



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, February 20, 2024**.

1. **MAYOR'S WELCOME & CALL TO ORDER:** Roll Call & Pledge of Allegiance
2. **VISITORS**
 - a. Steven Florence – Discuss the Selling of Lots at Lions Club RV Park
3. **CONSENT ISSUES**
 - a. Financial report: January 2024
 - b. Approval of bills and payroll
 - c. Approval of minutes: January 16, 2024 Regular Meeting; February 13, 2024 Special Meeting
4. **NEW BUSINESS**
 - a. Consideration of Quit Claim Deed for Blake Williams' Replacement Well
 - b. Consideration of Temporary Change Application for Dave Christiansen
 - c. Discuss payoff of street broom
 - d. Hiring of lifeguards for 2024 Season
 - e. Approval of Work Release No 2024-02 (Lead Service Line Inventory and Replacement Plan)
 - f. Approval of Work Release for Industrial Park Road Improvements
 - g. Discuss City Elected Officials vision of the future growth of Milford
 - h. Economic Development Update
5. **OLD BUSINESS**
 - a. Culinary Water Project update
6. **ORDINANCE AND RESOLUTIONS**
 - a. Ordinance 02-2024 "Capital Assets Threshold"
 - b. Ordinance 03-2024 "Amendments to Personnel Policy"
 - c. Resolution 02-2024 "Municipal Wastewater Planning Program"
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 15th day of February, 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/pmn 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): Steven Florence

ORGANIZATION (if applicable): Dutchmen Hogs LLC

ADDRESS: 8025 500 W

PHONE: _____ CELL PHONE: 435-421-9119

E-MAIL ADDRESS: shflorence@yahoo.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 2/20/24 Amount of Time Requested
5 Min

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) :

Will Milford City Sell lot or lots that The Lions Club RV Park is On.

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

PLEASE DESCRIBE DESIRED OUTCOME: To buy RV Park property and Make RV Park a full Hook up RV Park Water, Sewer and Power 10-12 RV Spots

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 SF

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

2/1/24

DATE

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OFFICE USE ONLY

Date Rec'd by City Recorder: 2.10.2024

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
 JANUARY 31, 2024

COMBINED CASH ACCOUNTS

01-11110	CASH IN CHECKING - WELLS FARGO	215,621.85
01-11120	CASH IN CHECKING - UIB	509,615.90
01-11130	CASH IN CHECKING - VENMO-UIB	240.00
01-11310	PETTY CASH	300.00
01-11400	RETURNED CHECKS - CLEARING	251.98
01-11610	CASH-STATE TREASURER-COMBINED	2,992,585.29
01-11700	CASH - A/R CLEARING	1,771.77
01-11750	UTILITY CASH - A/R CLEARING	3,307.12
		<hr/>
	TOTAL COMBINED CASH	3,723,693.91
01-11810	ST TREAS-DESIGNATED-WATER	(617,165.17)
01-11815	ST TREAS-DESIGNATED-SEWER	(656,220.49)
01-11816	ST TREAS-DESIGNATED-GEN FUND	(374,172.05)
01-11817	ST TREAS-DESIGNATED-LIBRARY	(3,469.90)
01-11819	ST TREAS- RECREATION COMPLEX	(20,202.16)
01-11860	ST TREAS-RESTRICTED-BOND 3SO24	(113,715.91)
01-11865	ST TREAS-RESTRICTED-MAIN S3024	(90,044.14)
01-11880	STATE TREAS-RESTRICTED-LIBRARY	(38,501.46)
01-11885	STATE TREAS-RESTRICTED-ADMIN B	(114,000.00)
01-11900	TOTAL ALLOCATION TO OTHER FUND	(1,696,202.63)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

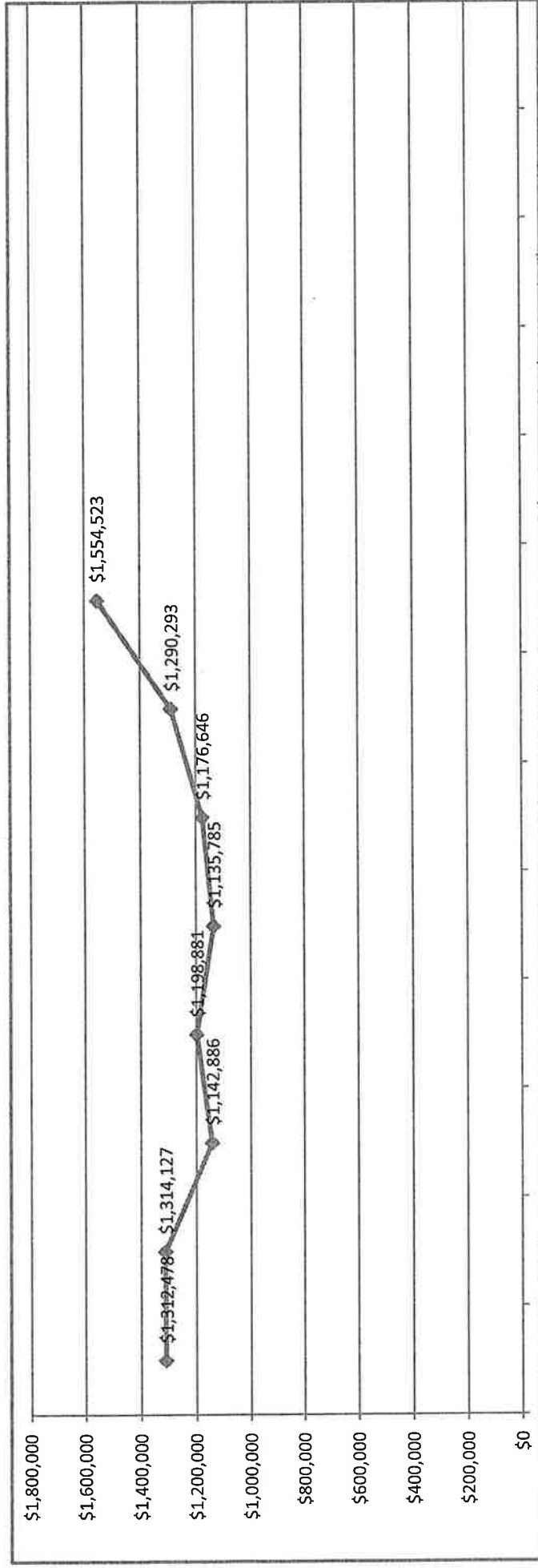
CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,093,642.09
30	ALLOCATION TO DEBT SERVICE FUND	(9,417.45)
51	ALLOCATION TO WATER FUND	346,894.40
52	ALLOCATION TO SEWER FUND	265,083.59
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,696,202.63
	ALLOCATION FROM COMBINED CASH FUND - 01-11900	(1,696,202.63)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

Historical Fund Balance
City of Milford
Unaudited
2023-2024

June	July	August	September	October	November	December	January	February	March	April	May	June
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\$1,312,478	\$1,314,127	\$1,142,886	\$1,198,881	\$1,135,785	\$1,176,646	\$1,290,293	\$1,554,523					
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Retained Earnings

Low = 5% of General Fund Revenue

High = 35% of General Fund Budget

Current Month Retained Earnings

Actual Revenue YTD

\$1,260,318.62

Budget Revenue 2023-2024

\$1,739,815.00

Retained Earnings

\$63,015.93

\$608,935.25

\$1,554,522.85

CITY OF MILFORD
BALANCE SHEET
JANUARY 31, 2024

GENERAL FUND

ASSETS

10-11900	CASH - COMBINED FUND	1,093,642.09	
10-12100	ST TREAS-DESIGNATED-GEN FUND	374,172.05	
10-12110	ST TREAS-DESIGNATED-LIBRARY	3,469.90	
10-12140	ST TREAS-RECREATION COMPLEX	20,202.16	
10-13110	ACCOUNTS RECEIVABLE	9,360.04	
10-13113	AR/CREDIT CARD, AIRPORT	(2,086.65)	
10-13114	ACCOUNTS RECEIVABLE-MISC.	38,116.96	
10-13115	PROPERTY TAX RECEIVABLE	127,091.00	
10-15110	INVENTORY-AIRPORT FUEL	18,532.60	
	TOTAL ASSETS		<u>1,682,500.15</u>

LIABILITIES AND EQUITY

LIABILITIES

10-21310	ACCOUNTS PAYABLE	(2,132.64)	
10-22210	FICA PAYABLE	(145.94)	
10-22230	STATE WITHHOLDING PAYABLE	1,093.55	
10-22240	EMPLOYMENT SECURITY	(605.82)	
10-22250	WORKER COMPENSATION PAYABLE	1,239.80	
10-22300	RETIREMENT PAYABLE	1,108.76	
10-22310	DISABILITY PAYABLE	(64.55)	
10-22500	HEALTH INSURANCE PAYABLE	(19,011.55)	
10-22510	LIFE INSURANCE PAYABLE	133.48	
10-22600	401 K PAYABLE	861.93	
10-22601	FLEX PLAN	774.98	
10-22700	MISC. PAYROLL DEDUCTIONS	(246.03)	
10-23000	DEFERRED REVENUES	22,770.90	
	TOTAL LIABILITIES		5,776.87

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	363,287.41	
	BALANCE - CURRENT DATE		<u>1,554,522.85</u>
	TOTAL FUND EQUITY		<u>1,676,723.28</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,682,500.15</u>

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-31-100 PROPERTY TAXES-CURRENT	4,002.57	122,498.69	127,091.00	4,592.31	96.4
10-31-200 PROPERTY TAXES-DELINQUENT	53.53	1,215.58	6,500.00	5,284.42	18.7
10-31-300 SALES AND USE TAX	43,650.83	287,298.33	450,000.00	162,701.67	63.8
10-31-400 CABLEVISION FRANCHISE TAX	9.22	99.58	700.00	600.42	14.2
10-31-402 PACIFICORP FRANCHISE TAX	12,277.58	95,214.65	170,000.00	74,785.35	56.0
10-31-403 QUESTAR FRANCHISE TAX	.00	10,404.13	45,000.00	34,595.87	23.1
10-31-408 TELECOMMUNICATIONS TAX REVENUE	1,406.67	9,448.03	15,000.00	5,551.97	63.0
10-31-700 FEE-IN-LIEU OF PERSONAL PROP.	2,059.51	19,180.32	30,000.00	10,819.68	63.9
TOTAL TAXES	63,459.91	545,359.31	844,291.00	298,931.69	64.6
<u>LICENSES AND PERMITS</u>					
10-32-100 BUSINESS LICENSE AND PERMITS	2,650.00	3,975.00	6,200.00	2,225.00	64.1
10-32-210 BUILDING PERMITS	633.88	2,369.57	25,000.00	22,630.43	9.5
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	3,283.88	6,609.57	34,200.00	27,590.43	19.3
<u>INTERGOVERNMENTAL REVENUE</u>					
10-33-550 COUNTY ALLOTTMENT - LIBRARY	39,114.60	39,114.60	35,000.00	(4,114.60)	111.8
10-33-560 CLASS "C" ROAD FUNDS	94,249.79	153,371.31	125,000.00	(28,371.31)	122.7
10-33-561 CLASS "C" ROAD FUNDS SB 175	.00	.00	61,451.75	61,451.75	.0
10-33-700 AIRPORT GRANT REVENUE	.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	133,364.39	224,266.38	254,774.75	30,508.37	88.0

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

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	.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	330.00	1,090.00	5,000.00	3,910.00	21.8
10-34-610 CITY RECREATION-BOY BASKETBALL	840.00	3,550.00	4,000.00	450.00	88.8
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	120.00	2,280.00	3,000.00	720.00	76.0
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	.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	125,344.46	125,344.46	127,499.25	2,154.79	98.3
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	12.00	5,540.84	.00	(5,540.84)	.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	6,000.00	6,000.00	.00	100.0
10-34-820 PERPETUAL CARE	100.00	1,040.00	2,000.00	960.00	52.0
10-34-830 CEMETERY OPENING AND CLOSING	.00	2,300.00	4,000.00	1,700.00	57.5
10-34-840 COLLECTION COSTS - GARBAGE	8,656.66	60,891.65	100,000.00	39,108.35	60.9
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	4,813.42	37,721.21	80,500.00	42,778.79	46.9
10-34-920 HANGER AND TIE DOWN	595.00	4,165.00	7,900.00	3,735.00	52.7
10-34-950 AIRPORT CONCESSION REVENUE	21.00	33.00	.00	(33.00)	.0
TOTAL CHARGES FOR SERVICES	141,632.54	295,475.87	446,449.25	150,973.38	66.2
<u>MISCELLANEOUS REVENUE</u>					
10-36-300 BUILDING RENTALS AND LEASES	1,170.81	7,736.55	15,000.00	7,263.45	51.6
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	1,170.81	14,989.69	33,000.00	18,010.31	45.4

