



**EPHRAIM CITY COUNCIL
WORK MEETING AGENDA**
Board Room – Ephraim City Hall
5 South Main, Ephraim, Utah
Wednesday, October 7, 2026
6:00 PM

6:00 PM

I. CALL TO ORDER

- 1. ROLL CALL**
- 2. EMPLOYEE HANDBOOK DISCUSSION**
 1. COMPENSATION TIME
 2. BONUS POLICY
- 3. ADJOURNMENT**

In accordance with the Americans with Disabilities Act, Ephraim City will make reasonable accommodations for individuals with disabilities who wish to attend this meeting. Requests for accommodations or interpretive services should be made at least three (3) working days prior to the meeting by contacting the Ephraim City Office at 435-283-4631.

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 5th day of October 2026.

Notice was posted:

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

Candice Maudsley
Ephraim City Recorder



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

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

To participate in the public comment period or any scheduled public hearings, please email cmaudsley@ephraim.gov before 3:00 PM on the day of the meeting.

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

7:00 PM

CALL TO ORDER

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

PUBLIC COMMENT

Members of the public may address the City Council regarding matters within the jurisdiction of Ephraim City or items appearing on the current agenda. Individuals wishing to speak should submit a public comment form to the Mayor prior to the public comment period. Comments are limited to three (3) minutes per person.

The Council may not take final action on matters raised during public comment that are not listed on the agenda but may briefly respond, request clarification, refer the matter to City staff, or request that the matter be placed on a future agenda.

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

I. Consent Items

A. Ratification of the Warrant Register for September 11th through October 2, 2026

Pages 5-10

B. Approval of September 16, 2026, City Council Meeting & Work Meeting Minutes

II. Study Agenda

Page 11

A. Discussion regarding Electric Vehicle Charging Stations (Cory Daniels)

Page 12

B. Discussion regarding Proposed Amendments to the R-1B Residential Zone (Megan Spurling)

Pages 12-13

C. Discussion regarding the Possible Creation of an R-1C Residential Zone (Megan Spurling)

Page 14

D. Discussion regarding Proposed Residential Density and Parking Requirement Changes (Megan Spurling)

Pages 14-15

E. Discussion regarding Proposed Housing-Type Variety Requirements for Multi-Family Developments (Megan Spurling)

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

Pages 16-27

A. **Discussion and Consideration of Resolution ECR 26-20** Approval of the Impact Fee Capital Facilities Plan and Impact Fee Analysis (Katie Witt)

~~B. **Discussion and Consideration of Resolution ECR 26-21** Adopting an Acceptable Use Policy (Candice Maudsley)~~

Pages 28-31

C. **Discussion and Consideration of Ordinance ECO 26-12** Amending the Ephraim City Fee Schedule to Revise the Bulk Water Meter Deposit and Add Short-Term Rental Business License Fees (Candice Maudsley)

IV. Reports

A. City Manager Report

ADJOURNMENT

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Candice Maudsley
Ephraim City Recorder

CITY COUNCIL WORK MEETING MINUTES

Meeting Date:	September 16, 2026
Meeting Time:	6:00 PM
Location:	City Hall Council Chambers, 5 S Main, Ephraim
Meeting Type:	Work: City Manager Annual Review

Attendance

Official	Present	Absent
Mayor Chris Larsen	☐	☐
Councilmember Dennis Nordfelt	☐	☐
Councilmember Anthony Beal	☐	☐
Councilmember Loren Steck	☐	☐
Councilmember Jack Dalene	☐	☐
Councilmember Bud Powell	☐	☐

Call to Order

Mayor Larsen called the meeting to order at 6:07 p.m.

Councilmember Dalene moved to go into closed session for the purpose of discussing an individual. The motion was seconded by Councilmember Beal. The motion carried unanimously, 5-0.

Councilmember Powell moved to return to open session. The motion was seconded by Councilmember Steck. The motion carried unanimously, 5-0.

ADJOURNMENT

Councilmember Dalene moved to adjourn.

Second: Councilmember Powell.

The meeting adjourned at 6:57 p.m.

APPROVAL

Approved this 7th day of October 2026.

Mayor Larsen

Attest:

City Recorder, Candice Maudsley

Draft

CITY COUNCIL MEETING MINUTES

Meeting Date:	September 16, 2026
Meeting Time:	7:00 PM
Location:	City Hall Council Chambers, 5 S Main, Ephraim
Meeting Type:	Regular

Attendance

Official	Present	Absent
Mayor Chris Larsen	☐	☐
Councilmember Dennis Nordfelt	☐	☐
Councilmember Anthony Beal	☐	☐
Councilmember Loren Steck	☐	☐
Councilmember Jack Dalene	☐	☐
Councilmember Bud Powell	☐	☐

Call to Order

Mayor Larsen called the meeting to order at 7:00 p.m.

Pledge of Allegiance & Prayer

Prayer given by Jack Dalene

Pledge led by Loren Steck

Public Comment

The Mayor opened the public comment period.

No public comment was taken.

Presentations

Culinary Water Supply and Current Water Conditions Update Point Community Survey

Jeff Jensen provided an update on the City's culinary water supply. He reported that the water level in Well No. 1 had risen several feet after static levels had gradually declined through approximately September 10. Both wells remain in operation, and water levels have begun to stabilize. Jeff reported that conservation efforts continue to have a positive effect and that this has been the most difficult water year he has experienced during his 29 years with the City.

