Rating System

Each sidewalk segment will be assigned a **condition and risk score** based on:

- Size of defect

- Trip hazard severity
- Pedestrian exposure
- ADA impact
- History of complaints or claims

Ratings will fall into:

- **Priority 4** – <.25” of variation - No action required
  - **Priority 3** – .25-1” of variation - Monitor and schedule repair if between .5”-1”
  - **Priority 2** – 1-2” of variation - Repair required
  - **Priority 1** – >2” of variation - Immediate hazard; temporary mitigation required
- 

#### **4. Maintenance & Repair Standards**

Repairs will follow established engineering and accessibility standards including:

- [ADA](#) and [PROWAG](#) requirements
- Local sidewalk design standards

Approved repair methods may include:

- Panel replacement
  - Grinding
  - Asphalt or concrete patching
  - Mud-jacking or slab leveling
  - Curb ramp upgrades
- 

#### **5. Prioritization Framework**

Projects will be prioritized using a risk-based model that considers:

- Safety risk (Priority 1 followed by Priority 2)
  - Within 48 hours:
    - Clearly mark with safety yellow paint or close and barricade section.

- Schedule for immediate repair/replacement as soon as possible
- ADA non-compliance
- Pedestrian volume
- Proximity to schools, transit, and public buildings
- Cost vs. benefit

This ensures funding is spent where it reduces the greatest risk and improves accessibility the most.

---

## **6. Work Order & Tracking System**

All hazards, inspections, and repairs will be tracked in a centralized system that records:

- Date of inspection
- Inspector name
- Condition ratings
- Photos
- Repair type
- Date of completion
- Contractor or crew

This creates a defensible record for claims, audits, and ADA reviews.

---

## **7. Public Reporting & Response**

A reporting system will allow the public to submit sidewalk concerns. All complaints will be:

- Logged
  - Inspected within 48 hours
  - Assigned a risk level
  - Tracked through resolution
- 

## **8. Legal & Risk Management Integration**

The SMMIP creates documented proof of reasonable care by demonstrating:

- Routine inspections
- Timely response to hazards
- Consistent repair standards
- ADA compliance efforts

This reduces exposure in personal injury and accessibility lawsuits.

---

### **Performance Metrics**

The program will track:

- Miles of sidewalk inspected annually
  - Number of hazards identified
  - Percentage of high-risk defects repaired
  - Average response time
  - Reduction in claims and complaints
  - ADA compliance improvements
- 

### **Conclusion**

A formal Sidewalk Management, Maintenance, and Inspection Program allows the organization to move from reactive repairs to a proactive, data-driven system that protects the public, controls costs, improves accessibility, and reduces legal risk.

## Sidewalk and Gutter Defects

Sidewalk and gutter defects refer to any sidewalk or gutter anomaly causing or potentially causing a safety risk or functionality issue. Defects are identified through inspections as well as individuals informing the organization of the issue. Each defect is inspected and the information is recorded. The Defect Rating System is as follows:

1. LOW - Defect is visible.
2. MODERATE - Defect is a potential hazard.
3. HIGH - Defect is a safety hazard or non-functional.
4. EXTREME - Defect is hazardous. Priority replacement.

Defect descriptions are divided into several categories.

1. **Cracking and Holes:** (Causes: Compaction issues, heavy drive loads, expansion)
  - Low - Crack or hole is visible but not causing unsafe conditions. (Hairline cracks)
  - Moderate - 1/4" - 1/2" separation, lift, settle or chipping.
  - High - Between 1/2" and 1" separation, lift, settle or chipping.
  - Extreme - Greater than 1" separation, lift, settle or chipping.



2. **Settling and Heaving:** (Causes: Trees, utilities, poor compaction)

- Low - < 1/2".
- Moderate - 1/2" to 1".
- High - >1" to 2".
- Extreme - > than 2".



3. **Spalling:** (Causes: Weak surface, freeze/thaw cycles, poor mix design or over finishing)

- Low - Minimal shallow, random flaking.
- Moderate - Up to 25% of the slab is spalling. Exposed aggregate, 1/2" recesses.
- High - Up to 50% of the slab is spalling. Exposed aggregate, >1/2" recesses.
- Extreme - Over 50% of the slab is spalling. Exposed aggregate, > 3/4" recesses.



