



Mayor
Nolan Davis

City Administrator
Makayla Bealer

City Council
Russell Smith
Ian Spaulding
Scott Symond
Les Whitney
Terry Wiseman

NOTICE AND AGENDA

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Milford, Utah will hold a regular meeting at **4:00 PM** at the **Milford City Administrative Office, Council Chambers, 26 South 100 West, Milford, Utah** for the purposes described below on **Tuesday, January 16, 2024**.

- 1. MAYOR'S WELCOME & CALL TO ORDER:** Roll Call & Pledge of Allegiance
- 2. VISITORS**
 - a. Chad Atkinson, Hinton and Burdick – Presentation of Financial Audit FY 2022-2023
 - b. Pat Cullen, FERVO Energy – Development Update on the progress of Cape Station Project
- 3. CONSENT ISSUES**
 - a. Financial report: December 2023
 - b. Approval of bills and payroll
 - c. Approval of minutes: December 19, 2023 Regular Meeting; January 10, 2024 Special Meeting
- 4. NEW BUSINESS**
 - a. BIG Chamber of Commerce Contribution discussion
 - b. FY 2022-2023 Audit consideration for approval
 - c. Milford Swimming Pool Heater Quote discussion
 - d. City Website upgrades and Cyber Security discussion
 - e. Railroad Safety Grant Agreement consideration for approval
 - f. Capital Asset Threshold discussion
- 5. OLD BUSINESS**
 - a. None
- 6. ORDINANCE AND RESOLUTIONS**
 - a. Resolution 1-2024 "Setting regulations for use of city-owned equipment"
 - b. Ordinance 1-2024 "Recreational Vehicle Park"
- 7. COMMENTS**
 - a. Staff member reports and comments
 - b. Councilmember reports and comments

8. ADJOURNMENT

Notice: The City Council may adjourn to Executive Session pursuant to the provisions of §52-4-204 and §52-4-205, Utah Code Annotated (1953), as amended.

CERTIFICATE OF DELIVERY & POSTING

I, Monica D. Seifers, duly appointed and acting City Recorder do hereby certify that the above Notice and Agenda was posted in three public places within the Milford City Limits on this 11th day of January, 2024. These public places being 1) Milford City Office; 2) U.S. Post Office; and 3) Milford Public Library. The foregoing Notice and Agenda was also delivered to each member of the governing body and posted on www.utah.gov/pm and linked to www.milfordcityutah.com and the Milford City Facebook page.

In compliance with the Americans with Disabilities Act, the City of Milford will make efforts to provide reasonable accommodations to disabled members of the public in accessing City programs. Request for assistance can be made by contacting the City Recorder at 435.387.2711 at least 24 hours in advance of the meeting to be held.
****City Council Members or the Mayor may participate in the public meeting electronically and/or telephonically.**



Milford City Council Agenda Request Form

This form must be submitted by Noon the Wednesday prior to the Council Meeting

REQUESTOR'S NAME (Print legibly) : Pat Cullen

ORGANIZATION (if applicable): Fervo Energy Company

ADDRESS: 114 Main Street, 2nd Floor, Houtson TX 77002

PHONE : _____ CELL PHONE: 484-758-9359

E-MAIL ADDRESS: pat.cullen@fervoenergy.com

To be used if additional information is required and to provide you a copy of agenda. Agenda will also be posted on www.utah.gov/pmn. You may Subscribe to Milford City Council notices using this website. By subscribing, you will be notified of all postings made by Milford City Council to the website, in compliance with Utah State Law.

Date Requesting to Attend 17 Jan 2024 Amount of Time Requested
15 minutes

TOPIC TO BE ADDRESSED (Your description must identify the subject matter of your appearance in sufficient detail to alert the public what topic you will discuss and what **action** you are requesting of the Council) :

Fervo Energy Company respectfully requests to proved a development update on the progress that has been made at the Cape Station project. No action is requested.

IS YOUR PRESENTATION REQUIRING ACTION OF THE COUNCIL OR IS IT ONLY PROVIDING INFORMATION? (check one): REQUIRES ACTION ☐ INFO ONLY ☒

PLEASE DESCRIBE DESIRED OUTCOME: Informational update only.

ARE WRITTEN MATERIALS TO BE PROVIDED TO COUNCIL (check one): YES ☐ NO ☒

IF YES, I HAVE PROVIDED **11** COPIES AND EMAILED AN ORIGINAL TO THE CITY
RECORDER Initial here _____

CONTINUED ON REVERSE

IS FUNDING FROM THE CITY BEING REQUESTED? (check one) YES ☐ NO ☒

IF YES, WHAT IS THE ESTIMATED COST TO THE CITY: _____

PLEASE PROVIDE DOCUMENTATION SUPPORTING YOUR ESTIMATE

Note: Separate requests must be completed for each topic presented.

INSTRUCTIONS – PLEASE READ CAREFULLY

This request must be submitted to the City Recorder no later than 3 pm the Wednesday prior to the City Council Meeting. Meetings are held the 3rd Tuesday each month. Applications submitted after the deadline, if complete, will be placed on the following City Council Meeting agenda.

Return completed form and 12 printed copies of handouts to:

City Recorder
PO Box 69, 26 South 100 West
Milford, UT 84751

Handouts may be e-mailed prior to deadline for agenda. E-mail to:
mseifers@milford.utah.gov by Noon the Wednesday prior to meeting.



SIGNATURE

3 Jan 2024

DATE

OFFICE USE ONLY

Date Rec'd by City Recorder: 1.3.24

Info Complete : YES ☒ NO ☐

If no, what info is required: _____

Approved for Agenda : YES ☒ NO ☐

If no, reason for denial: _____

CITY OF MILFORD
COMBINED CASH INVESTMENT
DECEMBER 31, 2023

COMBINED CASH ACCOUNTS

01-11110	CASH IN CHECKING - WELLS FARGO	121,507.53
01-11120	CASH IN CHECKING - UIB	381,764.10
01-11130	CASH IN CHECKING - VENMO-UIB	647.50
01-11310	PETTY CASH	300.00
01-11400	RETURNED CHECKS - CLEARING	251.98
01-11610	CASH-STATE TREASURER-COMBINED	2,952,451.62
01-11700	CASH - A/R CLEARING	1,771.77
01-11750	UTILITY CASH - A/R CLEARING	3,507.12

	TOTAL COMBINED CASH	3,462,201.62
01-11810	ST TREAS-DESIGNATED-WATER	(608,415.15)
01-11815	ST TREAS-DESIGNATED-SEWER	(647,670.16)
01-11816	ST TREAS-DESIGNATED-GEN FUND	(363,631.61)
01-11817	ST TREAS-DESIGNATED-LIBRARY	(3,380.37)
01-11819	ST TREAS- RECREATION COMPLEX	(20,092.02)
01-11860	ST TREAS-RESTRICTED-BOND 3SO24	(109,315.91)
01-11865	ST TREAS-RESTRICTED-MAIN S3024	(90,044.14)
01-11880	STATE TREAS-RESTRICTED-LIBRARY	(37,667.46)
01-11885	STATE TREAS-RESTRICTED-ADMIN B	(108,000.00)
01-11900	TOTAL ALLOCATION TO OTHER FUND	(1,473,984.80)

TOTAL UNALLOCATED CASH	.00
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CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	843,840.41
30	ALLOCATION TO DEBT SERVICE FUND	(9,417.45)
51	ALLOCATION TO WATER FUND	375,616.79
52	ALLOCATION TO SEWER FUND	263,945.05

TOTAL ALLOCATIONS TO OTHER FUNDS	1,473,984.80
ALLOCATION FROM COMBINED CASH FUND - 01-11900	(1,473,984.80)

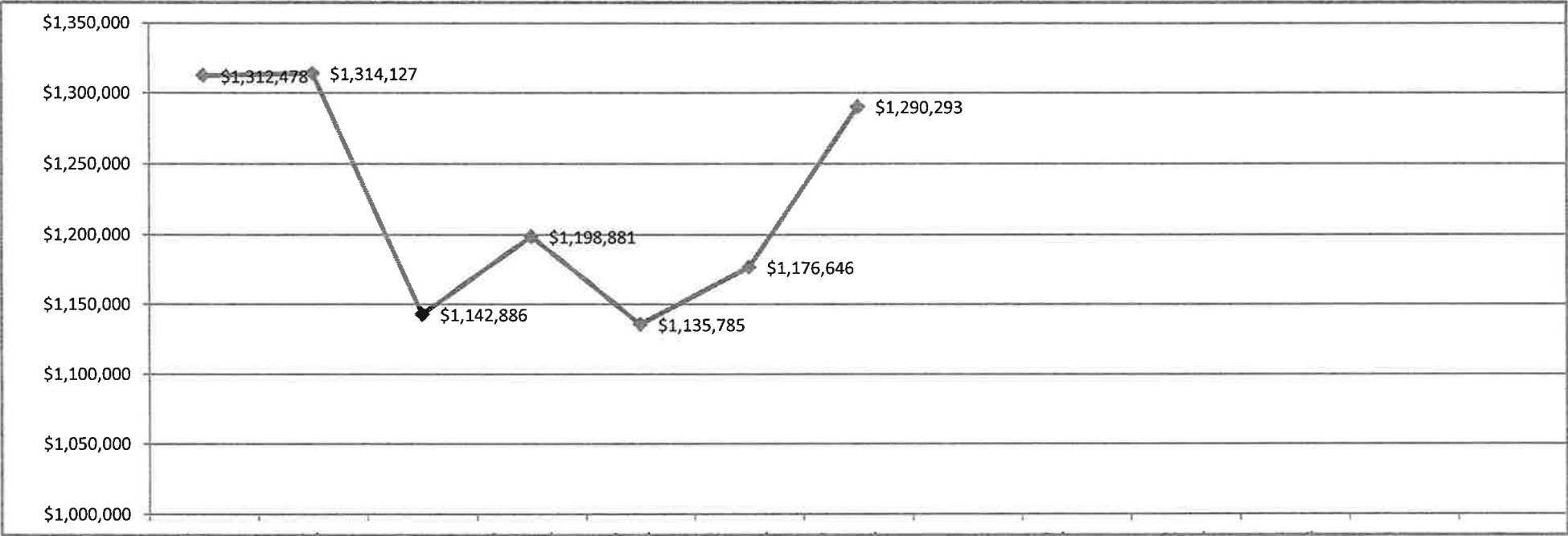
ZERO PROOF IF ALLOCATIONS BALANCE	.00
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Utah State Treasury Report 2023-2024

Department		Totals	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Totals
Designated Water 111810	W D	\$632,933.50	\$8,276.00	\$8,399.31	\$8,555.05	\$8,576.07	\$8,658.67	\$8,698.55							\$684,097.15
Designated Sewer 111815	W D	\$597,661.42	\$8,093.44	\$8,211.35	\$8,361.48	\$8,381.36	\$8,460.95	\$8,500.16							\$647,670.16
Designated General Fund 111816	W D	\$303,642.96	\$9,661.88	\$9,920.29	\$9,635.48	\$10,271.33	\$10,011.59	\$10,488.08							\$363,631.61
Designated Library	W D	\$4,846.22	\$76.81	\$68.60	\$27.11	\$27.27	\$60.43	\$60.43							\$3,380.37
Designated City Recreation 111818	W D	\$70,068.46	\$11,510.96	\$250.00	\$3,097.82	\$1,458.82	\$700.00	\$4,473.73							\$70,530.81
Designated Recreation Complex	W D	\$19,455.00	\$100.70	\$103.67	\$106.77	\$107.40	\$109.05	\$109.43							\$20,092.02
Restricted Cash - Water Bond 3S024 111860	W D	\$82,915.91	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00							\$109,315.91
Restricted Cash - Water Main 3S024 - 111865	W D	\$90,044.14													\$90,044.14
Restricted Cash-Library Bond	W D	\$22,582.00	\$834.00	\$834.00	\$834.00	\$834.00	\$834.00	\$834.00	\$10,000.00						\$17,586.00
Restricted Cash-Adm Building Bond	W D	\$149,840.01	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00							\$185,840.01
Restricted Cash Impact Fees - Water	W D	\$13,031.23	\$67.45	\$69.44	\$71.51	\$71.94	\$73.05	\$73.30							\$13,457.92
Restricted Cash Impact Fees - Sewer	W D	\$21,893.51	\$113.32	\$116.67	\$120.15	\$120.86	\$122.72	\$123.14							\$22,610.37
Restricted Cash Impact Fees - Gen Fund	W D	\$19,537.20	\$101.12	\$104.11	\$107.22	\$107.85	\$109.51	\$109.89							\$20,176.90
Designated Cemetery	W D	-\$275.38	-\$1.43	-\$1.47	-\$1.51	-\$1.52	-\$1.54	-\$1.55							-\$284.40
Designated Streets	W D	\$5,331.45	\$27.60	\$28.41	\$29.26	\$29.43	\$29.89	\$29.99							\$5,506.03
Designated Kinney Kids Foundation	W D	\$500.00													\$500.00
Designated Perpetual Care	W D	\$8,341.41	\$283.17	\$145.72	\$148.17	\$348.46	\$150.85	\$91.57							\$9,509.35
Designated Dangerous Buildings	W D	\$3,108.41	\$16.09	\$16.56	\$17.05	\$17.14	\$17.42	\$17.48							\$3,210.15
Designated 4th of July Revenue	W D	\$62,502.55	\$8,844.80	\$11,794.00	\$674.87										\$84,776.88
Designated Christmas Light Parade	W D	\$8,545.30	\$570.00	\$44.23	\$45.68	\$75.00	\$43.39	\$43.65	\$1,143.96	\$682.14	\$50.49				\$8,589.56
Designated Christmas Light Project	W D	\$2,276.93								\$40.81					\$2,236.12
Designated Lions Club Tourney	W D	\$1,500.00		\$2,794.00											\$4,294.00
Designated Golf Association	W D	\$12,133.18	\$1,023.82		\$10,096.11	Funds removed from City and back to the Golf Association 8/23/2023 Check 45946									\$1,013.25
Designated MES Booster Club	W D	\$0.00						\$4,534.70							\$4,534.70
Designated Lighted M Project	W D	\$136.93													\$136.93
Designated 150th Birthday Celebration	W D	\$28,448.00	\$7,468.00		\$6,380.01	\$23,922.64	\$3,722.32	\$4,386.48							\$55,391.08
Designated Digitization of Newspapers	W D	\$2,371.98													\$2,371.98
Miscellaneous & Interest	W D	\$542,232.62													\$542,232.62
Months Totals			\$30,536.47	\$57,032.28	\$32,635.96	\$62,186.15	\$39,510.82	\$24,945.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
State Treasury Bal		\$2,705,604.94	\$2,736,141.41	\$2,793,173.69	\$2,825,809.65	\$2,887,995.80	\$2,927,506.62	\$2,952,451.62	\$2,952,451.62	\$2,952,451.62	\$2,952,451.62	\$2,952,451.62	\$2,952,451.62	\$2,952,451.62	\$2,952,451.62

Historical Fund Balance
City of Milford
Unaudited
2023-2024

June	July	August	September	October	November	December	January	February	March	April	May	June
\$1,312,478	\$1,314,127	\$1,142,886	\$1,198,881	\$1,135,785	\$1,176,646	\$1,290,293						



Retained Earnings

Low = 5% of General Fund Revenue

High =35% of General Fund Budget

Current Month Retained Earnings

Actual Revenue YTD

Retained Earnings

\$902,962.22	\$45,148.11
<u>Budget Revenue 2023-2024</u>	
\$1,739,815.00	\$608,935.25
	\$1,290,292.87

CITY OF MILFORD
BALANCE SHEET
DECEMBER 31, 2023

GENERAL FUND

ASSETS

10-11900	CASH - COMBINED FUND	843,840.41	
10-12100	ST TREAS-DESIGNATED-GEN FUND	363,631.61	
10-12110	ST TREAS-DESIGNATED-LIBRARY	3,380.37	
10-12140	ST TREAS-RECREATION COMPLEX	20,092.02	
10-13110	ACCOUNTS RECEIVABLE	9,213.23	
10-13113	AR/CREDIT CARD, AIRPORT	(1,931.77)	
10-13114	ACCOUNTS RECEIVABLE-MISC.	38,366.96	
10-13115	PROPERTY TAX RECEIVABLE	127,091.00	
10-15110	INVENTORY-AIRPORT FUEL	18,532.60	
TOTAL ASSETS			1,422,216.43