The Council also discussed spring redevelopment and the upcoming pipeline project, which is anticipated to begin in October. Jeff explained that spring redevelopment remains a consideration but noted that the process does not guarantee increased water production.

Consent Agenda

- Approval of August 19, and September 2, 2026 City Council Meeting Minutes
- Approval of Warrant Register

Councilmember Beal moved to approve the Consent Agenda. The motion was seconded by Councilmember Powell. The motion was unanimous. The motion carried, 5-0.

Study Agenda

Discussion regarding Accessory Dwelling Unit (ADU) Regulations

The Council reviewed proposed regulations for accessory dwelling units (ADUs), including both detached accessory dwelling units (DADUs) and internal ADUs. The proposed standards addressed minimum lot size, parking, occupancy, owner-occupancy, utility connections, size and location, building design, landscaping, short-term rentals, and subdivision restrictions. The proposal would permit DADUs on qualifying single-family lots and prohibit them on multifamily lots.

The Council discussed the proposed requirements, including whether smaller lots are appropriate for ADUs, owner-occupancy requirements, parking impacts, and the use of detached ADUs as rentals. The proposed regulations would prohibit DADUs from being used as short-term rentals and require the primary residence to be owner-occupied for at least 180 days each year. The Council also discussed appropriate height limitations and the relationship between ADUs and existing accessory structure requirements. Staff was directed to incorporate the Council's discussion into ordinance language and return the proposed regulations to the Council for consideration.

Discussion regarding Residential Development within Commercial Subdivisions and Commercial Zones

The Council reviewed proposed changes addressing residential uses within commercial areas. The proposal would prohibit residential units within recorded commercial subdivisions while continuing to allow residential uses in the C-2 zone where otherwise permitted by City Code.

The Council also discussed allowing an accessory apartment for the owner of a business within a recorded commercial subdivision through the conditional use permit process. Under the proposal, the apartment would be limited to occupancy by the business owner, could not be used as a short- or long-term rental, and would be required to be internal to the business rather than a detached residential unit.

Discussion regarding Ground-Floor Commercial Requirements for New Construction along Main Street

The Council reviewed proposed standards for residential development along Main Street and within the first 300 feet of Main Street. The proposal would require developments containing residential units to include a commercial component, with the main floor devoted to commercial use. Proposed standards also included a two-story maximum, a 20 percent landscaping requirement with a minimum of two trees, elimination of the existing mixed-use parking reduction, and historic design elements on building façades. Existing residential units would remain grandfathered; however, redevelopment would be required to comply with the applicable standards.

The Council discussed building height, landscaping, parking, architectural character, and how historic design standards could be clearly defined and administered. Staff was directed to research design standards used by other communities and incorporate the Council's direction into proposed code language for future consideration.

Discussion regarding the Impact Fee Capital Facilities Plan Update and Impact Fee Analysis

The Council discussed the need to update the City's Impact Fee Capital Facilities Plan and Impact Fee Analysis. City Manager Katie Witt explained that the City's previous impact fee analysis was completed in 2019 by Sunrise Engineering and that Sunrise Engineering has provided a scope of work for the proposed update.

The update will evaluate the City's capital facilities and impact fee calculations to ensure the City's impact fees are supported by current information. The Council reviewed the proposed scope and discussed moving forward with the update. The scope of work will be brought back to the Council for formal approval before work proceeds.

Discussion regarding a Proposed Change to the Fee Schedule for Bulk Water Meter Deposit and the addition of Short-term Rentals to Business License Fee Schedule.

City Recorder Candice Maudsley presented proposed changes to the City's fee schedule. The proposed changes included adding short-term rentals to the business license fee schedule and increasing the deposit required for a bulk water meter to more accurately reflect the City's cost to replace the meter.

The Council discussed the appropriate amount for the bulk water meter deposit and whether the fee should reflect the actual replacement cost of the meter or be established as a fixed amount. The Council indicated support for increasing the deposit from **\$1,000 to \$1,750** and directed staff to incorporate the changes into the fee schedule ordinance for future consideration.

Action Agenda

Triggering Parcels within the Utah Inland Port Authority Project Area and Camino Verde Group Public Infrastructure District

Jenna Draper with the Utah Inland Port Authority (UIPA) reviewed the proposed triggering of the Ephraim Crossing parcels. The Council discussed the approximately \$33,000 in increased property tax revenue, the 25-year tax increment period, and the relationship between triggering the parcels and the Camino Verde Group Public Infrastructure District (PID).

Joe Gallagher addressed the Council and reported that the PID was awaiting final tax documentation. Following discussion, the Council determined to trigger the parcels and pass the increased tax revenues through to the appropriate taxing entities rather than retain the increment at this time.

Councilmember Nordfelt moved to trigger the parcels and pass the increased tax revenues through to the appropriate taxing entities. The motion was seconded by Councilmember Beal. The motion carried unanimously, 5-0.

Reports

- **Councilmember Dalene** reported that the Planning Commission is working on revisions to the City's land use ordinances during the development moratorium.
- **Councilmember Beal** reported that the Library will distribute a community survey to gauge interest in potential library expansion. He also recognized the Youth City Council for their work at the Fly-In.
- **City Manager Katie Witt** reported that the City water tour will be rescheduled for next year.