4. **Drainage:** (Causes: Settling, improper grade)

- Low - Small area puddle.
- Moderate - Water puddles to the road surface.
- High - Water puddles onto the road or approach causing damage or ice buildup or water backup.
- Extreme - Water puddles onto the road or sidewalk causing damage, flooding or ice buildup.



## **Staff Report: Adoption of Revised Use of City Vehicles and Equipment Policy**

**AGENDA TYPE:** Action Item

### **RECOMMENDATION**

Staff recommends approval of the revised Use of City Vehicles and Equipment Policy. The revisions incorporate enhanced driver qualification standards and monitoring procedures recommended by the Utah Local Governments Trust (The Trust), the City's liability insurance provider.

### **BACKGROUND**

Ephraim City currently maintains a Use of City Vehicles and Equipment Policy governing the operation of City vehicles and employee responsibilities. Staff recently reviewed the policy and identified an opportunity to strengthen the City's risk management practices by incorporating driver qualification standards recommended by The Trust. The proposed policy retains the City's existing vehicle use provisions while adding a formal Driver Qualification Program for employees and volunteers who operate vehicles on behalf of the City.

### **ANALYSIS**

The most significant change is the addition of driver qualification requirements, including Motor Vehicle Record (MVR) reviews, ongoing monitoring, driver classifications, and authorization standards. These provisions provide a consistent process for determining driver eligibility and help reduce the City's liability exposure.

During Council discussion, a question was raised regarding whether DUI arrests or charges should be treated the same as DUI convictions when determining driver eligibility. The City Attorney reviewed the issue and identified both the risk-management benefits and potential employee impacts of such a change. After considering the legal analysis and recognizing that the proposed language follows The Trust's model policy, no modifications were recommended.

### **LEGAL REVIEW**

The City Attorney reviewed the policy and Council's questions regarding driver qualification standards. The policy remains consistent with the model language recommended by The Trust.

### **ALTERNATIVES**

1. Approve the revised Use of City Vehicles and Equipment Policy.
2. Approve the policy with modifications.
3. Take no action.

### **CONCLUSION**

The revised policy strengthens the City's existing vehicle use policy by adding formal driver qualification and monitoring standards recommended by The Trust. Adoption of the policy will improve risk management practices while maintaining consistency with industry best practices. Staff recommends approval.

**RESOLUTION 26-14**

**A RESOLUTION APPROVING A DRIVER QUALIFICATION POLICY**

**WHEREAS**, the Ephraim City Council desires to protect its residents, employees, and others; and

**WHEREAS**, the City Council also desires to enact a policy to determine which employees should operate city vehicles; and

**WHEREAS**, the City believes that updating this policy will lead to less liability for the City; and

**WHEREAS**, it is deemed to be in the best interest of the citizens of Ephraim City to update and approve the policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EPHRAIM, UTAH:**

1. The driver qualification policy attached to this resolution is hereby incorporated herein by this reference and approved.

**PASSED AND ADOPTED** by the City Council of Ephraim, Utah, this 17<sup>th</sup> day of June, 2026.

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Chris Larsen, Mayor

ATTEST:

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Candice Maudsley, City Recorder

## 1.1 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.

### ***Driver Qualifications:***

All employees or volunteers operating City owned vehicles, or who may operate any vehicle while conducting business for or on behalf of the City must be authorized drivers. The authorization process requires an analysis of the employee's driving record to ensure compliance with the driver qualification standard as identified in this policy.

As part of the driver qualification process, all drivers or potential drivers' Motor Vehicle Record (MVR) will be screened and monitored on an ongoing basis to ensure the standard is met and maintained. Drivers will be qualified as "Acceptable," "Unacceptable" or "Borderline". Drivers qualified as "Borderline" may be authorized to drive on a probationary basis as determined by the City. Drivers whose records do not meet the driver qualification standard will not be authorized to operate any vehicle on behalf of City.

All drivers must possess a valid Drivers License. Required endorsements must also be maintained. The driver qualification evaluation will be based on the driver's MVR and will also take into account the results of skills assessments and work-related motor vehicle incidents, whether or not the incident has been recorded on the driver's MVR. All violations recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification evaluation.

"Acceptable" or "Borderline" qualification will be determined using the following criteria. Any number of violations or accident in excess of the "Borderline" criteria constitutes a failure to meet the driver qualification standard resulting in revocation of driver authorization. (Note - DUI and DWI are not evaluated as a standard violation.)