LIABILITIES AND EQUITY

LIABILITIES

10-21310	ACCOUNTS PAYABLE	(1,541.91)	
10-22210	FICA PAYABLE	(145.94)	
10-22230	STATE WITHHOLDING PAYABLE	2,790.00	
10-22240	EMPLOYMENT SECURITY	(736.72)	
10-22250	WORKER COMPENSATION PAYABLE	1,217.12	
10-22300	RETIREMENT PAYABLE	1,108.76	
10-22310	DISABILITY PAYABLE	69.15	
10-22500	HEALTH INSURANCE PAYABLE	(18,893.94)	
10-22510	LIFE INSURANCE PAYABLE	83.08	
10-22600	401 K PAYABLE	861.94	
10-22601	FLEX PLAN	1,628.82	
10-22700	MISC. PAYROLL DEDUCTIONS	511.87	
10-23000	DEFERRED REVENUES	22,770.90	
TOTAL LIABILITIES			9,723.13

FUND EQUITY

10-26100	DEFERRED INFLOW-PROPERTY TAXES	122,200.43	
UNAPPROPRIATED FUND BALANCE:			
10-29800	FUND BALANCE-UNRESERVED	1,181,235.44	
10-29900	FUND BALANCE-DESIGNATED	10,000.00	
	REVENUE OVER EXPENDITURES - YTD	99,057.43	
BALANCE - CURRENT DATE		1,290,292.87	
TOTAL FUND EQUITY			1,412,493.30
TOTAL LIABILITIES AND EQUITY			1,422,216.43

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-31-100 PROPERTY TAXES-CURRENT	90,927.89	118,496.12	127,091.00	8,594.88	93.2
10-31-200 PROPERTY TAXES-DELINQUENT	337.67	1,162.05	6,500.00	5,337.95	17.9
10-31-300 SALES AND USE TAX	34,906.11	243,647.50	450,000.00	206,352.50	54.1
10-31-400 CABLEVISION FRANCHISE TAX	.00	90.36	700.00	609.64	12.9
10-31-402 PACIFICORP FRANCHISE TAX	11,495.18	82,937.07	170,000.00	87,062.93	48.8
10-31-403 QUESTAR FRANCHISE TAX	5,172.35	10,404.13	45,000.00	34,595.87	23.1
10-31-408 TELECOMMUNICATIONS TAX REVENUE	1,330.13	8,041.36	15,000.00	6,958.64	53.6
10-31-700 FEE-IN-LIEU OF PERSONAL PROP.	739.12	17,120.81	30,000.00	12,879.19	57.1
TOTAL TAXES	144,908.45	481,899.40	844,291.00	362,391.60	57.1
<u>LICENSES AND PERMITS</u>					
10-32-100 BUSINESS LICENSE AND PERMITS	1,100.00	1,325.00	6,200.00	4,875.00	21.4
10-32-210 BUILDING PERMITS	.00	1,735.69	25,000.00	23,264.31	6.9
10-32-220 IMPACT FEES - GENERAL FUND	.00	.00	2,000.00	2,000.00	.0
10-32-230 OTHER DEVELOPMENT REVENUE	.00	265.00	1,000.00	735.00	26.5
TOTAL LICENSES AND PERMITS	1,100.00	3,325.69	34,200.00	30,874.31	9.7
<u>INTERGOVERNMENTAL REVENUE</u>					
10-33-550 COUNTY ALLOTTMENT - LIBRARY	.00	.00	35,000.00	35,000.00	.0
10-33-560 CLASS "C" ROAD FUNDS	17,100.34	59,121.52	125,000.00	65,878.48	47.3
10-33-561 CLASS "C" ROAD FUNDS SB 175	.00	.00	61,451.75	61,451.75	.0
10-33-700 AIRPORT GRANT REVENUE	1,800.00	31,780.47	20,000.00	11,780.47	158.9
10-33-701 LIBRARY GRANT REVENUE	.00	.00	5,323.00	5,323.00	.0
10-33-702 LIBRARY SMALL GRANT REVENUE	.00	.00	3,000.00	3,000.00	.0
10-33-703 MUNICIPAL SMALL GRANT-REVENUE	.00	.00	5,000.00	5,000.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	18,900.34	90,901.99	254,774.75	163,872.76	35.7

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CHARGES FOR SERVICES</u>					
10-34-600 CITY RECREATION-MENS SOFTBALL	.00	.00	1,200.00	1,200.00	.0
10-34-601 CITY RECREATION-COED SOFTBALL	.00	1,560.00	1,400.00	(160.00)	111.4
10-34-603 CITY RECREATION-SUMMER YOUTH	.00	.00	1,500.00	1,500.00	.0
10-34-604 CITY RECREATION-GIRLS SOFTBALL	525.00	10,795.00	17,000.00	6,205.00	63.5
10-34-605 CITY RECREATION - FLAG FOOTBAL	.00	660.00	850.00	190.00	77.7
10-34-606 CITY RECREATION- FULL FOOTBALL	.00	7,645.50	6,500.00	(1,145.50)	117.6
10-34-607 CITY RECREATION-BABE RUTH	.00	63.00	4,800.00	4,737.00	1.3
10-34-608 CITY RECREATION - VOLLEYBALL	.00	1,905.00	1,300.00	(605.00)	146.5
10-34-609 CITY RECREATION - WRESTLING	.00	760.00	5,000.00	4,240.00	15.2
10-34-610 CITY RECREATION-BOY BASKETBALL	.00	2,710.00	4,000.00	1,290.00	67.8
10-34-620 CITY RECREATION - SOCCER	.00	.00	3,000.00	3,000.00	.0
10-34-630 CITY RECREATION - CAL RIPKEN	.00	200.00	8,500.00	8,300.00	2.4
10-34-635 CITY RECREATION -MACHINE PITCH	.00	.00	500.00	500.00	.0
10-34-640 CITY RECREATION-GIRL BASKETBAL	690.00	2,160.00	3,000.00	840.00	72.0
10-34-650 CITY RECREATION - TRACK/FIELD	.00	.00	2,000.00	2,000.00	.0
10-34-660 LIONS CLUB TOURNAMENT REVENUE	.00	2,794.00	1,500.00	(1,294.00)	186.3
10-34-720 GOLF FEES	350.00	1,527.00	3,500.00	1,973.00	43.6
10-34-730 SWIM FEES	.00	3,328.75	12,000.00	8,671.25	27.7
10-34-732 SWIM POOL - COUNTY M&O	.00	.00	127,499.25	127,499.25	.0
10-34-750 MISCELLANEOUS REVENUE-RECREAT	.00	150.00	.00	(150.00)	.0
10-34-760 JULY 4TH REVENUE	.00	11,794.00	26,000.00	14,206.00	45.4
10-34-770 CHRISTMAS LIGHT PROJECT	.00	120.00	3,000.00	2,880.00	4.0
10-34-775 MES BOOSTER CLUB	994.14	5,528.84	.00	(5,528.84)	.0
10-34-780 CHRISTMAS LIGHT PARADE	.00	3,113.75	4,500.00	1,386.25	69.2
10-34-790 GOLF ASSOCIATION REVENUE	.00	858.00	6,500.00	5,642.00	13.2
10-34-810 SALE OF CEMETERY LOTS	800.00	5,200.00	6,000.00	800.00	86.7
10-34-820 PERPETUAL CARE	300.00	940.00	2,000.00	1,060.00	47.0
10-34-830 CEMETERY OPENING AND CLOSING	600.00	2,300.00	4,000.00	1,700.00	57.5
10-34-840 COLLECTION COSTS - GARBAGE	8,668.00	52,234.99	100,000.00	47,765.01	52.2
10-34-850 COLLECTION COSTS - COMM. DUMP	.00	5.71	.00	(5.71)	.0
10-34-900 AIRPORT COUNTY DONATION	.00	(1,000.00)	1,000.00	2,000.00	(100.0)
10-34-910 AIRPORT FUEL SALES	6,094.27	32,907.79	80,500.00	47,592.21	40.9
10-34-920 HANGER AND TIE DOWN	530.00	3,570.00	7,900.00	4,330.00	45.2
10-34-950 AIRPORT CONCESSION REVENUE	.00	12.00	.00	(12.00)	.0
TOTAL CHARGES FOR SERVICES	19,551.41	153,843.33	446,449.25	292,605.92	34.5
<u>MISCELLANEOUS REVENUE</u>					
10-36-300 BUILDING RENTALS AND LEASES	970.81	6,565.74	15,000.00	8,434.26	43.8
10-36-310 CONCESSION REVENUE	.00	7,253.14	15,000.00	7,746.86	48.4
10-36-500 RECREATION COMPLEX REVENUE	.00	.00	3,000.00	3,000.00	.0
TOTAL MISCELLANEOUS REVENUE	970.81	13,818.88	33,000.00	19,181.12	41.9

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTEREST/OTHER</u>					
10-38-100 INTEREST EARNINGS/GENERAL FUND	6,579.55	36,371.59	60,000.00	23,628.41	60.6
10-38-400 LIBRARY FINES AND FEES	71.00	271.79	1,000.00	728.21	27.2
10-38-410 KINNEY KIDS DONATIONS	.00	.00	500.00	500.00	.0
10-38-500 SUMMER READING DONATIONS	.00	.00	600.00	600.00	.0
10-38-800 150TH BIRTHDAY DONATIONS	135.00	40,476.26	45,000.00	4,523.74	90.0
10-38-900 MISCELLANEOUS REVENUE	3,562.00	82,053.29	20,000.00	(62,053.29)	410.3
	<u>10,347.55</u>	<u>159,172.93</u>	<u>127,100.00</u>	<u>(32,072.93)</u>	<u>125.2</u>
TOTAL INTEREST/OTHER					
	<u>195,778.56</u>	<u>902,962.22</u>	<u>1,739,815.00</u>	<u>836,852.78</u>	<u>51.9</u>
TOTAL FUND REVENUE					

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE</u>					
10-41-110 SALARIES - MAYOR AND COUNCIL	2,600.00	15,600.00	31,200.00	15,600.00	50.0
10-41-130 BENEFITS - MAYOR AND COUNCIL	226.46	1,358.76	3,500.00	2,141.24	38.8
TOTAL LEGISLATIVE	2,826.46	16,958.76	34,700.00	17,741.24	48.9
<u>ADMINISTRATIVE</u>					
10-43-110 SALARIES & WAGES - ADMIN/TREAS	5,865.60	37,547.82	76,252.80	38,704.98	49.2
10-43-111 SALARIES & WAGES - ADMIN ASST	4,440.00	28,441.43	57,720.00	29,278.57	49.3
10-43-113 SALARIES & WAGES - RECORDER	1,247.60	7,844.77	16,218.80	8,374.03	48.4
10-43-130 BENEFITS - ADMINISTRATOR/TREAS	4,023.54	24,737.37	52,513.96	27,776.59	47.1
10-43-131 BENEFITS - ADMIN ASST	3,517.96	21,552.94	45,463.09	23,910.15	47.4
10-43-134 BENEFITS - RECORDER	788.23	4,765.32	10,371.42	5,606.10	46.0
10-43-210 DUES, SUBSCRIPTIONS & DONATION	220.00	1,104.00	2,500.00	1,396.00	44.2
10-43-215 DOT DRUG PROGRAM	218.00	218.00	500.00	282.00	43.6
10-43-220 NOTICES AND PUBLICATIONS	.00	.00	1,500.00	1,500.00	.0
10-43-230 TRAVEL AND CONFERENCES	.00	376.63	6,000.00	5,623.37	6.3
10-43-239 COMPUTER SERVICE CONTRACT	.00	500.00	500.00	.00	100.0
10-43-240 OFFICE SUPPLIES AND EXPENSE	830.62	5,079.60	14,000.00	8,920.40	36.3
10-43-241 PROGRAMING AND EQUIPMENT	1,631.99	9,934.29	24,318.54	14,384.25	40.9
10-43-242 PLANNING AND ZONING EXPENSE	.00	.00	1,000.00	1,000.00	.0
10-43-243 MAIN STREET BEAUTIFICATION	.00	382.36	5,000.00	4,617.64	7.7
10-43-270 UTILITIES - OFFICE	467.30	1,957.91	4,000.00	2,042.09	49.0
10-43-272 UTILITIES - TELEVISION	.00	.00	400.00	400.00	.0
10-43-273 UTILITIES - FIRE ALARM	.00	492.00	1,000.00	508.00	49.2
10-43-280 TELEPHONE - OFFICE	312.80	1,887.98	4,000.00	2,112.02	47.2
10-43-510 INSURANCE AND BONDS	2,076.90	37,448.68	37,000.00	(448.68)	101.2
10-43-520 INMATE INCIDENTALS	.00	.00	1,000.00	1,000.00	.0
10-43-530 150TH BIRTHDAY CELEBRATION	.00	52,111.30	55,000.00	2,888.70	94.8
10-43-610 MISCELLANEOUS - GENERAL FUND	625.80	70,078.44	6,000.00	(64,078.44)	1168.0
10-43-620 EMPLOYEES SPOT AWARDS	150.00	464.85	1,000.00	535.15	46.5
10-43-632 ARPA EXPENSE	.00	.00	67,346.90	67,346.90	.0
10-43-920 TRANSFER TO DEBT SERVICE FUND	6,834.00	41,004.00	82,008.00	41,004.00	50.0
TOTAL ADMINISTRATIVE	33,250.34	347,929.69	572,613.51	224,683.82	60.8
<u>NON-DEPARTMENTAL</u>					
10-50-310 AUDIT SERVICES	7,636.24	11,376.80	20,000.00	8,623.20	56.9
10-50-320 ATTORNEY RETAINER	500.00	2,500.00	6,000.00	3,500.00	41.7
10-50-321 LEGAL FEES	93.75	768.75	3,500.00	2,731.25	22.0
10-50-340 FIRE CONTROL CONTRIBUTION	.00	.00	1,800.00	1,800.00	.0
10-50-350 BUILDING INSPECTIONS	.00	2,582.75	20,000.00	17,417.25	12.9
10-50-360 SMALL CLAIMS FEES	.00	.00	200.00	200.00	.0
TOTAL NON-DEPARTMENTAL	8,229.99	17,228.30	51,500.00	34,271.70	33.5

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL BUILDINGS</u>					
10-51-110 SALARIES & WAGES - JANITORIAL	500.00	3,216.56	6,500.00	3,283.44	49.5
10-51-130 BENEFITS - JANITORIAL	45.06	289.22	600.00	310.78	48.2
10-51-270 UTILITIES - SENIOR CITIZEN CEN	582.05	2,344.33	5,300.00	2,955.67	44.2
10-51-480 REPAIRS AND MAIN - BUILDINGS	1,324.07	5,852.08	15,000.00	9,147.92	39.0
10-51-481 BUILDINGS - SENIOR CITIZEN CEN	.00	217.34	2,500.00	2,282.66	8.7
TOTAL GENERAL GOVERNMENTAL BUILDINGS	2,451.18	11,919.53	29,900.00	17,980.47	39.9
<u>STREETS DEPARTMENT</u>					
10-61-110 SALARIES & WAGES-CROSSING GDS	1,275.00	4,191.56	8,700.00	4,508.44	48.2
10-61-130 BENEFITS - CROSSING GUARDS	114.90	377.12	1,000.00	622.88	37.7
10-61-230 FUEL - STREETS	295.78	2,925.79	6,500.00	3,574.21	45.0
10-61-480 STREETS - OIL AND CHIPS	.00	81,004.60	73,000.00	8,004.60	111.0
10-61-481 STREETS - MAINTENANCE	108.36	3,004.48	50,000.00	46,995.52	6.0
10-61-482 STREETS - EQUIPMENT	520.04	803.43	20,000.00	19,196.57	4.0
10-61-483 STREETS - LIGHTS	2,386.32	13,575.12	30,000.00	16,424.88	45.3
10-61-484 SHOP TOOLS	.00	445.08	4,000.00	3,554.92	11.1
10-61-740 CAPITAL OUTLAY - EQUIPMENT	.00	11,561.96	71,400.00	59,838.04	16.2
TOTAL STREETS DEPARTMENT	4,700.40	117,889.14	264,600.00	146,710.86	44.6
<u>PARKS</u>					
10-70-110 SALARIES & WAGES - PARKS	2,888.58	18,629.43	37,349.86	18,720.43	49.9
10-70-111 SALARIES & WAGES - PART TIME	.00	3,757.61	8,000.00	4,242.39	47.0
10-70-130 BENEFITS - PARKS REG	2,209.52	13,581.58	28,158.16	14,576.58	48.2
10-70-131 BENEFITS - PARKS	.00	347.60	800.00	452.40	43.5
10-70-250 EQUIPMENT SUPPLIES & MAIN.	.00	2,064.00	6,000.00	3,936.00	34.4
10-70-260 PARKS MAINTENANCE	.00	1,090.16	4,800.00	3,709.84	22.7
10-70-610 CABOOSE PARK EXPENDITURES	33.81	136.73	750.00	613.27	18.2
10-70-620 RECREATION COMPLEX EXPENSE	38.90	903.55	6,000.00	5,096.45	15.1
10-70-630 CEMETERY MAINTENANCE	174.52	174.52	4,000.00	3,825.48	4.4
10-70-640 PAVILION EXPENSE	93.50	213.09	500.00	286.91	42.6
10-70-650 VETERAN'S PARK EXPENDITURES	26.76	943.23	2,000.00	1,056.77	47.2
10-70-660 AJ'S CONTRACT FOR PARK MAINT	.00	2,800.00	4,900.00	2,100.00	57.1
10-70-670 REHAB HISTORICAL PARK	.00	4,943.88	5,000.00	56.12	98.9
10-70-740 CAPITAL OUTLAY - PARKS	.00	17,574.75	17,600.00	25.25	99.9
TOTAL PARKS	5,465.59	67,160.13	125,858.02	58,697.89	53.4

