

EPHRAIM CITY
FY23 BUDGET AMENDMENTS

GENERAL FUND

REVENUES

| | | |
|--------------|------------------------------|-------------------|
| 10-33-381 | OTHER GRANTS-BRONZE PLAQUE | 6,000.00 |
| 10-33-403 | STATE GRANT - FIRE - REIMB | 9,500.00 |
| 10-36-221 | LIBRARY - DONATIONS | 300.00 |
| 10-36-232 | SENIOR CITIZENS REV | 27,350.00 |
| 10-38-400 | SALE OF FIXED ASSETS | (333,333.00) |
| 10-38-712 | POLICE DONATIONS | 450.00 |
| 10-38-950 | APPROPRIA. FROM BEG FUND BAL | 150,000.00 |
| 10-38-950 | APPROPRIA. FROM BEG FUND BAL | 500,000.00 |
| Total | | 360,267.00 |

EXPENDITURES

| | | |
|--------------|--------------------------------|-------------------|
| 10-43-110 | SALARIES AND WAGES | 1,500.00 |
| 10-43-135 | INSURANCE BENEFITS | 8,000.00 |
| 10-43-240 | OFFICE SUPPLIES AND EXPENSE | 1,500.00 |
| 10-51-730 | CAPITAL OUTLAY - IMPROVEMENTS | 25,000.00 |
| 10-54-630 | ANIMAL CONTROL | 450.00 |
| 10-57-110 | SALARIES AND WAGES | 20,000.00 |
| 10-57-140 | RETIREMENT BENEFITS | 1,500.00 |
| 10-57-210 | TRAINING & MEMBERSHIP | 3,000.00 |
| 10-57-250 | EQUIP. SUPPLIES & MAINTENANCE | 5,000.00 |
| 10-57-270 | UTILITIES | 1,000.00 |
| 10-57-740 | CAPITAL OUTLAY - EQUIPMENT | 9,500.00 |
| 10-59-405 | ENTERTAINMENT | 1,000.00 |
| 10-59-406 | EQUIPMENT | 1,000.00 |
| 10-60-720 | CAPITAL OUTLAY - BUILDING | (333,333.00) |
| 10-70-135 | INSURANCE BENEFITS | 10,000.00 |
| 10-70-600 | IMPACT - PARKS & RECREATION | 38,000.00 |
| 10-72-140 | RETIREMENT BENEFITS | 5,000.00 |
| 10-72-730 | CAPITAL OUTLAY - IMPROVEMENTS | 2,000.00 |
| 10-75-220 | PUBLIC NOTICES & PROMOTIONS | 100.00 |
| 10-75-460 | STORY HOUR & SPECIAL PROGRAMS | 200.00 |
| 10-77-140 | RETIREMENT BENEFITS | 5,000.00 |
| 10-77-730 | CAPITAL OUTLAY - IMPROVEMENTS | 8,000.00 |
| 10-79-240 | OFFICE SUPPLIES & EXP | 100.00 |
| 10-79-260 | BLDGS SUPPLIES & MAINTENANCE | 20,000.00 |
| 10-79-270 | UTILITIES | 5,500.00 |
| 10-79-280 | TELEPHONE | 750.00 |
| 10-79-610 | MISCELLANEOUS | 500.00 |
| 10-79-720 | CAPITAL OUTLAY - BUILDING | 20,000.00 |
| 10-90-150 | TRANSFER TO EQUIP/BLDG CAP PRO | 500,000.00 |
| Total | | 360,267.00 |

ELECTRIC FUND

REVENUES

| | | |
|--------------|--------------------------------|---------------------|
| 53-38-950 | APPROPRIATIO FROM BEG FUND BAL | 1,065,000.00 |
| Total | | 1,065,000.00 |

EXPENDITURES

| | | |
|--------------|------------------------------|---------------------|
| 53-40-250 | EQUIP SUPPLIES & MAINTENANCE | 5,000.00 |
| 53-40-290 | FUEL | 3,000.00 |
| 53-40-310 | PROFESSIONAL SERVICES | 12,000.00 |
| 53-40-360 | POWER PURCHASE | 1,000,000.00 |
| 53-40-480 | ELECTRIC SUPPLIES | 45,000.00 |
| Total | | 1,065,000.00 |

PARKS & REC CAPITAL PROJ FUND

REVENUES

| | | |
|--------------|-------------------------------|------------------|
| 44-39-115 | TRANSFER FROM EQ BLDG CAPITAL | 225,000.00 |
| 44-38-950 | APPROPRIAT FROM BEG FUND BAL | (212,844.00) |
| Total | | 12,156.00 |

EXPENDITURES

| | | |
|--------------|-------------------------------|------------------|
| 44-40-900 | APPROPRIATION OF BEG FUND BAL | 12,156.00 |
| Total | | 12,156.00 |

EQUIP & BLDG CAPITAL PROJECTS FUND

REVENUES

| | | |
|--------------|-------------------------------|-------------------|
| 49-38-950 | TRANSFER FROM EQ BLDG CAPITAL | 225,000.00 |
| 49-39-100 | TRANSFER FROM GENERAL FUND | 500,000.00 |
| Total | | 725,000.00 |

EXPENDITURES

| | | |
|--------------|--------------------------------|-------------------|
| 49-40-811 | TRANSFER TO PARKS & REC CAPITA | 225,000.00 |
| 49-40-950 | APPROPRIATN TO BEGIN FUND BAL | 500,000.00 |
| Total | | 725,000.00 |

435-314-6418

thistle.honey134@gmail.com

255 North Main Street

Ephraim, Utah 84627

THISTLE + HONEY

FLORAL + STOCKIST

DEAR EPHRAIM CITY

We are grateful for the opportunity to respond to your request for proposal regarding the Ephraim City Co-op Building. Following our proposal, you will also find a certificate of our current business insurance attached.

Sincerely,

Heather Charles

Thistle + Honey

The Ephraim Co-op building is an iconic building with a rich heritage that we at Thistle + Honey floral & stockist are very interested in utilizing in creative ways that preserve the historical integrity of the Co-op building while bringing new opportunities for the community from a business standpoint as well as for the individuals and families. We are a for profit business, however from day one we have strived to create a cooperative approach to our mission of "changing our story by bringing a little beauty to yours." We started our scatter kindness give away in an effort to involve the community in looking for people who need a little extra love or acknowledgement for their efforts, we house and disperse free Sanpete Kindness signs and stickers, we have participated in Ephraim and Moroni Elementary School Teacher Appreciation weeks with discounts and giveaways, sponsored a Movie in the Park as well as the Lion's Club Easter Egg Hunt, given discounts for proof of purchase and/or support of other local businesses, offered consignment opportunities for artisans and crafters, and even given out flowers and discounts during the Scandinavian Days parade. All this in just 6 months of opening our doors. We want to continue these efforts on a larger scale, and we feel the Ephraim Co-op is the ticket!