CITY OF MILFORD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTEREST/OTHER</u>					
10-38-100 INTEREST EARNINGS/GENERAL FUND	6,603.07	42,974.66	60,000.00	17,025.34	71.6
10-38-400 LIBRARY FINES AND FEES	42.00	313.79	1,000.00	686.21	31.4
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	300.00	40,776.26	45,000.00	4,223.74	90.6
10-38-900 MISCELLANEOUS REVENUE	7,500.00	89,553.29	20,000.00	(69,553.29)	447.8
TOTAL INTEREST/OTHER	14,445.07	173,618.00	127,100.00	(46,518.00)	136.6
TOTAL FUND REVENUE	357,356.60	1,260,318.82	1,739,815.00	479,496.18	72.4

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE</u>					
10-41-110 SALARIES - MAYOR AND COUNCIL	2,600.00	18,200.00	31,200.00	13,000.00	58.3
10-41-130 BENEFITS - MAYOR AND COUNCIL	226.46	1,585.22	3,500.00	1,914.78	45.3
TOTAL LEGISLATIVE	2,826.46	19,785.22	34,700.00	14,914.78	57.0
<u>ADMINISTRATIVE</u>					
10-43-110 SALARIES & WAGES - ADMIN/TREAS	5,865.60	43,413.42	76,252.80	32,839.38	56.9
10-43-111 SALARIES & WAGES - ADMIN ASST	4,440.00	32,881.43	57,720.00	24,838.57	57.0
10-43-113 SALARIES & WAGES - RECORDER	1,247.60	9,092.37	16,218.80	7,126.43	56.1
10-43-130 BENEFITS - ADMINISTRATOR/TREAS	4,041.14	28,778.51	52,513.96	23,735.45	54.8
10-43-131 BENEFITS - ADMIN ASST	3,531.28	25,084.22	45,463.09	20,378.87	55.2
10-43-134 BENEFITS - RECORDER	791.97	5,557.29	10,371.42	4,814.13	53.6
10-43-210 DUES, SUBSCRIPTIONS & DONATION	.00	1,104.00	2,500.00	1,396.00	44.2
10-43-215 DOT DRUG PROGRAM	.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	593.56	5,673.16	14,000.00	8,326.84	40.5
10-43-241 PROGRAMING AND EQUIPMENT	1,961.13	11,895.42	24,318.54	12,423.12	48.9
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	634.99	2,592.90	4,000.00	1,407.10	64.8
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	313.05	2,201.03	4,000.00	1,798.97	55.0
10-43-510 INSURANCE AND BONDS	(971.46)	36,477.22	37,000.00	522.78	98.6
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	7,508.26	77,586.70	6,000.00	(71,586.70)	1293.1
10-43-620 EMPLOYEES SPOT AWARDS	.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	47,838.00	82,008.00	34,170.00	58.3
TOTAL ADMINISTRATIVE	36,791.12	384,720.81	572,613.51	187,892.70	67.2
<u>NON-DEPARTMENTAL</u>					
10-50-310 AUDIT SERVICES	2,360.00	13,736.80	20,000.00	6,263.20	68.7
10-50-320 ATTORNEY RETAINER	500.00	3,000.00	6,000.00	3,000.00	50.0
10-50-321 LEGAL FEES	.00	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	2,974.80	5,557.55	20,000.00	14,442.45	27.8
10-50-360 SMALL CLAIMS FEES	.00	.00	200.00	200.00	.0
TOTAL NON-DEPARTMENTAL	5,834.80	23,063.10	51,500.00	28,436.90	44.8

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL BUILDINGS</u>					
10-51-110 SALARIES & WAGES - JANITORIAL	500.00	3,716.56	6,500.00	2,783.44	57.2
10-51-130 BENEFITS - JANITORIAL	45.06	334.28	600.00	265.72	55.7
10-51-270 UTILITIES - SENIOR CITIZEN CEN	751.86	3,096.19	5,300.00	2,203.81	58.4
10-51-480 REPAIRS AND MAIN - BUILDINGS	883.89	6,735.97	15,000.00	8,264.03	44.9
10-51-481 BUILDINGS - SENIOR CITIZEN CEN	.00	217.34	2,500.00	2,282.66	8.7
TOTAL GENERAL GOVERNMENTAL BUILDINGS	2,180.81	14,100.34	29,900.00	15,799.66	47.2
<u>STREETS DEPARTMENT</u>					
10-61-110 SALARIES & WAGES-CROSSING GDS	387.50	4,579.06	8,700.00	4,120.94	52.6
10-61-130 BENEFITS - CROSSING GUARDS	34.92	412.04	1,000.00	587.96	41.2
10-61-230 FUEL - STREETS	455.98	3,381.77	6,500.00	3,118.23	52.0
10-61-480 STREETS - OIL AND CHIPS	.00	81,004.60	73,000.00	(8,004.60)	111.0
10-61-481 STREETS - MAINTENANCE	123.25	3,127.73	50,000.00	46,872.27	6.3
10-61-482 STREETS - EQUIPMENT	624.54	1,427.97	20,000.00	18,572.03	7.1
10-61-483 STREETS - LIGHTS	2,235.34	15,810.46	30,000.00	14,189.54	52.7
10-61-484 SHOP TOOLS	250.39	695.47	4,000.00	3,304.53	17.4
10-61-740 CAPITAL OUTLAY - EQUIPMENT	.00	11,561.96	71,400.00	59,838.04	16.2
TOTAL STREETS DEPARTMENT	4,111.92	122,001.06	264,600.00	142,598.94	46.1
<u>PARKS</u>					
10-70-110 SALARIES & WAGES - PARKS	2,989.34	21,618.77	37,349.86	15,731.09	57.9
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	2,266.49	15,848.07	28,158.16	12,310.09	56.3
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	191.43	1,281.59	4,800.00	3,518.41	26.7
10-70-610 CABOOSE PARK EXPENDITURES	50.90	187.63	750.00	562.37	25.0
10-70-620 RECREATION COMPLEX EXPENSE	38.99	942.54	6,000.00	5,057.46	15.7
10-70-630 CEMETERY MAINTENANCE	.00	174.52	4,000.00	3,825.48	4.4
10-70-640 PAVILION EXPENSE	111.13	324.22	500.00	175.78	64.8
10-70-650 VETERAN'S PARK EXPENDITURES	25.32	968.55	2,000.00	1,031.45	48.4
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	5,673.60	72,833.73	125,858.02	53,024.29	57.9

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GARBAGE COLLECTION</u>					
10-71-420 GARBAGE - DUMPSTER FEES	354.28	2,355.66	4,500.00	2,144.34	52.4
10-71-430 GARBAGE - COLLECTION FEES	8,387.65	50,547.46	100,000.00	49,452.54	50.6
10-71-440 GARBAGE - COMMUNITY DUMPSTERS	1,068.64	1,068.64	2,000.00	931.36	53.4
TOTAL GARBAGE COLLECTION	9,810.57	53,971.76	106,500.00	52,528.24	50.7
<u>RECREATION</u>					
10-72-110 SALARIES & WAGES-RECREATION	250.00	1,858.28	3,000.00	1,141.72	61.9
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	167.14	300.00	132.86	55.7
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	30.00	902.34	4,200.00	3,297.66	21.5
10-72-260 CITY RECREATION-BOY BASKETBALL	573.02	2,845.26	2,500.00	(345.26)	113.8
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 BASKETBALL	455.00	3,151.61	2,600.00	(551.61)	121.2
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	60.97	3,434.26	5,000.00	1,565.74	68.7
10-72-535 MES BOOSTER CLUB	918.86	2,540.81	.00	(2,540.81)	.0
10-72-540 CHRISTMAS LIGHT PROJECT	.00	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	.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	2,310.38	56,063.23	132,850.00	76,786.77	42.2

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

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	27.38	1,883.80	2,500.00	616.20	75.4
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	27.38	9,592.14	92,875.83	83,283.69	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	581.37	8,749.72	14,000.00	5,250.28	62.5
10-74-280 TELEPHONE - SWIMMING POOL	.00	190.00	250.00	60.00	76.0
10-74-610 MISCELLANEOUS EXPENSE-SWIMMING	.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	581.37	36,897.09	127,499.25	90,602.16	28.9

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
10-75-110 SALARIES & WAGES - LIBRARIAN	2,134.44	16,734.94	28,435.68	11,700.74	58.9
10-75-111 SALARIES & WAGES - PART TIME	959.40	7,263.81	13,500.00	6,236.19	53.8
10-75-130 BENEFITS - LIBRARIAN	605.12	4,638.05	8,559.71	3,921.66	54.2
10-75-131 BENEFITS - PART TIME	84.06	643.42	1,200.00	556.58	53.6
10-75-230 TRAVEL & CONFERENCES-LIBRARY	52.40	471.60	1,000.00	528.40	47.2
10-75-250 EQUIPMENT SUPPLIES & MAIN.	.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	326.30	961.03	1,500.00	538.97	64.1
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	839.55	2,570.08	5,000.00	2,429.92	51.4
10-75-280 TELEPHONE - LIBRARY	117.71	823.97	1,500.00	676.03	54.9
10-75-290 UTILITIES- INTERNET	95.25	666.75	1,200.00	533.25	55.6
10-75-470 LIBRARY GRANT- CLEF	1,871.02	3,098.35	5,323.00	2,224.65	58.2
10-75-475 PROGRAMMING SUPPLIES-STORY HR	65.96	936.77	1,800.00	863.23	52.0
10-75-480 LIBRARY GRANT EXPENDITURES	.00	.00	3,000.00	3,000.00	.0
10-75-610 MISCELLANEOUS - LIBRARY	193.16	606.54	600.00	(6.54)	101.1
10-75-740 CAPITAL OUTLAY - EQUIPMENT	.00	2,338.00	1,400.00	(938.00)	167.0
TOTAL LIBRARY	7,344.37	46,661.73	82,118.39	35,456.66	56.8
<u>AIRPORT</u>					
10-76-111 SALARIES & WAGES - PART TIME	646.16	4,846.20	8,400.00	3,553.80	57.7
10-76-130 BENEFITS - AIRPORT OPERATOR	59.46	437.36	1,400.00	962.64	31.2
10-76-230 TRAVEL AND CONFERENCES	.00	.00	1,000.00	1,000.00	.0
10-76-250 REPAIRS AND MAINTENANCE	.00	4,266.70	5,000.00	733.30	65.3
10-76-260 OFFICE & RUNWAY IMPROVEMENTS	45.99	2,335.64	5,000.00	2,664.36	46.7
10-76-270 UTILITIES - AIRPORT	322.01	1,735.08	3,500.00	1,764.92	49.6
10-76-280 TELEPHONE - AIRPORT	117.04	817.00	1,500.00	683.00	54.5
10-76-290 CREDIT CARD PROCESSING FEE	214.18	1,662.48	4,000.00	2,337.52	41.6
10-76-481 FUEL PURCHASE - JET A	14,209.10	14,209.10	30,000.00	15,790.90	47.4
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	19.90	906.75	1,000.00	93.25	90.7
10-76-620 AIRPORT REHABILITATION 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	15,633.84	57,341.20	118,800.00	61,458.80	48.3
TOTAL FUND EXPENDITURES	93,126.62	897,031.41	1,739,815.00	842,783.59	51.6
NET REVENUE OVER EXPENDITURES	264,229.98	363,287.41	.00	(363,287.41)	.0

CITY OF MILFORD
 BALANCE SHEET
 JANUARY 31, 2024

DEBT SERVICE FUND

ASSETS

30-11900	CASH - COMBINED FUND	(9,417.45)	
30-12120	ST. TREAS CIB LIBRARY		38,501.46	
30-12130	ST. TREAS ADMIN BUILDING		114,000.00	
				<u>143,084.01</u>
	TOTAL ASSETS			<u>143,084.01</u>

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		37,838.00	
				<u>143,084.01</u>
	BALANCE - CURRENT DATE			<u>143,084.01</u>
	TOTAL FUND EQUITY			<u>143,084.01</u>
	TOTAL LIABILITIES AND EQUITY			<u>143,084.01</u>

CITY OF MILFORD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 39</u>					
30-39-100 TRANSFER FROM GENERAL FUND	6,834.00	47,838.00	(82,008.00)	(129,846.00)	58.3
TOTAL SOURCE 39	6,834.00	47,838.00	(82,008.00)	(129,846.00)	58.3
TOTAL FUND REVENUE	6,834.00	47,838.00	(82,008.00)	(129,846.00)	58.3

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>						
30-40-620	SID BOND PRINCIPAL	.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		.00	10,000.00	42,820.00	32,820.00	23.4
TOTAL FUND EXPENDITURES		.00	10,000.00	42,820.00	32,820.00	23.4
NET REVENUE OVER EXPENDITURES		6,834.00	37,838.00	(124,828.00)	(162,666.00)	30.3

CITY OF MILFORD
 BALANCE SHEET
 JANUARY 31, 2024

WATER FUND

ASSETS

51-11900	CASH - COMBINED FUND	346,894.40	
51-12100	ST TREAS-DESIGNATED-WATER	617,165.17	
51-12120	ST TREAS-RESTRICTED-BOND S3054	113,715.91	
51-12170	ST.TREAS-RESTRICTED-MAIN S3024	90,044.14	
51-13110	ACCOUNTS RECEIVABLE	26,349.77	
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		8,224,608.58