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GARBAGE COLLECTION</u>					
10-71-420 GARBAGE - DUMPSTER FEES	366.63	2,001.38	4,500.00	2,498.62	44.5
10-71-430 GARBAGE - COLLECTION FEES	8,396.81	42,159.81	100,000.00	57,840.19	42.2
10-71-440 GARBAGE - COMMUNITY DUMPSTERS	.00	.00	2,000.00	2,000.00	.0
TOTAL GARBAGE COLLECTION	8,763.44	44,161.19	106,500.00	62,338.81	41.5
<u>RECREATION</u>					
10-72-110 SALARIES & WAGES-RECREATION	250.00	1,608.28	3,000.00	1,391.72	53.6
10-72-120 SALARIES & WAGES-CONCESSIONS	.00	4,200.00	7,000.00	2,800.00	60.0
10-72-130 BENEFITS - RECREATION	22.53	144.61	300.00	155.39	48.2
10-72-140 BENEFITS - CONCESSIONS	.00	378.51	700.00	321.49	54.1
10-72-250 CITY RECREATION-MENS SOFTBALL	.00	.00	1,100.00	1,100.00	.0
10-72-251 CITY RECREATION-COED SOFTBALL	.00	976.00	1,500.00	524.00	65.1
10-72-253 CITY RECREATION - SUMMER YOUTH	.00	250.00	1,300.00	1,050.00	19.2
10-72-254 CITY RECREATION-GIRLS SOFTBALL	.00	8,906.59	14,000.00	5,093.41	63.6
10-72-255 CITY RECREATION-FLAG FOOTBALL	.00	564.80	850.00	285.20	66.5
10-72-256 CITY RECREATION-FOOTBALL FULL	.00	5,649.68	6,000.00	350.32	94.2
10-72-257 CITY RECREATION-BABE RUTH	.00	.00	4,000.00	4,000.00	.0
10-72-258 CITY RECREATION-VOLLEYBALL	.00	1,832.76	1,500.00	(332.76)	122.2
10-72-259 CITY RECREATION-WRESTLING	.00	872.34	4,200.00	3,327.66	20.8
10-72-260 CITY RECREATION-BOY BASKETBALL	.00	2,272.24	2,500.00	227.76	90.9
10-72-261 CITY RECREATION - SOCCER	.00	(80.00)	2,000.00	2,080.00	(4.0)
10-72-262 CITY RECREATION - CAL RIPKEN	.00	75.96	8,500.00	8,424.04	.9
10-72-263 CITY RECREATION-GIRL BASKETBAL	347.46	2,696.61	2,600.00	(96.61)	103.7
10-72-264 CITY RECREATION-TRACK/FIELD	.00	.00	2,000.00	2,000.00	.0
10-72-265 CITY RECREATION- MACHINE PITCH	.00	512.34	1,500.00	987.66	34.2
10-72-266 LIONS CLUB TOURNAMENT EXPENSE	.00	.00	2,000.00	2,000.00	.0
10-72-270 MAINTENANCE-BALL LIGHTS	.00	.00	1,600.00	1,600.00	.0
10-72-530 CHRISTMAS LIGHT PARADE	602.04	3,373.29	5,000.00	1,626.71	67.5
10-72-535 MES BOOSTER CLUB	1,621.95	1,621.95	.00	(1,621.95)	.0
10-72-540 CHRISTMAS LIGHT PROJECT	145.29	306.10	1,200.00	893.90	25.5
10-72-545 GOLF ASSOCIATION	.00	10,950.94	7,000.00	(3,950.94)	156.4
10-72-550 JULY 4TH EXPENSE	.00	674.87	24,000.00	23,325.13	2.8
10-72-560 CONCESSION EXPENSE	.00	524.99	11,500.00	10,975.01	4.6
10-72-610 MISCELLANEOUS EXPENSE-REC.	.00	.00	1,000.00	1,000.00	.0
10-72-720 CITY RECREATION - JANITORIAL	5,000.00	5,000.00	5,000.00	.00	100.0
10-72-740 CAPITAL IMPROVEMENTS - REC	.00	439.99	10,000.00	9,560.01	4.4
TOTAL RECREATION	7,989.27	53,752.85	132,850.00	79,097.15	40.5

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GOLF FUND</u>					
10-73-110 SALARIES & WAGES- GOLF COURSE	.00	6,232.54	9,193.88	2,961.34	67.8
10-73-130 BENEFITS - GOLF COURSE	.00	556.35	1,000.00	443.65	55.6
10-73-250 REPAIRS AND MAINTENANCE	.00	24.36	6,000.00	5,975.64	.4
10-73-270 UTILITIES - GOLF COURSE	26.24	1,856.42	2,500.00	643.58	74.3
10-73-480 EQUIPMENT & SUPPLIES	.00	347.10	1,500.00	1,152.90	23.1
10-73-610 MISCELLANEOUS EXPENSE-GOLF	.00	547.99	850.00	302.01	64.5
10-73-740 CAPITAL OUTLAY-GOLF COURSE	.00	.00	71,831.95	71,831.95	.0
TOTAL GOLF FUND	26.24	9,564.76	92,875.83	83,311.07	10.3

<u>SWIMMING POOL</u>					
10-74-110 SALARIES & WAGES-MANAGER	.00	5,665.48	8,756.80	3,091.32	64.7
10-74-111 SALARIES & WAGES - LIFEGUARDS	.00	9,552.76	17,500.00	7,947.24	54.6
10-74-112 SALARIES & WAGES-ASST MANAGER	.00	795.30	7,560.80	6,765.50	10.5
10-74-130 BENEFITS-MANAGER	.00	510.11	800.00	289.89	63.8
10-74-131 BENEFITS - LIFEGUARDS	.00	860.71	1,600.00	739.29	53.8
10-74-132 BENEFITS-ASST MANAGER	.00	71.33	400.00	328.67	17.8
10-74-250 EQUIPMENT SUPPLIES & MAIN.	.00	5,439.34	10,000.00	4,560.66	54.4
10-74-270 UTILITIES - SWIMMING POOL	519.99	8,168.35	14,000.00	5,831.65	58.4
10-74-280 TELEPHONE - SWIMMING POOL	.00	190.00	250.00	60.00	76.0
10-74-610 MISCELLANEOUS EXPENSE-SWIMMING	368.00	421.07	2,000.00	1,578.93	21.1
10-74-740 CAPITAL OUTLAY - SWIMMING POOL	.00	4,641.27	64,631.65	59,990.38	7.2
TOTAL SWIMMING POOL	887.99	36,315.72	127,499.25	91,183.53	28.5

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
10-75-110 SALARIES & WAGES - LIBRARIAN	2,134.44	14,600.50	28,435.68	13,835.18	51.4
10-75-111 SALARIES & WAGES - PART TIME	959.40	6,304.41	13,500.00	7,195.59	46.7
10-75-130 BENEFITS - LIBRARIAN	605.12	4,032.93	8,559.71	4,526.78	47.1
10-75-131 BENEFITS - PART TIME	84.06	559.36	1,200.00	640.64	46.6
10-75-230 TRAVEL & CONFERENCES-LIBRARY	65.50	419.20	1,000.00	580.80	41.9
10-75-250 EQUIPMENT SUPPLIES & MAIN.	171.00	171.00	500.00	329.00	34.2
10-75-251 OFFICE SUPPLIES - LIBRARY	.00	377.42	900.00	522.58	41.9
10-75-252 BOOK PURCHASE - LIBRARY	.00	634.73	1,500.00	865.27	42.3
10-75-253 LIBRARY EXPENSE FROM TREASURY	.00	1,860.00	3,000.00	1,140.00	62.0
10-75-255 PROGRAMMING VERSO & INTERNET	.00	.00	1,200.00	1,200.00	.0
10-75-256 COMPUTER SERVICE CONTRACT	.00	2,500.00	2,500.00	.00	100.0
10-75-270 UTILITIES - LIBRARY	573.09	1,730.53	5,000.00	3,269.47	34.6
10-75-280 TELEPHONE - LIBRARY	117.71	706.26	1,500.00	793.74	47.1
10-75-290 UTILITIES- INTERNET	95.25	571.50	1,200.00	628.50	47.6
10-75-470 LIBRARY GRANT- CLEF	.00	1,227.33	5,323.00	4,095.67	23.1
10-75-475 PROGRAMMING SUPPLIES-STORY HR	175.00	870.81	1,800.00	929.19	48.4
10-75-480 LIBRARY GRANT EXPENDITURES	.00	.00	3,000.00	3,000.00	.0
10-75-610 MISCELLANEOUS - LIBRARY	.00	413.38	600.00	186.62	68.9
10-75-740 CAPITAL OUTLAY - EQUIPMENT	.00	2,338.00	1,400.00	(938.00)	167.0
TOTAL LIBRARY	4,980.57	39,317.36	82,118.39	42,801.03	47.9
<u>AIRPORT</u>					
10-76-111 SALARIES & WAGES - PART TIME	646.16	4,200.04	8,400.00	4,199.96	50.0
10-76-130 BENEFITS - AIRPORT OPERATOR	57.50	377.90	1,400.00	1,022.10	27.0
10-76-230 TRAVEL AND CONFERENCES	.00	.00	1,000.00	1,000.00	.0
10-76-250 REPAIRS AND MAINTENANCE	835.83	4,266.70	5,000.00	733.30	85.3
10-76-260 OFFICE & RUNWAY IMPROVEMENTS	289.65	2,289.65	5,000.00	2,710.35	45.8
10-76-270 UTILITIES - AIRPORT	315.97	1,413.07	3,500.00	2,086.93	40.4
10-76-280 TELEPHONE - AIRPORT	117.02	699.96	1,500.00	800.04	46.7
10-76-290 CREDIT CARD PROCESSING FEE	268.57	1,448.30	4,000.00	2,551.70	36.2
10-76-481 FUEL PURCHASE - JET A	.00	.00	30,000.00	30,000.00	.0
10-76-482 FUEL PURCHASE - 100 LL	.00	19,984.43	40,000.00	20,015.57	50.0
10-76-483 AIRPORT CONCESSION EXPENSE	.00	.00	500.00	500.00	.0
10-76-610 MISCELLANEOUS - AIRPORT	29.83	886.85	1,000.00	113.15	88.7
10-76-620 AIRPORT REHABILATION GRANT	.00	452.65	.00	(452.65)	.0
10-76-740 CAPITAL OUTLAY - EQUIPMENT	.00	5,687.81	17,500.00	11,812.19	32.5
TOTAL AIRPORT	2,560.53	41,707.36	118,800.00	77,092.64	35.1
TOTAL FUND EXPENDITURES	82,132.00	803,904.79	1,739,815.00	935,910.21	46.2
NET REVENUE OVER EXPENDITURES	113,646.56	99,057.43	.00	(99,057.43)	.0

CITY OF MILFORD
BALANCE SHEET
DECEMBER 31, 2023

DEBT SERVICE FUND

ASSETS

30-11900	CASH - COMBINED FUND	(9,417.45)	
30-12120	ST. TREAS CIB LIBRARY		37,667.46	
30-12130	ST. TREAS ADMIN BUILDING		108,000.00	
	TOTAL ASSETS			136,250.01

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
30-29610	FUND BALANCE-RESERVED-SID	31,927.00		
30-29800	BEGINNING OF YEAR	73,319.01		
	REVENUE OVER EXPENDITURES - YTD	31,004.00		
	BALANCE - CURRENT DATE		136,250.01	
	TOTAL FUND EQUITY			136,250.01
	TOTAL LIABILITIES AND EQUITY			136,250.01

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SOURCE 39</u>					
30-39-100	TRANSFER FROM GENERAL FUND	6,834.00	41,004.00	(82,008.00)	(123,012.00)	50.0
	TOTAL SOURCE 39	6,834.00	41,004.00	(82,008.00)	(123,012.00)	50.0
	TOTAL FUND REVENUE	6,834.00	41,004.00	(82,008.00)	(123,012.00)	50.0

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>EXPENDITURES</u>					
30-40-620	SID BOND PRINCIPAL	10,000.00	10,000.00	10,000.00	.00	100.0
30-40-621	BOND B1806 ADMIN BUILD PAYMENT	.00	.00	20,000.00	20,000.00	.0
30-40-622	B1806 ADMIN BUILD INTEREST	.00	.00	12,820.00	12,820.00	.0
	TOTAL EXPENDITURES	10,000.00	10,000.00	42,820.00	32,820.00	23.4
	TOTAL FUND EXPENDITURES	10,000.00	10,000.00	42,820.00	32,820.00	23.4
	NET REVENUE OVER EXPENDITURES	(3,166.00)	31,004.00	(124,828.00)	(155,832.00)	24.8

CITY OF MILFORD
BALANCE SHEET
DECEMBER 31, 2023

WATER FUND

ASSETS

51-11900	CASH - COMBINED FUND	375,616.79	
51-12100	ST TREAS-DESIGNATED-WATER	608,415.15	
51-12120	ST TREAS-RESTRICTED-BOND S3054	109,315.91	
51-12170	ST.TREAS-RESTRICTED-MAIN S3024	90,044.14	
51-13110	ACCOUNTS RECEIVABLE	28,933.42	
51-14200	DEFERRED OUTFLOW OF RESOURCES	19,649.27	
51-15100	NET PENSION ASSET	44,274.80	
51-16110	WATER LAND	40,000.00	
51-16210	BUILDINGS	4,292.50	
51-16310	WATER DISTRIBUTION SYSTEM	2,593,964.03	
51-16510	MACHINERY AND EQUIPMENT	220,128.74	
51-16610	AUTOMOBILES AND TRUCKS	59,270.72	
51-16810	WIP	6,182,972.32	
51-17500	ACCUMULATED DEPRECIATION	(2,134,113.19)	
TOTAL ASSETS			8,242,764.60

LIABILITIES AND EQUITY

LIABILITIES

51-21320	DEPOSITS PAYABLE	16,026.00	
51-21330	ACCRUED EMPLOYEE BENEFITS	32,842.67	
51-21400	DEFERRED REVENUE	8,000.00	
51-25500	WATER FUND INTEREST PAYABLE	1,485.00	
51-25800	LOAN PAYABLE USDA 91/01~2020	4,068,500.18	
51-25900	LOAN PAYABLE USDA 91/03~2020	754,246.31	
TOTAL LIABILITIES			4,881,100.16

FUND EQUITY

51-26110	DEFERRED INFLOW OF RESOURCES	61,159.79	
UNAPPROPRIATED FUND BALANCE:			
51-29110	RETAINED EARNINGS-RESERVED	60,044.35	
51-29800	RETAINED EARNINGS-WATER FUND	2,352,465.64	
51-29900	RETAINED EARNINGS-DESIGNATED	437,689.70	
	REVENUE OVER EXPENDITURES - YTD	450,304.96	
BALANCE - CURRENT DATE		3,300,504.65	
TOTAL FUND EQUITY			3,361,664.44
TOTAL LIABILITIES AND EQUITY			8,242,764.60

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING REVENUE</u>					
51-37-100 WATER SALES	39,832.19	360,799.41	750,000.00	389,200.59	48.1
51-37-200 WATER CONNECTION FEES	.00	.00	1,000.00	1,000.00	.0
51-37-201 IMPACT FEES	.00	.00	4,500.00	4,500.00	.0
51-37-300 PENALTIES & FORFEITURES	805.53	4,123.67	6,500.00	2,376.33	63.4
51-37-400 GRANTS	.00	606,640.63	523,397.05	(83,243.58)	115.9
51-37-600 INTEREST - WATER FUND	3,698.55	21,163.65	20,000.00	(1,163.65)	105.8
TOTAL OPERATING REVENUE	44,336.27	992,727.36	1,305,397.05	312,669.69	76.1
<u>INTEREST - OTHER</u>					
51-38-900 MISCELLANEOUS REVENUE	.00	1,659.07	20,000.00	18,340.93	8.3
TOTAL INTEREST - OTHER	.00	1,659.07	20,000.00	18,340.93	8.3
TOTAL FUND REVENUE	44,336.27	994,386.43	1,325,397.05	331,010.62	75.0