#1 We intend to preserve and enhance the historical nature of the Ephraim Co-op building by creating a cooperative effort between not only artisans and crafters, but extending those efforts to include other small businesses, entrepreneurs, and non-profit organizations as well. On the main floor we would operate our full-service flower shop and store which could expand to house more natural solution options and information as well as a biometric screening machine. We also like to bring in our cellulite and red-light therapy machines. We would continue to offer space for consignment items from approved artisans and crafters. Although we could not take on all the current artisans and crafters functioning from the Co-op building, we would invite The Mercantile Association to help them showcase and sell their goods through regularly scheduled craft fairs and through the Scandinavian Festival each year.

New Events #2 The upstairs kitchen and venue would still be available for its current uses (weddings, receptions, dinners, meetings, classes, recitals, blood drives, exhibits, events, etc.). However, our main focus would be creating events and opportunities that bring the small businesses, artisans and crafters, up and coming entrepreneurs, and non-profit organizations together to meet the wants and needs of the community while having fun along the way. We want to share a few different examples to really show how this would work. First, "Mommy and Me Photo Shoot" Thistle + Honey could create a few backdrop options, we would line up photographers as well as artisans and crafters that offer picture frames, and then invite the community to come to a one stop photo shoot where they can pick their backdrop, photographer, and frame and leave with a finished product for Mother's Day. Another idea is an open mic night; "Sing for your Supper" would include bringing in food trucks and offer a discount on the meal for any participants. For special occasions...what about finding interested caterers to do a full-service meal upstairs on prom night, or people interested in starting a restaurant to come in regularly to give it a shot? Finally (at least to share in this proposal lol) what about a Mommy and Me music class? It is a program dedicated to child development through music; we could hire someone from the community to come in and teach the classes thereby creating a job as well as an incredible opportunity for the children. The idea is to let the business side have an opportunity to conduct business while providing the residents with goods, services, and experiences.

A competitive lease amount has proven to be a difficult determination based on the current condition of the building as well as the cooperative effort we are trying to secure and promote. We propose a lease agreement in the amount of \$1000.00 per month. We feel that in order to get these

#2

events up and running, advertised, and properly staffed we cannot be committed to a larger financial monthly investment than we are currently budgeted for. We believe over the next five years we would be able to utilize profits from our events in the maintenance, restoration, and ongoing upkeep of the building. We have a contractor on our team dedicated to helping us maintain the structural integrity and appearance of the building as well as our joint efforts in maintaining cleanliness and an aesthetically pleasing atmosphere inside and out. This building is in need of tender love and care before we can really know what to expect from the venue. At the end of the five-year initial term we would like to discuss how the improvements have affected the profitability of the venue as well as any grants we could secure for such a cooperative effort. Between these two variables we feel that would be sufficient time to negotiate renewal terms that are comparable with nearby commercial buildings in Ephraim. #3

We have an opportunity to work together to build small businesses, show up and coming entrepreneurs that there is room for them, support our local non-profit organizations and artisans and crafters. Let's do this!! Again, we are Thistle + Honey and we truly appreciate the opportunity to bring our proposal before the council. We hope as you are considering what would be best for the building and the community you remember that Rome was not built in a day and although our idea will take time to develop it could change people's lives forever. Thank you. #5

Snow College Response

to Ephraim City RFP for the Main Street Co-op Building

Snow College has a unique interest in the Co-op building and is pleased to submit a proposal to Ephraim City. According to historical records, this building was the first Snow College home. Over the past 135 years, the building has been used for many ventures, and the community is fortunate that this historic structure remains a vital part of Ephraim. Responses to the RFP as outlined by the city will follow. Thank you for considering this request to reunite two historic aspects of Ephraim City: Snow College and the Co-op Building. The proposal is a nostalgic, exciting, and win-win-win opportunity.

1. Preservation of Historical Nature

The following excerpt from Snow College Historical Highlights: The First 100 Years details the historical relationship between the college and the building:

“Founded in 1888 by Danish settlers of the Church of Jesus Christ of Latter-Day Saints for the purpose of educating themselves and their children, Snow College was first called Sanpete Stake Academy and was begun at the urging of Church leader Canute Peterson, who supported the church's emphasis on education. Built entirely with local donations, including ‘Sunday Eggs,’ the school had a rocky start as the locals struggled to finance their dream.

“The Academy’s first principal, Alma Greenwood, was assisted by teacher Miss Carrie Henry. The first class of 150 students met on the top floor of the Co-op Store, the building which still stands today, located on the corner of Main Street and First North.”

The framed artifacts currently on display in the Co-op record that “classes were held on the balcony and on the main part of the second floor of the building. Canvas sheets were hung from the ceiling to make partitions. During this time, the second story became known as Academy Hall.”

Under the direction of the city, and with the combined resources of the college and city, this unique building would be repurposed and restored to its original use – a facility used as a community gathering spot and focused on the importance of educational opportunities.

Having a Snow College presence on Main Street is important to the college, and having stewardship of this building – our original building – Snow College would welcome new students, alumni, and community to the college and Ephraim. The college intends to integrate the building as a showcase facility on the campus master plan. Historical preservation would be the focus of the facility's physical components, and the building would also fill a functional role for the college and the city. The main floor will be used as a “front door” entrance to the college where regular college business will take place. Upgrades could include offices, a welcome center, a potential Alumni Center, and various meeting areas. The second floor will host college, city, and community events. Very few changes, if any, will be necessary on the second floor.

2. Competitive Lease Amount

Preservation of and maintaining the building is a top priority. Working as a partner with the city, the college will develop a lease arrangement covering this usage of the building. A payment of \$1,500 per month (\$18,000 per year) with a 3% increase each year is the proposed lease agreement.

The college will be responsible for all initial upgrades (i.e., configuring the main level for appropriate workspace). These initial Improvements, which will match the historical architectural structure, will be coordinated by city and college officials. The city manager will be consulted on furniture selection and presentation to ensure the integrity of the preservation stipulation.

3. Upkeep and Maintenance

The college will use its resources to be an active participant in the maintenance, restoration, and ongoing upkeep of the building. The college has a structure and system in place to easily add the facility's upkeep to the maintenance rotation. All normal cleaning and daily maintenance would be handled by the college, ensuring that the building would be cared for to a high degree. The costs associated with maintaining would become part of the college budgets, ensuring long-term care for the building. Structural improvements and changes will be the responsibility of the city, except for the initial changes to meet the college's functionality needs proposed in this proposal.

The city will repair only defects, deficiencies, deviations, or failures of materials or workmanship in the building. The city will keep the building free of such defects, deficiencies, deviations, or failures, and the college will repair and maintain the building in good order and condition.