ADJOURNMENT

Councilmember Powell moved to adjourn.

Second: Councilmember Nordfelt.

The meeting adjourned at 8:52 p.m.

APPROVAL

Approved this 7th day of October 2026.

Mayor Larsen

Attest:

City Recorder, Candice Maudsley

Level 3 EV Station Cost Analysis

Demand	Units
Days/Week	5
Hours/Day	5
Hours/Year	1300
Cost Rate/KWH	\$0.13
Low Sell Rate / KWh	\$0.35
High Sell Rate / KWh	\$0.60
KW/Hour	120

Upfront Costs		Rate of Return (Cumulative) - Formula = Sell-Cost*Hours/Year*KW/Hour											
Charger	\$80,000.00		Yearly	1	2	3	4	5	6	7	8	9	10
Subscription Fee	\$10,000.00	Low Rate	\$ 34,320.00	\$ 34,320.00	\$ 68,640.00	\$ 102,960.00	\$ 137,280.00	\$ 171,600.00	\$ 205,920.00	\$ 240,240.00	\$ 274,560.00	\$ 308,880.00	\$ 343,200.00
Transformer	\$31,000.00	High Rate	\$ 73,320.00	\$ 73,320.00	\$ 146,640.00	\$ 219,960.00	\$ 293,280.00	\$ 366,600.00	\$ 439,920.00	\$ 513,240.00	\$ 586,560.00	\$ 659,880.00	\$ 733,200.00
Install Cost	\$7,000.00												
Annual Maintenance	\$5,000.00												
Total	\$ 133,000.00	Notes:											

Notes:
*Cost could go up and sell could go up year over year.
All Gray Columns are formulas, white are for changing values.

1. R1B Transition Zone Standards

https://ephraim.municipalcodeonline.com/book?type=ordinances#name=10.16_ZONING_DISTRICT_REGULATIONS

- Intended to provide a transition between single-family and multi-family developments
- Maximum density of 6 or 8 units per acre (Planning Commission is undecided on this)
- No internal or external ADUs
- Developments larger than 3 acres must include a mix of housing types
- Change setbacks to 20 foot front, 15 foot back and 6 foot sides, instead of 15 back and front and 6 foot sides. We have received a request from Enbridge to not allow the 15 foot front setback because we have a difficult time meeting distance requirements for utilities.
- All other standards as far as height, frontage width and parking remain unchanged

2. R1C Transition Zone Standards

https://ephraim.municipalcodeonline.com/book?type=ordinances#name=10.16_ZONING_DISTRICT_REGULATIONS

- Minimum lot size: 6,500 square feet
- Maximum of one dwelling unit per parcel
- Intended to provide a transition between single-family and multi-family developments
- No external accessory dwelling units (ADUs)
- Minimum lot width: 60 feet
- Setbacks:
 - Front: 20 feet
 - Rear: 20 feet

- Side: 8 feet
 - Maximum building height: 35 feet (2 ½ stories) this is standard
 - https://ephraim.municipalcodeonline.com/book?type=ordinances#name=10.20.020_Table_A:_Setbacks
 -
3. We want to emphasize that these are transition zones and must be utilized as such. These zones should be used to create a buffer between larger single-family lots and multi-family developments.

Proposed Density Standards

- Maximum of **10 townhome units per acre**
- Maximum of **15 apartment units per acre**
- Maximum apartment height: **2.5 stories** (allow for 3 stories in college overlay)
- Maximum mixed-use building height: **3 stories**

<https://ephraim.municipalcodeonline.com/book?type=ordinances#name=10.20.020>
[Table A: Setbacks](#)

<https://ephraim.municipalcodeonline.com/book?type=ordinances#name=10.16.040>
[Residential Zones](#) (under R3 and R4 zones)

<https://ephraim.municipalcodeonline.com/book?type=ordinances#name=10.16.060>
[Commercial Zones](#) (under C1A and C2)

Parking Requirement Changes

- Eliminate reduced parking for bike racks
- If tandem parking is going to be utilized for a townhome or other multi-family development, 3 spaces for every 5 units for guest parking shall be provided instead of 2.
- Adjust parking requirements for Condos and Townhomes. 2 per unit and 2 spaces for every 5 units for guest parking.
- Eliminate 25% reduced parking benefit for mixed use commercial and residential buildings.

<https://ephraim.municipalcodeonline.com/book?type=ordinances#name=10.16.060>
[Commercial Zones](#) (Just for the 25% reduction under C2 zone)

<https://ephraim.municipalcodeonline.com/book?type=ordinances#name=10.20.050>
[Table D: Off-Street Parking Requirements](#)

Proposed Housing Variety in Multi-Family Developments

- Limit any single housing type (such as townhomes, flex homes, or duplexes) to a maximum of 60% of the total development. The remaining 40% must consist of a different housing type on projects over 2 acres. This allows the overall density to be achieved while encouraging a mix of housing options.
- Require a buffer throughout the development.

https://ephraim.municipalcodeonline.com/book?type=ordinances#name=10.16.040_Residential_Zones



EPHRAIM CITY COUNCIL

MEETING DATE: October 7, 2026

TO: MAYOR AND COUNCIL
FROM: Katie Witt, City Manager
SUBJECT: Impact Fee Capital Facilities Plan and Impact Fee Analysis Updates
AGENDA TYPE: ACTION

EXECUTIVE SUMMARY

Sunrise Engineering proposes updating the City's impact fee capital facilities plans and impact fee analyses for wastewater, culinary water, and roads, and preparing a parks and recreation amendment. The estimated cost is \$129,500, including \$124,500 in lump sum services and an estimated \$5,000 in time and materials coordination. Staff recommends approval of Resolution 26-20 2026. Approval authorizes the studies; completed plans and proposed fee changes would return to the Council for separate consideration.