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
51-40-110 SALARIES & WAGES - FOREMAN	6,173.08	39,613.03	79,819.36	40,206.33	49.6
51-40-111 SALARIES & WAGES-OPERATOR A&B	4,814.28	30,954.92	62,249.76	31,294.84	49.7
51-40-112 SALARIES & WAGES-UTILITY CLERK	3,742.80	23,534.26	48,656.40	25,122.14	48.4
51-40-115 SALARIES & WAGES - OVERTIME	.00	2,121.52	10,000.00	7,878.48	21.2
51-40-130 BENEFITS - FOREMAN	4,188.08	25,977.46	53,653.90	27,676.44	48.4
51-40-131 BENEFITS - OPERATOR A & B	3,676.34	23,080.85	46,930.26	23,849.41	49.2
51-40-134 BENEFITS - UTILITY CLERK	2,364.56	14,610.53	31,114.27	16,503.74	47.0
51-40-135 BENEFITS - OVERTIME	.00	.00	1,000.00	1,000.00	.0
51-40-230 WATER FUEL	294.89	3,524.39	6,500.00	2,975.61	54.2
51-40-250 EQUIPMENT SUPPLIES & MAIN.	649.14	9,462.07	20,000.00	10,537.93	47.3
51-40-270 UTILITIES - CULINARY	2,835.67	32,833.12	45,000.00	12,166.88	73.0
51-40-271 UTILITIES-PRESSURE PUMP	1,240.24	9,700.27	15,500.00	5,799.73	62.6
51-40-273 UTILITIES-IRRIGATION	226.06	12,239.99	20,000.00	7,760.01	61.2
51-40-274 UTILITIES-INTERNET	60.00	362.00	720.00	358.00	50.3
51-40-280 TELEPHONE - WATER	103.22	630.50	1,300.00	669.50	48.5
51-40-310 PROFESSIONAL/TECHNICAL SERVICE	88.00	713.00	6,400.00	5,687.00	11.1
51-40-311 LEGAL AND AUDIT SERVICES	2,653.27	3,952.95	5,000.00	1,047.05	79.1
51-40-481 METER SUPPLIES AND MAINTENANCE	.00	.00	4,000.00	4,000.00	.0
51-40-510 TRAVEL AND CONFERENCE	.00	.00	2,000.00	2,000.00	.0
51-40-520 ZENNER METER SUPPLIES AND FEES	.00	.00	4,000.00	4,000.00	.0
51-40-610 MISCELLANEOUS EXPENSE	120.85	2,458.23	4,000.00	1,541.77	61.5
51-40-620 SERVLINE INSURANCE	2,067.00	8,276.00	15,500.00	7,224.00	53.4
51-40-650 DEPRECIATION	.00	.00	83,000.00	83,000.00	.0
51-40-740 CAPTIAL OUTLAY-EQUIPMENT	.00	.00	3,500.00	3,500.00	.0
51-40-742 2020 CULINARY WATER PROJECT	14,967.24	257,598.24	523,397.05	265,798.81	49.2
51-40-814 CULINARY WATER BOND INTEREST	7,045.94	42,438.14	.00	(42,438.14)	.0
TOTAL EXPENDITURES	57,310.66	544,081.47	1,093,241.00	549,159.53	49.8
TOTAL FUND EXPENDITURES	57,310.66	544,081.47	1,093,241.00	549,159.53	49.8
NET REVENUE OVER EXPENDITURES	(12,974.39)	450,304.96	232,156.05	(218,148.91)	194.0

CITY OF MILFORD
BALANCE SHEET
DECEMBER 31, 2023

SEWER FUND

ASSETS

52-11900	CASH - COMBINED FUND	263,945.05	
52-12110	ST. TREAS-DESIGNATED SEWER	647,670.16	
52-13110	ACCOUNTS RECEIVABLE	21,586.24	
52-14200	DEFERRED OUTFLOW OF RESOURCES	18,868.06	
52-15100	NET PENSION ASSET	42,514.53	
52-16110	LAND	29,536.50	
52-16210	BUILDINGS	4,643.20	
52-16310	SEWER SYSTEM	2,138,772.10	
52-16510	MACHINERY AND EQUIPMENT	139,322.45	
52-16610	AUTOMOBILES AND TRUCKS	54,520.72	
52-17500	ACCUMULATED DEPRECIATION	(2,035,409.60)	
TOTAL ASSETS			1,325,969.41

LIABILITIES AND EQUITY

LIABILITIES

52-21330	ACCRUED EMPLOYEE BENEFITS	16,570.78	
52-21400	DEFERRED REVENUE	8,000.00	
TOTAL LIABILITIES			24,570.78

FUND EQUITY

52-26110	DEFERRED INFLOW OF RESOURCES	58,728.21	
UNAPPROPRIATED FUND BALANCE:			
52-29110	RETAINED EARNINGS-RESERVED	18,040.26	
52-29800	RETAINED EARNINGS-SEWER FUND	841,161.72	
52-29900	RETAINED EARNINGS-DESIGNATED	317,993.89	
	REVENUE OVER EXPENDITURES - YTD	65,474.55	
BALANCE - CURRENT DATE		1,242,670.42	
TOTAL FUND EQUITY			1,301,398.63
TOTAL LIABILITIES AND EQUITY			1,325,969.41

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>OPERATING REVENUE</u>					
52-37-100	SEWER FEES	27,611.08	151,625.79	285,000.00	133,374.21	53.2
52-37-201	IMPACT FEES	.00	.00	3,000.00	3,000.00	.0
52-37-600	INTEREST - SEWER FUND	3,500.16	20,008.74	30,000.00	9,991.26	66.7
	<u>TOTAL OPERATING REVENUE</u>	<u>31,111.24</u>	<u>171,634.53</u>	<u>318,000.00</u>	<u>146,365.47</u>	<u>54.0</u>
	<u>INTEREST - OTHER</u>					
52-38-900	MISCELLANEOUS REVENUE	.00	.00	4,000.00	4,000.00	.0
	<u>TOTAL INTEREST - OTHER</u>	<u>.00</u>	<u>.00</u>	<u>4,000.00</u>	<u>4,000.00</u>	<u>.0</u>
	<u>TOTAL FUND REVENUE</u>	<u>31,111.24</u>	<u>171,634.53</u>	<u>322,000.00</u>	<u>150,365.47</u>	<u>53.3</u>

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
52-40-110 SALARIES & WAGES - LEADMAN	5,971.84	37,696.30	77,217.28	39,520.98	48.8
52-40-111 SALARIES & WAGES-OPERATOR A&B	1,925.71	12,419.60	24,899.90	12,480.30	49.9
52-40-130 BENEFITS - OPERATOR A & B	1,473.01	9,054.36	18,772.10	9,717.74	48.2
52-40-131 BENEFITS - LEADMAN	4,125.87	25,046.56	52,822.33	27,775.77	47.4
52-40-230 FUEL - SEWER	294.89	2,917.03	6,000.00	3,082.97	48.6
52-40-250 EQUIPMENT SUPPLIES & MAIN	1,624.57	7,369.43	14,000.00	6,630.57	52.6
52-40-270 UTILITIES-ELECTRICAL & GAS	1,246.84	3,921.93	12,000.00	8,078.07	32.7
52-40-280 TELEPHONE - SEWER	31.43	199.82	425.00	225.18	47.0
52-40-310 LEGAL AND AUDIT SERVICES	2,653.27	3,952.95	5,000.00	1,047.05	79.1
52-40-510 TRAVEL AND CONFERENCE	.00	.00	800.00	800.00	.0
52-40-610 MISCELLANEOUS EXPENSES	52.00	325.00	2,000.00	1,675.00	16.3
52-40-620 SERVLIN PROTECTION	812.00	3,257.00	5,500.00	2,243.00	59.2
52-40-650 DEPRECIATION	.00	.00	75,000.00	75,000.00	.0
52-40-750 CAPITAL OUTLAY - SEWER	.00	.00	2,000.00	2,000.00	.0
TOTAL EXPENDITURES	20,211.43	106,159.98	296,436.61	190,276.63	35.8
TOTAL FUND EXPENDITURES	20,211.43	106,159.98	296,436.61	190,276.63	35.8
NET REVENUE OVER EXPENDITURES	10,899.81	65,474.55	25,563.39	(39,911.16)	256.1

CITY OF MILFORD
BALANCE SHEET
DECEMBER 31, 2023

GENERAL FIXED ASSETS

ASSETS

91-16110	LAND	260,210.36	
91-16210	BUILDINGS	2,338,571.98	
91-16310	IMPROVEMENTS OTHER THAN BLDGS	3,071,616.39	
91-16410	OFFICE FURNITURE AND EQUIPMENT	157,835.57	
91-16510	MACHINERY AND EQUIPMENT	621,390.71	
91-16610	AUTOMOBILES AND TRUCKS	163,719.00	
91-16710	CAPITAL ASSET - INFRASTRUCTURE	3,114,907.77	
	TOTAL ASSETS		9,728,251.78

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
91-29800	BEGINNING OF YEAR	745,592.15	
91-29850	ADDITIONS - CURRENT YEAR	8,982,659.63	
	BALANCE - CURRENT DATE	9,728,251.78	
	TOTAL FUND EQUITY		9,728,251.78
	TOTAL LIABILITIES AND EQUITY		9,728,251.78

CITY OF MILFORD
BALANCE SHEET
DECEMBER 31, 2023

GENERAL LONG TERM DEBT

ASSETS

95-18100 AMT PROVIDED-GENERAL LT DEBT

876,091.03

TOTAL ASSETS

876,091.03

LIABILITIES AND EQUITY

LIABILITIES

95-21500 ACCRUED EMPLOYEE BENEFITS

25,091.03

95-25102 BONDS PAYABLE -CIB LIBRARY

190,000.00

95-25105 ADMINISTRATION BUILDING LOAN

661,000.00

TOTAL LIABILITIES

876,091.03

TOTAL LIABILITIES AND EQUITY

876,091.03

Milford Municipal Airport

Monthly Fuel Analysis

Month December 2023

Date	100 LL	Gallons Sold & Test	Jet A	Gallons Sold & Test	Tie Down	After Hours Fee	Oil	Misc.	Processing Fee	Total
12/1/2023	\$163.84	27.77	\$0.00	0					\$5.49	\$158.35
12/2/2023	\$0.00	0	\$523.62	102.67					\$17.54	\$506.08
12/3/2023	\$0.00	0	\$0.00	0						\$0.00
12/4/2023	\$0.00	0	\$0.00	0						\$0.00
12/5/2023	\$310.16	52.57	\$0.00	0					\$10.39	\$299.77
12/6/2023	\$116.17	19.69	\$674.58	132.27					\$27.17	\$763.58
12/7/2023	\$0.00	0	\$0.00	0						\$0.00
12/8/2023	\$376.89	63.88	\$0.00	0					\$13.19	\$363.70
12/9/2023	\$118.53	20.09	\$0.00	0					\$3.97	\$114.56
12/10/2023	\$55.87	9.47	\$0.00	0					\$1.87	\$54.00
12/11/2023	\$312.23	52.92	\$0.00	0					\$10.46	\$301.77
12/12/2023	\$0.00	0	\$0.00	0						\$0.00
12/13/2023	\$0.00	0	\$230.47	45.19					\$7.95	\$222.52
12/14/2023	\$0.00	0	\$0.00	0						\$0.00
12/15/2023	\$371.47	62.96	\$0.00	0					\$12.70	\$358.77
12/16/2023	\$190.99	32.37	\$0.00	0					\$6.55	\$184.44
12/17/2023	\$0.00	0	\$0.00	0						\$0.00
12/18/2023	\$0.00	0	\$0.00	0						\$0.00
12/19/2023	\$0.00	0	\$0.00	0						\$0.00
12/20/2023	\$0.00	0	\$0.00	0						\$0.00
12/21/2023	\$59.06	10.01	\$0.00	0					\$1.98	\$57.08
12/22/2023	\$690.54	117.04	\$0.00	0					\$23.52	\$667.02
12/23/2023	\$40.89	6.93	\$0.00	0					\$1.37	\$39.52
12/24/2023	\$94.46	16.01	\$0.00	0					\$3.16	\$91.30
12/25/2023	\$412.47	69.91	\$0.00	0					\$14.23	\$398.24
12/26/2023	\$0.00	0	\$709.82	139.18					\$24.49	\$685.33
12/27/2023	\$458.37	77.69	\$0.00	0						\$458.37
12/28/2023	\$0.00	0	\$0.00	0						\$0.00
12/29/2023	\$140.48	23.81	\$0.00	0						\$140.48
12/30/2023	\$0.00	0	\$0.00	0						\$0.00
12/31/2023	\$43.36	7.35	\$0.00	0						\$43.36
										\$0.00
	\$3,955.78	670.47	\$2,138.49	419.31	\$0.00	\$0.00	\$0.00	\$0.00	\$186.03	\$5,908.24

Balance of Funds for Fuel Purchase

Fuel Purchases		
Amount	Gallons	Type
		Jet A
		100 LL

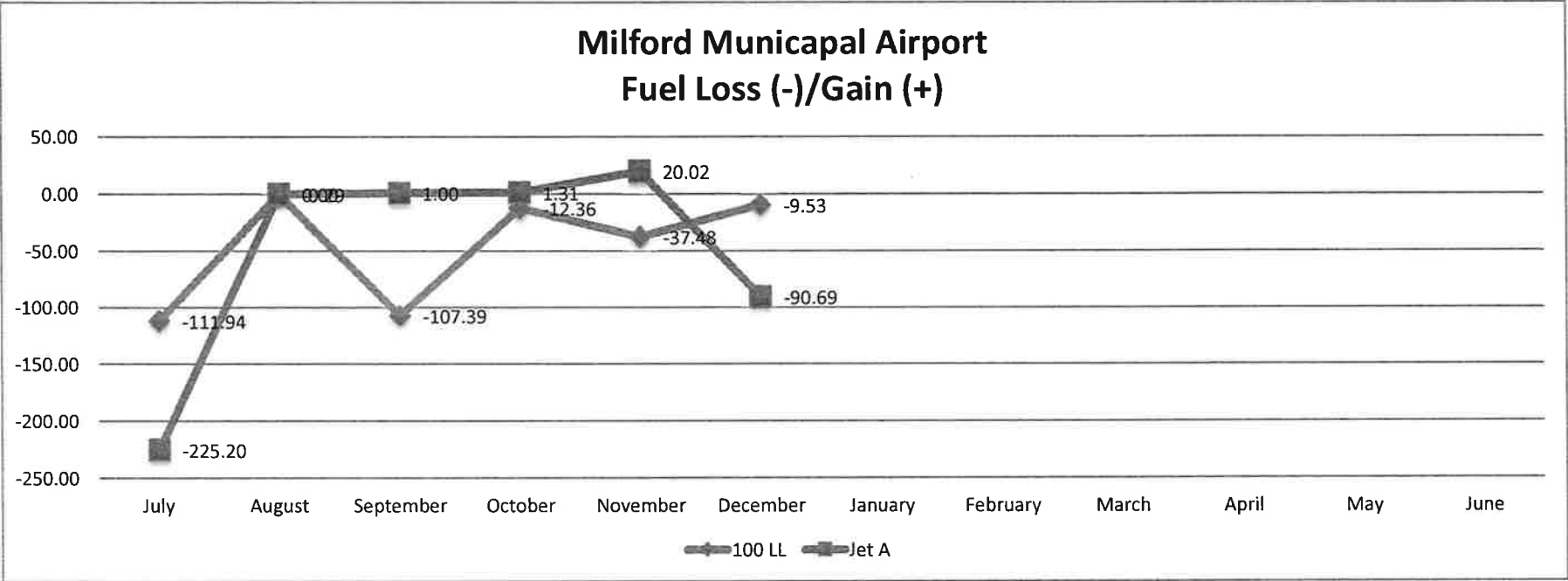
Accumulated Credit Card Balance			
Month Total			
Month Balance	Payments	Description	Balance
			-\$1,502.95
\$6,094.27			\$4,591.32
	\$6,523.10	CC Rem	-\$1,931.78
	\$0.00	Cash	-\$1,931.78

Inventory of Fuel

	Beginning Reading	Gallons Purchased For Month	Gallons Sold For Month	Actual Ending Reading	Ending Reading	Pump Loss	Cost Per Gallon	Total Inventory
100 LL	3810.00	0.00	670.47	3139.53	3130.00	-9.53	\$5.69	\$17,809.70
Jet A	1219.00	0.00	419.31	799.69	709.00	-90.69	\$4.06	\$2,878.54
Total	0.00	0.00	1089.78	3939.22	3839.00	-100.22		\$20,688.24

Milford Municipal Airport Fuel Loss/Gain 2023-2024

	July	August	September	October	November	December	January	February	March	April	May	June
100 LL	-111.94	-0.29	-107.39	-12.36	-37.48	-9.53						
Jet A	-225.20	0.00	1.00	1.31	20.02	-90.69						



Milford City Council Meeting
Tuesday, December 21, 2023 4:00 PM
Milford City Hall, 26 South 100 West
Milford, Utah 84751

Members Present: Mayor Nolan Davis, Council Members Russell Smith, Ian Spaulding, Scott Symond, Les Whitney, and Terry Wiseman.