4. Additional benefits to residents

Returning the Co-op to the college provides resources that have not been available for the building's continued development and operation. Under the direction of the college and in partnership with the city, the community would be enhanced with opportunities for events to be hosted in this building (one idea could be inviting local artists to display artwork). Utilizing college and city resources, the viability of the building would be maintained, and the central part of town would house a treasure that has been a landmark of the city for generations.

The college will invite current small business owners in the Co-op who would be displaced to enroll in Snow College continuing education courses at a reduced or no-cost rate to elevate their businesses. This collaboration is another recognition of the past cooperative effort of college employees and city officials who joined forces – along with other partners – to save the Co-op in the late 1980s. This offer will again, “show what could be done with our heritage to preserve our future” and help showcase the talent of local citizens to hometown as well as to potentially worldwide audiences.

Additionally, a pre-determined number of dates for key city events (currently the nativity display, quilt show, etc.) will be negotiated through the official lease contract and scheduled at no cost to the city.

5. Term

The college desires to enter into a long-term lease with the city. A 15-year lease would be acceptable with the ability to extend the lease if agreed upon by both parties at the end of the 15-year term.

6. Insurance

Insurance will be provided by the State of Utah. The college would work with the city as two governmental agencies to provide proper coverage as determined by the city and the state.

Snow College extends special thanks to Ephraim City, Mayor Scott, and City Council members for the opportunity to submit this proposal. Working together, we can elevate our shared history and highlight our community's rich tradition of excellence that began with visionary Ephraim residents in 1888.

Ephraim City
5 So. Main Street
Ephraim, UT 84627

June 15, 2023

Dear Mayor Scott, City Manager - Shaun Kjar, and Ephraim City Council,

I would like to present my proposal for the use of the space at the Co-Op. The Co-Op has been known for years as a place to find unique gifts whether handmade or not. Local residents and others visiting Ephraim know that they can wander through the store and always find something fun and unique.

I would like to propose a retail space with the same idea in mind. However, I am also proposing a DIY craft space/classroom. This DIY classroom would be used where patrons can not only shop through the craft vendor booths but sign up for DIY projects, personal-self help style classes, after school classes, summer day camps, and more.

After reading through my proposal, if there are any questions, please feel free to reach out to me. I would love to discuss ideas in greater detail.

Kindest Regards,

A handwritten signature in cursive script, appearing to read "Shaneen Wintch".

Shaneen Wintch

Ephraim City
5 So. Main Street
Ephraim, UT 84627

June 15, 2023

Request For Proposal: The "Maker Space" at the Co-Op

Project Overview: A retail store that offers handmade gifts by local crafters, a DIY craft space that offers classes for children and adults, and shipping service & supplies. Offering UPS, Amazon, FedEx services.

I would also like to set up craft booth spaces that local crafters can rent, display, and sell their handmade items. The rent each crafter will be paying will help me with the lease payment as well as the utilities. I am aware that the Co-Op is known for offering handmade gifts and I would like to continue this for everyone.

Project Goals: To provide a place where local crafters can rent a booth, fill it with their handmade items to be sold. I would also like to have half of the space reserved for DIY maker classes. These classes would offer patrons a place to come together and create items for their homes or gift give. Classes, for a nominal fee, would also help those interested in learning a new skill, i.e., sewing, cooking, baking, paper crafts, scrapbooking, painting, etc.

I intend on holding classes for kids of all ages as well as organizing a few after school programs and summer day camps. I currently own a vinyl cutter machine, small 3D printer, heat press, mug press, sublimation printer, and a few power tools. These will be used to help create kits for children to purchase and complete. I will be asking the community to donate to my Makers-Space Corner. This corner will be designated for drop-in guests to come and create during set hours/days.

I will also hold family oriented gatherings, community games nights, and "adulting sucks" classes for young adults. Such class topics will consist of personal finance, basic car care (in the back parking area), basic home care/organizing, cooking, and other topics that 'first time away from home' young adults need to know. These events will be hosted by other community members that would like to share their skills & talents.

Current obstacles and barriers to success: Lack of a large enough space to allow room for craft booths, tables, and equipment. Only the lower floor would be needed to create this space.

#2 **Proposed Rent Amount:** After doing my research I have found the going rate per square foot is roughly \$.60 - \$.70. My current budget allows me to do \$.60 at 2,400 square feet at a total of \$1,440.00 monthly. At this rate I would also be able to afford the utilities for the lower space.

#1 My goal is to maintain the history of the building. My plans are to meet with each current vendor that has product at the Co-Op. Get feedback from them, listen to their comments and concerns, and make adjustments that can benefit both the vendor and my business. My plan is to only rearrange the layout, have vendors rotate their product, and set up my equipment and work space tables that I will have on hand for customers to use.

In Conclusion: The Co-Op is known for its handcrafted items, I would like to carry this tradition on for the local residents as well as visitors. Offering classes can only make coming to the Co-Op more fun and enjoyable. I have included a mock up floor plan to give you an idea of what the vision for this store will be. It is not to scale.

I do know that the Co-Op in the past did need some updating and reorganizing. With my leadership, business, organizational, and social media skills, I believe that I can give the space a fresh, new feel that welcomes patrons and helps bring out their creative side.

I do know that the upper level will still be open for the public to rent for weddings, meetings, social gatherings, and other events. I am very much immersed in social media and would love to be able to post and advertise for the upper level as well as schedule events for the city. The upper level is a great space for conference meetings, dances, private/public social gatherings, luncheons, and dinners. I would also like to propose that I be the contact for reservations to the upper space and to keep it clean after said events in lieu of a discount on monthly rent. The discounted amount is negotiable and can be discussed before or after approval of this proposal.

#3

As you can see from my other proposal, my idea for the Co-Op space is close to the same. One being offered through the city as a 501c3 and the other one as a private/personal business by myself. I strongly believe that these services would be beneficial to the community regardless of who the responsible party is.

I would like to thank you for taking the time to read through my Co-Op proposal and hope to hear from you soon. Please feel free to contact me with any questions and/or comments.



Shaneen Wintch

435.813.2954

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TikTok: @lotsa.thoughts

Instagram: @lotsa.thoughts

FaceBook: Lots'a Thoughts

Craft Supplies

Craft
Table

Craft
Table

Craft
Table

Craft
Table

Craft
Table

Craft
Table

Stairs
Up



Crafter Booths

Front Desk

To Mayor Scott and the members of the Ephraim City Council:

We appreciate this opportunity to be able to submit our Request for Proposal, but before we do, we would like to make a statement.