#### **Acceptable**

- Up to 2 violations recorded on the MVR, or
- Up to 1 at fault work related accident in the prior three years, or
- A combination of 1 violation on the MVR and 1 at fault work related accident in the last three years

#### **Borderline**

- violations recorded on the MVR or,
- at fault work related accidents in the last three years, or
- DUI or DWI within the last 5 years, or
- Any violation for Careless, Reckless or Distracted driving

## **Unacceptable**

- No valid driver license,
- Recent DUI conviction,
- 4 or more violations recorded on the MVR

A single major violation recorded on the MVR, or resulting from a work related incident, may result in revocation of the drivers' qualification and driver authorization. Major violations include, but are not limited to:

- DUI or DWI in the previous 24 months
- Failure to stop/report an accident
- Making a false accident report
- Attempting to elude a law enforcement
- Others as determined by the City.

## ***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.

## ***Employee-Owned Vehicles:***

Employees using their cars for business must receive prior authorization from their Department Director.

- There is an expectation that when on City business, errands, or travel, that employees will use City provided vehicles with few exceptions.
- Mileage Allowance. A mileage allowance for all costs related to vehicle operation will be provided, which may vary from year to year. The mileage reimbursement rate will be determined by the amount listed on the Utah State website.

- Mileage Record. The mileage will be determined by the round-trip miles from Ephraim City Hall to the final destination and recorded on the travel form.
- Related Compensation. Parking charges, tolls, and other related expenses are compensable upon presentation of receipts if incurred for business-related travel. However, all fuel, maintenance, and depreciation expenses are considered to be included in the standard mileage rate.
- Approval. The employee's Department Director or the City Manager must approve claims for mileage allowance and related reimbursement.
- Vehicle Allowance. A monthly vehicle allowance may be granted to those who travel regularly on City business. This allowance is instead of mileage and miscellaneous reimbursement allowance for all travel. Employees with vehicle allowances are expected to use the vehicle at no additional cost to the City for City related travel within a 50-mile radius of City Hall. Employees with vehicle allowances who use their vehicle and travel beyond a 50-mile radius of City Hall for City related business will be compensated at the mileage rate established by the City Finance Department. Employees who receive monthly allowances are prohibited from using a City-owned vehicle except in the case of an emergency. An emergency does not include the unavailability of the employee's car.
- Use of City vehicles for non-City business-related purposes is prohibited. Employees scheduled to respond on-call, outside of regular work hours, may be assigned an appropriate City vehicle to make such responses from their homes. Such assignments, except in case of emergencies, shall be approved by the City Manager. Commuting miles are subject to IRS regulations and must be reported annually on forms provided by the City.

### ***Employee Responsibilities:***

Employees are accountable for operating City cars, personal vehicles, rentals, or equipment when traveling or using them for City business purposes. An employee who drives any vehicle on City business must:

- Possess a current driver's license. Employees who have lost their driving privileges/license are obligated to immediately report the loss of license and/or privileges to their supervisor.
- Where appropriate, possess a current Commercial Driver's License (CDL)
- Maintain vehicle insurance coverage in at least the minimum amounts required by state law and carry proof of such coverage. The employee assumes liability for their vehicle in work-related travel.
- No employee may operate a City vehicle or City equipment while their performance is impaired by alcohol or any controlled substance or over-the-counter drug. An employee taking a prescription drug for a bona fide medical condition, which may impair the employee's ability to operate a vehicle safely, shall notify their supervisor. The supervisor shall notify their Department Director of the situation, and the Department Director may make reasonable accommodations for the condition or place the employee on sick leave to ensure the safety of the employee, co-workers, and the public, after consulting with the Human Resources Department and the City Attorney.
- Inspect the vehicle and confirm that it is in safe operating condition.
- Employees are required to drive safely and courteously.
- Employees and passengers are required to wear seat belts while operating a City vehicle.

- Employees are solely responsible for any traffic citations they may receive while driving a City vehicle or on City business. Employees are solely responsible for fines or parking violations incurred while driving on City business.
- Employees must comply with Utah Code § 41-6a-1716. While driving a City vehicle or driving on City business, employees may not manually text, email, dial, browse the internet, or otherwise enter data on a handheld device. Hands-free or voice-activated use and GPS navigation are permitted. This restriction does not apply to law enforcement or emergency personnel acting within the scope of their duties.
- Employees using City vehicles shall ensure they are kept clean and serviced according to fleet specifications.

### ***Accidents:***

An employee involved in an accident while traveling on City business must immediately report the incident (regardless of how minor) to their Department Director and the Police Department having jurisdiction.