Absent: City Administrator Makayla Bealer

Staff: City Recorder Monica Seifers, Attorney Leo Kanell, Benjamin Stewart, Derek Griffiths, Riley Rose, Lance Alger, and Cynthia Carter

Visitors (Official Roster):

None

Call to Order

Mayor Davis called the meeting to order at 4:00 p.m. followed by the Pledge of Allegiance.

Visitors

None

Consent Issues

a. Consent issues including bills and payroll, Financial Report November 2023, and minutes of the November 21 2023 regular meeting were presented.

- **MOTION:** Council Member Les Whitney moved to approve the consent issues as presented. The motion was seconded by Council Member Scott Symond. The motion carried with the following votes:
Yes: Russell Smith, Scott Symond, Terry Wiseman, Les Whitney, Ian Spaulding
No: None
Absent: None

New Business

a. Board Member and Milford City Appointments for 2024

Mayor Davis asked if there were any changes desired to the list. Makayla had emailed it to the council and there was no response. There was no feedback from members of the council.

- **MOTION:** Council Member Ian Spaulding made a motion to accept the appointments as presented. The motion was seconded by Council Member Terry Wiseman. The motion carried with the following votes:

Yes: Russell Smith, Ian Spaulding, Les Whitney, Terry Wiseman, Scott Symond
No: None
Absent: None

42 **b. Discuss and consider planned equipment maintenance proposal for generators on water**
43 **infrastructure.**

44 Foreman Stewart presented the proposal from Cummins for servicing the generators at the Granite Peak
45 Well and the booster pump. It is for three years of service including maintenance, checking the batteries,
46 oil change. Pricing comes out to about \$2K per generator per year. We are looking to see if any of the
47 contingency funds can be used. Foreman Stewart felt it was a good idea to have Cummins service them
48 especially for the first little while so they can test the transfer switches and batteries, etc. that way we
49 know everything is running and the warranty is being covered. Council Member Ian Spaulding asked how
50 often maintenance was performed? Ben replied it would be once a year. Mayor Davis reported that USDA
51 rejected using contingency funds but he and Makayla discussed it as well and agreed with Foreman
52 Stewart that it is a good idea to protect the investment.

53
54 ➤ **MOTION:** *Council Member Ian Spaulding moved to authorize the mayor to sign the proposal for three-*
55 *year maintenance with Cummins for servicing of the generators. The motion was seconded by Council*
56 *Member Les Whitney. The motion carried with the following votes:*

57 *Yes: Russell Smith, Ian Spaulding, Les Whitney, Terry Wiseman, Scott Symond*

58 *No: None*

59 *Absent: None*
60

61 **c. Consideration and approval of Utah State Treasury withdrawal**

62 Annual Library Bond payment is due.
63

64 ➤ **MOTION:** *Council Member Les Whitney approved the withdrawal of \$10K for the annual Library Bond*
65 *payment. The motion was seconded by Council Member Scott Symond. The motion carried with the*
66 *following votes:*

67 *Yes: Russell Smith, Ian Spaulding, Les Whitney, Terry Wiseman, Scott Symond*

68 *No: None*

69 *Absent: None*
70

71 **d. Discuss the surplus of roto mill at Milford Municipal Airport**

72 Foreman Stewart reported they had a pile of chewed up asphalt from the runway at the airport that has
73 been there for a while that we need to get rid of. He has looked at getting it crushed to use for a road
74 base and it will cost more than just buying road base. He has reached out to a few asphalt companies in
75 Cedar, they would take it if the city delivered it without cost, but they are not willing to come get it.
76 Council Member Smith recalled there was interest so he felt it should be put out for surplus. Council
77 Member Ian Spaulding – how would we surplus it, would they just make an appointment at the office
78 and we would coordinate it with the crew? Foreman Stewart – yes, we will just have to schedule a time
79 that we can have the equipment. Council Member Les Whitney – so, we have completely decided that
80 there is no need for it for Milford City? Council Member Spaulding – how many years have we had it?
81 Council Member Whitney – exactly! Foreman Stewart cited that if you have a big spot that needs to be
82 filled in it works okay but other than that it is too chunky to grade it out. It is more of a pain than a
83 benefit. Council Member Smith asked if they needed to reserve some of it for city use. Foreman Stewart
84 said they could do that and try to get rid of the rest of it. Council Member Scott Symond asked if it would
85 be advertised to the public? Council Member Spaulding inquired about setting a price, obviously nobody
86 wants to pay market rate, just go with the recommended price of \$3 per ton? Foreman Stewart to
87 schedule days for pickup and get with Monica so she can notice the surplus.

- **MOTION:** Council Member Les Whitney moved to surplus the roto mill at the airport recommendation of Foreman Stewart at the price of \$3.00 per ton. The motion was seconded by Council Member Russell Smith. The motion carried with the following votes:
Yes: Russell Smith, Ian Spaulding, Les Whitney, Terry Wiseman, Scott Symond
No: None
Absent: None

Old Business

a. City crew presentation of proposed personnel policy amendments for discussion

Foreman Stewart presented a proposal for changes to the personnel policy regarding overtime hours, weekend burials, and use of leave time. Council Member Spaulding liked how it was worded with emergencies but asked if emergency needed to be defined so it was not ambiguous. Ben felt it was in the proposal. Council Member Spaulding was thinking where the staff was relatively small, would it be too much of a burden to have the mayor, for example, when it is declared an emergency to quickly send an email to the payroll clerk and appropriate supervisor, then we have a written record and if there is a question about a specific event it is documented. He doesn't want a blow-up. He doesn't want somebody getting promised over time and not receiving it, he doesn't want anyone getting shortchanged, and he didn't want it to be the payroll clerk's fault, because she is just the Recorder, but he felt it is worth discussing. Council Member Smith agreed it was a good idea, then there was a record if the crew came forward and said they were supposed to get paid. An email would show it was authorized. Leadman Derek Griffiths asked if he meant every time they plowed snow. Council Member Spaulding replied no, just in the example of authorizing in an emergency type situation. Council Member Whitney inquired if this was the only issue with the personnel policy that the crew had an issue with, otherwise, if the council adopted this into policy, then the personnel policy in its entirety is good with you guys? The crew members all indicated yes. Foreman Stewart cited – yeah, I believe so. Council Member Whitney – then this is put to bed if we put this in the policy, correct? Foreman Stewart – yep. Council Member Spaulding – so, before we get that far, I want to just make sure that I understand, because the example that was given me – an I want to make sure I have facts – at Milford City, the payroll week begins Saturday at 12:01 AM, is that correct? The staff replied yes. Council Member Spaulding – so, a scenario that somebody gave that I didn't understand was, say you get called out for a weekend burial and let's say it was two hours, according to this it says there is some compensation that is basically specifically agreed upon, if you are doing it on your watch, you would get a certain amount of pay; if a burial happens you get a certain amount of pay. I am just trying to think what does that look like, so say that happened on a Saturday, you took Sunday off, then Monday you worked eight hours, let's say you worked your eight hours Tuesday – what hours total towards your pay would you have had at that point and do we keep – because normally, I guess, the way I understood – it is a triggering event after the 40 hours- and this is specifically saying the holiday piece to it, and we can agree to whatever we want I am just trying to make sure that I am understanding how that works. So, let's say it's Thursday and you have now accumulated approximately 32 hours worked plus your Saturday hours so you are somewhere in the neighborhood of 34-36 hours plus your overtime, I guess the question that I have is, do we record that as 32 hours worked and then put the other hours as a specialty item – maybe it sounds like I am running a circle. I just want to make sure I am clear on it. Foreman Stewart – the way we got it wrote here is if it is a grave on the weekend, no matter what it is overtime, or an emergency it is overtime, and then it doesn't matter if you use vacation, personal leave, holiday, to fulfill your 40. Council Member Spaulding – okay, that makes sense. So, the next question is – how often is overtime the norm? Is it to my understanding that it is not normal except for in an emergency? Foreman Stewart- unless we have a real bad winter it is not all that

often. Council Member Spaulding – then what is the norm, you’ll get paid overtime for your Saturday work and then let’s say you had a Monday off and you get 8 hours of holiday pay, I guess the overtime would only come in in the non-cemetery piece in the event of an emergency...water, sewer, and snow removal. Is that correct, or is that not correct? Foreman Stewart – okay, you lost me there. Mayor Davis – yeah, because you would be working on a normal 40-hour week and then whoever has the weekend watch would cover that, and then if one was called in to work to help with the burial they would get that time and a half. Council Member Spaulding – but the Saturday was the Saturday before. So, you start the week on Saturday at 12:01 AM, let’s say there was a Saturday burial at 9 AM, and you did your weekend watch which would have given you how many hours? Four. And then you did the burial which would have given you two – so, I just want to make sure I read it – then you took Sunday off and then on Monday it was a holiday and (interjection – Sunday was four hours weekend watch) and then you get, for example, Martin Luther King Day as holiday pay, so that would be 8 for a holiday, then you work your regular 8 on Tuesday, and then on Wednesday you worked 8, by Wednesday you are at 24 hours even though the holiday, we are counting that as worked for purposes of this – you are at 24, 28, 32 – you are at 32 by Wednesday, so do we only authorize 8 more hours of work on Thursday and then send you home on Friday unless there is an emergency? That is what I am asking – is that the normal thing that we should do or what is expected? Mayor Davis – that is the question that the council is going to have to decide how they want to handle that when they get to the end of the week. Council Member Spaulding – Because I don’t want to shortchange Ben if he has plans if he already had a project and he had Scholzen’s coming and he cut everybody loose because of the policy we had written. What is the norm, Ben – do you cut everybody loose if they are approaching forty? Foreman Stewart – well, in the past up until this all came up about a year or two ago when we started going through all of this, we could count our holiday or personal or vacation leave as part of our 40, and if I do like you are saying, we are not getting any overtime to get out of bed in the middle of the night or a holiday to go plow snow. Council Member Whitney – so what are your guys’ thoughts on this? Is this what you were after? Leadman Griffiths – what we have written up is what we want. We are not after anything new other than what we used to have. Council Member Whitney – so what is your opinion on if you have met your hours by Wednesday, are you guys okay with going home? Leadman Griffiths – you are going to look at running short-handed, eventually, if you start sending guys home. Council Member Spaulding – and that is what I was asking about his paragraph because right here it says that “40 hours this week, such emergencies can include water, sewer, snow removal or any other public health or safety hazard”. Leadman Griffiths – yes, and you would lose a guy every Friday and then you are going to be running with a three man crew every Friday. Council Member Whitney – is that okay with you guys or not? Leadman Griffiths – we usually just do our weekend and work 40 and whatever after rolls into overtime. Council Member Spaulding – so basically you will have a full crew and whoever’s turn it is as the weekend watch is the only one who will have overtime except with the exception of when there is an emergency when multiple people would have overtime, is that clear? So, it’s nobody is getting overtime unless you happen to be the one getting weekend watch and then there is the possibility that all of you could get overtime in the event of snow, sewer, one of these whatever. Council Member Whitney – now, Mayor, I usually work Saturday with these guys on a funeral, are you going to give me time and half? Be careful how you answer that (laughing). I’m just joking with you. Mayor Davis – well, you can submit it but chances of getting paid are probably slim to none (laughing). Mayor Davis – is there any other questions or discussion, what we will have to do is get this wrote up and the changes made and bring it back for approval at the next meeting. City Recorder Seifers asked to clarify comments that were made in the November meeting. The cemetery committee did increase the opening and closing fees and that was based on some studies that provided that we were considerably lower than surrounding cemeteries, however, we did not raise those

to cover the costs, we are not even close to covering the costs for resources, man-hours, fuel for opening and closing. Council Member Spaulding – even for a weekday grave? City Recorder Seifers cited that we charge \$300 for a vault preparation and closure during the week, during normal hours, and that doesn't come close to what it costs to open the grave alone so we are not capturing, we were not capturing, and we knew we would not be able to capture the costs but we did go ahead and raise them so that we were more in line with what other cemeteries were charging. We knew there was no way we could charge people actual costs, we would be looking at between \$750 and \$1000 for opening and closing. Nobody felt right charging that much. The General Fund does absorb the cost and I want to clarify that so anyone reading the minutes doesn't assume the rates were raised to turn around and give it to the employees. Mayor Davis – that is the same situation that every municipality has run into and a lot of them are rethinking raising their fees for the weekend or restricting burials on the weekend because the cost factor, they can never recoup the costs. Recorder Seifers – we did raise ours and that was the thought process for after hours, weekend, and holiday – if we have it at a higher rate it might deter people and give them the option of doing it during normal hours at a lower rate. Most of the burials do take place on the weekend, however, \$600 for a vault burial is not recouping the costs, we are not coming close to recovering the costs. It is a service that we have to provide and nobody felt right about raising the fees to recover the costs. When looking at what other cemeteries are charging, we did not raise ours considerably but it did bring them in line with what others are charging. Something else to consider is the fuel costs have increased since the city adopted the fees in early 2022. Council Member Whitney added that he didn't want to put a fee in place that would further complicate things for the families, they are already going through enough at a difficult time. I realize we have to do what we have to do. With my other hat as a funeral director, you said it already – 90% of the services are on Saturday, and that is common throughout southern Utah. Our funeral homes do a lot of services on Saturday and that is because family members are more likely to do a Saturday service for travel than during the week. City Recorder Seifers cited that one of the cemeteries in the area did not allow any weekend burials. Council Member Spaulding – back to what Les said then, if we get this typed up and ready for an official vote, then we can potentially have that ready for next meeting. Mayor Davis – yeah, and we need for Ben to monitor the overtime because remember the overtime that was built into the budget, we've got to watch that closely. Council Member Spaulding – we budgeted the amount for the weekend watch and then take a stab at a guess, not knowing what weather emergencies there could be so we will let him maybe take a look at where we are at because we are approximately six months into this year's fiscal budget. Mayor Davis cited that with a year like this, we are not too bad, but if we have a year like last year with all the water leaks and a bad winter we are going to go through it pretty quickly. Mayor Davis asked if there were any other comments. Council Member Smith asked if we needed to eliminate weekend burials or raise the fees to try to discourage them. Council Member Spaulding felt that what Council Member Whitney cited was on point – the city provides services and we don't always do them with the mindset of making money. We have a swimming pool that doesn't generate money and a cemetery that doesn't but we have a service that accomplishes something that far exceeds that cost and I think her point in bringing it up was just to clear the air and let it be known that it costs what it costs to pay our employees and we have rates and we try to strike that balance between recapturing costs and providing services but the raising of our rates doesn't have anything to do with what we are trying to accomplish with our workers, that what was what I felt was being said. Council Member Smith – yeah, I was just putting it out there just to think about, I am not saying we need to, but we need to think about what we are going to do. Council Member Whitney – and I think across the board any funeral home out there does not like Saturday burials, but we have to do them because it is accommodating a family. Foreman Stewart -does the funeral homes charge more for weekend burials? Council Member Whitney – I don't