It has been published twice in the Sanpete Messenger that we were aware of the fact that we had lost our Utah Incorporation for Domestic Non-profit status and were operating our business knowing that fact. That is totally false. In the conversation of our meeting on March 8th, there were two separate items discussed. The aforementioned state recognition, and an IRS 501C3 status. A few years ago we had an accountant that did not file our federal taxes on time and we lost our 501C3. We went to another accountant because of that, and she has been trying to rectify that issue for quite some time. When the city brought it to our attention that our Incorporation of Domestic Non-profit had expired, we eventually realized that this was holding up the 501C3 issue. For that we are grateful because we would not have been able to rectify that issue otherwise. But we did NOT know about the expiration of the state's Non-profit status. We want to make that fact very clear. The entire STA board knew about the 501C3 issue. So whoever was taking notes must have made the assumption that we also knew about the state non-profit status and as a result, this mess escalated into the situation we find ourselves in. We immediately took action and filed the proper papers, and because we had our Articles of Incorporation already on file, they were able to rectify the situation within 2 days.(Please see attached document 1) Even tho they had to give us a new number, they considered us the same business. This was verified with a phone call to the corporate tax office on June 2.

Once this was done, we proceeded to rectify the 501C3 issue. Proof of our application and payment is on Document 2.

Another result of this situation was that we needed to go through all of our old records dating back to 1987. In all of those records, nothing was mentioned about any kind of oral agreements over the years after the 1993 lease agreement. We were confused as to why another lease was not created by either the Sanpete

Trade Association or Ephraim City. One set of notes commented about the rent to be put into a maintenance fund which seems to have happened for a few years, but then another administration came in and started putting it into the general fund. No reason was given that we could find. Over the years, most agreements were oral and because back in those days your word was your bond, I guess no one thought that having a lease was that important. When Regan Bolli came into the city manager position, he came to our building and noticed that there were repairs that needed to be done that we told him we could do ourselves. He INSISTED that we needed to put in a work order for anything, including changing light bulbs and repairing small paint issues in the social hall. We complied, but still knew that we could do it ourselves. He was very specific on that order since it was the city's building. When Brant Hansen came in, he also came to look at the building, but he had done his homework and stated that we were creating more work for the crews than we were paying in rent. He asked us to do the repairs and replacement of lightbulbs in return for not paying rent. He also stated that the city would be responsible for the big items such as HVACS, plumbing, the elevator and all outside landscaping and maintenance. We agreed. That led us into this present administration thinking that we were not paying rent but not knowing why.

Another issue stated in the original 1993 lease states that we were to report to the city on a regular basis of our progress and financial situation. Sandra Lanier told us that she met with the city manager every month for quite some time, but it was he that stopped it because he no longer had the time for the meeting. We did have a liaison from the city council come to our meetings for a while, but that also stopped when he retired. We asked for another member of the city council to come to our meetings, but they never came. We gave up.

The last issue in the 1993 lease was about the scholarship for Snow College. It was created with a matching grant and once that grant ran out the scholarship stopped. We have donated to the college every year since then.

We are saddened that this has gone as far as it has. We feel that if there had not been that original misunderstanding between the Utah State Domestic Non-profit and the Federal IRS 501C3, that this would never have escalated to what it is now.

Project Objectives:

Item 1: Several months ago a group, representing the Ephraim Co-op Restoration Committee, met with Shaun Kjar, in his office, with a plan on what needed to be done with the repairs to the building.

(see attached document 3) We presented a plan whereby we would actively seek grants to do the needed repairs or replacements, with Sarah Thomas as our grant writer and then presenting that information to the city for them to submit the grant. Because we do not own the building, these grants must be handled in this way. It works, and we have several people looking out for other grants to accomplish these goals. Last year a grant became available and as a result, we got a new water heater. We will continue to actively pursue such grants. It was also brought to our attention, when this whole thing started, that we are a women's run business. 80% of our crafters are women, and 80% of our board members are women. This opens up more opportunities to secure new kinds of grants.

Item 2: We have done some research on leases in the city of Ephraim, and have determined that the average lease amount for any building that is remotely close to our size to be \$850. Of course, we are a non-profit, and at our beginning in 1989, we had agreed to pay \$250 every quarter. The funds were to be put into a maintenance fund which happened for a while but eventually stopped. Of course our business was just starting, and that was all that we could afford. Later, we started paying \$250 a month as we increased our income. When that rent stopped, we managed to put funds into savings to help with the maintenance of the small things that arose that needed to be done. Now our business is secure and the 70+ crafters are doing very well. As a result, we have looked at our budget and can comfortably offer \$500 a month. We would respectfully ask that if this is accepted, that the monies go into a maintenance fund as was previously agreed on with the original city council back in 1989.

Item 3: Presently, we have been doing all of the inside upkeep of the building. We have 2 janitors that keep the building clean, and we have Power Plus come in once a year to clean the carpets. We plan to continue this in the future. Many people comment about how clean our restrooms are and the building overall. We are very proud of that. As far as the structural integrity, we have reported to the city many times about the bat problem. Because we knew this was going to be a problem again this year, even though we were being told to leave, we contacted a pest control company that specializes in bats and hired them to come and seal up the building. They finished the back and when sealing the front part of the building, they noticed a lot more entry points that were previously not seen. We asked them to stop until this present bid matter gets resolved. Because of that discovery, the cost has almost tripled. We are willing to pay for it, but not until we know if we will be staying. If we are not chosen to stay, then it will be the next tenants or the city's problem. Please see documents #4 and #5. Also, since the city has been actively involved with the winter run off, we understand why the grounds have been neglected. We have asked some volunteers to come and take care of some of the weeds around the property, and we continue to do so. It's a slow process as volunteers are hard to come by. We hope to get someone to spray the worst of the weeds, but again, until we are able to stay, we do not wish to invest in it. BUT we are willing to do so.

Item 4: Over the years, we have hosted many community events, such as art classes, tatting classes, dances, fundraisers for other non-profits, etc. For example, over the last 4 years we have hosted the Children's Jingle Bell Jamboree. It is run by a non-profit where children make things all year long and are then able to sell their creations, encouraging entrepreneurship at an early age. We have also hosted several events for the home schooled children so they can socialize with other home schooled children. We have a meditation group that loves the feeling of our building and they have mini

retreats several times a year. We have a quilters group that meets once a month. We host the annual Nativity event that is growing in nature to include artists and fundraising to benefit local charities. (see article in a recent Sanpete Messenger publication). We have the Boy/Cub scouts meet in the social hall once a month. We provide a place for photographers to take pre and post wedding pictures because they love the historical aspect of our social hall. We host a blood drive every January and July. A Few years ago, we were given the opportunity to provide UPS services to the community. It has been a huge success, especially for the Snow College students having to return their books at the end of term. The nearest UPS store is in Payson and it saves customers an hour's drive to mail or drop off their packages. We also host the Santa Lucia Dinner in December that helps us in our lean months of January, February and March, but also helps keep alive the rich Scandinavian heritage we have here in Ephraim. We started the Scandinavian Days back in 1976 to help put a roof on the 2 buildings in our square, the Art Center and the Co-op building. We are coming up on our 50th anniversary which , over the years, has benefitted the city businesses and reputation in many ways. We have Snow music students who use the social hall to record their music because of the acoustics in the room. We also have MANY piano and violin recitals because the teachers love the acoustics and our piano. We probably have 40-50 recitals a year. We have a prom dress event every year that is free to all participating. Girls bring in their gently used dresses to sell, and others looking for dresses come and shop to get a great deal. This is something the girls look forward to every year. We host the annual Ohio State University reunion as they are connected to the University of Utah geology department. Each year, students from previous classes come to reunite with stories and discoveries they have made over the previous year. They originally combed the Maple Canyon as it is rich in items that they seek. We also rent out the social hall for events such as weddings, birthday parties, showers, dances, and even memorials.