BACKGROUND

The proposed work uses the City's 2019 plans as its starting point. Updating the plans and analyses will account for completed improvements, anticipated growth, current construction costs, and available capacity. The facilities plans identify infrastructure needed to serve growth; the analyses calculate maximum supportable impact fees based on eligible costs attributable to new development. The attached work release is a proposal for these services and contains no completed analysis or proposed fee rates.

ANALYSIS

Wastewater: Update population and usage projections, including initial outreach to Snow College; evaluate collection system and lagoon capacities; update the sewer model, project list, cost estimates, and financing plans; and prepare a certified impact fee analysis.

Culinary water: Evaluate water rights, sources, storage, treatment, and distribution; update the hydraulic model; identify capacity and deficiencies; update capital projects, costs, and financing plans; and prepare a certified impact fee analysis.

Roads: Collect traffic counts at approximately 15 locations, revise project lists and cost estimates, update GIS mapping, and calculate the maximum supportable roadway impact fee.

Parks and recreation: Prepare a summary memo amendment with updated calculations, attachments, and certification.

Wastewater, culinary water, and roads are expected to take approximately 180 days after notice to proceed. Parks and recreation will begin under a separate notice to proceed when the Trails Master Plan is further along and is expected to take approximately 90 days. The general scope includes kickoff, 50 percent findings, 90 percent draft review, and a final council work meeting presentation, subject to the parks attendance exclusion.

City staff will provide records, project and financial information, and timely comments. Extended Snow College coordination and additional meetings require authorization. Ordinance drafting and annual or periodic reviews are outside the fixed scope.

FISCAL REVIEW

The proposed compensation is summarized below.

Service	Amount	Basis
Wastewater	\$35,000	Lump sum
Culinary water	\$38,000	Lump sum
Roads	\$34,500	Lump sum
Parks and recreation amendment	\$17,000	Lump sum
Fixed scope subtotal	\$124,500	Lump sum
Additional stakeholder coordination	\$5,000	Time and materials estimate
Total estimated cost	\$129,500	Combined

Additional services require prior City authorization. Invoices are submitted monthly and payable within 30 days.

Funding sources: Impact Fee – Wastewater, Impact Fee – Culinary Water, Impact Fee – Streets, Impact Fee – Parks and Recreation.

LEGAL REVIEW

City Attorney

ALTERNATIVES

1. Approve Resolution No. 2026-1, subject to confirmed funding and authorization controls for additional services.
2. Approve a revised scope or negotiated spending limit, with corresponding revisions to the work release.
3. Defer action for additional budget information or revised pricing.

CONCLUSION

Staff recommends proceeding with the updates to provide current facilities planning and supportable impact fee calculations. Approval should be subject to confirmed funding, with

additional services requiring prior City authorization and parks and recreation beginning under a separate notice to proceed.

Suggested motion: “I move to approve Resolution No. 26-20”

RESOLUTION ECR 26-20

**AUTHORIZING AN AGREEMENT WITH SUNRISE ENGINEERING FOR
IMPACT FEE UPDATES**

WHEREAS, Ephraim City (hereinafter “City”) has previously adopted impacted fees; and

WHEREAS, the City desires to assess parks, sewer, water, and road impact fees as a condition of development approval in order to appropriately assign capital infrastructure costs to development in an equitable and proportionate manner; and

WHEREAS, the City would like to complete an updated Impact Fee Analysis; and

WHEREAS, the City has provisionally selected Sunrise Engineering to prepare an updated Impact Fee Analysis; and

WHEREAS, the City’s purchasing policy dictates that acquisition of items of this value must be authorized by the City Council; and

WHEREAS, the City Council finds that it is in the best interest of the public to extend this contract.

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

1. The City Manager, or her designee, is directed to conduct negotiations to contract with Sunrise Engineering (hereinafter “Contract”) for the services contemplated in the attached agreement. The attached agreement is hereby incorporated herein by this reference. The Contract shall include such other provisions as are deemed necessary to accomplish the purposes of the City.

2. At such time as the Contract is in a form acceptable to the City Manager, the City Manager is authorized to execute the Agreement on behalf of the City. Execution of the Agreement by Sunrise Engineering shall constitute acceptance of the contract, pursuant to the terms and conditions of the Agreement. Execution of the Agreement by the City Manager shall constitute the City's acceptance of the contract.

3. The contract shall not exceed the proposed prices without further authorization from the City Council.

PASSED AND ADOPTED by the City Council of Ephraim, Utah, this 7th day of October, 2026.