226 believe so but I would have to look into it to give you an answer. Attorney Kanell – normally when you
227 analyze something like this I know the variables are not easy to figure out but hopefully Administrator
228 Bealer can provide data for weekend burials, how many emergencies take place, etc. Normally when you
229 are analyzing these things someone should give some sort of fiscal note on it to give an idea, that would
230 be helpful if we had something like that to look at. Mayor Davis – and that is something that her and I
231 had a conversation about last week and again this morning. She wanted to get an idea of what was being
232 presented so we could get some facts and figures put together for the council before they make a
233 decision. City Recorder Seifers – at the beginning of the fiscal year we did start tracking the hours for any
234 overtime that did not fall under weekend watch and it is being tracked by department. We have the data
235 prior to that it just hasn't been compiled, we could if we needed to do. Council Member Whitney – not
236 trying to put anybody on the spot but a quick question for the crew – financially only is it worth your
237 time to do a funeral on a Saturday or is it a huge pain and you would really prefer not to do Saturday
238 burials? Leadman Griffiths – it is not a big deal, your weekend watch is there anyway. Council Member
239 Whitney – then it is okay with you guys? Leadman Griffiths – to do it? Yeah, your weekend guy is there.
240 Council Member Whitney – I just wanted to make sure it wasn't a burden to you guys. Council Member
241 Spaulding – just trying to eliminate whatever burdens and make it worth it. Council Member Whitney –
242 yes. Inaudible (no microphone pickup). Council Member Whitney – well, and things like that happen. I
243 can tell you that six weeks ago I was doing two funerals simultaneously in Beaver and the two churches
244 were in opposite wards so I was able to accommodate that and I thought everything was great until I got
245 the first casket to the cemetery and the vault guy still had the vault in his truck and I was going I've got
246 family coming, I'm going to be doing a burial. One of the newer guys on their crew cut the grave short so
247 the backhoe had to come back and dig, and that happened on both graves. They were able to fix the
248 second one before I got there but the first one was kind of iffy with the family all there. These guys do a
249 great job, I can tell you, I have worked with every one of them on a Saturday and they are trying to get it
250 done and get out of there and never do I see them where they are trying to milk the city. Mayor Davis –
251 okay anymore comments? Administrative Assistant Thompson did have a question to make sure
252 everyone was on the same page – in the proposal from the crew they have got in the event of an
253 emergency when an employee is called out between the hours of 4 PM and 6:30 AM or on weekends or
254 holidays their time worked should be compensated at time and a half for those hours worked regardless
255 of whether vacation, holiday, or personal leave are used as part of the rest of their 40-hour work-week.
256 For example, if you took off Monday, Tuesday, Wednesday, and Thursday for vacation or personal leave,
257 so you are up to 32 hours and then you come in on Friday and things took you a little bit longer, so let's
258 just say you worked 9 hours on Friday, so is that an hour of overtime or would you kick back an hour of
259 your vacation? Foreman Stewart – yeah, anything before 4 pm. Assistant Thompson – okay, I just wanted
260 to clarify that. Council Member Spaulding – and I think that accomplishes the goal of staying fully staffed,
261 which is the bigger goal, not to collect overtime. For your point then, they would just roll back one of
262 their hours of vacation. Assistant Thompson – yes, I just wanted to make sure I was understanding it.
263 Council Member Spaulding – like Lisa said, it saves the employee PTO if they were gone and because they
264 were gone there was work that needed to be done. Leadman Griffiths cited that there were times the
265 crew would not be able to send guys home, say like in a snow storm. City Recorder Seifers – makes sense,
266 Derek, but in a non-emergent situation where you earned overtime before starting your normal work
267 week, and there are no emergencies, no snow, no water leaks – do you stay or do you leave early at the
268 end of the week? Derek – we have in the past, but if we have something going on we finish what we are
269 doing. Council Member Spaulding – how do you want it written down, so if you stay until 4 PM because
270 you were gone, let's say three of the days, and you worked 9 hours, do we take an hour and a half off on
271 the previous day that was a vacation day so you don't have to use so much PTO? Derek – yeah. Recorder

Seifers used this example – I was off Monday – Thursday of last week and had to work on Friday, which is a day I normally do not work but I had to get the packets and other things ready for this meeting. I ended up working a longer day on Friday but rather than earning overtime I rolled my PTO back. That PTO was my time earned but I don't feel like I lost it, I put it back in my bank. Council Member Spaulding – that's how I understood it. Ben, is that how you think? Foreman Stewart – well, it just depends. Recorder Seifers – I could have easily marked down my time as overtime but I didn't feel like that was right, I didn't physically work 40 hours that week. Mayor Davis – well, that is the question that is before this body, is how they are going to handle if you take four days PTO and then come in and work and end up with overtime, are you going to roll back PTO or go ahead and pay the overtime. City Recorder Seifers – this is where you really need to have it clear, in my mind – I heard it said "well that's our time" and it is your time, but if you take an hour and half of your time out of what you marked down that is still your time. Council member Spaulding – it sounded to me like under a normal week where there wasn't an emergency and it wasn't the employees weekend watch, they would do the roll back method, but in the event that there was an emergency or a call out then... City Recorder Seifers – right, and those aren't preventable. Foreman Stewart – between 4 PM and 6:30 AM. Council Member Whitney – I think that was what Derek clarified, yes there are times they will leave but there are times they are going to have to stay and we are going to have to pay that overtime. Foreman Stewart – so, here is an example with Christmas coming up, we have had several Christmases where we went out plowing snow on Christmas Day. If we leave our family on Christmas Day to plow snow, you want me to tell them to go ahead and leave early on Friday and you are not going to get anything extra out of it. Council Member Spaulding – but I think your paragraph here under emergency covers that. Council Member Whitney – I think this looks good I think we need some clarification on the way we are going to write it, this gets us a lot closer. Let us look at it the next meeting and decide whether it's a go or not. Council Member Smith – make sure if you guys have anything to say that you say it before we get in here and start voting on it, if it is not wrote up how you guys think it should be we need the input. Council Member Spaulding – and we will have the staff meeting the Monday before where you guys will be able to see it and give input. Council Member Whitney – we won't push it through without it being approved by these guys and then us. Inaudible comment – no microphone. Council Member Spaulding – I think what I am hearing is what about Christmas, we have Christmas coming up before the vote, what do we do in the meantime? Mayor Davis, there is nothing we can do because we have got to abide by our policy which we adopted, that is why we want to try to this as soon as possible but without having some extra meetings it is almost impossible. But to be fair to Monica we've got to abide by the policy so we don't have three or four different questions every time payroll is being processed. Council Member Spaulding – I will say this, I think we need to abide by policy to make it fair to Monica, which is correct, but I would be willing to consider a protest of a specific situation, if you are concerned about – let's say it snows between now and then or there's some emergency let's pay you according to what it is and then I entertain you bring in a case to the council and if it can be fixed and it is a large enough amount you want to consider fixing it that we can fix it, I just don't see how we can fix this fast enough before then next meeting, but I am not opposed if there is an incident that we discuss it. Council Member Whitney – we can't fix it before the next meeting, but we've got to be prepared to take care of everybody in the meantime and there again, snow on Christmas Day is an emergency and Ben is going to call his crew in. We've got to do what we've got to do regardless of where our hours are at in certain circumstances. Council Member Spaulding – and I think with that four-week window there is a possibility of an emergency that could happen but I feel pretty confident that we are a lot closer than we were anytime before and we are within possibly one meeting of getting this approved. Council Member Whitney – I agree. Mayor Davis – how does that affect the payroll? City Recorder Seifers – as long as the supervisors have signed off, I'm not policing the

318 time cards. I think we kind of fixed that issue with having the supervisors sign off before I even see the
319 timesheets. Council Member Whitney – I agree. Council Member Spaulding – and really, an email -even
320 in the meantime before this is adopted, even if you sent an email to Ben and to Monica saying I approve
321 of this, that resolves that until we get this adopted. Mayor Davis – is there a problem with that,
322 counselor? Attorney Kanell – well, I just wanted to say that I have read this language here and I have
323 listened to the employees and I think the way that this is written and you tell me if that is wrong, but the
324 way I am reading this is if they do a burial or any emergency responding on the weekends or any time
325 before 4PM and 6:30 AM any work they do they get paid time and a half. That's the way this reads. Is
326 that what you are saying if you have to work anytime that is not your normal work day that you should
327 be paid time and half for that – that is the way it is written up. I am pretty sure that will have a fiscal
328 impact on the budget, I don't know if it was different before or if that was the way it was in the past and
329 you are trying to bring it up to the way it was in the past and the new policy isn't clear about that. But
330 this language is pretty clear to me, it looks like you get paid time and a half if you work on any of those
331 projects that would take you over 4:30 PM. Council Member Whitney – we are steps ahead right now
332 than what we was three days ago, looking at this so at least we are closer to resolution and the only thing
333 we can do is get this ready. Attorney Kanell – so even if you get sent home on Friday, or Thursday, then
334 those hours that you don't work on Thursday or Friday are hours that you don't get paid – but it's at your
335 regular rate - but you still get paid for the Saturday work or the Tuesday night that you were working,
336 you'd get paid at time and a half. But then if you get sent home Thursday or Friday those are just regular
337 hours you are losing but for the time you worked before you still get paid time and a half for those hours.
338 That's the way that I interpret this document. Foreman Stewart – I think our intention mainly is if we get
339 called back for an emergency – not if a project runs over during the day. It's pretty much the way it
340 worked before except it was comp time and now we don't do that, it's just - I don't know. Council
341 Member Whitney – so, mayor, are you looking for a motion to accept this the way it's presented or a
342 motion to turn it over to Makayla – and between the powers that be – get the right verbiage here and
343 re-present it. Mayor Davis – I don't think we need a motion, we just need to move forward with the
344 discussion with Makayla and make sure everything is in line because we still have the question of if we
345 are changing the policy beyond the forty-hour work week. Does PTO apply as a work day? If you take five
346 days' vacation Monday -Friday and you are called in either the weekend before or the weekend after, do
347 you get time and a half? Are them days considered a forty-hour work week like the labor commission
348 states – physically working? Council Member Spaulding – well, I think this clarifies that and whether it
349 does or not the fact that we are mostly clarifying the after-hours piece, so the only time we would be
350 working over forty, even if they had used PTO would be in the event of an emergency, is how I am seeing
351 it. Mayor Davis – well, it wouldn't be overtime if you don't classify the vacation as considered part of the
352 40-hour work week. Council Member Spaulding- I think one piece of the problem is that we are conflating
353 the use of the work overtime to mean time and a half, which is often what it is paid at, but some places
354 pay it at double time or triple time or whatever, we are just saying that the rate with which we pay
355 something – and maybe that's something that could be clarified – the rate which we pay something that
356 is between 4 PM and 6:30 AM is paid at time and a half. It isn't counted as overtime, necessarily, we just
357 happen to pay it at time and a half and then when we use our PTO during the week it counts as those
358 hours and there is a possibility – and in Monica's example, she took four days off and she needed to work
359 a longer day on one of the days but rather than having part of those hours count as overtime she adjusted
360 it in her PTO. Mayor Davis – if you classify PTO as hours worked as part of the 40-hour work week then
361 she should have been paid time and a half. Council Member Spaulding – yes, that's what the question is
362 but she followed the personnel policy. Mayor Davis – yes, she followed the personnel policy as it is
363 written now. Council Member Whitney – but we can't adjust or do anything under this guidance because

we haven't approved this, we haven't adopted this. We have to go by what the personnel policy says in the interim and that is really all we can do; we have to do that. Leadman Griffiths – but the personnel policy, in certain areas, are not going to pertain – between the crew and the office. City Recorder Seifers – the personnel policy works well for some and not for others. I think the policy is good but I almost feel like we are running two different businesses and each business needs to have its own set of standards. I think that is probably what the guys are trying to accomplish. Foreman Stewart – yeah, there are two different sets of hours and everything. City Recorder Seifers – I think the personnel policy is good I just think there needs to be further clarification for office staff and for the crew, because it is more cut and dried for the staff. I mean we don't have the call outs after hours. Council Member Spaulding – and all I am trying to do is get the right words down to make sure that you read, and she reads it, and I read it the same. City Recorder Seifers – when I came to work here Foreman Whiting had gone – before I came to work here- but I believe that he went to the council and the city manager at that time and wanted to have the forty-hour work week adjusted because it wasn't working for the crew. In all fairness, they couldn't work around emergencies– like what these guys are saying now – and so he petitioned to have it changed to anything worked over an 8-hour work day. Like these guys said – Tom was really good if they had a project that spilled an hour or so one day then he would send the guys home later in the week, he would work it in to fit the needs of the crew and did what he had to do to keep the comp time down. I think what has changed over the years was when Tom got hurt and Ben and Derek stepped up to cover there was a lot of extra time put in and I think that was when comp time started snow balling. Before that there didn't seem to be an issue, Tom was good about cutting the crew at the end of the week when he could. He was a stickler about it. Things have evolved over time. Again, I was not involved in any of the discussions, I did not know what all was talked about during the personnel committee meetings. I am not looking at it from what all was discussed, I am looking at it from payroll standpoint and what the personnel policy was adopted as and the policy does say forty hours physically worked, PTO and Holiday pay do not accrue towards overtime. My understanding was obviously different than others. When the guys say this is how it has always been I believe they are right if you look at the old personnel policy – for the crew it was for anything over 8 hours in a day. Leadman Griffiths – right and it is a bigger deal now because you are actually seeing the money versus the comp time. City Recorder Seifers – well, but you guys were paid for your comp time, it was just once a year rather than when it was earned. Foreman Stewart – which was fine as long as we got it one way or the other with compensation, but I don't remember it that way with Tom and I actually remember Tom and Ray having arguments about it and Tom went to Nedra and she finally said it was your vacation and you earned it and you can use it how you want. That is how we operated as long as I can remember until a year or two ago when all this stuff came up and everybody said it has to be the forty-hour minimum. Council Member Spaulding – well I think your paragraph made it clear though and I think that is what you were asking, just make sure we run it by her and make sure we get the right words on the resolution. Mayor Davis – I think the easiest way to move forward is to have a work meeting right after the year, before our next council meeting, to see if we can try to put everything together and have it on paper in black and white so we can have a really good discussion on this at the next meeting, otherwise we are just going to come back in here the next meeting and be doing just what we are doing right now. I think to iron out a lot of these issues and answer questions we just need to go ahead and have a work meeting setup. Council Member Spaulding – and each of the scenarios that everyone has given has given me more clarity to understand what – and I feel like we are so close to the finish line right here. Mayor Davis – I will get with Makayla and we will schedule a work meeting and try to get to the finish line.

b. Finalize One-year Application List for CIB/CDBG Funding

Mayor Davis reported it used to be a five-year prioritization; they want it prioritized every year now. This list has to be filled out and submitted every year to Five County. We can go ahead and submit the applications for the two projects we are working on and leave them there and they will probably end up on a two, three, four, or five on the list or they may be ranked higher, but if we are not ready to move, we can move them back down and let another community receive that funding. With the approval of the council, we will go ahead and submit the Phase II for the Wastewater Project and the Industrial Park Road Improvements.

➤ **MOTION:** *Council Member Terry Wiseman moved approve the finalization of the one-year Application List for the CIB/CDBG Funding to include the Phase II of the Wastewater Project and Industrial Park Road Improvements. The motion was seconded by Council Member Les Whitney. The motion carried with the following votes:*

Yes: Russell Smith, Ian Spaulding, Les Whitney, Terry Wiseman, Scott Symond

No: None

Absent: None

c. Discuss contractor rental use of city-owned property

Mayor Davis reported there was a lengthy discussion last month and the consensus of the crew was to not rent anything out to private entities but there was still some discussion as to whether we want to allow rentals to contractors, just certain pieces of equipment. Foreman Stewart stated that the vac machine and sewer jet rod machine were about the only two machines that could not be rented from Home Depot or someplace like that. He was fine with allowing contractors to continue to rent these items as long as they could work around the city crew schedule, city use would take the priority. Contractors have the insurance and bonds and would be responsible for any damages that may come up. Council member Les Whitney asked if we were opening up a can of worms by only renting to contractors. Mayor Davis and Council Member Ian Spaulding did not feel there was an issue, they have the ability to take care of it and the equipment rental would include an operator from the city. Mayor Davis stated he would get the information to Makayla to have the resolution prepared for the next meeting.

d. Culinary water project update

Mayor Davis reported that we still have \$80K in the contingency fund. Administrator Bealer will be meeting with Ben Coray of Sunrise Engineering tomorrow and will prepare ideas to present to the council as the city will be closing out the project soon. There was discussion of retrofitting fire hydrants but that may be difficult so they may need to be replaced. Our request for a truck was rejected, they would rather see us do fire hydrants.

Ordinances and Resolutions

a. None

Staff and Council Reports

Council Member Whitney

➤ Merry Christmas to all of our crew and thank you for the job that you do and the Christmas lights look amazing and is much appreciated by the public, so thank you for what you do.

Council Member Ian Spaulding

- Appreciation to the crew for putting the lights up for the holidays. Also a shoutout to our community as a whole, we have that community Christmas Light Parade and at the 4th of July and the 150th Celebration our employees and our council members are seen serving and giving and it is pretty awesome to live in a place like this with awesome staff. I see it and that means others see it too, so thank you.