Our prices are the lowest in the valley, as we seek only to make enough to cover our utilities and other expenses that may arise. Without the social hall, we would not survive. As far as future plans, we will continue to offer the social hall as a place for community events, and welcome all to take advantage of it.

Item 5: The lease. We most heartily agree with a long term lease. It is something that should have been done years ago. We are willing to negotiate a fair, constructive and agreeable lease for the future.

Item 6: Because we have a lot of items in the store from many crafters, they insure all of their items on their homeowners policies. The city covers the actual building, everything else is covered with the policy that we have with American Family Insurance. See document #6.

We are hoping that this proposal will be accepted. We want to stay. We want to continue to bring excellent hand made items to the public and continue to create a place for our crafters to sell their amazing items. After Mormon Handicrafts closed in Salt Lake, we became the only store of it's kind in Utah with the Scandinavian Heritage adding to it's charm. We also want to continue to offer our social hall to all that would benefit from it.

Sanpete Trade Association, Inc
Mary Lane, President
Kay Johansen, Secretary
Gloria Winter, Treasurer

COMMITTEE MEMBERS

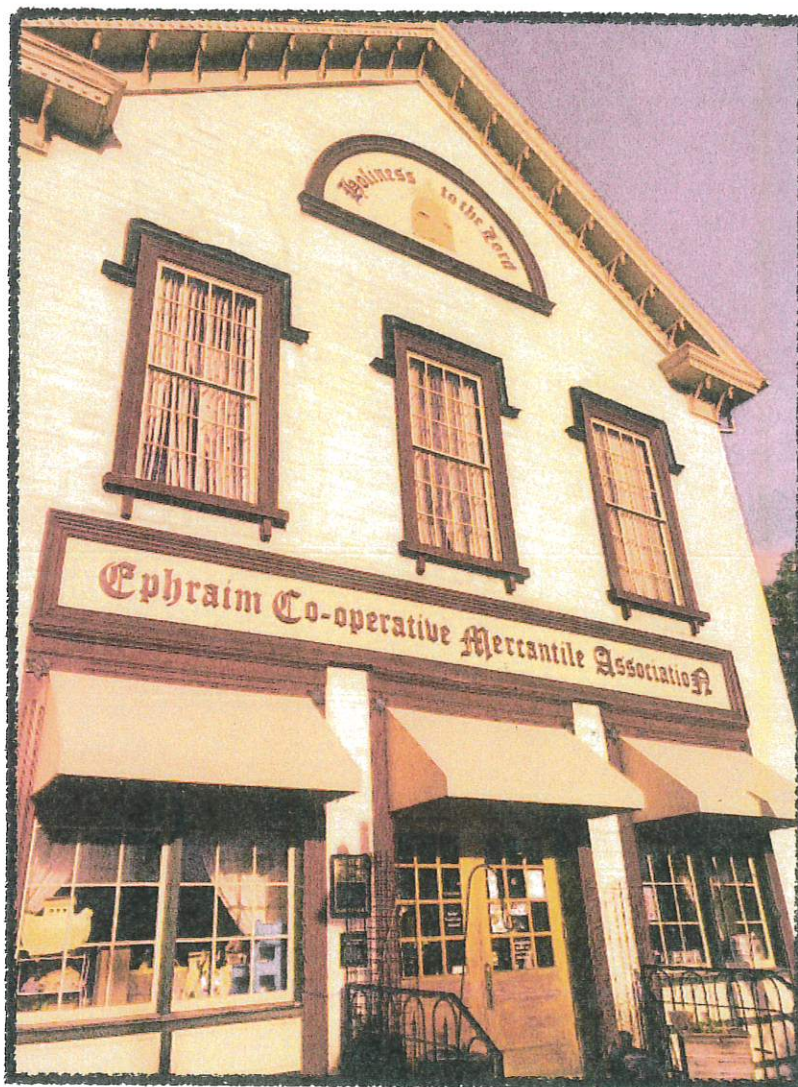
- ~Gloria Winter, Ephraim Co-op Director
- ~Bill Winter, Member
- ~Shaun Kjar, Ephraim City Manager
- ~Sarah Thomas, Ephraim Co-op Renovation Committee
- ~Bob Oliver, Ephraim Co-op Renovation Committee
- ~Ron Snowden, Ephraim Co-op Renovation Committee

Ephraim Co-op Renovation Project & Committee

This document is a report created by the Ephraim Co-op Renovation Committee that discusses observable concerns and issues presently found within this grand old structure. The intended intent is to identify issues with the building requiring attention; and provide a citizen's committee to obtain community financing and provide assistance to the city to have these repairs and renovations completed.

The Ephraim Co-op is located on the corner of Main Street and 1st North in Ephraim. The building was constructed in 1871-2, and a major renovation was completed in 1989. While the structure is functioning well at the present time; deterioration from the elements and aging have contributed to the general disrepair and usage problems observable. The committee is of the opinion that delaying needed repairs now will lead to significant issues in just a few years—costing far more to repair; and taking the building out of service for an indeterminate time period.