Chris Larsen, Mayor

ATTEST:

Candice Maudsley, City Recorder

WORK RELEASE NO. 2026-1

EPHRAIM CITY
IMPACT FEE CAPITAL FACILITY PLAN UPDATES AND IMPACT FEE ANALYSIS UPDATES 2026:
WASTEWATER, CULINARY WATER, ROADS, PARKS & REC

EPHRAIM CITY
5 SOUTH MAIN STREET
EPHRAIM, UT 84627

EXECUTION AND EFFECTIVE DATE

This Work Release No. 2026-1 will be effective as of the date of its full execution by CLIENT and SE, or CLIENT's acceptance of the performance by SE of the Services without written objection to the terms of this Work Release, whichever first occurs. The below-named duly authorized representatives of CLIENT and SE have executed this Work Release on the dates set forth herein below.

ENGINEER

SUNRISE ENGINEERING, LLC

By: 

Name: Jesse Ralphs

Title: Vice President

Date: 9/4/2026

CLIENT

EPHRAIM CITY:

By: _____

Name: _____

Title: _____

Date: _____

WORK RELEASE NO. 2026-1

This Work Release is entered into by and between EPHRAIM CITY (CLIENT) and SUNRISE ENGINEERING, LLC (SE).

ARTICLE 1. INCORPORATION OF AGREEMENT FOR ENGINEERING AND TECHNICAL SERVICES

CLIENT and SE acknowledge and agree that CLIENT and SE executed an Agreement for Engineering and Technical Services dated March 16, 2021, hereinafter referred to as the "Agreement". The Agreement and the terms, conditions, promises and obligations of the Agreement are hereby incorporated by reference into this Work Release and will, to the extent not in direct conflict with the terms, conditions, promises and/or obligations of this Work Release, be applicable to the engineering and technical services described in this Work Release and any change in services entered with respect to this Work Release (the "Services") SE has agreed to perform for the project described in Article 2 of this Work Release (the "Project").

ARTICLE 2. THE PROJECT

CLIENT's Project for which CLIENT has engaged SE to perform the Services is generally described as follows:

The CLIENT currently has existing impact fees in place for many services provided by the CLIENT. At this time, the CLIENT desires to update the Impact Fee Capital Facilities Plans for Wastewater, Culinary Water, Roads, and Parks & Recreation, and update the associated Impact Fee Analysis for each of these systems. Pursuant to the Impact Fees Act (Chapter 36a), an Impact Fee Capital Facilities Plan (IFCFP) and an Impact Fee Analysis (IFA) must be prepared as a part of this update.

ARTICLE 3. SCOPE OF ENGINEER'S SERVICES

The following items will be completed by SE:

1. Wastewater Impact Fee Capital Facilities Plan & Impact Fee Analysis Updates:
 - a. Impact Fee Capital Facilities Plan Update
 - i. SE will use the previous IFCFP (completed in 2019) as the basis for the facilities plan.
 - ii. Update current and projected levels of service including flow capacities of interceptor and collection lines, and hydraulic and biological capacities of the wastewater lagoons.
 - iii. Update population and usage projections.
 1. Coordinate with Snow College for projected increase in student population.
 - a. Provision: Coordination with Snow College will include initial outreach, to determine projected onsite student population information. If extended coordination with the college is necessary and authorized by CLIENT, it will be provided under Additional Stakeholder Coordination.
 - iv. Update sewer model based on recent improvements and proposed projects.
 - v. Identify excess capacity or deficiencies based on current and projected demands.
 - vi. Update the capital improvements plan to reflect previously completed improvements and to address anticipated required future improvements.
 - vii. Prepare cost estimates and financing plans for recommended improvements.

b. Impact Fee Analysis

- i. Based on the updated IFCFP, prepare an IFA in accordance with the Impact Fees Act.
- ii. Calculate the maximum impact fee based upon the recommendations identified from the IFCFP, considering only the costs eligible for impact fee consideration.
- iii. Provide CLIENT with a 90% draft report for review and comment.
- iv. Provide a final IFA along with required certification of compliance with the Impact Fee Act.

2. Culinary Water Impact Fee Capital Facilities Plan & Impact Fee Analysis Updates:

a. Impact Fee Capital Facilities Plan Update

- i. SE will use the previous IFCFP (completed in 2019) as the basis for the facilities plan.
- ii. Perform a 5-Point system analysis to determine current and projected levels of service for the following areas:
 1. Water Rights
 2. Water Source
 3. Water Storage
 4. Water Treatment
 5. Water Distribution System
- iii. Update hydraulic model based on recent improvements and proposed projects.
- iv. Identify excess capacity or deficiencies based on current and projected demands.
- v. Update the capital improvements plan to reflect previously completed improvements and to address anticipated required future improvements.
- vi. Prepare cost estimates and financing plans for recommended improvements.

b. Impact Fee Analysis

- i. Based on the updated IFCFP, prepare an IFA in accordance with the Impact Fee Act
- ii. Calculate the maximum impact fee based upon the recommendations identified from the IFCFP, considering only the costs eligible for impact fee consideration.
- iii. Provide CLIENT with a 90% draft report for review and comment.
- iv. Provide a final IFA along with required certification of compliance with the Impact Fee Act.

3. Roads

a. Impact Fee Capital Facilities Plan Update

- i. SE will use the previous IFCFP (completed in 2019) as the basis for the facilities plan update, including prior methodology, roadway network, and supporting information.
- ii. SE will review the existing Roads IFCFP/IFA, current city plans, recent development information, and roads improvements identified by the CLIENT as having been improved or constructed since the prior IFCFP was completed.
- iii. Confirm the existing service area and the roadway level-of-service approach.
- iv. Update Traffic Counts – SE will collect new roadway traffic counts at approximately the same 15 locations used in the previous study, adjusted as needed based on current roadway conditions and growth patterns. Compare the updated counts with prior volumes and forecasts.
- v. Roadway Project List Update – SE will meet with CLIENT to review the existing project list, remove completed projects, confirm projects that remain applicable, and identify limited additions or modifications based on current development expectations.
 1. Update planning-level construction cost estimates for the revised project list.