LIABILITIES AND EQUITY

LIABILITIES

51-21320	DEPOSITS PAYABLE	15,726.00	
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	4,062,203.56	
51-25900	LOAN PAYABLE USDA 91/03~2020	753,077.00	
	TOTAL LIABILITIES		4,873,334.23

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	439,914.87	
	BALANCE - CURRENT DATE	3,290,114.56	
	TOTAL FUND EQUITY		3,351,274.35
	TOTAL LIABILITIES AND EQUITY		8,224,608.58

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING REVENUE</u>					
51-37-100 WATER SALES	39,531.55	400,330.96	750,000.00	349,669.04	53.4
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	636.24	4,759.91	6,500.00	1,740.09	73.2
51-37-400 GRANTS	.00	606,640.63	523,397.05	(83,243.58)	115.9
51-37-600 INTEREST - WATER FUND	3,750.02	24,913.67	20,000.00	(4,913.67)	124.6
TOTAL OPERATING REVENUE	43,917.81	1,036,645.17	1,305,397.05	268,751.88	79.4
<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	43,917.81	1,038,304.24	1,325,397.05	287,092.81	78.3

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
51-40-110 SALARIES & WAGES - FOREMAN	6,244.86	45,857.89	79,819.36	33,961.47	57.5
51-40-111 SALARIES & WAGES-OPERATOR A&B	4,982.23	35,937.15	62,249.76	26,312.61	57.7
51-40-112 SALARIES & WAGES-UTILITY CLERK	3,742.80	27,277.06	48,656.40	21,379.34	56.1
51-40-115 SALARIES & WAGES - OVERTIME	1,062.81	3,184.33	10,000.00	6,815.67	31.8
51-40-130 BENEFITS - FOREMAN	4,317.99	30,295.45	53,653.90	23,358.45	56.5
51-40-131 BENEFITS - OPERATOR A & B	4,002.79	27,083.64	46,930.26	19,846.62	57.7
51-40-134 BENEFITS - UTILITY CLERK	2,375.80	16,986.33	31,114.27	14,127.94	54.6
51-40-135 BENEFITS - OVERTIME	.00	.00	1,000.00	1,000.00	.0
51-40-230 WATER FUEL	454.60	3,978.99	6,500.00	2,521.01	61.2
51-40-250 EQUIPMENT SUPPLIES & MAIN.	2,495.50	11,957.57	20,000.00	8,042.43	59.8
51-40-270 UTILITIES - CULINARY	7,177.76	40,010.88	45,000.00	4,989.12	88.9
51-40-271 UTILITIES-PRESSURE PUMP	1,322.69	11,022.96	15,500.00	4,477.04	71.1
51-40-273 UTILITIES-IRRIGATION	243.56	12,483.55	20,000.00	7,516.45	62.4
51-40-274 UTILITIES-INTERNET	60.00	422.00	720.00	298.00	58.6
51-40-280 TELEPHONE - WATER	103.47	733.97	1,300.00	566.03	56.5
51-40-310 PROFESSIONAL/TECHNICAL SERVICE	224.00	937.00	6,400.00	5,463.00	14.6
51-40-311 LEGAL AND AUDIT SERVICES	820.00	4,772.95	5,000.00	227.05	95.5
51-40-481 METER SUPPLIES AND MAINTENANCE	.00	.00	4,000.00	4,000.00	.0
51-40-510 TRAVEL AND CONFERENCE	390.00	390.00	2,000.00	1,610.00	19.5
51-40-520 ZENNER METER SUPPLIES AND FEES	.00	.00	4,000.00	4,000.00	.0
51-40-610 MISCELLANEOUS EXPENSE	65.00	2,523.23	4,000.00	1,476.77	63.1
51-40-620 SERVLIN INSURANCE	4,121.00	12,397.00	15,500.00	3,103.00	80.0
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	3,065.97	260,664.21	523,397.05	262,732.84	49.8
51-40-814 CULINARY WATER BOND INTEREST	7,035.07	49,473.21	.00	(49,473.21)	.0
TOTAL EXPENDITURES	54,307.90	598,389.37	1,093,241.00	494,851.63	54.7
TOTAL FUND EXPENDITURES	54,307.90	598,389.37	1,093,241.00	494,851.63	54.7
NET REVENUE OVER EXPENDITURES	(10,390.09)	439,914.87	232,156.05	(207,758.82)	189.5

CITY OF MILFORD
BALANCE SHEET
JANUARY 31, 2024

SEWER FUND

ASSETS

52-11900	CASH - COMBINED FUND	265,083.59	
52-12110	ST. TREAS-DESIGNATED SEWER	656,220.49	
52-13110	ACCOUNTS RECEIVABLE	22,610.16	
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		<u>1,336,682.20</u>

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	76,187.34	
	BALANCE - CURRENT DATE	1,253,383.21	
	TOTAL FUND EQUITY		<u>1,312,111.42</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,336,682.20</u>

CITY OF MILFORD
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING REVENUE</u>					
52-37-100 SEWER FEES	27,828.13	179,453.92	285,000.00	105,546.08	63.0
52-37-201 IMPACT FEES	.00	.00	3,000.00	3,000.00	.0
52-37-600 INTEREST - SEWER FUND	3,550.33	23,559.07	30,000.00	6,440.93	78.5
TOTAL OPERATING REVENUE	31,378.46	203,012.99	318,000.00	114,987.01	63.8
<u>INTEREST - OTHER</u>					
52-38-900 MISCELLANEOUS REVENUE	.00	.00	4,000.00	4,000.00	.0
TOTAL INTEREST - OTHER	.00	.00	4,000.00	4,000.00	.0
TOTAL FUND REVENUE	31,378.46	203,012.99	322,000.00	118,987.01	63.1

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
52-40-110 SALARIES & WAGES - LEADMAN	6,180.16	43,876.46	77,217.28	33,340.82	56.8
52-40-111 SALARIES & WAGES-OPERATOR A&B	1,992.89	14,412.49	24,899.90	10,487.41	57.9
52-40-130 BENEFITS - OPERATOR A & B	1,511.02	10,565.38	18,772.10	8,206.72	56.3
52-40-131 BENEFITS - LEADMAN	4,138.69	29,185.25	52,822.33	23,637.08	55.3
52-40-230 FUEL - SEWER	454.60	3,371.63	6,000.00	2,628.37	56.2
52-40-250 EQUIPMENT SUPPLIES & MAIN	1,231.18	8,600.61	14,000.00	5,399.39	61.4
52-40-270 UTILITIES-ELECTRICAL & GAS	2,226.45	6,148.38	12,000.00	5,851.62	51.2
52-40-280 TELEPHONE - SEWER	31.68	231.50	425.00	193.50	54.5
52-40-310 LEGAL AND AUDIT SERVICES	820.00	4,772.95	5,000.00	227.05	95.5
52-40-510 TRAVEL AND CONFERENCE	390.00	390.00	800.00	410.00	48.8
52-40-610 MISCELLANEOUS EXPENSES	65.00	390.00	2,000.00	1,610.00	19.5
52-40-620 SERVLIN PROTECTION	1,624.00	4,881.00	5,500.00	619.00	88.8
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	20,665.67	126,825.65	296,436.61	169,610.96	42.8
TOTAL FUND EXPENDITURES	20,665.67	126,825.65	296,436.61	169,610.96	42.8
NET REVENUE OVER EXPENDITURES	10,712.79	76,187.34	25,563.39	(50,623.95)	298.0

CITY OF MILFORD
 BALANCE SHEET
 JANUARY 31, 2024

GENERAL FIXED ASSETS

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

CITY OF MILFORD
BALANCE SHEET
JANUARY 31, 2024

GENERAL LONG TERM DEBT

<u>ASSETS</u>			
95-18100	AMT PROVIDED-GENERAL LT DEBT	876,091.03	
	TOTAL ASSETS		876,091.03
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
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 January 2024

Date	100 LL	Gallons Sold & Test	Jet A	Gallons Sold & Test	Tie Down	After Hours Fee	Oil	Misc.	Processing Fee	Total
1/1/2023	\$0.00	0	\$0.00	0						\$0.00
1/2/2023	\$0.00	0	\$1,014.19	198.86					\$34.99	\$979.20
1/3/2023	\$0.00	0	\$0.00	0						\$0.00
1/4/2023	\$0.00	0	\$545.65	106.99					\$18.82	\$526.83
1/5/2023	\$0.00	0	\$0.00	0						\$0.00
1/6/2023	\$0.00	0	\$26.52	5.2					\$0.89	\$25.63
1/7/2023	\$0.00	0	\$0.00	0						\$0.00
1/8/2023	\$0.00	0	\$0.00	0						\$0.00
1/9/2023	\$0.00	0	\$0.00	0						\$0.00
1/10/2023	\$0.00	0	\$0.00	0						\$0.00
1/11/2023	\$0.00	0	\$0.00	0						\$0.00
1/12/2023	\$0.00	0	\$0.00	0						\$0.00
1/13/2023	\$0.00	0	\$0.00	0						\$0.00
1/14/2023	\$0.00	0	\$0.00	0						\$0.00
1/15/2023	\$0.00	0	\$0.00	0						\$0.00
1/16/2023	\$0.00	0	\$0.00	0						\$0.00
1/17/2023	\$0.00	0	\$0.00	0						\$0.00
1/18/2023	\$64.96	11.01	\$0.00	0					\$2.18	\$62.78
1/19/2023	\$0.00	0	\$0.00	0						\$0.00
1/20/2023	\$0.00	0	\$0.00	0						\$0.00
1/21/2023	\$0.00	0	\$0.00	0						\$0.00
1/22/2023	\$0.00	0	\$0.00	0						\$0.00
1/23/2023	\$0.00	0	\$0.00	0						\$0.00
1/24/2023	\$147.20	24.95	\$0.00	0					\$4.93	\$142.27
1/25/2023	\$0.00	0	\$0.00	0						\$0.00
1/26/2023	\$505.28	85.64	\$0.00	0					\$16.92	\$488.36
1/27/2023	\$411.35	69.72	\$0.00	0					\$13.78	\$397.57
1/28/2023	\$0.00	0	\$1,610.94	315.87					\$53.97	\$1,556.97
1/29/2023	\$270.39	45.83	\$0.00	0						\$270.39
1/30/2023	\$0.00	0	\$29.56	5.01						\$29.56
1/31/2023	\$0.00	0	\$187.38	31.76						\$187.38
										\$0.00
	\$1,399.18	237.15	\$3,414.24	663.69	\$0.00	\$0.00	\$0.00	\$0.00	\$146.48	\$4,666.94

Balance of Funds for Fuel Purchase

Fuel Purchases		
Amount	Gallons	Type
\$14,209.10	3550.00	Jet A 100 LL

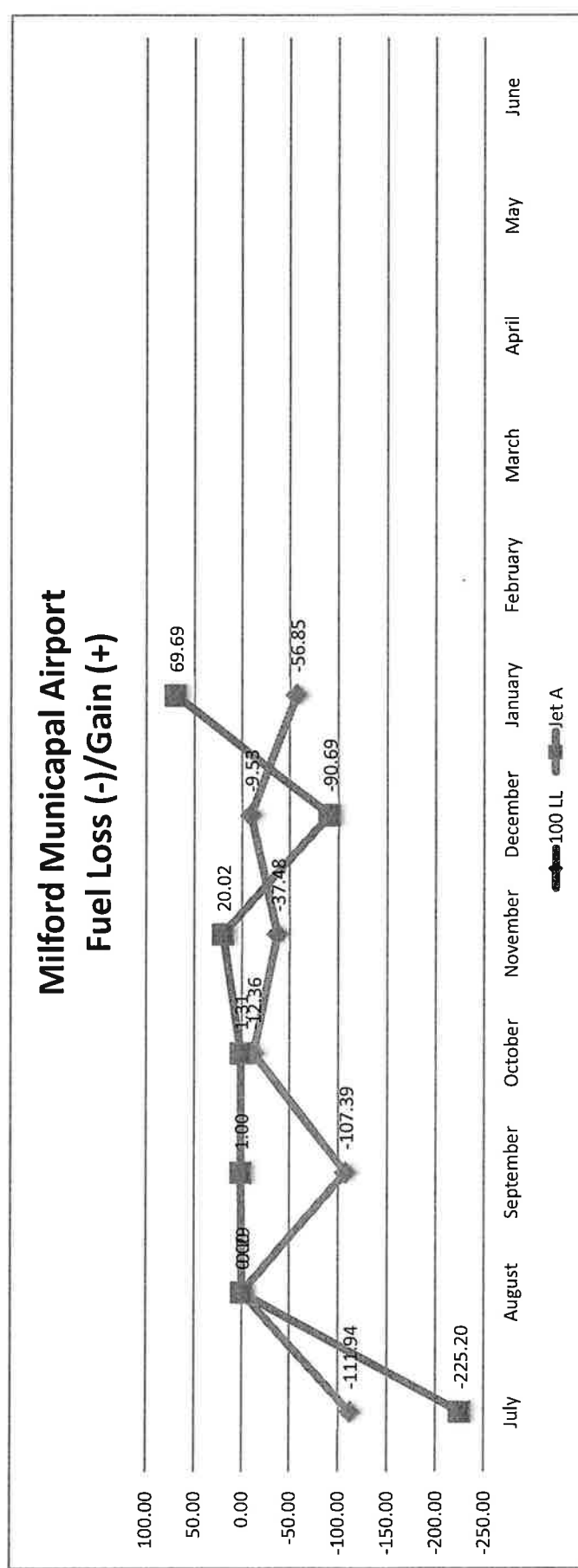
Accumulated Credit Card Balance			
Month Total			
Month Balance	Payments	Description	Balance
\$4,813.42			-\$1,931.78
	\$4,968.30	CC Rem	-\$2,086.66
	\$0.00	Cash	-\$2,086.66

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	3130.00	0.00	237.15	2892.85	2836.00	-56.85	\$5.69	\$16,136.84
Jet A	709.00	3550.00	663.69	3595.31	3665.00	69.69	\$4.00	\$14,660.00
Total	0.00	3550.00	900.84	6488.16	6501.00	12.84		\$30,796.84

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	-56.85					
Jet A	-225.20	0.00	1.00	1.31	20.02	-90.69	69.69					



1 **Milford City Council Meeting**
2 **Tuesday, January 16, 2024 4:00 PM**
3 **Milford City Hall, 26 South 100 West**
4 **Milford, Utah 84751**

5
6
7 **Members Present:** Mayor Nolan Davis, Council Members Russell Smith, Ian Spaulding, Les Whitney, and
8 Terry Wiseman.