The Committee is willing to undertake funding—seeking



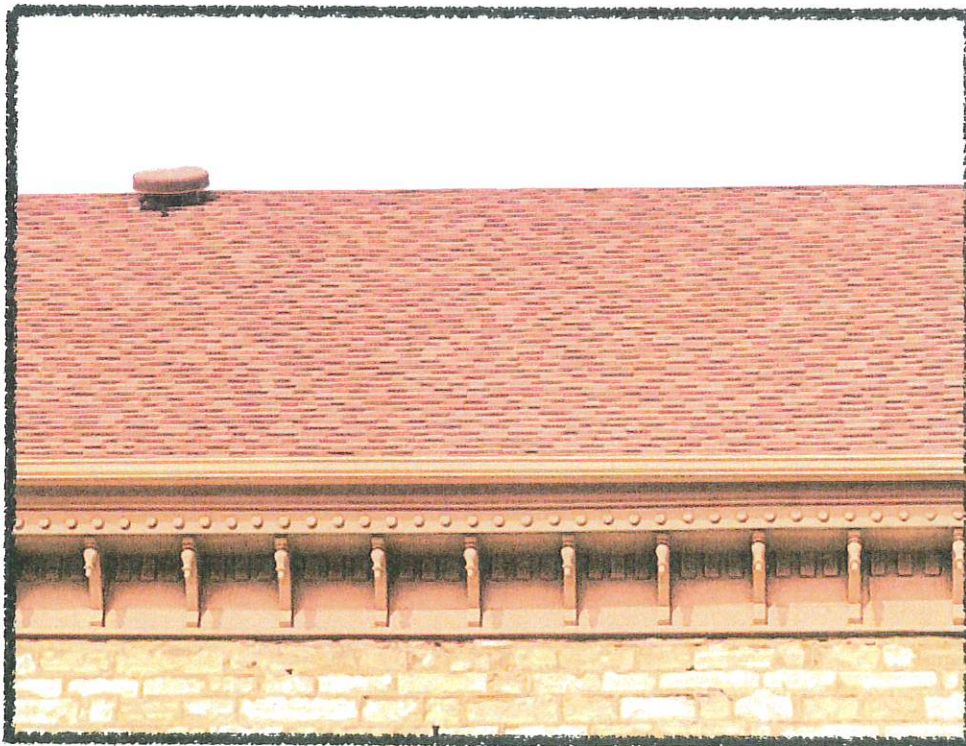
donations from within both the community and philanthropic agencies willing to assist with the renovation of historic structures. The Committee is also willing to provide general oversight of the work; and assist the City in obtaining bids for various aspects of the work. Some minor work will be performed by the Committee directly, utilizing help from local citizens and community groups.

Many individuals will be involved with this project that provided the City with the Hans Hanson Home Renovation two years ago. Although most of the work needed to restore the Co-op to a better condition will be subcontracted; minor work such as refinishing the oak doors and other incidental items will be handled by community volunteers.

The work needed can be phased to meet the financial contributions received; and the project need not sit until funding for the entire project has been obtained. Work items could start almost immediately, and continue as funds are received.

The Work

ROOFING. The existing roof is believed to be over 40 years old; yet, from the ground it appears to still be serviceable. There are no missing shingle, flashings and eave drip are in place, shingle color is consistent with no areas of observable damage—and no interior leaks nor evidence of leaks is apparently. (There is a small area of discoloration



upstairs, at the intersection of the walls and ceiling near the southwest corner that

should be investigated thoroughly.). This roof may have been replaced at some time in the past 40 years.



A more thorough investigation should be called for, and if damage or other issues are found then roofing should be the issue of greatest concern. Likely though, more years of serviceability are in store for this component assembly.

HVAC. The building has two furnaces, serving two areas. One area is air conditioned. The HVAC equipment is over 40 years old, and still functioning. One floor space appears to be served by an under-capacity unit, not providing sufficient heat during the winter. One to two years ago the service technician with Stallings HVAC Company indicated "one furnace "is on it's last leg." The building manager would like to see the second area cooled as well.



Fresh air returns do not appear to meet current safety and health standards.

The existing heating units have an 80% efficiency rating. Given the costs of heating, and energy conservation requirements and goals, this should be upgraded to 96% efficiency. This will save the City many dollars over the life of these units.

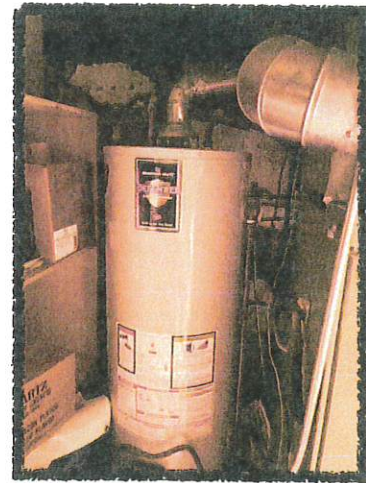
An estimated **cost for this work will be \$52,000.**

UPSTAIRS HVAC REPLACED MAY 2023

WATER HEATER. The water heater is an older model, although the vintage has not been determined. It is not secured to the wall, has no expansion tank, and does not meet today's requirements for natural gas piping. The tank appears to be a 40 gallon capacity, which is adequate for this installation. The tank sits for long periods without use, and therefore should be insulated around the perimeter.

An estimated cost for this work will be \$775.

Replaced - May 2023



SMOKE DETECTORS. Smoke detectors appear to be missing in the basement, and are all the battery type elsewhere. Several have been taken down because they "go off all the time." While the goal should be to have the entire building wired for smoke detectors, a lesser solution would be to hard-wire a system in the basement (Which includes HVAC units and all storage rooms.). There is a significant potential for fire in the basement.

Units in the upper furnace area and kitchen should be reinstalled some distance away from the air handler and ovens in the kitchen. This should stop them from "going off" often.

Replaced 2022

An estimated cost for this work would be \$700.

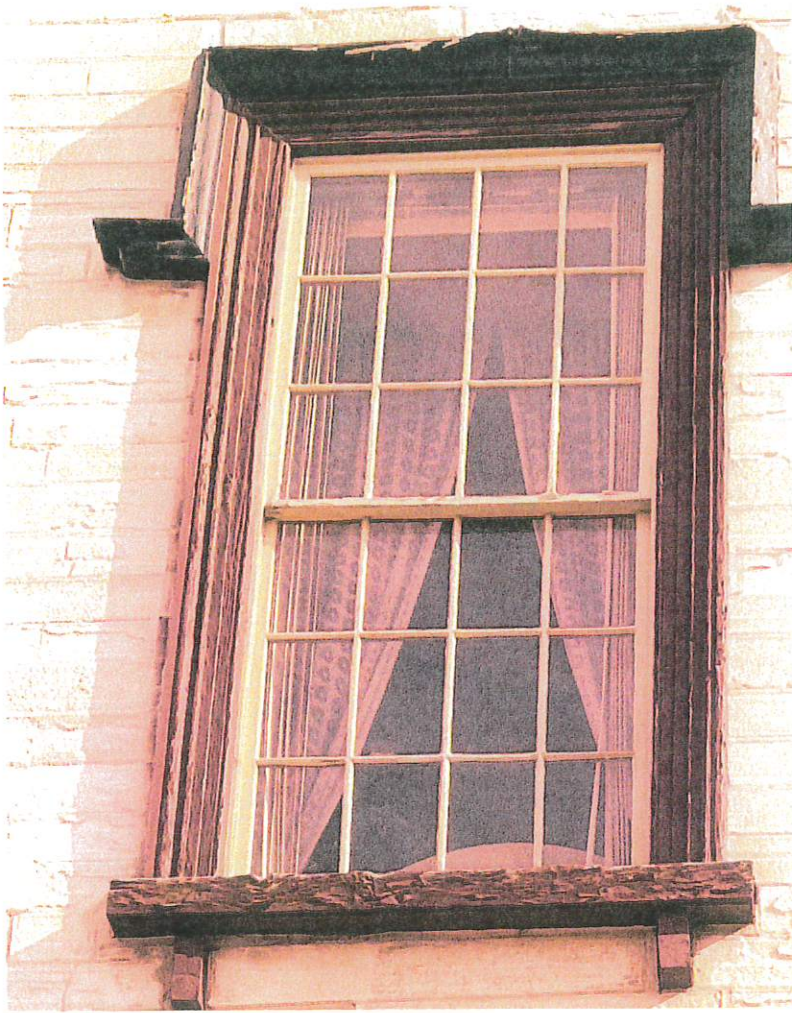
FIRE EXTINGUISHERS. This building is filled with combustible material, which are the products for sale. Basic fire extinguishers may be in place, but additional units are a good idea. Given the lack of fire sprinklers, this would be the best protection available. And, they should be installed in areas where they are observable.