- vi. GIS & Mapping Update – SE will update the roadway project mapping in GIS using available project information and prepare an updated capital project exhibit suitable for continued CLIENT use.
- vii. Provision – This scope assumes a limited update of the existing analysis and does not include preparation of a new Transportation Master Plan, reconstruction of the regional travel demand model, development of new long-range land-use forecasts, comprehensive intersection analysis, signal warrant studies, detailed design, or extensive public involvement.
 - 1. If the updated traffic counts or city development information indicate that the existing traffic forecasts, roadway assumptions, or other technical elements require substantial revisions, SE will identify those items for the CLIENT and develop an additional services scope before proceeding.

b. Impact Fee Analysis

- i. Based on the updated IFCFP, prepare an IFA in accordance with the Impact Fees Act.
- ii. Update the impact fee calculations using the updated project list, current cost estimates, new traffic data, current financial information, and applicable trip generation information.
 - 1. Review project eligibility, funding participation, impact fee balances, and other adjustments necessary to determine the updated maximum supportable roadway impact fee.
- iii. Provide CLIENT with a 90% draft report for review and comment.
- iv. Provide a final IFA along with required certification of compliance with the Impact Fee Act.

4. Parks & Recreation

- a. Prepare an amendment in summary memo format for the Parks and Recreation Impact Fee Facilities Plan and Impact Fee Analysis.
 - i. Review and assess relevant project information and data included in the prior study. The previous IFCFP (completed in 2019) will be used as the basis for the amendment.
 - ii. Identify “felt deficiencies”, identified needs, community trends, and CLIENT’s objectives for the project.
 - iii. Update the relevant IFCFP calculations, tables, exhibits, etc. to meet CLIENT’s objectives.
 - iv. Draft a summary memo, with attachments, and submit the memo to CLIENT for review and comment.
 - v. Provide an Impact Fee Certification and summary in substantial compliance with the Utah Impact Fee Act.
 - vi. Prepare a final summary memo, with attachments, which incorporates CLIENT’s comments and is ready for public hearing and impact fee enactment
- b. Provisions:
 - i. The existing report documents will not be revised.
 - ii. Whereas the amendment is intended to be simple and based on previously accepted data, SE’s attendance at city council meetings, public hearings, etc. will not be included.

5. Meetings and Deliverables

- a. Deliverables for the IFCFP and IFA services described above will include preliminary findings, 90% draft reports, and final reports. It is noted that the preliminary findings, and 90% draft reports will not constitute the final report but will guide the development of the final reports at key stages.
- b. As part of the scope of services described above, SE will meet with CLIENT at the following stages to review the deliverables:

- i. Kickoff Meeting – Review and assess previous reports, identify recent improvements, and CLIENT's known proposed projects.
- ii. Preliminary Findings – Meet with CLIENT to review the preliminary findings at the 50% stage. CLIENT will provide comments and preferences which will be incorporated into the final draft reports.
- iii. 90% Draft Report – Meet with CLIENT to review pre-final reports. CLIENT will provide final comments which will be incorporated into the final reports.
- iv. Final Report Presentation – Present the final reports to CLIENT at a council work meeting or similar venue.
- v. Provision: Additional meetings will be considered Additional Stakeholder Coordination.

6. Additional Stakeholder Coordination

- a. Coordination with Snow College other than initial contact is not included under previous phases but may be provided upon authorization of CLIENT. Additional coordination may include in-person or virtual meetings with Snow College and CLIENT's representatives, gathering student enrollment records, etc.
- b. Additional meetings with CLIENT, not listed as part of Meeting and Deliverables, may be provided upon authorization of CLIENT. Meetings may include additional reviews, city council meetings, or work meetings, etc.

7. Annual/Periodic Reviews

- a. If requested by CLIENT, SE may review the Impact Fee Capital Facilities Plans and Impact Fee Analyses on an annual or periodic. The periodic review may include:
 - i. Update population and usage projections, as well as current levels of service.
 - ii. Update utility models based on recent improvements.
 - iii. Identify current and proposed projects to update project lists included in the IFCFP.
 - iv. Prepare a summary in memo form to outline items that have changed since the IFCFP update and give recommendation on whether CLIENT should pursue additional action such as updating one or all the utility Impact Fee Analyses.

8. Additional Engineering Services – The following engineering services are not included under previous phases but may be added as part of the services rendered under this contract. These services may be provided upon authorization of CLIENT and concurrence by SE.

- a. Changes to the final reports that are requested by CLIENT after the final reports have been accepted by CLIENT.
- b. Appearances before courts or boards on matters of litigation related to the project.
- c. Additional user rate studies, capital facilities planning, engineer's opinion of probable cost, beyond those included in the development of the Impact Fee Analysis as described in the phases above.
- d. Preparation of applications and supporting documents for private or governmental grants, loans, or advances sought in connection with the project.
- e. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by CLIENT or others.
- f. Enhancement, repair, attribution of, or other improvement work related to the CLIENT's GIS database.
- g. Drafting Impact Fee or other ordinances for CLIENT's use related to the project.