### ***Emergency Response Employees:***

Due to the nature of their position or functional area of responsibility, Emergency Response Employees may be assigned a City vehicle to perform their job or function. Such vehicles may incidentally be used for commuting purposes and to facilitate expeditiously responding to after-hour calls or assisting with emergencies. To qualify as an Emergency Response Employee, an employee must live within Sanpete County. Each department with qualified employees will maintain its policies governing the use of City Vehicles.

Emergency Response Employees requesting to live outside Sanpete County must obtain approval from the Department Head and City Manager.

Failure to comply with the Use of City Vehicles and Equipment policies may result in a loss of vehicle privileges and/or disciplinary action up to and including termination of employment. Employees are reminded to be liable for any personal federal or state income or benefits taxes that may apply to them through their use of City vehicles as provided in this program.



**EPHRAIM CITY COUNCIL**

**MEETING DATE: June 17, 2026**

**TO:** MAYOR AND COUNCIL  
**FROM:** KATIE WITT, CITY MANAGER  
**SUBJECT:** DROUGHT PRICING  
**AGENDA TYPE:** ACTION

**EXECUTIVE SUMMARY**

Staff is requesting Council consideration of ECR 26-15, amending Title 12.08.200 of the Ephraim City Code and the Consolidated Fee Schedule to establish temporary water rates during extreme drought conditions. The proposed rates are intended to encourage water conservation, reduce high-volume water use, and help protect the City’s culinary water system during a declared drought period. The draft resolution states that the temporary drought rates would apply from June 20, 2026, through October 1, 2026. Staff recommends approval, subject to final legal review and correction of any effective-date or formatting issues before adoption.

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**BACKGROUND**

Ephraim City is experiencing drought conditions that require additional conservation measures to protect the City’s culinary water supply. The draft resolution states that Utah and Sanpete County are experiencing extreme drought conditions and references a statewide drought declaration issued by Governor Spencer J. Cox on May 21, 2026.

The City’s culinary water system must maintain adequate reserves and sustainable usage levels throughout the summer irrigation season. During periods of high demand and limited water availability, temporary rate adjustments can be used as a conservation tool to encourage reduced water use, particularly among higher-volume users.

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## **ANALYSIS**

The proposed resolution would amend Title 12.08.200 of the Ephraim City Code by adding temporary drought-condition water rates to the Consolidated Fee Schedule. The proposed rates apply separately to water users inside and outside City limits.

### **Proposed Water Rates Within City Limits During Extreme Drought Conditions**

<b>Usage Tier</b>	<b>Proposed Rate</b>
Base rate including first 7,000 gallons	\$47.00
7,001 – 30,000 gallons	\$2.34 per 1,000 gallons
30,001 – 60,000 gallons	\$2.67 per 1,000 gallons
60,001 – 90,000 gallons	\$3.01 per 1,000 gallons
90,001 gallons and over	\$3.33 per 1,000 gallons

### **Proposed Water Rates Outside City Limits During Extreme Drought Conditions**

<b>Usage Tier</b>	<b>Proposed Rate</b>
Base rate including first 7,000 gallons	\$70.50
7,001 – 30,000 gallons	\$3.53 per 1,000 gallons
30,001 – 60,000 gallons	\$4.01 per 1,000 gallons
60,001 – 90,000 gallons	\$4.53 per 1,000 gallons
90,001 gallons and over	\$5.01 per 1,000 gallons

The proposed structure keeps the base minimum rate in place while increasing the cost of higher-volume water use. This approach supports conservation by placing the strongest price signal on discretionary or high-volume consumption while preserving a standard minimum level of service.

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## **FISCAL REVIEW**

The proposed temporary drought rates may increase Water Fund revenue from higher-volume users during the effective period. However, the purpose of the rate adjustment is conservation, not revenue generation. It is expected that Water Fund revenue will decrease this summer due to reduction in water usage. Actual fiscal impact will depend on customer response, weather conditions, and irrigation demand.

Because the rate structure is intended to reduce water usage, any additional revenue may be partially or fully offset by lower consumption. Staff does not recommend budgeting for new ongoing revenue from this temporary rate change.

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## **LEGAL REVIEW**

The City Attorney has approved this ordinance as to form.

## **ALTERNATIVES**

### **Option 1: Approve the resolution as presented**

This would allow the City to implement temporary drought pricing quickly.