An estimated cost for this work would be \$300.

HANDRAIL AT BASEMENT STAIRWAY. Traversing the basement stairway is difficult without a handrail. As a safety feature, a handrail needs to be added.

An estimated cost for this work would be \$250.

REPLACE ELEVATOR. The elevator is old, requires maintenance frequently, and needs to be replaced. Fireproofing the shaft, controls, and other unverified requirements in the elevator room could increase cost even more. Fire Marshalls have a way of increasing costs.



An estimated cost for this work would be \$130,000.

WINDOW SILLS AND WOOD TRIM SCRAPING AND REFINISHING.

Windows and sills are showing signs of extensive paint peeling from UV exposure and elements. The suggested manner of repair is to sand the sills to bare wood, then paint with one thick coat of epoxy resin. Remove peeling paint on balance of window, and sand well. Prime with a quality outdoor primer, followed by two coats of a good exterior paint. Should damaged glazing compound be observed, repair prior to painting.

Failure to do this work now will lead to progressively more rapid deterioration, which will

cost significantly more to repair at a later date. All windows are in reasonably good condition and the integrity of this critical aspect of the Co-op should be protected.

Generally, windows on the upper floor are in worse shape than those on the lower floor. This will require either scaffolding or a lift to gain access to the work. This is somewhat problematic due to distinctive landscaping issues.

An estimated cost for this would be \$9,000

DAMAGED FASCIA AND SOFFIT. MULTIPLE AREAS. Several areas of what appears to be damaged wood at the soffit and fascia are apparent. Determine what is needed and repair. (??Bondo with fiberglass coating??). Paint as described above. At the rear of the building determine what the problem is at the top of the gable end. Is this where bats are gaining access? Repair as necessary.

An estimated cost of this work would be \$625.

An estimated cost for the work of repainting the entire fascia and soffit, including detailed work, would be an additional \$6,500. This is an area that from observations from the ground will indicate areas of failing paint. The entire surface should be sanded and re-primed, with two additional coats of a good exterior quality paint.



MENS BATHROOM ISSUES. Urinals are old, and do not flush well. Replace with new ones. Have drain line routed to clean debris and buildup from piping.

Handicapped stall is 43" wide in Mens Restroom and 49" in Women's Restroom and does not meet the 60" requirement. Assume this is acceptable based upon the age of the structure and it's historical significance.

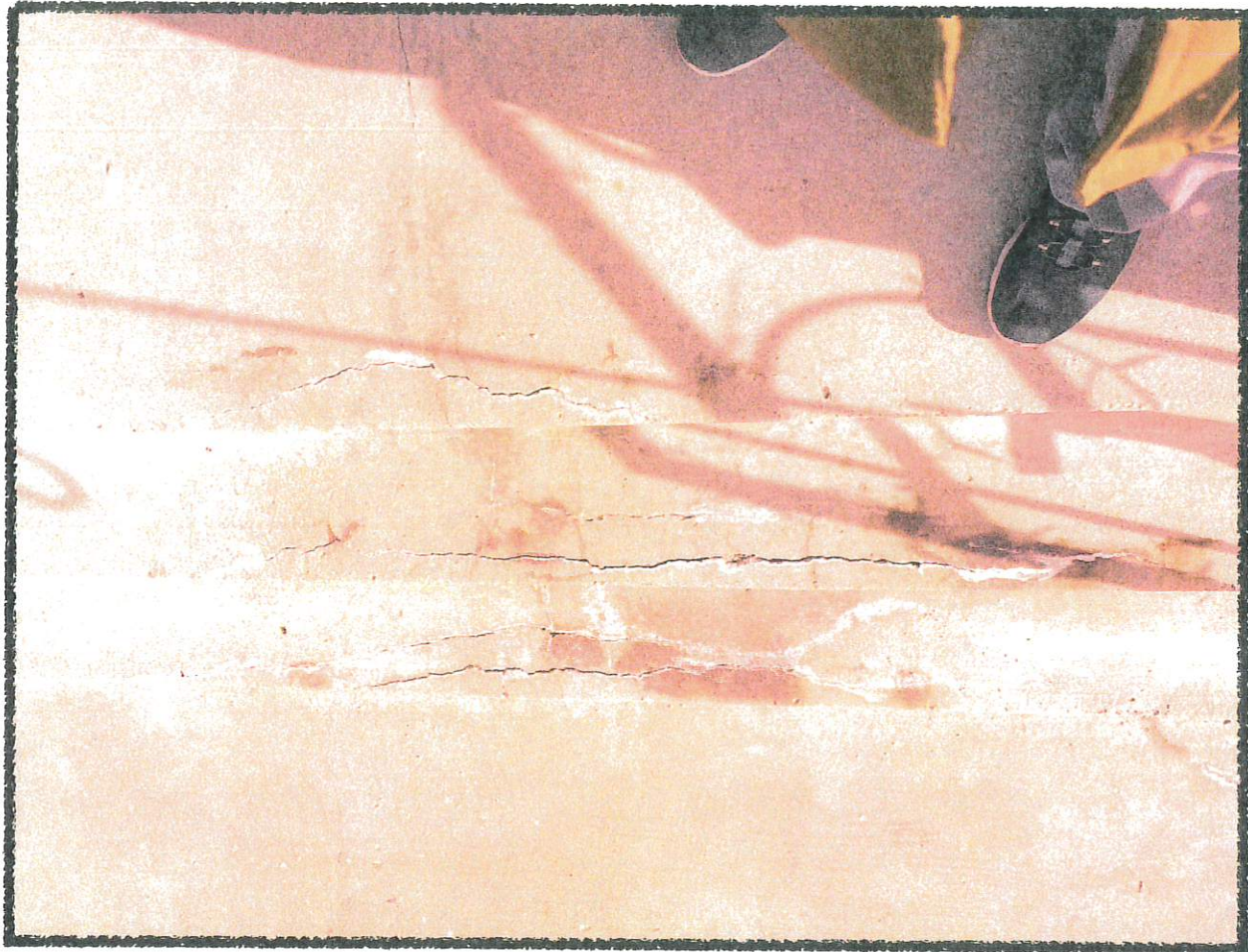
Suggest large roll toilet paper holders be installed in lieu of existing residential units. This will reduce management disruptions during major events.