Mayor Davis

- Economic Development – Jen Wakeland met with a company today out of Salt Lake that builds large commercial HVAC units and is looking at Beaver County. They want to build a 50,000-square-foot facility to start with and increase to 100,000 square feet. It would provide up to fifty jobs. They looked at the Industrial Park in Beaver as well as the Industrial Park in Milford. Mayor Davis did not know if a decision was made as of this afternoon. There were pros and cons for both sites.

Meeting Adjournment ~ *as there was no further business the meeting adjourned at 5:12 PM.*

**Milford City Council Special Meeting
Wednesday, January 10, 2024 8:00 AM
Milford City Hall, 26 South 100 West
Milford, Utah 84751**

Members Present: Mayor Nolan Davis, Council Members Russell Smith, Scott Symond, Les Whitney, and Terry Wiseman.

Absent: Council Member Ian Spaulding

Staff: City Recorder Monica Seifers, Attorney Leo Kanell

Call to Order

Mayor Davis called the special meeting to order at 8:00 AM

1. Discuss proposal presented by the crew in the December meeting.

Mayor Davis – there have been some requests and we have had conversations on how to pay overtime.
Council Member Whitney – now, we are talking about overtime, not comp time, right?

Mayor Davis – there is no comp time. There was some conversations in the last meeting where we talked about the guy on call, if he worked the cemetery then he would get paid for that, so he would basically be paid double; because you would be paying him on-call, which is four hours, and then if a second employee comes in he would get paid time and a half.

Council Member Smith – the personnel policy has two things – it has call-out pay and then it has weekend watch. We need to define these.

Mayor Davis – right, we need to define what weekend watch is and exactly what it covers. The other thing is, the weekend watch was built into the budget and the crew salaries. That is not an issue, but we allowed \$10K for overtime and if we get water leaks or have to plow snow, we will eat up that budget. In fact, I am going to have Makayla step in and explain that because that is a big concern I have with the overtime budget.

Council Member Symond – do they understand that the city budget ends in June and not December?

Council Member Whitney – I think they understand that.

Mayor Davis – then there was conversation of paying after 40 hours or after 8 hours. If we are going to pay after 8 hours then we are going to have to rethink the money already built into the budget, \$30K was set aside for overtime - \$20K was built in for weekend watch leaving \$10K for the other. That is decision the council has got to make.

Attorney Kanell – are we in regular session? Would this be considered collective bargaining?

Mayor Davis – I would entertain a motion to close for executive session.

➤ **MOTION:** Council Member Scott Symond made a motion at 8:04 AM to close the meeting and enter executive session for the purpose of collective bargaining. Council Member Russell Smith made a second. The motion carried with the following votes:

Yes: Russell Smith, Les Whitney, Terry Wiseman, Scott Symond

No: None

Absent: Ian Spaulding

City Recorder Seifers was excused from the meeting. No audio recording was retained for the closed session.

City Administrator /Treasurer Bealer was asked to enter the meeting for financial discussion at 8:53 AM.

➤ **MOTION:** Council Member Scott Symond made a motion at 10:04 AM to close the executive session and reconvene the regular meeting. Council Member Russell Smith made a second. The motion carried with the following votes:

Yes: Russell Smith, Les Whitney, Terry Wiseman, Scott Symond

No: None

Absent: Ian Spaulding

Meeting Adjournment ~ as there was no further business the meeting adjourned at 10:04 AM.



510 West 800 South, Cedar City, UT 84720
Phone: (435) 586-4484

INVOICE: 10824-E

To: Milford City
Re: BIG Chamber of Commerce
Attn: Makayla Bealer
26 South 100 West
Milford, Utah 84751

Founding Partnership – Annual Dues (2/5) \$1,500

Please make check payable to: BIG Chamber of Commerce

Date Due: 31 January 2024

Thank you for your support of the BIG Chamber of Commerce.

Please feel free to contact us if you have any questions.

Windy 5 Plumbing
PO Box 914
Milford, UT 84751
USA

QUOTATION

Quote Number: 256
Quote Date: Jan 4, 2024
Page: 1

Voice: 435-691-0893
Fax:

Quoted To:
Milford City PO Box 69 Milford, UT 84751

Customer ID	Good Thru	Payment Terms	Sales Rep
mil07	2/3/24	Net 30 Days	

Quantity	Item	Description	Unit Price	Amount
1.00		Labor and material to replace (2) 100 gallon water heaters at swimming pool. Includes removal of old water heaters, installation, water heaters and electrician	21,925.00	21,925.00
			Subtotal	21,925.00
			Sales Tax	
			TOTAL	21,925.00



Railroad Safety Grant Agreement

State of Utah

Contract No.: _____

Utah Department of Transportation

Effective Date: _____

Tracking No.: _____

Fund: 2915 Dept: 810 Unit: 8580 Appr: XUA Object: 7602 Program: 79023 Phase: 10H

Project Name: Milford Industrial Drive Railroad Crossing Program
Project Location: South Industrial Road, Milford City, Utah

1. **Grantee:** This agreement is between the Utah Department of Transportation (Grantor), referred to as UDOT and:

Milford City
26 South 100 West Street
Milford, UT 84751

2. **Reason for Agreement:** Utah Code §72-2-131 requires UDOT to award grants to eligible entities, which they may use to improve safety at railroad crossings on class A, class B, or class C roads.
3. **Agreement Expiration:** All work associated with this agreement shall be completed by **September 30, 2024**. An agreement modification will be required if additional time for completion of the agreement is needed.
4. **Agreement Amount:** UDOT will award the Grantee **\$10,000.00** for costs authorized by this agreement. Grantee will invoice the Department for the full award amount within **90** days of execution of this agreement.
5. **Exhibits Included as Part of this Agreement:**
 - a. Exhibit A - Grant Application

The parties below hereto agree to abide by all the provisions of this agreement. IN WITNESS WHEREOF, the parties sign and cause this agreement to be executed.

Grantee - Milford City

Utah Department of Transportation

By: _____

Date: 1-4-24

By: _____

Date: _____

Title: _____

MAYOR

Title: _____

UDOT Comptroller's Office

By: _____

Date: _____

1. Grant Agreement:

This Agreement constitutes the entire agreement between the Grantee and UDOT. All prior discussions and understandings concerning such scope and subject matter are superseded by this Agreement. This Agreement is governed by and subject to Utah Code § 72-2-131, 54-4-15, and Utah Administrative Rules R930-5. Grantee must follow all applicable standards, standard drawings, and design criteria of the operating rail authority (i.e. UPRR, UTA, etc.) for the approved railroad crossing location.

2. UDOT Role:

This Agreement is between UDOT and the Grantee. UDOT is responsible for funding disbursements to the Grantee under this Agreement. UDOT will also conduct oversight and monitoring activities to assess Grantee progress against established performance goals and the Statement of Work, as well as to assess compliance with terms and conditions and other requirements of this Agreement.

All correspondence with UDOT regarding this agreement, oversight and general inquiries will be done electronically through UDOT's established email address: railroads@utah.gov. UDOT's Statewide Railroad Engineer is responsible for oversight of this grant program.

Brad Palmer, Rail Division Director
(801) 965-4535

3. Grantee Responsibility and Authority:

The Grantee affirms that it had and has, as applicable, the legal authority to apply for the Grant, to enter into this Agreement, and to finance and carry out the proposed Project. The Grantee further affirms that any required resolution, motion or similar action has been duly adopted or passed as an official act authorizing the filing of the Application, where applicable, including all understandings and assurances contained therein, and the entering into of this Agreement.

4. Project Scope, Schedule, and Funding:

The Grantee agrees to carry out, complete and ensure the use of the Project in a sound, economical, and efficient manner, and in accordance with the provisions of this Agreement, including the Scope of Work, the Project Schedule, the Application as applicable, and all applicable laws, regulations, and published policies.

- A. Scope. The Grantee will perform all work approved in the Grantee's Applications(s) and as outlined in Exhibit A.
- B. Schedule and Budget. The Grantee will expend the grant funds approved in the Grantee's Applications(s) prior to the Agreement Expiration.

- C. Project Costs and Funding Contributions. The Railroad Safety Grant contribution via UDOT is \$10,000.00 and may not be changed without a written request and justification from the Grantee, written approval from UDOT, and a modification or closeout to the Agreement.
- D. Other Contributions. The Grantee is responsible for completing the Project, including providing or obtaining any other funding contributions (not via UDOT) necessary for completing the Project. The Grantee also affirms that it has sufficient funds available to assure implementation and maintenance of items funded under this Agreement that it will own or control.

5. Grant Modifications:

Other than close-out, modifications to this Agreement may be made only in writing, signed by an Authorized Representative for UDOT and the Grantee, and specifically referred to as a modification to this Agreement.

6. Flow Down Provisions:

The Grantee will ensure persons or entities that perform any part of the work under this Agreement, including subrecipients, consultants, or contractors, will comply with applicable state and federal requirements and the applicable requirements of this Agreement. The Grantee will ensure persons or entities that perform any part of the work under this Agreement, including subrecipients, consultants, or contractors are properly licensed and insured in accordance with local and operating rail authority (i.e. UPRR, UTA, etc.) requirements. Grantee agrees that flowing down such requirements does not relieve it of any obligation to comply with the requirements itself.

For each of the Grantee's subawards or contracts to perform all or part of the work under this Agreement:

- A. The Grantee must include applicable requirements of this Agreement in the subaward or contract and ensure compliance with these provisions.
- B. The Grantee must include applicable state and local statutory and regulatory requirements in the subaward or contract and ensure compliance with these requirements.

7. Successors and Assigns:

The Grantee is not authorized to assign this Agreement without UDOT's express prior written consent.

8. Execution:

This Agreement may be executed by the Grantee and UDOT in separate counterparts, each of which when so executed and delivered will be deemed an original.

9. Changed Conditions of Performance (Including Litigation):

The Grantee agrees to promptly notify UDOT, in a written statement to the UDOT Rail Division Director, of any change in local law, conditions, or any other event that may affect its ability to perform the Project in accordance with the terms of this Agreement. In addition, the Grantee agrees to promptly notify the UDOT Rail Division Director of any decision pertaining to the Grantee's conduct of litigation that may affect UDOT's interests in the Project or UDOT's administration or enforcement of applicable federal laws or regulations. Before the Grantee may name UDOT as a party to litigation for any reason, the Grantee agrees first to inform the UDOT Rail Division Director in writing; this proviso applies to any type of litigation whatsoever, in any forum.

10. Severability:

If any provision of this Agreement is held invalid, all remaining provisions of this Agreement will continue in full force and effect to the extent not inconsistent with such holding.

11. Right of UDOT to Terminate:

- A. The Grantee agrees that, upon written notice, UDOT may suspend and/or terminate all or part of the grant contribution if:
 - a. Grantee fails to meet or violates the terms, conditions and obligations specified under this Agreement;
 - b. Grantee fails to make reasonable progress on the Project;
 - c. Grantee fails to provide the matching funds outlined in the Grant Application;
 - d. Grantee violates any other provision of this Agreement that significantly endangers substantial performance of the Project;
 - e. UDOT determines that termination of this Agreement is in the public interest.
- B. UDOT reserves the right to require the Grantee to refund the entire amount of the grant contribution provided under this Agreement or any lesser amount as may be determined by UDOT in its reasonable discretion, if UDOT determines that the Grantee has willfully misused the contribution, including by:
 - a. Failing to make adequate progress
 - b. Failing to adhere to the terms of this Agreement.

12. Term

This Agreement is in effect from the Effective Date until the end of the closeout period, regardless of whether UDOT suspends or terminates all or part of the grant contribution provided herein. The expiration of any time period for performance or funding established for this Project does not, by itself, constitute an expiration or termination of this Agreement.

13. Deliverables and Products:

The Grantee will submit deliverables, including publications or other products, to UDOT as stipulated in this Agreement. Substantive changes to the nature of the deliverables or

significant timeline modifications require advanced written approval and may require an Amendment to this Agreement.

The Grantee will submit deliverables that adhere to all applicable laws, regulations, and UDOT guidance within the timeframes established.

14. Quarterly Progress Reports:

The Grantee will submit one completed progress report quarterly (totaling four annually), including project scope, schedule, and budget status. Scope status should include a description of how much scope has been completed and how much is remaining. Schedule status should include a description of the time remaining to project completion. Budget status should include a summary of expenditures made in this quarter as it relates to the grant contribution as well as any other contributions as proposed in the Grant Application. For the duration of the project, the Grantee must report for the periods of: January 1 – March 31; April 1 – June 30; July 1 – September 30; and October 1 – December 31. The Grantee will furnish one copy of the completed progress report to the assigned UDOT Rail Division Director (via railroads@utah.gov) on or before the thirtieth (30th) calendar day of the month following the end of the quarter for which the report is submitted.

The Grantee will complete the report in its entirety with the most accurate information available at the time of reporting. The Grantee must be able to support the information contained in its progress reports and ensure that the activities described in the report are accurate.

15. Final Performance Reports:

The Grantee must submit a Final Performance Report via email to the UDOT Rail Division Director (via railroads@utah.gov) when the Project(s) funded through this Agreement are completed. The Grantee must complete closeout activities and submit reports, no later than 90 days after the completion of the project.

16. Unspent Grant Contribution(s):

If grant contribution funds have not been completely exhausted as part of the Project, the Grantee will promptly remit the remaining funds back to UDOT.

Grant contribution funds must only be used for allowed costs. If grant contribution funds were expended on anything other than allowed costs, the Grantee will promptly reimburse UDOT for such expenditures.

17. Allowed Costs:

Allowed costs include any Project costs incurred, activities undertaken, or work performed for the purpose of improving safety at railroad crossings on state highways (class A), county roads (class B) or city streets (class C), including: (i) signage; and (ii) safety enhancements to a

railroad crossing; unless specifically authorized by UDOT in writing, or allowed by this Agreement.

18. Accounting Procedures:

The Grantee may invoice UDOT for the contribution funds in the full amount awarded to the Grantee once this agreement has been signed and executed by all parties.

All costs incurred by the Project, including any approved services contributed by the Grantee or others, will be supported by properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges.

The Grantee will ensure that all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project are clearly identified with a Grant Agreement number, readily accessible, and, to the extent feasible, kept separate from documents not pertaining to the Project.

19. Governing Laws, Regulations, and Environmental Protection:

The Grantee is required to comply with all applicable State and Federal laws, regulations, executive orders, policies, guidance, and requirements as they relate to the application, acceptance, and/or use of funds under this Agreement which may include, but are not limited to those referenced in this Agreement.

- A. UDOT or the governing authority(ies) may require that the Grantee conduct environmental and/or historic preservation analyses and to submit documentation to UDOT and the governing authority(ies).
- B. Minimization, Avoidance and Mitigation Measures. The Grantee must implement all measures to minimize, avoid, or mitigate adverse environmental impacts identified through any applicable categorical exclusion, Finding of No Significant Impact, or Record of Decision for the Project. The Grantee must also implement any additional measures identified through all other environmental or historic preservation review processes conducted to support Project construction and operation.
- C. Revisions to Minimization, Avoidance or Mitigation Measures. The Grantee must provide UDOT with written notice if it has not, or cannot, implement any of the minimization, avoidance or mitigation measures identified in subsection (B). Upon receiving such notice, UDOT will provide the Grantee direction in writing.

20. Records Retention and Audit:

Records must be maintained in accordance with Utah Code 63G-2 (Government Records Access and Management Act).

The Grantee shall maintain all books, papers, documents, accounting records and other evidence to support costs expended under this agreement for six years after the end of the closeout period. These records shall be made available at all reasonable times during the period

for audit and inspection by UDOT and other authorized auditors. Copies of requested records shall be furnished to UDOT upon request.

21. Fraud, Waste or Abuse:

The Grantee agrees to take all steps, including initiating litigation, if necessary, to recover the grant contribution if UDOT determines, after consultation with the Grantee, that all or a portion of such funds have been spent fraudulently, wastefully, or in violation of State laws, or misused in any manner in undertaking the Project.

22. Site Visits:

UDOT has the right, at all reasonable times, to make site visits to review Project activities, accomplishments, and management control systems and to provide such technical assistance as may be required. If any site visit is made by UDOT under this Agreement on the premises of the Grantee, contractor, beneficiary or subrecipient, the Grantee will provide, or will ensure the provision of all reasonable facilities and assistance for the safety and convenience of UDOT representatives in the performance of their duties. All site visits and evaluations will be performed in such a manner as will not unduly delay work being conducted by the Grantee or any subrecipient.