9 **Absent:** Council Member Scott Symond

10 **Staff:** City Administrator Makayla Bealer, City Recorder Monica Seifers, Attorney Leo Kanell, Foreman
11 Benjamin Stewart, Crew Members Lance Alger and Derek Griffiths.

12 **Visitors (Official Roster):**

13 Jen Wakeland – Beaver County Economic Development
14

15 **Call to Order**

16 Mayor Davis called the meeting to order at 4:05 p.m. followed by the Pledge of Allegiance.
17

18 **Visitors**

19 **Chad Atkinson – FY 2022-2023 Audit – via Zoom and telephone**

20 Independent Auditors report – provided an unmodified (clean) opinion which can be found on page 1 in
21 the financial statements. The report on internal controls – no internal control deficiencies noted in the
22 audit in the current year. The prior year internal control deficiency was removed. Page 61 – Report on
23 Compliance. For the current year, we reissued finding 2022-001 which has to do with the Fund Balance
24 limitation that the state puts on local governments that doesn't allow them to accumulate too much
25 fund balance, or it's against state code. In this case, the auditors reissued that finding. The fund balance
26 for the General Fund will be presented later; but the General Fund has excess resources according to the
27 state code and Makayla provided a response to the finding stating that future requirements for the
28 General Fund are definitely present and she expects that balance will go down. We will look at that in
29 future budgeting cycles. That is the basic finding there. Chad stated he was just the messenger; the state
30 code is really the one that sets the bar for the fund balance.

31 Where federal funding was involved with the USDA relating to the water project, a Federal Single Audit
32 was performed. The result of the testing against the water system for rural communities was that there
33 were no findings. All the compliance requirements were met.
34

35 **Fund Financial Highlights**

36 **Governmental Funds – page 16:**

37 The General Fund had an increase of \$146,629 and the Debt Service Fund increased by \$38,788.

38 **Utilities funds – page 20:**

39 Water Fund – due to some federal grant money, had an increase in its net position, going up by \$1.2
40 million. This increase was mainly from grant revenue that was received that became assets to the city.

41 Sewer Fund – up by \$47,145.
42

43 **Fund balance review:**

44 General Fund – went up overall.

- 45 • Assigned – capital projects
- 46 • Committed – the result of 150th city celebration, funds on hand that hadn't been expended
- 47 6/30/2023
- 48 • Restricted – related to impact fees collected but not expended yet
- 49 • Non-spendable – fuel inventory that has not been utilized yet
- 50 • Unassigned – 8 months of operating reserves in the General Fund. What the state looks at is the
- 51 assigned fund balance and the unassigned fund balance and add them together and look at the
- 52 threshold for the city. Whatever is leftover is the finding that was referred to earlier. The city has
- 53 needs in the future that are probably going to utilize that fund balance.

54

55 **Water Fund**

56 Net investment in capital assets – represents assets that are on hand: pipes, machinery, and all items

57 required to operate the system. The water project added to the assets of this fund.

58 Restricted – unspent impact fees and debt reserves required by lenders.

59 Unrestricted designated – funds set aside for future projects as determined by the council.

60 Unrestricted – 27 months of reserve

61

62 **Sewer Fund**

63 Net investment in capital assets - decreasing is due to depreciation in the assets in the sewer fund

64 Restricted - unspent impact fees

65 Unrestricted designated – reserved for future projects in the sewer fund

66 Unrestricted – 40 months of reserves on hand for sewer fund

67

68 **Cash balances**

69 Governmental Cash is up 256K from the previous year.

70 Business-type Cash has leveled out from the previous year – spent for projects going on. The resources

71 were going down.

72

73 Chad hoped that if there were any questions the council would reach out to the auditor's office stating

74 if there were any questions he'd be happy to answer them now. Mayor Davis called for questions for the

75 auditor. There weren't any. Mayor Davis thanked Chad for his services. Chad stated he appreciates

76 working for the city.

77

78 **Pat Cullen – FERVO Energy – Development Update on the progress of the Cape Station Project**

79 Mr. Cullen provided and update on the Cape Station Project.

80

81 Field Operations has had a busy six months with drilling operations far exceeding days on well; this is

82 great progress. Access roads have been constructed over 3 miles and mobilized the completions

83 operations. Began procurement of long lead electrical equipment items that have pretty long lead times

84 based on supply chain constraints.

85

86 **Community Engagement** – In November they held a workshop in Milford that had a good turnout. There

87 was a lot of participation from Beaver County and Milford City which provided feedback to help Fervo

88 focus on meeting the needs of the stakeholders. On the job creation side, we heard we needed to do a

89 better job of communicating. Local power delivery – we have heard there is a strong community interest

90 in receiving power generated at Cape Station and keeping it local to Utah and specifically Beaver County.

91 Power delivery is very challenging. We have started the conversations with local utilities, namely UAMPS
92 (Utah Associated Municipal Power Systems), and will continue to work those pathways to move forward.
93 I think we are well equipped to meet the challenges that were put in front of us when it comes to routing
94 energy where it needs to go.

95
96 Workforce development – We have grown our team and we have the expertise now to move away from
97 some of the preliminary modeling estimates that served their purpose up until now. Now that we are on
98 the ground in the midst of our development, we will be able to better understand the actual
99 requirements here. We will be working on that next quarter so we can provide more useful information
100 for the end users; so we understand the different segments of jobs will be here. We were able to make
101 some good hires this past year with three being local to Utah. Beau Brantley came to us as a Completions
102 Supervisor and Conner Richardson came on as a Wellsite Drilling Engineer, and last but certainly not least
103 is Chancey Carter who is our first hire from Milford. We are very excited to have her, she is stepping into
104 a crucial role. Fervo prioritizes health and safety – building things that last and the role of HSE Supervisor
105 is no small task. We are really excited to have these three on board and working with them. Fervo is also
106 continuing to build a geothermal operations technician apprentice program with SUU and Snow College.
107 We are looking forward to kicking that off in March 2024 and seeing how that progresses. We appreciate
108 all the support from Milford City and Beaver County, it has been great working with everyone and the
109 amount of support has been great.

110
111 Mayor Davis – we appreciate everything that your company has done and the collaboration. Did I hear
112 in the meeting this morning that you will be bringing in a second rig? Pat –that will come in at a later
113 date, we are expecting that in 2025. We are currently looking to see how this first phase of drilling will
114 go. We expect to be able to accomplish the first phase wells with a single rig. That will be completed
115 sometime around the end of 2024. At the end of the day, we like to sequence those drilling operations
116 with the first rig into the second phase, but we will have to see how this cross-flow goes to better see
117 where we are at in terms of productivity and how many wells we will need for the second phase. Mayor
118 Davis – are you having problems with supply like everyone else? Pat – nothing that is unique to Fervo.
119 We are working through constraints and we feel good there.

120
121 **Consent Issues**
122 **a. Consent issues including bills and payroll, Financial Report December 2023, and minutes of the**
123 **December 19, 2023 regular meeting; January 10, 2024 Special Meeting were presented.**

124
125 ➤ ***MOTION:*** *Council Member Russell Smith moved to approve the consent issues as presented. The*
126 *motion was seconded by Council Member Terry Wiseman. The motion carried with the following*
127 *votes:*
128 *Yes: Russell Smith, Ian Spaulding, and Terry Wiseman*
129 *No: none*
130 *Absent: Les Whitney, Scott Symond*

131 ➤
132 **New Business**
133 **a. BIG Chamber of Commerce Contribution discussion**
134 Administrator Bealer reported she talked to Council Member Symond who had stated that he did not have a
135 lot of information but would be making contact and then providing information in this meeting, but he is not
136 in attendance. Jen Wakeland is in attendance and can provide an updated.

137 Jen Wakleand – The BIG (Beaver, Iron, and Garfield County) Chamber of Commerce has been busy. Things to
138 note – there have been several Corporate level sponsorships, one being FERVO and another being Smithfield
139 Foods. The chamber has been running well and the funds are in good shape so a part-time employee was
140 hired, her name is Tara Tucker. She has quite a bit of experience running social media pages. She will be
141 helping with engaging the businesses doing an outreach along with the help of Collette Cox, who grew the
142 chamber down in Kane County. They will be visiting businesses to recruit them into the chamber. Every month
143 a meeting is held. Membership on the Milford side is weak in comparison to the numbers on the Beaver side,
144 however, Milford has the higher corporate sponsors, so it kind of counteracts one against the other.

145 *Council Member Whitney entered the meeting at 4:26 PM*

146 The most recent successful meeting was in November, they had a resource – “meet the money people” type
147 of event held at the fairgrounds to provide equal access. This put SUU, SBDC, Zion’s Corporate, The Governor’s
148 Office of Economic Opportunity, and a couple of other state-level offices to meet with business members to
149 talk about what the needs are. Anytime there is a business looking to locate in the county, Jen tries to push
150 that they join or sponsor the Chamber of Commerce. There will be business spotlights. The Chamber of
151 Commerce oftentimes works hand in hand with Economic Development; the BIG has struck that balance. The
152 board meets on the first Monday of every month and the chamber meets on the third Thursday of the month.

153 *Riley Rose entered the meeting at 4:30 PM*

154 She would love to have more events in Milford and tries to host as many as possible in Minersville to split the
155 difference. There are currently two businesses in Milford that are on the Chamber of Commerce while there
156 are seven in in Beaver. She would love to get more help or support. In front of the council today is the funding
157 request. Makayla cited that Milford City never received an invoice or contributed before. Jen – really? That is
158 interesting. The way it was told to me was that the county and each of the cities contributed to the Chamber
159 of Commerce. Makayla – the city never paid BIG, could we have paid Beaver County and they disbursed it to
160 the BIG? Jen, it is possible. She knows Beaver City paid directly to the commerce and assumed Milford City did
161 as well. Council Member Symond is the designated seat to represent Milford City. You could decide to
162 continue that. Mayor Davis asked if there were any questions for Mrs. Wakeland and stated this was new to
163 him as well, he would like to discuss and review it further. Jen reported that Scott was attending the meetings.

164 Jen provided a BIG magazine to all members stating she would leave a stack in the foyer for the public.

165 **b. FY 2022-2023 Audit consideration for approval**

166 Council Member Spaulding – thanked the staff for a clean audit. If the only downside the city has is that
167 there is extra money that needs to be allocated, then we came out okay. Makayla referred to page 67,
168 where you will find the response that states how we plan to use the excess funding.