An estimated cost for Urinal work would be \$1,200.

An estimated cost for TP dispensers would be \$200.

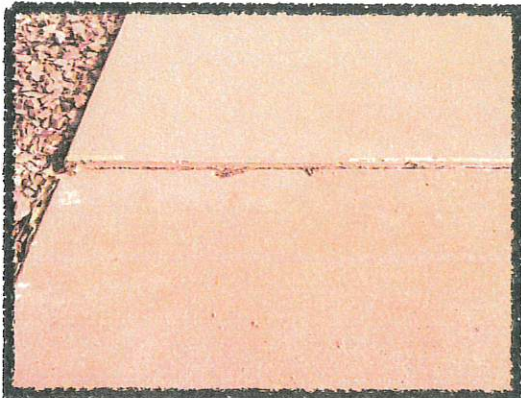
FRONT ENTRANCE CONCRETE STAIRWAY. The stairway is splitting horizontally near the face of the riser at several locations. This is likely cause by water gaining entrance to rebar, which rusts, expands, and causes cracks.

AN ESTIMATED COSTS FOR THIS REPAIR IS \$600, OR BY CITY FORCE ACCOUNT.



FRONT ENTRY SIDEWALK HAS SETTLED, CREATING A TRIPPING HAZARD.

AN ESTIMATED COST FOR THIS WORK IS \$0. HAVE CITY GRIND EDGE ON 45 DEGREE ANGLE.



WRAUGHT IRON LOW FENCE ALONG FRONT AND REAR SHOWING RUSTING.

This could be repainted easily at this point in time as only light sanding will be required. Suggest the use of Rust-oleum paint with integral primer. Failure to do this at this point in time will greatly increase the work and overall surface appearance from rusting at a later date. This would be a volunteer project.

ESTIMATED COST OF THIS WORK, FORCE ACCOUNT, WOULD BE \$100.

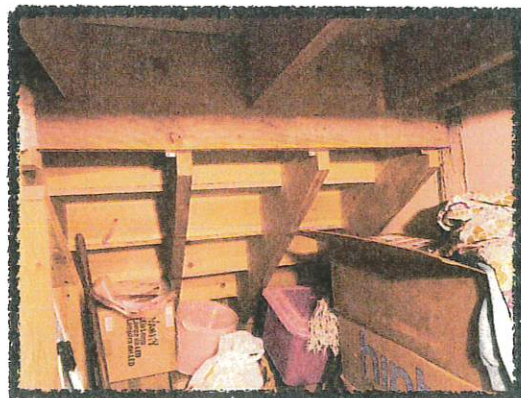
NO HANDICAPPED DRINKING FOUNTAIN. This will eventually cause an issue with the state of Utah, and having one installed will serve the handicapped population and tend to ameliorate further inspection.

AN ESTIMATED COST FOR THIS WORK WOULD BE \$600.



FIREPROOFING BENEATH REAR STAIRWAY. Wood framing is unprotected beneath this stairway and should be fire proofed with one layer of $\frac{5}{8}$ " fireside drywall.

AN ESTIMATED COST FOR THIS IS \$300



REFINISH ALL EXTERIOR DOORS. All exterior doors are in need of refinishing. The double doors on the south and west walls are the ones most critical. These exterior oak surfaces need to be sanded to remove prior deteriorated finish—then three coats of spar varnish applied. The varnish should be UV resistant, and a marine finish. Brass hinges should also be cleaned, and painted with varnish, if needed. Door hinges and panic devices should be lubricated.

Refinished in August 2022

AN ESTIMATED COST FOR THIS WORK, FORCE ACCOUNT, IS \$150.

CAULK COUNTERTOP IN WOMEN'S RESTROOM. Verify integrity of supports. Then caulk where space has opened up between counter and backsplash.

AN ESTIMATED COST FOR THIS WORK, FORCE ACCOUNT, IS \$20.

CEMENT CHINKING AROUND WINDOWS AND DOORS COMING LOOSE OR MISSING. Many doors and windows have open gaps between the window/door and stone walls. Aside from being somewhat unsightly, this is creating a leak that will allow water to make it's way into the building through the adobe joints being washed out. These surfaces should be pointed and brushed to fill these voids. This includes ONLY the larger gaps. See next item—Caulk windows and doors.

THE COST FOR THIS WORK WOULD BE \$200-\$800, DEPENDING ON WHO DOES THE WORK.



CAULK EXISTING WINDOWS AND DOORS AS REQUIRED. For long-term protection, caulking of these surfaces would be an excellent idea at this point. Backer rod should be used so the thickness of caulking is limited to ¼" to ½" and a quality sealant such as Sika Sikaflex 15LM should be used. (Free shipping on order over \$100)

Cost of this work would be \$700 unless done by

volunteer labor—\$200.

NEW CURTAINS THROUGHOUT THE BUILDING. The Director is concerned about curtains on windows throughout the facility. The curtains are dirty, and may not last through a washing. One local individual indicates it would be worth a try to clean one of these curtains in her washer—which has a special setting that may prevent damage to the open material.

If this does not work, then replacement would be the next step. Costs will vary, with perhaps a low end estimate of \$8,000 to a higher one of \$13,000—depending on the choices. The assumption is that hanging these curtains would be by volunteer help.

The Committee has worked successfully with the City on the Hans Hansen Home and anticipates an equally successful project with the Ephraim Co-op. Ron Snowden will serve as Project Manager, and has extensive experience in this area. He would anticipate obtaining three bids for the subcontracted projects, then making a recommendation for acceptance of one of the bids in writing to the City. The City would then, in turn, select a contractor and award the contract.

Ron would follow up with observations, and assistance where needed to each successful subcontractor. He is intimately familiar with the Co-op and has been involved with this building for approximately five years.

The Ephraim Co-op Committee seeks approval of this project by the City, and approval to proceed as outlined above.

Ron Snowden, Project Manager

Estimated Cost for the Work

| | |
|-------------------------------------|------------------|
| HVAC Replacement | \$52,000 |
| Water Heater Replacement | \$775 |
| Smoke Detectors work | \$700 |
| Fire Extinguishers | \$300 |
| Handrail | \$250 |
| Elevator | \$130,000 |
| Window repairs | \$9,000 |
| Damaged Fascia and Soffit | \$625 |
| Men's & Women's Restroom Repairs | \$1,400 |
| Concrete Sidewalk Repairs (By City) | -0- |
| Wrought Iron Fence Painting | \$100 |
| Handicapped Drinking Fountain | \$600 |
| Stairway Fireproofing | \$600 |
| Entry Door Refinishing | \$150 |
| Chinking of Windows and Doors | \$500 |
| Curtains. (\$7-13,000) | \$10,000 |
| | ===== |
| Total Estimated Costs | \$217,016 |