- h. Other additional services performed or furnished by SE not otherwise provided for in the Scope of Services.

ARTICLE 4. CLIENT'S RESPONSIBILITIES

CLIENT's responsibilities will be as follows:

- a) Access to Property:
CLIENT will arrange for access to and make all provisions for SE to enter upon public and private property as required by SE to perform his services.
- b) Notices:
CLIENT will give prompt written notice to SE, whenever CLIENT becomes aware of developments that affect the scope of timing of the Engineering Services.
- c) Access to Records:
CLIENT will make available to SE those records designated by SE as being necessary for the development and design of the PROJECT.

ARTICLE 5. SCHEDULE

Work is to begin when released by CLIENT and may continue for the duration of the Contract.

The Scope of Engineer's Services outlined as part of the Wastewater, Culinary Water, and Roads IFCFP & IFA will be completed approximately 180 days from the Notice to Proceed.

The CLIENT has a separate Trails Master Plan project they are currently working on. The Park & Recreation scope will not be commenced until CLIENT provides a Notice to Proceed further along in the master plan process. The Parks & Recreation scope will be completed approximately 90 days after the Notice to Proceed.

ARTICLE 6. COMPENSATION

Compensation for this Work Release will be as follows:

COMPENSATION SUMMARY			
Item	Description	Fee	Fee Type
1	Wastewater IFCFP & IFA	\$35,000	Lump Sum
2	Culinary Water IFCFP & IFA	\$38,000	Lump Sum
3	Road IFCFP & IFA	\$34,500	Lump Sum
4	Parks & Recreation IFCFP & IFA Amendment	\$17,000	Lump Sum
6	Additional Stakeholder Coordination	\$5,000	T&M
7	Annual/Periodic Review	-	T&M
	TOTAL	\$129,500	

CLIENT agrees to compensate ENGINEER for the Lump Sum amounts listed for the Lump Sum items. The portion of Lump Sum billed for ENGINEER's services will be based upon the ENGINEER's estimate of the percentage of the total services completed for each task to date at the end of the billing period.

CLIENT agrees to compensate ENGINEER on a Time and Materials basis at the rates and fees listed in the attached Exhibit A for the T&M items listed in the compensation summary. Estimated fees listed in the compensation summary table above are budgetary estimates; actual expenses will be based on actual services requested by the CLIENT and may exceed or be less than the estimates listed.

Any additional services not listed above that are requested by CLIENT and concurred by ENGINEER will be

performed at the rates and fees shown in the attached Exhibit A. ENGINEER may submit itemized billings each month for this work.

ARTICLE 7. INVOICING

Instructions and invoices submitted pursuant to this Work Release shall be sent to:

EPHRAIM CITY
5 SOUTH MAIN STREET
EPHRAIM, UT 84627

Invoices shall be submitted monthly based on the prior month's effort and are due and payable within (30) thirty days.

SUNRISE ENGINEERING

FEE SCHEDULE*

Work Classification	Hourly Rate	Work Classification	Hourly Rate
Administrative I	\$78	Electrical Project Manager II	\$215
Administrative II	\$98	Electrical Project Manager III	\$230
Administrative III	\$116	Construction Observer I	\$109
Administrative IV	\$138	Construction Observer II	\$132
Technical Editor	\$90	Construction Observer III	\$146
Funding Specialist	\$159	Construction Observer IV	\$168
Civil Engineering Intern	\$110	Construction Observer V	\$189
Civil EIT I	\$125	Project Manager I	\$171
Civil EIT II	\$139	Project Manager II	\$184
Civil EIT III	\$154	Project Manager III	\$195
Civil Engineer III	\$171	Project Manager IV	\$213
Civil Engineer IV	\$185	Project Manager V	\$244
Civil Engineer V	\$199	Plan Reviewer	\$110
Civil Engineer VI	\$214	Building Inspector III	\$96
Civil Engineer VII	\$229	Building Official	\$210
Senior Civil Engineer	\$243	GIS Tech	\$94
Principal Civil Engineer	\$256	GIS Senior Tech	\$115
Civil Engineering Tech I	\$101	GIS Analyst	\$140
Civil Engineering Tech II	\$114	GIS Senior Analyst	\$165
Civil Engineering Tech III	\$133	GIS Developer	\$182
Civil Engineering Tech IV	\$148	GIS Team Lead	\$188
Civil Engineering Tech V	\$164	Planner I	\$132
CAD Drafter I	\$102	Planner II	\$148
CAD Drafter II	\$122	Planner III	\$164
CAD/Designer III	\$136	Planner IV	\$180
CAD/Designer IV	\$151	Planner V	\$196
CAD/Designer V	\$169	Planning Manager	\$212
Electrical Engineering Intern	\$106	PI Specialist I	\$118
Electrical EIT I	\$143	PI Specialist II	\$129
Electrical EIT II	\$161	PI Specialist III	\$141
Electrical Engineer III	\$182	PI Specialist IV	\$153
Electrical Engineer IV	\$209	PI Manager	\$165
Electrical Engineer V	\$231	PI Director	\$177
Principal Electrical Engineer	\$254	Survey Tech	\$99
Electrical Engineering Tech I	\$110	Survey CAD Tech	\$145
Electrical Engineering Tech II	\$128	Survey Manager	\$196
Electrical Engineering Tech III	\$149	Registered Surveyor	\$212
Electrical Engineering Tech IV	\$165	Principal Surveyor	\$234
Electrical Engineering Tech V	\$182	One Man Survey Crew	\$172
Electrical Project Manager I	\$185		

REIMBURSABLE EXPENSE SCHEDULE*

Expense	Rate
Mileage	\$0.67/Mile
Per Diem	\$59/Day
Field Vehicle (On-Site)	\$250/Day
UTV (On-Site)	\$200/Day
Nuclear Density Gauge	\$150/Day

*Fees automatically change after the beginning of each year and are subject to change on other occasions.