169
170 ➤ **MOTION:** *Council Member Ian Spaulding moved to approve the audit. The motion was seconded by*
171 *Council Member Les Whitney. The motion carried with the following votes:*

172 *Yes: Russell Smith, Ian Spaulding, Les Whitney, Terry Wiseman*

173 *No: None*

174 *Absent: Scott Symond*

175

176 **c. Milford Swimming Pool Water Heater Quote discussion**

177 Administrator Bealer reported that while winterizing the pool building, Riley reported that one of the
178 two water heaters had rusted through. She advised him to obtain a quote from a local company. There

179 are two water heaters and they are the original from the 1980's when the pool building was constructed.
180 The bid from Windy 5 Plumbing was enclosed in the packets. Makayla's suggestion was to replace both
181 water heaters due to their age and the second one could fail at any time. Due to the amount of the bid,
182 the council needs to decide if they want to accept the bid and get the items ordered and installed right
183 away to ensure we are ready for opening in May and use the emergency purchase clause through the
184 purchasing policy. Otherwise, we will need to advertise and accept bids.
185

186 Council Member Spaulding - is it up to the council to decide to do an RFP? Makayla – yes, due to the
187 supply and demand of water heaters we can utilize the emergency clause. The bid is over \$20K for the
188 two units therefore we can either purchase under the emergency clause with the council making that
189 motion and we get the units on order and then installed, they are commercial grade. Or, we can open it
190 up to advertise and take bids. Where it is over the threshold, you are required to advertise if you don't
191 use the emergency clause. Council Member Spaulding – do you think there is a likelihood we get
192 additional vendors to bid? The reason I am asking is I have seen you do this process on other items
193 pertaining to the pool and sometimes it takes a lot of time administratively and we end up coming back
194 to the one that was submitted in the first place. Makayla – when you live in a rural community, companies
195 don't like to travel; the bid is from a local contractor, and this may be the only bid we receive. You may
196 get a couple from the surrounding communities. In the years past we have had difficulty getting bids.
197 Council Member Spaulding – is there value to putting forth that additional effort if we are likely to get
198 the same result we have in other scenarios with the pool? Mayor Davis – I don't think so. Council
199 Member Spaulding – well, then let's move forward and get it done.

200 ➤ **MOTION:** Council Member Ian Spaulding moved to accept the bid from Windy 5 Plumbing for \$21,925
201 under the emergency clause in the code. The motion was seconded by Council Member Russell Smith.
202 The motion carried with the following votes:
203 Yes: Russell Smith, Ian Spaulding, Terry Wiseman, Les Whitney
204 No: none
205 Absent: Scott Symond
206

207 **d. City Website upgrades and Cyber Security discussion**

208 Administrator Bealer reported that the TRUST has been working with Mountain West Computers to
209 ensure that the city's cyber security is running at the highest level to eliminate the risk of being a part of
210 a cyber security hack. They will be sending monthly reports. We received the report from last month and
211 I will have it available for council review in my office if anyone is interested. We did detect that the
212 website was not being hosted on a highly secured site. This has been moved over to a more secure site.
213 During the meeting with the website designer to review our site, he did mention that the website was
214 built in 2017. We need to consider doing an update in the next fiscal year. Makayla will add this to the
215 budget list for the next fiscal year.
216

217 **e. Railroad Safety Grant Agreement consideration for approval**

218 Council Member Spaulding – from my understanding, the city received a \$10K grant to update a non-
219 uniform crossing in the Industrial Park. Is that correct? Mayor Davis – that pretty much covers it. Council
220 Member Spaulding – by accepting the funds, what all is the city obligated to, that is what I didn't fully
221 understand. Jen Wakeland – this Railroad Safety Grant came about when we started looking at what we
222 could do to help the Industrial Park as far as the infrastructure. With the development of the Inland Port
223 Project Area, we knew that there was a need for the road in the Industrial Park to have some work
224 completed on it, especially as we started looking at recruiting more companies – but certainly to help

225 bolster the companies that were already in existence and operating out of that facility. There is quite a
226 bit of road out there, quite a bit of work to be done. So, as we started looking at what grants are out
227 there and available, one that got brought to us was this Railroad Safety Grant. Our team from the Inland
228 Port suggested putting together an application and seeing what we could do. They went to UDOT with
229 some information and asked what they could do to help. This is an annual grant. She doesn't believe it
230 requires a match but if it does, they will look at using some of the infrastructure money from Inland Port,
231 or look at some of the Rural Communities Grant money coming out of Jen's office to help with the match.
232 We weren't awarded the full amount because we didn't know what we wanted, we just knew we needed
233 help with the crossing on Industrial Drive. So, they awarded us \$10K to look at the safety, the metrics, is
234 the crossing good when it comes to Industrial Drive, how does it need to be reconfigured to make sure
235 that anybody who is operating within the Industrial Park can continue to do operations and not have any
236 train wrecks, literally. That is how it started and where it is, we got notification of the award a few weeks
237 ago. Council Member Spaulding asked what the city was obligated to by accepting it? Jen – there are no
238 obligations at this point, we have been waiting to see what happens with the Rural Communities
239 Opportunity Grant but Milford City did get a substantial award on that grant so we hope to take this \$10K
240 from UDOT to put toward that process in conjunction with that grant. Right now, there are no safety
241 arms, no lights, nothing; so we could even put up a stop sign and that would be considered progress. We
242 could also put up warning signs, and yield signs, obviously working with the roads team to figure that
243 out. So you are not obligated to anything. Now that we know we have the funding from the Rural
244 Communities Grant we can look at the strategy and bring back options and make sure it fits within that
245 \$10K allotment. The other nice thing about the allotment is that it will open the door for us to get a little
246 more funding next year because we will have a firm plan of what we need to do in the Industrial Park.
247 Mayor Davis – that was going to be my next question – if we used this for a feasibility study and came up
248 with a plan, would that give us a better chance at getting funding next year to complete the upgrades?
249 Jen – absolutely. As I talked to the director at UDOT, he suggested getting the funding into the
250 community's hands to help figure out the needs and prepare for a larger request next year. If we
251 determine that we really need arms or lights, or whatever the need be, then we can chase those things
252 and will have that funding mechanism. It is a good door opener to talk about what possibilities may exist.
253 Especially if more businesses are added to that location. Mayor Davis thanked Jen Wakeland for her
254 assistance in getting this pulled together and appreciated all the work she and Makayla did to get it
255 submitted.

256 ➤ **MOTION:** *Council Member Ian Spaulding moved to ratify Mayor Davis's signature of the Railroad*
257 *Safety Grant Agreement; the council members had previously approved of the signing through email.*
258 *The motion was seconded by Council Member Terry Wiseman. The motion carried with the following*
259 *votes:*
260 *Yes: Russell Smith, Ian Spaulding, Terry Wiseman, Les Whitney*
261 *No: None*
262 *Absent: Scott Symond*

263
264 **f. Capital Asset Threshold discussion**

265 Administrator Bealer explained that the current policy is that the city identifies all assets over \$500 to
266 have capitalized on our financial statement. Due to inflation, many entities are changing the threshold
267 to \$2500 - \$5000. Following a discussion with staff and the auditor she suggested that the city consider
268 changing the threshold to \$2500. All assets would continue to be tracked and managed the same on a
269 city level, however, we would only capitalize purchases over the \$2500 threshold on the financial
270 statement. The list for FY2023 was enclosed in the packet. We had 43 items to capitalize on, if the

271 threshold was \$2500, we would have only had 20 items. Those items are highlighted yellow. Some of
272 these items include chlorine test kit, and a laptop. We know these items generally last three to five years.

273
274 ➤ **MOTION:** Council Member Ian Spaulding moved to approve the staff to update the threshold to \$2500
275 for capital assets. The motion was seconded by Council Member Les Whitney. The motion carried
276 with the following votes:

277 Yes: Russell Smith, Les Whitney, Terry Wiseman, Ian Spaulding

278 No: None

279 Absent: Scott Symond

280

281 Old Business

282 a. None

283

284 Ordinances and Resolutions

285 a. Resolution 1-2024 "Setting regulations for use of city-owned equipment"

286 Administrator Bealer reported that the fee for the allowable use of the sewer vac and jet rodder were adjusted
287 to \$500 per hour which includes two men following a discussion with Mayor Davis and Foreman Stewart.

288 ➤ **MOTION:** Council Member Russell Smith moved to adopt Resolution 1-2024 "Setting regulations for use
289 of city-owned equipment". The motion was seconded by Council Member Les Whitney. Roll call votes
290 were: Council Member Russell Smith – aye; Ian Spaulding – aye; Les Whitney – aye; and Terry
291 Wiseman – aye. Council Member Scott Symond was absent. All in favor, motion carried.

292

293 b. Ordinance 1-2024 "Recreational Vehicle Park"

294 Zoning Administrator Lisa Thompson explained that we have had a few interested individuals over the past
295 few years and the current ordinance makes it almost impossible for the creation of an RV park. They were
296 only allowed in the RM6 district, which is the majority of your residential districts. One acre of land was
297 required in order for development. There wasn't anywhere in that district that could meet the land
298 requirement. When Planning and Zoning started discussing it after the last inquiry, they decided that while
299 RV parks are needed in town, they are not desired in the middle of residential districts. Main Street
300 Commercial District, Highway Commercial, and the RM 30 districts were deemed to be the best fit for the
301 development of RV Parks. Council Member Spaulding was glad to see this change come about as he has heard
302 discussions regarding the need for this type of development. Lisa continued explaining that the zoning
303 commission changed some of the requirements such as the pavement requirements for the interior streets,
304 due to the RV parks they have visited didn't have the requirement. Site development would require water,
305 sewer, and power hookups. Six (6) spaces are required as a minimum. Tent sites would be excluded from the
306 utility requirements for RV's. Lisa asked Council Member Whitney, who chairs the Planning and Zoning
307 Commission, if there was anything she missed. He replied that she had covered it. Administrator Bealer asked
308 Les if they had discussed anything regarding impact fees? Les stated that they had talked about impact fees
309 but he felt that there is going to need to be more discussion. Lisa cited that they did talk about it and it would
310 depend on how many spots and explained there is a tier system based on usage. Makayla inquired if it is one
311 impact fee for the whole park with one meter or if multiple meters would be used. Lisa – a master meter.
312 Makayla – so there would be one impact fee for the whole park? Les – and that was where I was saying there
313 would have to be more discussion, that may – I think we covered it the best that we could. Council member
314 Spaulding- wouldn't it make sense that there is one meter on the property? Makayla – yes. Council Member
315 Whitney – yes, it would be a nightmare to have each individual spot metered.

316

317 ➤ **MOTION:** Council Member Ian Spaulding moved to adopt Ordinance 1-2024 "Recreational Vehicle Park"

318 *The motion was seconded by Council Member Russell Smith. Roll call votes were: Council Member*
319 *Russell Smith – aye; Ian Spaulding; Les Whitney – aye; and Terry Wiseman – aye. Council Member*
320 *Scott Symond was absent. All in favor, motion carried.*
321

322 **Staff and Council Reports**

323

324 **Administrator Makayla Bealer.**

- 325 ➤ FERVO – Pat Cullen is on his way from Beaver, he will be here shortly to provide an update
- 326 ➤ Impact Fee Study – she has reached out to Sunrise Engineering. Milford City has not had a study
- 327 on impact fees since 1997. She will be working with the engineers to get pricing. With the
- 328 potential development that could happen with the Inland Port, we need to have the study
- 329 done. She will provide information at a later day.
- 330 ➤ The Rural Community Development Grant was received for \$450K, which is exciting. This
- 331 funding will go toward road improvements in the Industrial Park.
- 332 ➤ We have the potential of receiving CIB Board Funding for the wastewater project. She has
- 333 asked the engineer for an update on the process for moving forward. They responded today
- 334 that they were preparing the design agreement for the mayor and council to review and
- 335 approve. The first step of the design will include survey work and possibly geo technical report
- 336 at the lift station site. From there they will work on the preliminary layout of the lift station wet
- 337 well. They will also work on the lagoon items (inlet work and rehab on the 2nd cell) as well as
- 338 the pipe replacement in town. They don't have the design schedule yet but can give an idea as
- 339 soon as it is available and the contract is ready. Mayor Davis – so do we have to go the CIB or
- 340 not? Makayla – yes, we do have to go back on February 1st. Someone has to represent Milford
- 341 City in SLC at the funding meeting. They haven't sent out the full agenda yet but Makayla can
- 342 look it up online to get the location. Council Member Whitney – what representation does this
- 343 person do? Makayla – they just have to be there to represent Milford City and answer any
- 344 questions that come from the board; but it won't be anything like the last time. This is the
- 345 funding meeting and only one representative is needed. Mayor Davis and Council Member
- 346 Whitney will plan to attend the funding meeting.

347

348 **Zoning Administrator Lisa Thompson**

- 349 ➤ The Planning and Zoning Commission is working hard right now trying to get ahead of the eight
- 350 ball and get ready for any potential growth that may be coming. Mayor Davis thanked her and
- 351 the commission for their diligence.

352

353 **Mayor Davis**

- 354 ➤ The state has funding for broadband and say they are going to make sure all rural areas receive
- 355 broadband. Jen Wakeland reported Beaver County was given \$30K to figure out how to utilize
- 356 broadband access. Through that access they were able to prove to the state that some of the
- 357 data they were collecting were a false narrative. The ISP's were reporting speeds that just
- 358 don't exist in the county. Milford is leading when it comes to broadband. In town, access to
- 359 WIFI and fiber is good, but that is not the same outside of the city – the flat and Frisco are
- 360 weak. The county has been working with a few different companies to remedy that. They put
- 361 together their plan and defined areas for growth. How it is going to work is, the state will go
- 362 out to bid and identify the areas that are underserved and then going to ISP's to see who can

363 fix it. With the funding, they are going to award contracts to the ISP's who have a plan, who
364 have a reputable plan and can deliver. This will be taking place over the next year to eighteen
365 months. The state is going through a challenge process right now. The school district will
366 participate through the Chrome Books that are issued to the students. Speed tests will be run
367 and data will be collected through this process.