23. Entire Agreement:

This Agreement constitutes the entire agreement between the parties and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written.

24. Survival of Terms:

Termination or expiration of this Agreement shall not extinguish or prejudice the UDOT's right to enforce this Agreement with respect to any default of this Agreement.

25. Conflict of Interest:

Grantee represents that none of its officers or employees are officers or employees of the UDOT or the State of Utah, unless disclosure has been made to the UDOT.

26. Venue:

Any action or proceeding arising from this Agreement shall be brought in a court of competent jurisdiction in the State of Utah. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.

Capital Assets

Indenify Over \$500 *

9/20/2022	Cyclone Rake	\$3,174.00
9/28/2022	AC/Heating Unit at Senior Center	\$11,385.31
12/1/2022	Ness Network	\$800.00
12/6/2022	Dewalt Air Compressor	\$2,499.00
12/15/2022	Portable Mound	\$1,199.99
1/10/2023	Chlorine Test Kit	\$795.31
1/18/2023	New Admin Computer	\$1,095.00
1/18/2023	New Laptop for Council Meetings	\$600.00
1/19/2023	Gate for Pool and Replace Chain Link Fence	\$3,350.00
1/24/2023	Shutters at Airport Office	\$864.00
2/1/2023	Additional TV for Council Chamber w/ stand	\$795.00
2/2/2023	Mini Excavator and Trailer	\$108,795.00
2/3/2023	Garbage Cans	\$9,264.00
2/3/2023	Score Tables (3)	\$1,950.00
2/21/2023	Pavilion Picnic Tables (5)	\$4,994.25
2/21/2023	Square Picnic Tables for Rec Complex (2)	\$1,997.70
2/21/2023	Bench for Historical Park	\$988.85
3/3/2023	Fire Proof Safe	\$2,216.54
3/8/2023	Clubhouse remodel-Andy Davis	\$2,720.00
3/6/2023	2023 Lazer Z Mower for Parks- Utah Outdoor Power	\$12,799.00
3/15/2023	Mini Split Unit for Airport Office-Heating and Air	\$5,700.00
3/15/2023	Sewer Pump for Town Lift Station	\$8,613.00
3/15/2023	2019 Fareway Mower	\$35,000.00
3/21/2023	Bookshelves for the Library (2)	\$1,198.00
3/28/2023	Airport Remodel-Andy Davis	\$3,940.00
4/13/2023	Decorative Lighting Changed to LED Lamps	\$2,809.00
4/14/2023	Material for Patio Shade Covers at the Pool	\$1,075.20
4/19/2023	2023 Jacobsen LF 550 Fareway Mower	\$64,000.00
5/5/2023	Install a pedal stool outlet for Helicopter	\$1,917.91
6/6/2023	Concrete Extension at Rec Complex	\$10,500.00
6/6/2023	Waterway at 500 S 600 W	\$6,200.00
6/8/2023	Electrical Upgrades at Pool	\$2,214.17
6/23/2023	LENOVO Laptop -Foreman	\$948.00
6/30/2023	West Entrance Sign	\$1,213.84
6/30/2023	Historical park sign	\$2,603.27
6/30/2023	Caboose and Golf Course Sign	\$1,880.41
6/30/2023	Airport Remodel-Andy Davis	\$6,390.00
6/30/2023	Fire Panel-Admin Office _Replacement	\$2,256.00
6/30/2023	Replace Posts and Top Rail at Rec Complex	\$5,000.00
6/30/2023	Display case for History lems at Office	\$1,216.00
6/30/2023	Water Valve Exerciser	\$2,955.00
6/30/2023	Airport Furniture	\$1,665.41
6/30/2023	Beacon at Airport	\$11,089.00



MILFORD CITY, A Municipal Corporation

RESOLUTION NO. 1-2024

A RESOLUTION SETTING REGULATIONS FOR THE USAGE OF CITY-OWNED EQUIPMENT

WHEREAS, the Milford City Council has deemed it necessary to not allow City-owned equipment that can be rented from local contractors or rental companies in neighboring communities to be rented for private use at the recommendation of the Milford City Public Works personnel.

WHEREAS, Milford City Council wants the equipment to be available for tax base projects/emergencies. They also do not want Milford City Public Works crew members to be tied up on private projects that take away from city operations.

WHEREAS, Milford City Council has determined that there are two pieces of city-owned equipment that Milford City will rent to contractors for the set rate per hour because these types of equipment are not available from local contractors or rental companies in southern Utah.

The rental equipment is required to be operated by Milford City Public Works employees. The cost for the man-hours will be included in the rental fee rate. The contractor will be required to provide the city with proof of insurance and bond as well as sign the release of liability before any work is performed by Milford City's personnel. Scheduling of the equipment is at the discretion of the City Foreman with Milford City use taking priority over all other use of machinery.

The following two items are the only items that can be rented for the set rate.

Description of Equipment	# of City Men included to operate the equipment	Fee/Hour
Sewer Vac Machine	Two Men	\$500.00
Sewer Jet Rodder	Two Men	\$500.00

NOW THEREFORE, BE IT RESOLVED, that the City Council of Milford, Utah does hereby set the regulations for the usage of City-Owned Equipment.

Passed by the City Council of Milford, Utah this 16th of January, 2024 by the following vote:

MAYOR OF MILFORD CITY, UTAH

By: _____
Nolan Davis, Mayor

Council Member	Aye	Nay
Ian "Jeep" Spaulding		
Scott Symond		
Russell Smith		
Les Whitney		
Terry Wiseman		

ATTEST:

Monica D. Seifers, City Recorder



CITY COUNCIL TRANSMITTAL

TO: Milford City Council

DATE: 01/09/2024

FROM: Lisa Thompson, Zoning Administrator

SUBJECT: Recreational Vehicle Park Ordinance 01-2024

This ordinance was reviewed and discussed for many months. Our hope is to allow RV Parks in our community without impacting our residential areas. While there were many changes/updates made to this ordinance some of the bigger ones that stand out are highlighted below. Please read the entire ordinance and reach out to me if you have any questions.

Zoning: While reviewing our current recreational vehicle ordinance it was discussed and agreed upon by the planning and zoning commission that recreational vehicle parks should not be a use in the residential districts of our community. The planning and zoning commission amended the location of permitted use from the RM6 district to Main Street Commercial, Highway Commercial and the MR30 district. The MR30 district was chosen because it is the land that surrounds the recreation complex. They felt this use was related to the use that is there.

Park Area: The amended ordinance changes the site size from one acre to enough land to develop a minimum of 6 spaces. (space requirements and setbacks are listed in the development requirements of this ordinance)

Utility Requirements: This ordinance requires all spots in the RV park to be serviced by water, sewer and power excluding tent sites.

PLANNING COMMISSION PROCESS: The following is a list of the planning and zoning process/meetings that have been held related to these ordinances:

- Reviewed ordinance and made amendments in August, September, November, December, and January meetings.
- Sent draft ordinance to Attorney Kanell for review on 11/29/23.
- Held a Public Hearing on 01/08/2024. (no public comment)
- Made motion to recommend to City Council on 01/08/2024.

**CITY OF MILFORD
ORDINANCE 01-2024**

RECREATIONAL VEHICLE PARK

WHEREAS, the Planning Commission determined it necessary to review this ordinance and make changes to the regulation requirements and locations of recreational vehicle parks.

WHEREAS, the Planning Commission has made a positive recommendation for the code amendments below which will encourage positive governance of recreation vehicle parks, and

WHEREAS, the City Council had determined that it is in the best interest of Milford City to approve the recommended code amendments.

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

SECTION 1: **REPEAL** “13.28.020 Regulations And Standards” of the Milford Municipal Code is hereby *repealed* as follows:

REPEAL

~~13.28.020 Regulations And Standards (Repealed)~~

~~Recreational vehicle and travel trailer parks shall be permitted exclusively in the RM district. The required land use designation shall be MHPD (Manufactured Home Planned Development). The following regulations and standards shall supplement development standards enumerated for RM-zoned property. When conflicting, the standards imposing the more stringent requirement shall prevail. These supplemental development standards shall apply not only to new development or conversions subsequent to the adoption of this title, but to existing development that may wish to expand or modify its operations:~~

- ~~1. Minimum site size shall be one acres.~~
- ~~2. Density shall not exceed 12 spaces per gross acre.~~
- ~~3. Park Models and other permanent or semi-permanent residential units shall be prohibited, except that one permanent residential structure may be permitted as a caretakers residence.~~
- ~~4. Interior streets shall be a minimum of 24 feet wide. Rolled curbs may be permitted.~~
- ~~5. Site obscuring walls shall be required around the perimeter of all projects. The minimum height shall be eight feet when measured from the interior grade and six feet when measured from the exterior grade.~~
- ~~6. A minimum of 75 percent of the spaces shall be installed with sewer, water and~~

electricity.

- ~~7. A minimum of 25 percent of the site shall be maintained as common landscaped open space such as golf courses, tennis courts, and trails, but not to include recreation rooms, laundry rooms, offices, restrooms or other common structures or buildings.~~
- ~~8. Each space shall be improved with concrete or other acceptable hard surface.~~
- ~~9. Design review shall be required for all structures, landscaping, screening, street layout, recreational facilities, etc.~~

SECTION 2: **REPEAL** “13.28.030 Applicable Regulations” of the Milford Municipal Code is hereby *repealed* as follows:

REPEAL

~~13.28.030 Applicable Regulations (Repealed)~~

~~13.32.010 through 13.32.080 – Vehicular Parking, Loading and Maneuvering Areas 13.33.010 through 13.33.030 – Landscaping 13.34.010 through 13.34.060 – Yards and Setbacks 13.35.010 through 13.35.100 – Design Review and Site Plan Review 13.42.010 through 13.42.080 – Combining Overlay District~~

SECTION 3: **AMENDMENT** “13.28 Recreational Vehicle Parks” of the Milford Municipal Code is hereby *amended* as follows:

AMENDMENT

13.28 Recreational Vehicle Parks

SECTION 4: **AMENDMENT** “13.28.010 Intent And Purpose” of the Milford Municipal Code is hereby *amended* as follows:

AMENDMENT

13.28.010 Intent And Purpose

The purpose of this ~~sub~~title chapter is to permit the development of facilities for recreational vehicles in appropriate districts and to require that recreational vehicle accommodations will be of such character as to promote the objectives and purposes of this title, to protect the character of the districts contiguous to those in which recreational vehicle parks are located, and to protect other use values contiguous to or near recreational park uses. ~~establish regulations and standards that enhance compatibility of recreational vehicle and travel trailer parks with activities in adjacent zones and afford protection to abutting residential property.~~

SECTION 5: **ADOPTION** “13.28.020 Definitions” of the Milford Municipal Code is hereby *added* as follows:

ADOPTION

13.28.020 Definitions(*Added*)

1. Recreational Vehicle (RV) means a vehicle, such as a travel trailer, tent, camp car, or other vehicle with or without motive power, designed and/or constructed to travel on public thoroughfare in accordance with the provisions of the Utah Vehicle Code, and designed for use and human habitation for a temporary and recreational nature.
2. Service Building means a building or room that houses toilets, lavatories, and bathing facilities for the use of park occupants.

SECTION 6: **ADOPTION** “13.28.030 Location And Use” of the Milford Municipal Code is hereby *added* as follows:

ADOPTION

13.28.030 Location And Use(*Added*)

1. No recreational vehicle defined in this chapter shall be located, placed, used, or occupied for residential purposes in any district except within approved and licensed recreational vehicle parks.
2. Recreational Vehicle Park shall be permitted in the following districts:
 - a. Main Street Commercial (MSC)
 - b. Highway Commercial (HC)
 - c. MR-30
3. Recreational Vehicle Parks shall be generally located:
 - a. In close proximity to a major traffic highway;
 - b. Near adequate shopping facilities.

SECTION 7: ADOPTION “13.28.040 Development Requirements” of the Milford Municipal Code is hereby *added* as follows:

ADOPTION

13.28.040 Development Requirements(Added)

1. Park Area Requirements: A minimum of six (6) spaces.
 - a. A minimum of half the proposed spots must be completed and ready for occupancy before the first occupancy is permitted.
2. Street Standards: All streets located within the park shall conform to the following:
 - a. All roads shall be improved with gravel and kept weed free. Developers can choose if they want to install a hard surface road with concrete or asphalt.
 - b. Street widths shall be a minimum of twenty feet.
 - c. All streets within the park shall be fully maintained by the owner including but not limited to snow removal, maintenance, etc.
3. Sidewalk, Curb, and Gutter: Sidewalk, curb, and gutter shall be installed around the parks perimeter where it abuts city streets.
4. Lighting: Adequate lighting shall be installed to illuminate streets and walkways for safe movement of pedestrians and vehicles. All lighting within the park shall be downward lighting and limited to the park area.
5. Utility Requirements: All spots in the RV park shall be serviced by water, sewer, and power.
 - a. Designated Tent Sites are exempt from water, sewer, and power hookups.
6. Service Building: A service building is required if the park is designed with dedicated tent sites.
7. Setbacks:
 - a. Side Setback: Ten feet minimum from adjacent property, unless adjacent to public street then twenty feet.
 - b. Front Setback: Twenty feet minimum from public street.
 - c. Rear Setback: Ten feet minimum from adjacent property, unless adjacent to public street then twenty feet.
8. Space Area Requirements: Spaces are not required to be a hard surface but should be gravel type material and kept weed free.
 - a. Trailer Spaces must be a minimum of 1,000 sq ft.
 - b. Tent Spaces must be a minimum of 500 sq ft.
9. Space Width Requirements: Minimum of Twenty Feet.
10. Parking Requirements: Parking shall be provided for one additional automobile for each RV Space.
11. Trash Receptacles: Each site shall have a garbage receptacle that is secured. A dumpster shall be onsite and shall be screened off.

SECTION 8: **ADOPTION** “13.28.050 Application Procedures” of the Milford Municipal Code is hereby *added* as follows:

A D O P T I O N

13.28.050 Application Procedures(*Added*)

1. An overall site plan for the development of a recreational vehicle park shall be submitted to the planning commission for review. The plan shall show the following:
 - a. The topography of the site;
 - b. Proposed layout of the entire park showing streets, spots, service building, dumpster area, etc.
 - c. Generalized landscaping and utility plan, including the location of water, sewer, power, and fire hydrant.
 - d. Any other data the planning commission may require.
2. A copy of the Recreational Vehicle Park rules including but not limited to the number of nights allowed, animals, etc.
3. An application recommended for approval by the planning commission shall be submitted to the Milford City Council for final approval.
 - a. As a condition of approval, the developer shall agree to pay all fees applicable for development such as, but not limited to; impact fees, water connection fees etc.
 - i. Impact fees will be classified as business/commercial. The usage tier will be determined as follows:
 - (1) 6-8 Recreational Spots=11,000 to 22,000 Gallons Per Month
 - (2) 9+ Recreational Spots=22,000 Gallons Per Month

SECTION 9: **AMENDMENT** “13.14.040 Uses Permitted Subject To A Planned Development” of the Milford Municipal Code is hereby *amended* as follows:

A M E N D M E N T

13.14.040 Uses Permitted Subject To A Planned Development

- ~~1. Recreational vehicle and travel trailer parks subject to the provisions of 13.28.010 through 13.28.040;~~
2. Manufactured home parks subject to the provisions of 13.29.010 through 13.29.030.

(Ord. Ordinance 8-2008, Amended, 06/18/2008)

SECTION 10: **ADOPTION** “13.28.060 Enforcement” of the Milford Municipal Code is hereby *added* as follows:

ADOPTION

13.28.060 Enforcement(*Added*)

Any person whether owner, lessee, principal agent, employee or otherwise, who violates any of the provisions of this ordinance, or permits any such violation, or fails to comply with any of the requirements hereof, or who establishes or uses any park in violation of any detailed plan submitted and approved under the provisions of this ordinance shall be guilty of a Class B Misdemeanor and, upon conviction thereof, shall be subject to punishment as provided by law.

SECTION 11: **EFFECTIVE DATE** This Ordinance shall be in full force and effect after the required approval from the Milford City Council and after notice of the ordinance has been published as required by law.

PASSED AND ADOPTED BY THE CITY OF MILFORD COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Russell Smith	_____	_____	_____	_____
Les Whitney	_____	_____	_____	_____
Scott Symond	_____	_____	_____	_____
Ian Spaulding	_____	_____	_____	_____
Terry Wiseman	_____	_____	_____	_____

Presiding Officer

Attest

Nolan Davis, Mayor, City of Milford

Monica D. Seifers, City Recorder,
City of Milford