*Subconsultant and other direct expenses will be invoiced as cost incurred plus 15% handling fee.

*A convenience fee of 4% will be applied to all payments made with a credit card.

**EPHRAIM CITY
ORDINANCE ECO 26-12**

**AN ORDINANCE AMENDING VARIOUS FEES OF TITLE 12 CHAPTER 8
REGARDING THE CONSOLIDATED FEE SCHEDULE**

WHEREAS, Ephraim City currently imposes fees for a variety of essential municipal services; and,

WHEREAS, in order to ensure accuracy and reflect changing circumstances, it is necessary to adjust the fees; and,

WHEREAS, additional adjustments to the fees may be required on an as-needed basis to accommodate evolving municipal requirements and costs;

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

SECTION 1: **AMENDMENT** “12.08.040 Business License Fees” of the Ephraim City Municipal Code is hereby *amended* as follows:

A M E N D M E N T

12.08.040 Business License Fees

All Businesses are subject to Fire Safety Inspection Fees in addition to Business License Fees. A Late fee of 1/2 the amount due is added to the Business License fee thirty (30) days after expiration date. * Conditional Use Permit Fees may apply in some zones.

Yearly	Fee	Renewal
Commercial/Industrial *	\$225.00	\$95.00
Apartments, Commercial Rentals, & Home Rentals – 3 or more units, <u>and Short-term Rentals</u>	\$225.00	\$95.00
Home Rentals—2 or less units	\$ 150.00	\$70.00
Commercial Beer License *	\$200.00 + \$ 1,000 Bond	\$ 200.00 + \$ 1,000 Bond

Home Based Business - Exempt	No Charge	No Charge
Home Based Business – Requesting License	\$ 35.00	\$35.00
Business License Print Fee	\$ 10.00	\$10.00

Temporary	3-6 Months	Less than 3 Months
Seasonal Vendor	\$ 75.00	\$ 20 per month
Transient Vendor (Door-to-door Background Check)		\$ 70 a day (Requires Utah State BCI check for employee)
Temporary/Special Events 1-3 Days (Craft Fairs, Firework Stands, etc.)	\$ 70.00 + \$50.00 Fire Inspection	

SECTION 2: **AMENDMENT** “12.08.200 Water Fees And Rates” of the Ephraim City Municipal Code is hereby *amended* as follows:

AMENDMENT

12.08.200 Water Fees And Rates

WATER RATE WITHIN CITY LIMITS *New rates effective 7/1/26, and will increase annually based on the CPI, but must be 3% or less, and reviewed every three years.	
Minimum for first 7,000 gallons	\$ 47.00
7,001 – 30,000 gallons	\$ 1.87/ 1,000 gallons
30,001 – 60,000 gallons	\$ 2.14/ 1,000 gallons
60,001 – 90,000 gallons	\$ 2.41/ 1,000 gallons
90,001 gallons and over	\$ 2.67/ 1,000 gallons

WATER RATES OUTSIDE CITY LIMITS	
Minimum for first 7,000 gallons	\$ 70.50
7,001 – 30,000 gallons	\$ 2.82/ 1000 gallons

30,001 – 60,000 gallons	\$ 3.21/ 1,000 gallons
60,001 – 90,000 gallons	\$ 3.62/ 1,000 gallons
90,001 gallons and over	\$ 4.01/ 1,000 gallons

NON-CONNECTED DAILY BULK WATER PURCHASES **SUBJECT TO AVAILABILITY

TRUCK LOAD	FEE TO BE PAID IN ADVANCE	
Inside City Limits	Up to 2,000 gallons	\$ 50.00/load
Outside City Limits	Up to 2,000 gallons	\$ 100.00/load
Refundable Bulk Meter Deposit	(Refund Subject to Equipment being Returned Intact)	\$ 1,000.00 <u>1,750.00</u>
Bulk water taken by the truck load is not potable drinking water		
All metered bulk water will be charged at the outside city water rate (see above)		

METER FEES **SUBJECT TO AVAILABILITY

Meter Connection Fee	\$ 35.00
Additional Water Meter	\$ 300.00
City Water Purchased by Well Owners	\$ /gallon
*Metered bulk water is billed monthly.	

PASSED AND ADOPTED BY THE EPHRAIM CITY COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Nordfelt	_____	_____	_____	_____
Councilmember Beal	_____	_____	_____	_____
Councilmember Steck	_____	_____	_____	_____
Councilmember Dalene	_____	_____	_____	_____
Councilmember Powell	_____	_____	_____	_____

Presiding Officer

Attest

Chris Larsen, Mayor, Ephraim City

Candice Maudsley, Recorder,
Ephraim City