368 ➤ Department of Workforce Services and Childcare has startup funding for childcare providers
369 if anyone knows anyone who could use the assistance.

370 ➤ Update from Representative Celeste Maloy's office: Tani Downing is going to be the District
371 Director. Cindy Bullock is going to stay on and will be handling mostly the southern part of the
372 area over toward Richfield. Scott Albrecht has come back on board and will be taking care of
373 the northern part. If anyone has questions or concerns, they will be available. He will get you
374 their information soon, they are getting new cards made up.

375

376 **Meeting Adjournment** ~ *as there was no further business the meeting adjourned at 5:28 PM.*

DRAFT

Milford City Council Special Meeting
Tuesday, February 13, 2024 9:00 AM
Milford City Hall, 26 South 100 West
Milford, Utah 84751

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

Absent: None

Staff: City Administrator Makayla Bealer, City Recorder Monica Seifers, Administrative Assistant Lisa Thompson, Attorney Leo Kanell, Foreman Benjamin Stewart, Leadman Derek Griffiths, and crew members Riley Rose and Lance Alger

Call to Order

Mayor Davis called the special meeting to order at 9:01 AM.

SPECIAL MEETING

a. Approval of Minutes: February 6 2024 Special Meeting Minutes

➤ **MOTION:** Council Member Les Whitney moved to approve the minutes of the February 6, 2024 Special Meeting 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

b. Personnel Policy Review

Mayor Davis revisited the meeting to review and update that was held last week. There have been many updates made. He encouraged everyone to review it again today and if there are any questions, concerns, or comments, please make them today so we can get the policy updated at the next city council meeting. This is the time to resolve any issues. The group reviewed the policy section by section with Mayor Davis reading the policy. The discussions were as follows:

Work Hours: Section 6 – At the discretion of the city council, the council may adjust the crew's 40-hour workweek schedule to allow the city crew to work with partnering entities to complete projects. The council will give the city foreman adequate notice of any schedule changes. Mayor Davis explained the reason that he wanted that put in was because of the project the city has coming up with the county on the Industrial Park Road, the hours for the city crew are probably going to have to be adjusted. Council Member Spaulding – but this is usually a temporary thing. Mayor Davis – yes.

Breaks and Lunch Periods – Section 3. Employees may use their (3) 15-minute breaks at their discretion. If employees choose to work through their lunch break, they may use it to extend their day. The crew felt this should say “to shorten their day”.

Mayor Davis asked if there were any questions, concerns, or comments regarding the personnel policy. Foreman Stewart - I think it looks good and want to thank everybody for having extra meetings and

45 putting the time in. I think we accomplished a lot and this will work out good. Mayor Davis – well, it has
46 been a long eight, nine, ten months, whatever. There has been a lot of work put into it and we have went
47 through a lot. There was a lot of things that happened. Some things were said that probably shouldn't
48 have been said, on my part, and again I apologize for them. There are things that were done kind of by
49 everybody involved that maybe shouldn't have been done, but the way I look at is it is water under the
50 bridge. I think we are moving forward. We have a good policy in place. I just ask that if there are any
51 issues, any questions, please contact me, the council members, or Makayla, and let's sit down and talk
52 about it. Don't let it keep boiling until we have another blowup. We are bigger people than that and I
53 think we have learned from our mistakes. I think the biggest thing is communication. Let's just move
54 forward.

55
56 Attorney Kanell – this is really specific and you've been working on it to handle everything that normally
57 comes up, but there are still things that will come up that are not written in it. It is written in a way that
58 as things come up you will be able to analyze it and flex it to work with whatever comes up. One thing
59 that is weird is that the city council is requiring the crew to come to the city council meetings. That is
60 something that you don't typically see. Council Member Spaulding – I don't know that they are required,
61 they are invited to attend though. Administrator Bealer -last meeting, we did take out "is required".
62 Attorney Kanell – I just think that is weird to require them to come to the council meetings when most
63 of the stuff to do with the council meeting doesn't really affect them. If you have something coming up
64 that you wanted them to be there, you could require them to come. But I think it's kind of weird to say
65 that if they attend they get to be paid. Makayla – do you feel like only the supervisors should be required,
66 as in Ben? Attorney Kanell – right, and he is on the agenda always, you know he's a supervisor. Attorney
67 Kanell – it's just weird, I don't see that anywhere else where the crew has to attend. Recorder Seifers – I
68 don't know that they've ever been required to attend, have they? How that is worded was for the benefit
69 of Makayla and Lisa because there are many holidays that fall on Monday which they observe on
70 Tuesday. Where they are required to be at those meetings they have to come in on their day off; I think
71 the 32-hour work week for the staff takes care of that. Attorney Kanell – the version I had before said
72 when an employee is required to attend a meeting and now it says when an employee attends a meeting.
73 I liked the required in there better, but then when we were sitting in the meeting I was told the crew was
74 required to attend the meeting. I just think it is weird that the crew is required to attend the city council
75 meeting. Makayla – so maybe you just say the department heads and office staff would be required.
76 Derek and the crew are not required to attend but are welcome to attend, but they would not be paid.
77 Is that what you are saying – unless the council formally requested them to attend for an issue. Attorney
78 Kanell – I was just told they were required to come. Mayor Davis – and the reason that was put in there
79 was so that everyone was on the same page with all we had been going through and if there was any
80 discussion we wanted them to be a part of it and that's why they were asked to attend. Foreman Stewart
81 – sometimes the agenda's are so long that I can't remember everything to tell them. Council Member
82 Spaulding – I understand your concern, Leo. Where our crew is the quantity and size that it is I think I
83 would like to leave it as it is and if we have to adjust it because it is becoming too burdensome with them
84 coming... I like their input. In addition to the foreman, we have all of the crew. That's my train of thought.
85 Council Member Whitney – everybody's hearing the same thing that way, rather than like Ben said, trying
86 to remember exactly what was said. Ben – it's only two hours a month. Attorney Kanell – I just wonder
87 about writing it up so that you can make a change without changing the ordinance each time. Makayla –
88 to leave it simple, why don't we just add that the city crew can attend but will only be compensated
89 when their attendance is required by the council. Ben, as the Foreman, would be required to be there
90 since he is the supervisor. Council Member Smith – I thought that we discussed that last meeting that

91 only the foreman was required to attend but we would not require the crew to attend. Makayla – you
92 guys did, I had stated that if the information was being relayed from Ben to the crew there should be no
93 concern. Attorney Kanell – I am just making the suggestion – it is up to you as the city council to say what
94 you want. Council Member Spaulding – Makayla, do you think we need to add clarification on who is and
95 who is not required to attend? Makayla – I would, just so it is clean. We could put at the discretion of the
96 city council and the mayor, if those individuals are required to attend council they would be
97 compensated. I think what you are concerned with, Leo, is that if they are at their hours during the
98 summer when they have their mowing and park maintenance – is that what you are thinking? Attorney
99 Kanell – I try not to interfere legally, you guys have a lot of specific stuff in it we don't usually see in a
100 personnel policy, so I think that's okay because you guys are dealing with a lot of problems. I am just
101 saying that it's weird to require the crew to attend the city council. I don't see that anywhere else. So, if
102 you do what Makayla was saying and then you could make changes without having to update the policy.

103
104 Makayla – we will make the changes and then have the code format ready for adoption. It will be placed
105 on the council meeting agenda. Mayor Davis asked the council if they were good with it – yes. City crew
106 – yes.

107
108 **c. Fraud Risk Assessment for FY 2024**

109 Administrator Bealer explained that the Fraud Assessment for FY2024 had been completed with Milford
110 City receiving a score of 375 points out of a possible 395 points. The lack of a licensed CAP on staff
111 deducted 20 points. We scored very well. We have strong internal controls for a small city. We are
112 considered low risk as we have good policies in place and they are followed. Mayor Davis cited that in
113 the Five County Region, he believed there was only one entity that gets the full 395 points. Milford
114 probably has one of the highest ratings year after year so it is nothing to feel bad about. Five County
115 Association of Governments is trying to get it changed that if you have a CPA on your external auditing
116 team that it counts. Makayla stated that Milford City's external auditor does have a CPA on staff.

117 ➤ **MOTION:** *Council Member Russell Smith moved to approve the Fraud Risk Assessment for FY2024.*
118 *The motion was seconded by Council Member Terry Wiseman. The motion carried with the following*
119 *votes:*

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

121 *No: None*

122 *Absent: None*

123

124 **d. Approval of the Rural Communities Opportunity Grant Contract for Industrial Park Road**

125 Administrator Bealer read the preliminary press release that will go out once the city hears from the
126 Governor's Office. We have received the grant document; Mayor Davis signed it electronically through
127 Docu-Sign, we need a motion ratifying that action. We will be using \$67K of our ARPA Funds. Beaver
128 County will be donating cash as well as man-hours on the project. The city crew will also be donating
129 their man-hours to rip out the street. The plan is to meet with Cory Beebe tomorrow morning to get a
130 schedule laid out so the crews can coordinate their scheduling. The work would have to be completed
131 by September 30, 2024. Makayla and Ben had discussed earlier this morning the possibility of foregoing
132 the chip sealing and doing more crack sealing to give the crew more availability. There is a benefit to
133 doing crack sealing on the city street maintenance schedule to allow the crew to get ahead of it a bit.
134 Foreman Stewart explained they usually only have enough to crack seal one to two streets each year but
135 they are chip sealing about four or five, so there is a benefit to getting ahead on the crack sealing by not
136 performing chip sealing this year. It would also help with the crowning of the roads. Derek added that

137 there are roads that the city will have to look at grinding down because they are so high it is affecting
138 drainage. Makayla explained that the city planned to complete the water project, and then the sewer
139 project - which we are currently working on – then the next will be drainage. We will have to do a
140 complete study throughout the whole town because everything drains into one area. This is the next
141 study on the list. We will meet with Cory and get a schedule coordinated and then Ben can bring back a
142 suggestion to the council in the meeting for chip sealing.

143 ➤ **MOTION:** *Council Member Ian Spaulding moved to approve the electronic signing by the mayor of*
144 *the Rural Communities Grant Contract for the Industrial Park Road. The motion was seconded by Council*
145 *Member Les Whitney. The motion carried with the following votes:*

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

147 *No: None*

148 *Absent: None*

149

150 **e. Discuss fuel pump upgrades at Milford Airport**

151 Administrator Bealer reported that Milford City Airport went self-serve in 2013 installing FuelMaster
152 Equipment. It is time to do some upgrades. We have discussed it in budget meetings. When uploading
153 fuel sales into the computer system we are experiencing some issues. The FuelMaster communication
154 system uses the phone lines. South Central Communications has tested the lines and reported there was
155 nothing wrong. FuelMaster has had to remote in to look at the system and the feedback is that the
156 equipment is dated and no longer being serviced. Makayla continued explaining she had contacted
157 Westech, they suggested going through FuelMaster. We received a bid and they are suggesting a move
158 from internet to cellular for providing the service. This is the way the industry seems to be moving. It is
159 a little more expensive but we can eliminate the phone line at the airport as it is no longer used.
160 \$16,041.30 – one-time charge under the state contract. We have budgeted \$10K for this transition; she
161 felt the additional \$6K could come from the reserves. Council Member Spaulding was in favor of the
162 transition. Makayla explained this would be a software equipment upgrade. UIPA has hired a company
163 to do a study on our airport to see what potential for growth exists. The state is looking at us. We have
164 requested to have a Virtower put in that will track activity at the airport and provide data such as touch
165 and go's. An inquiry was made about the flight school fueling up at the Milford Airport. Makayla
166 explained that the flight school does not fuel at the airport because they can fuel up in Cedar City and
167 get reimbursed immediately. The pilots are students and have to pay for their own fuel. They have a
168 special card from Cedar Airport. If they fuel in Milford it would take them up to three weeks to get
169 reimbursed. These are young pilots that are in school and having to pay out of pocket. Makayla asked if
170 Milford could get the cards that Cedar has and was told that they like how it is working right now and
171 didn't want to change anything.

172

173 *Council Member Spaulding left the meeting at 9:55 am to attend a school board meeting.*

174

175 If the council agrees to upgrade the programming, we'll need authorization and then Makayla can get
176 ahold of Westech to have it ordered. We are looking at probably six-eight weeks out.