### **Option 2: Approve modified drought rates.**

Council may choose to adjust the proposed rates, tiers, or effective period based on policy preference, conservation goals, or public feedback.

### **Option 3: Table the resolution for additional analysis.**

Council may request additional billing impact examples or conservation data before taking action. This would delay implementation during the drought period.

### **Option 4: Take no action.**

Existing water rates would remain in place. This option would avoid immediate rate impacts to customers but would not add a pricing-based conservation tool during the drought period.

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## **CONCLUSION**

The proposed resolution provides a temporary drought-response tool intended to encourage water conservation and protect Ephraim City's culinary water system during extreme drought conditions. Staff recommends Council approve ECR 26-15.

**RESOLUTION NO. ECR 26-15**

**A RESOLUTION AMENDING TITLE 12 SECTION 08 CHAPTER 200 OF THE EPHRAIM CITY CODE REGARDING THE CONSOLIDATED FEE SCHEDULE ALTERING WATER RATES DURING EXTREME DROUGHT CONDITIONS; PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the State of Utah and Sanpete County are experiencing extreme drought conditions that threaten water supplies and require immediate conservation efforts; and

**WHEREAS**, on May 21, 2026, Governor Spencer J. Cox issued a statewide drought declaration encouraging municipalities and residents to take necessary actions to preserve water resources; and

**WHEREAS**, the Ephraim City Council finds it necessary and in the best interest of the public health, safety, and welfare to encourage water conservation through temporary drought pricing measures; and

**WHEREAS**, the City Council believes that these temporary rate increases will encourage water conservation during the declared drought emergency and to preserve the integrity and sustainability of the Ephraim City water system during periods of high demand and limited water availability.; and

**WHEREAS**, the Ephraim City culinary water system must maintain adequate water reserves and sustainable usage levels throughout the summer irrigation season; and

**WHEREAS**, the City Council finds these amendments to further the general welfare, health, and security of Ephraim City and its citizenry.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF EPHRAIM, UTAH:**

**SECTION I: Repealer.** If any provisions of the City's Code previously adopted are inconsistent herewith they are hereby repealed.

**SECTION II: Enactment.** Title 12.08.200 is hereby amended by inserting the following table shall be inserted after the table entitled “Water Rate Within City Limits” and prior to the table entitled “Water Rates Outside City Limits.”

<b>WATER RATE WITHIN CITY LIMITS DURING EXTREME DROUGHT CONDITIONS</b>	
Minimum for first 7,000 gallons	\$ 47.00
7,001 – 30,000 gallons	\$ 2.34/ 1,000 gallons

30,001 – 60,000 gallons	\$ 2.67/ 1,000 gallons
60,001 – 90,000 gallons	\$ 3.01/ 1,000 gallons
90,001 gallons and over	\$ 3.33/ 1,000 gallons
*These rates shall be effective from June 20, 2026 until October 1, 2026.	

The following table shall be inserted after the table entitled “Water Rates Outside City Limits” and prior to the table entitled “Non-Connected Daily Bulk Water Purchases \*\*Subject to Availability.”

<b>WATER RATES OUTSIDE CITY LIMITS DURING EXTREME DROUGHT CONDITIONS</b>	
Minimum for first 7,000 gallons	\$ 70.50
7,001 – 30,000 gallons	\$ 3.53/ 1000 gallons
30,001 – 60,000 gallons	\$ 4.01/ 1,000 gallons
60,001 – 90,000 gallons	\$ 4.53/ 1,000 gallons
90,001 gallons and over	\$ 5.01/ 1,000 gallons
*These rates shall be effective from June 20, 2026 until October 1, 2026.	

**SECTION III: Severability.** If any section, subsection, sentence, clause or phrase of this ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, said portion shall be severed and such declaration shall not affect the validity of the remainder of this ordinance.

**SECTION IV: Effective Date.** This resolution, being necessary for the peace, health and safety of the City, shall become effective June 20, 2026.

**PASSED AND ADOPTED** by the City Council of Ephraim, Utah, this 17<sup>th</sup> day of June, 2026.

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Chris Larsen, Mayor

ATTEST:

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Candice Maudsley, City Recorder

**COUNCIL VOTE**

Jack Dalene	Aye	___	Nay	___
Dennis Nordfelt	Aye	___	Nay	___
Bud Powell	Aye	___	Nay	___
Loren Steck	Aye	___	Nay	___
Anthony Beal	Aye	___	Nay	___