177 ➤ **MOTION:** *Council Member Scott Symond moved to approve the fuel pump programming equipment*
178 *upgrade at the Milford Airport. The motion was seconded by Council Member Russell Smith. The motion*
179 *carried with the following votes:*

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

181 *No: None*

182 *Absent: Ian Spaulding*

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f. Discuss BIG Chamber of Commerce’s contribution

Council Member Symond reported that there has not been much interest, and very little involvement. It is a little different on the Beaver side, there are a few more businesses. Makayla – I think Milford is different than Beaver with Milford having more smaller businesses, like hair salons, day spas, and such. They may not have the need to be involved; and the dues are a little high. Fervo has joined and Jen Wakeland will be trying to recruit. The city contribution is a pretty good amount when there are not a lot of businesses to benefit from it. I think the concept of the BIG is a good thing, it just does not really fit Milford at this time. The local businesses have not shown interest in it. Makayla will email the chair and let them know we appreciate what they are doing but at this time we don’t feel there is a benefit, we hope that changes, and we are not going to contribute this year.

Council Member Smith thanked everyone for the work on the personnel updates. He feels Milford City has the best crew and staff.

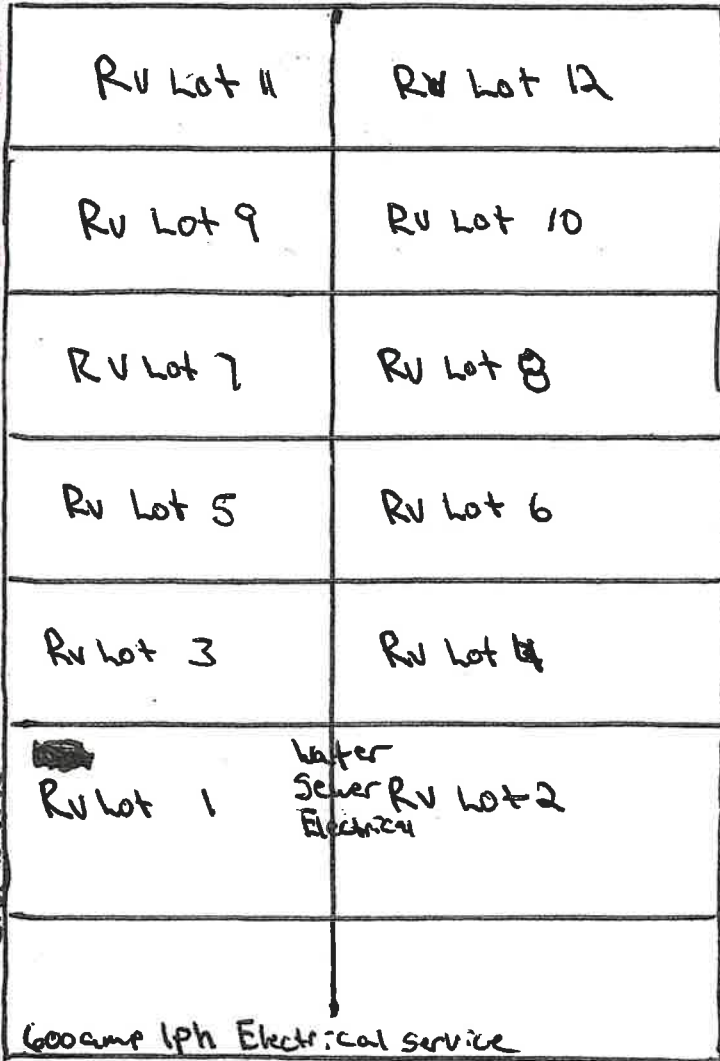
Meeting Adjournment ~ *as there was no further business the meeting adjourned at 10:02 AM.*

Existing Rv Park Lions Club

N

Empty Lot

140 Ft ↔



Empty Lot

240 Ft ↔

Side Walk

600amp 1ph Electrical service

Side Walk

500 N

Each lot will have @ Water Sewer and Electrical Hook up

Electrical Receptacles at Each RV Pedestal 50amp 30amp 20amp

Tiger Blvd

QUITCLAIM DEED

MILFORD CITY, a municipal corporation of the State of Utah,

Grantor,

of 26 South 100 West Street, P.O. Box 69, Milford, Utah 84751,

hereby QUITCLAIMS AND CONVEYS TO:

B&C Farms LLC,

Grantee,

of 533 S 100W., P.O. Box 933, Milford, UT 84751,

for the sum of

TEN AND NO/100 (\$10.00)***** DOLLARS, the following real property

located in Beaver County, State of Utah and more particularly described as follows:

A parcel of land located in Section 13, Township 28 South, Range 11 West, Salk Lake Base and Meridian, being further described as follows: Beginning at a point that is South 31 feet and East 363 feet from the North 1/4 corner of said section 13, said point also being North 48.0 feet and West 60.0 feet from a sixteen inch well drilled in 1992, Utah Division of Water Rights Well # 71-1647); Thence East 120.0 feet; Thence South 96.0 feet; Thence West 120.0 feet; Thence North 96.0 feet to the point of beginning. Containing 0.26 acres.
(Parcel No. 02-0088-0022, Located in Parcel No. 02-0088-0001)

A parcel of land located in Section 13, Township 28 South, Range 11 West, Salk Lake Base and Meridian, being further described as follows: Beginning at a point that is South 1552 feet and East 455 feet from the South 1/4 corner of said section 12, said point also being North 48.0 feet and West 60.0 feet from an existing well(Well ID No. 130, Utah Division of Water Rights Well # 71-1647); Thence East 120.0 feet; Thence South 96.0 feet; Thence West 120.0 feet; Thence North 96.0 feet to the point of beginning. Containing 0.26 acres.
(Parcel No. 02-0088-0023, Located in Parcel No. 02-0088-0001)

Witness the hand of said grantors, this ____ day of February, 2024.

MILFORD CITY

By _____
NOLAN DAVIS , MAYOR

ATTEST:

MONICA D. SEIFERS, City Recorder

STATE OF UTAH)
 : ss.
County of Beaver)

The foregoing instrument was acknowledged before me this _____ day of February,
2024, by NOLAN DAVIS and MONICA D. SEIFERS, the Mayor and City Recorder of Milford
City.

Notary Public

City of Milford, UT
 6 Yr. Annual, Arrears, 4.95%

Sample Amortization
 Schedule

Customer #783500

Date	Pmt No.	Beg Bal	Int.#8062	Prin.#1200	P & I	End Bal
06/01/23	Down Pmt	\$366,060.00	\$0.00	\$100,000.00	\$100,000.00	\$266,060.00
06/01/24	1	\$266,060.00	\$13,169.97	\$39,164.71	\$52,334.68	\$226,895.29
06/01/25	2	\$226,895.29	\$11,231.32	\$41,103.36	\$52,334.68	\$185,791.93
06/01/26	3	\$185,791.93	\$9,196.70	\$43,137.98	\$52,334.68	\$142,653.95
06/01/27	4	\$142,653.95	\$7,061.37	\$45,273.31	\$52,334.68	\$97,380.64
06/01/28	5	\$97,380.64	\$4,820.34	\$47,514.34	\$52,334.68	\$49,866.30
06/01/29	6	\$49,866.30	\$2,468.38	\$49,866.30	\$52,334.68	\$0.00
TOTALS:			\$47,948.08	\$366,060.00	\$414,008.08	

**EXHIBIT C
SCHEDULE OF PAYMENTS**

Date: May 24, 2023

Agreement No. 20230524

THIS SCHEDULE is issued pursuant to the Equipment Lease/Purchase Agreement dated as of _____, (the "Agreement") between the parties to the Agreement to authorize installation of the Equipment listed herein. All terms used herein have the meanings ascribed to them in the Agreement.

- A. **Payments.** The payments required under the Agreement for the Equipment designated on this Schedule are \$266,060.00 beginning June 1st, 2024, and continuing the 1st day of each June, annually, thereafter for the duration of the lease term (the "Agreement Payment Period"). The payments required under this Schedule are made up of the total finance amount to the City of Milford of \$266,060.00, plus a down payment of \$100,000.00 and deferred interest charges to maturity of \$47,947.08 for a total Agreement price of \$414,008.08.
- B. **Deferred interest to maturity.** Deferred interest charges to maturity as set forth herein consist of services and other charges, plus interest at the annual rate of 4.95% on the sum of the aforementioned service charges and other charges and the Equipment purchase price.
- C. **Late payments.** There will be a charge of 1.00% per month based on the amount of any late payments from the due date thereof until paid.
- D. **Fiscal year.** The fiscal year of the undersigned Lessee is from July 1st to June 30th.
- E. **Prepayment and purchase schedule.** The purchase price as provided in the Agreement is as follows (to be prorated for dates not specified).

Period	The Purchase Price Amount as of End of that Period is:
Original Term: 06/01/23 through 06/30/23	\$266,060.00
Renewal term 1 07/01/23 through 06/30/24	226,895.29
Renewal term 2 07/01/24 through 06/30/25	185,791.93
Renewal term 3 07/01/25 through 06/30/26	142,653.95
Renewal term 4 07/01/26 through 06/30/27	97,380.64
Renewal term 5 07/01/27 through 06/30/28	49,866.30
Renewal term 6 07/01/28 through 06/30/29	00.00

- F. **Insurance.** The Lessee hereby confirms that it has obtained the insurance coverage required by Section 7 of the Agreement and it covenants and agrees that such coverage shall be maintained in accordance with the terms and conditions of the Agreement.

G. Equipment description. The Equipment subject to the Agreement is as follows:


Quantity	Description/Serial No.	Finance Amount
One (1)	TYMCO Model REGENERATIVE AIR STREET SWEEPER Sweeper Serial #202301SNT637104BAH Truck VIN 3HAEUMMN2PL853905	\$366,060.00 Down Payment: <u>- 100,000.00</u> Finance Amt.: \$266,060.00

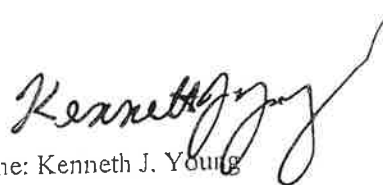
THE TERMS GOVERNING THIS SCHEDULE ARE CONTAINED IN THE AGREEMENT REFERENCED ABOVE AND APPLY WITH THE SAME FORCE AND EFFECT AS IF SET FORTH FULL HEREIN.

The Agreement shall not be effective unless this Schedule is signed by Lessee and received by TYMCO, Inc. within thirty (30) days of the date first above stated. In addition, TYMCO, Inc. shall not be bound by the Agreement until this Schedule is executed by an authorized officer of TYMCO, Inc.

Lessee: City of Milford, UT

Lessor: TYMCO, Inc.

By: 
Name: Nolan DAVIS
Title: MAYOR
Date: 6-7-23

By: 
Name: Kenneth J. Young
Title: President
Date: 6-9-23

WORK RELEASE NO. 2024-2

CITY OF MILFORD LEAD SERVICE LINE INVENTORY AND REPLACEMENT PLAN WR 2024-2

City Of Milford
26 South 100 West
PO BOX 69
Milford, Utah 84751

EXECUTION AND EFFECTIVE DATE

This Work Release No. 2024-2 has been executed by the duly authorized representatives of the parties and shall be effective as of the date of execution by CLIENT.

CLIENT: City Of Milford
By: _____
Date: _____
Name: Nolan Davis
Title: Mayor

ENGINEER: Sunrise Engineering, LLC.
By: Jesse Ralphs
Date: 2/7/2024
Name: Jesse Ralphs, P.E.
Title: Vice President

WORK RELEASE NO. 2024-2

This Work Release is entered into by and between City Of Milford (CLIENT) and Sunrise Engineering, LLC. (ENGINEER).

ARTICLE 1. INCORPORATION OF AGREEMENT FOR ENGINEERING AND TECHNICAL SERVICES

CLIENT and ENGINEER acknowledge and agree that CLIENT and ENGINEER executed an Agreement for Engineering and Technical Services dated August 27, 2014, hereinafter referred to as the "Agreement". The Agreement and the terms, conditions, promises and obligations of the Agreement are hereby incorporated by reference into this Work Release and will, to the extent not in direct conflict with the terms, conditions, promises and/or obligations of this Work Release, be applicable to the engineering and technical services described in this Work Release and any change in services entered with respect to this Work Release (the "Services") ENGINEER has agreed to perform for the project described in Article 2 of this Work Release (the "Project").

ARTICLE 2. THE PROJECT

CLIENT's project for which ENGINEER's Services are being retained is the "Relevant Project" as defined in the Agreement and as summarized below.

1. Relevant Project Name: **City of Milford Lead Service Line Inventory and Replacement Plan WR 2024-2**
2. Type of Facility: **Public Water System**
3. Size of Facility: **674 Active Connections**
4. Facility Location: **Milford, Beaver County, Utah**
5. Summary of Deliverables: **Project Administration, GIS Service Line Inventory, Replacement Plan**
6. Funding Sources: **Utah Division of Drinking Water**
7. Design CAD Standards: **ENGINEER's CAD Standards**
8. Performance Standard: **Executive Order 13990**

ARTICLE 3. SCOPE OF ENGINEER'S SERVICES

Based on the Background Information and for the project summarized above, ENGINEER proposes to perform the following Scope of Services:

1. Project Administration

- a) ENGINEER will assist with general project administration, to include assistance with the preparation and submission of the project funding application, coordination with funding agency and CLIENT, providing periodic progress reports to CLIENT, and assisting with project reimbursement requests to the funding agency.

2. GIS Service Line Inventory & Review Phase

- a) Upon authorization by CLIENT, ENGINEER will:
 - i) Review and assess available, relevant project information and data, including pertinent reports or studies and related instructions from CLIENT and advise CLIENT regarding information and data given.
 - (1) Visit the site up to one time in preparation for performing the GIS Service Line Inventory Phase.
- b) Perform or provide the following GIS Service Line Inventory & Review Phase tasks or deliverables:
 - i) Develop CLIENT's Service Line Inventory in GIS format:

- (1) Receive from CLIENT the GIS water service connection layer and/or other relevant water system layers. Build the water system GIS model and evaluate it to narrow down install dates to further clarify gaps in the inventory process.
- (2) Apply ENGINEER's customized GIS templates to plan the inventory process, identify key service line attributes, review contract record drawings (as-builts), review sequenced aerial imagery, augment service connection layers, monitor inventory progress, and allow CLIENT to collect additional data in the field. The templates will serve as the basis for the GIS attributes and symbols associated with the GIS layers that will be used by CLIENT in the inventory process. It is assumed that:
 - (a) ENGINEER will build the GIS service line inventory using CLIENT's existing water system and water service connection layers to deploy the inventory solution. Layers may include water mains, system valves, hydrants, service laterals, water meters, control valves, network structures, or fittings in as-built, kmz, or GIS format.
 - (b) CLIENT will perform on-site investigations where required to identify unknown service line materials.
 - (c) Aerial photography for CLIENT's service area is public information and readily available and may be used to identify growth patterns and timing in the service area.
 - (d) Desktop review of contract record drawings (as-builts) provided by CLIENT and minor augmentation of the existing water system and service connection layers will be required.
- (3) Identify and communicate with CLIENT on areas of CLIENT's system where service line materials are unknown and need additional investigation by CLIENT.
- (4) If extensive contract record (as-built) review is required, or if existing water system or water service connection layers need to have extensive augmentation or the incorporation of paper mapping into the digital records, CLIENT may retain ENGINEER to perform such services as an Additional Service.

3. GIS Service Line Inventory Solution Deployment

- a) Develop a Utility and Public Engagement Platform:
 - i) Build utility and public engagement web application(s) to provide CLIENT the ability to track inventory progress and identify installed service line materials.
 - ii) Create a public engagement survey to be distributed by CLIENT to assist in customer-side inventory that gives customers and citizens a way to report service line material.
 - iii) Prepare utility lead replacement and self-assessment dashboards to provide progress insights for system managers, project stakeholders, field technicians, and other designated contacts.
 - iv) Provide a public lead reduction website/homepage link for CLIENT to access an informational web map to show inventory progress, support public outreach, provide communication and information about the EPA's Lead and Copper Rule Revision (LCRR), and share access to additional information.
 - v) Provide a solution to export a PDF or spreadsheet with information that the EPA requires for rule compliance.
- b) Provide Onsite Training:
 - i) Provide up to four hours of on-site training for CLIENT staff on how to use the LCRR GIS tools and inventory solutions prepared by ENGINEER.
- c) ENGINEER's services under the GIS Service Line Inventory & Review Phase will be considered complete on the date when ENGINEER has delivered to CLIENT the final GIS Service Line Inventory & Review Phase deliverables, as revised.
- d) CLIENT acknowledges that ENGINEER's Scope of Services for the GIS Service Line Inventory & Review Phase was developed prior to gathering extensive information on CLIENT's water system, that the Scope of Services is based on best estimates at the time of work release drafting, and that the compensation items and totals based in whole or in part on hourly rates represented in Article 5 Compensation are estimates for planning purposes and may need to be revised as the work progresses.
- e) Following the completion of the inventory report, ENGINEER will provide the CLIENT with recommendations for field investigation to further determine the lateral material for lines that are

justifiably unknown based upon the inventory report. It is expected that these recommendations may require additional services to be performed.

4. Set Up ArcGIS Online

- a) ENGINEER will set up ArcGIS Online for CLIENT to use as the platform for GIS Hosted Services. This platform will serve as a place where CLIENT can access their GIS model throughout the inventory phase and future utility work.

5. Sunrise CloudSMART® GIS Administrative Services

- a) ENGINEER will administer CLIENT user types, groups, roles, sharing privileges, and other organizational settings within CLIENT's ArcGIS Online account. We will assist in setting up the ability to back up hosted feature services and web maps. The frequency of such backups will be defined by CLIENT. A data recovery group will be created within CLIENT's portal to keep backups organized and accessible.

6. Replacement Plan Phase

- a) Upon authorization from CLIENT, ENGINEER will prepare a replacement plan meeting the Utah Division of Drinking Water (DDW) requirements. The written replacement plan will identify unknowns and identify a path forward addressing water system components identified in the inventory phase.
- b) Perform or furnish the following Replacement Plan Phase services:
 - i) Visit the site up to two times in preparation for the Replacement Plan Phase.
 - ii) Assist CLIENT in assembling known reports and drawings of site conditions and in identifying the technical data contained in such reports and drawings upon which bidders or other prospective contractors may rely.
 - iii) Evaluate the findings of the GIS Service Line Inventory & Review Phase and consider its implications on the Replacement Plan Phase.
 - iv) Provide the CLIENT with a primary deliverable in the form of a written memo or report as appropriate that outlines a recommended path forward to address the findings of the inventory phase and path for the CLIENT to meet regulatory compliance.
 - v) Based on review and assessment of available information and data, advise CLIENT of need for CLIENT to obtain, furnish, or otherwise make available to ENGINEER additional information necessary for the Replacement Plan Phase.
- c) ENGINEER's services under the Replacement Plan Phase will be considered complete on the date when ENGINEER has delivered to CLIENT the primary deliverables in written form.
- d) The intent of the Replacement Plan Phase is to recommend a path forward to replace lead service lines identified through the GIS Service Line Inventory & Review Phase when funding for such physical improvements becomes available.

7. Additional Services

- a) The CLIENT may authorize ENGINEER to furnish or obtain from others Additional Services of the types listed below, which, unless expressly stated, are not included in the Scope of Services detailed above. If such Additional Services are performed by ENGINEER, CLIENT shall compensate ENGINEER under the hourly rate basis of compensation according to the attached fee schedule. ENGINEER shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from CLIENT.
 - i) Assist with coordinating field investigations that may include but are not necessarily limited to pot-holing, service inspection, and or meter inspections.
 - ii) Prepare drawings and specifications to implement replacement plan recommendations.
 - iii) Preparation or review of environmental assessments and impact statements and assistance to or on behalf of CLIENT in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the project.
 - iv) Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by CLIENT or others.

- v) Services resulting from significant changes in the scope, extent, or character of the portions of the project designed or specified by ENGINEER, or the project's design requirements, including, but not limited to, changes in size, complexity, CLIENT's schedule, character of construction, or method of financing, and revising previously accepted studies, reports, drawings, specifications, or construction contract documents when such revisions are required.
- vi) Services required due to CLIENT's providing incomplete or incorrect project information to ENGINEER.
- vii) Undertaking investigations and studies not specifically included in the Scope of Services.
- viii) Furnishing the services of ENGINEER's subconsultants, if any, for tasks other than those identified in the Scope of Services.
- ix) Preparing to serve or serving as a consultant or witness for, or producing documents for or on behalf of, CLIENT in any litigation, arbitration, mediation, lien, or bond claim, or other legal or administrative proceeding involving the project (but not including disputes between CLIENT and ENGINEER).
- x) Perform or provide the following specific project-related tasks or deliverables:
 - (1) Permitting, Bidding or Negotiating, Construction, or Post-Construction Phase services.
 - (2) Gather, collect, compile, convert or map field data or additional data.
 - (3) Develop water system or water service connection GIS layers, perform field mapping or site investigations of said system, extensive review of contract record drawings (as-builts), or extensive augmentation of water system or water service connection layers with CLIENT's paper mapping records.
 - (4) Incorporate the ability to export a sampling site report as a .pdf or spreadsheet as a product of ENGINEER's deliverables.
 - (5) Provide on-site training or additional remote training sessions which are not specifically identified as part of the Scope of Services.
- xi) Host and maintain a public facing website and post information or links to information provided by ENGINEER related to the lead service line inventory and required as a condition of funding or the EPA's LCRR.
- xii) Other additional services performed or furnished by ENGINEER not otherwise provided for in this Work Release.

ARTICLE 4. CLIENT'S RESPONSIBILITIES

CLIENT agrees to perform, provide, or deliver the information, data, and services indicated below, together with all other information, data, and services necessary for delivery and completion of the project and not expressly included in the Scope of Services to be performed by ENGINEER.

1. CLIENT will give prompt written notice to ENGINEER whenever CLIENT observes or otherwise becomes aware of:
 - a) Any development that affects the scope or time of performance of ENGINEER's services.
 - b) The presence at the site of any constituent of concern or hazardous material.
2. CLIENT will authorize ENGINEER to provide Additional Services as required.
3. Except where included in the Scope of Services to be performed by ENGINEER, CLIENT will provide ENGINEER with information and data needed by ENGINEER for the performance of the Scope of Services.
4. CLIENT will give instructions to ENGINEER regarding CLIENT's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable) and CLIENT's construction contract practices and requirements.
5. Except where included in the Scope of Services to be performed by ENGINEER, CLIENT will acquire or arrange for acquisition of the site(s) and any temporary or permanent rights of access, easements, or property rights needed for the project.
6. Except where included in the Scope of Services to be performed by ENGINEER, CLIENT will provide, obtain, or arrange for all required reviews, approvals, consents, and permits from governmental authorities having jurisdiction, and such reviews, approvals, and consents from others as may be necessary for completion of each portion or phase of the project.

7. Provide existing GIS records, work orders, project as-built records, tax parcel data, existing sampling data, and other information that may be used to help with the service line inventory to ENGINEER, including:
 - i) Gather and provide digital and paper mapping of the water system and water service connections to ENGINEER.
 - ii) Provide CLIENT's water system and water service connections GIS database and layers to ENGINEER.
8. Perform all field collection of information required to complete the GIS Service Line Inventory Phase.
 - i) Such field collection may include potholing, exposing meter connections, parcel owner interviews, etc.
9. Host and maintain a public facing website and post information or links to information provided by ENGINEER related to the lead service line inventory and required as a condition of funding or the EPA's LCRR.
10. In order to deploy the service line inventory solution, CLIENT will need to purchase an ArcGIS Online Creator User Type. Once purchased, ENGINEER will set up CLIENT ArcGIS Online organization account to support the service line inventory work. This subscription is paid directly to Esri. ENGINEER will work with Esri to get a quote for CLIENT for a single or multi-year subscription. This cost is not reflected in Article 5.

ARTICLE 5. COMPENSATION

CLIENT shall compensate ENGINEER for ENGINEER's performance of the Scope of Services as hereunder described:

Item	Phase/Deliverable	Amount	Basis of Compensation
1	Project Administration	\$15,900	Lump Sum
2	GIS Service Line Inventory & Review	\$15,000	Lump Sum
3	GIS Service Line Inventory Solution Deployment	\$6,000	Lump Sum
4	Set Up ArcGis Online	\$500	Lump Sum
5	Sunrise Cloud SMART GIS® Administrative Services <i>(through December 31, 2025)</i>	\$1,200	Lump Sum
6	Replacement Plan	\$22,000	Hourly Rates
7	Additional Services	TBD	Hourly Rates
Total		\$60,600	

1. Lump Sum Basis of Compensation

- a) CLIENT shall compensate ENGINEER for performance of the Scope of Services for the lump sum amounts identified by Phase/Task/Deliverable in the Table of Compensation.
- b) Lump sum fees include compensation for ENGINEER's services and services of ENGINEER's subconsultants, if any. Appropriate amounts have been incorporated in the lump sum amounts to account for labor costs, overhead, profit, and expenses.
- c) The portion of the lump sum amount billed for ENGINEER's services will be based upon ENGINEER's estimate of the percentage of the total lump sum Phase/Task/Deliverable services performed during the billing period.

2. Hourly Rates Basis of Compensation

- a) CLIENT shall compensate ENGINEER for performance of the Scope of Services for an amount equal to the hours charged to the hourly rate Phase/Task/Deliverables by ENGINEER's personnel multiplied by the hourly rates and fees for the appropriate labor code or reimbursable expense identified on the attached fee schedule.
- b) Compensation items and totals based in whole or in part on hourly rates are estimates for planning purposes.
- c) The hourly rates and fees charged by ENGINEER constitute complete compensation for ENGINEER's services, including labor costs, material expenses, overhead, and profit.

- d) ENGINEER may alter the distribution of compensation between individual hourly rate Phase/Task/Deliverables identified in the Table of Compensation to be consistent with services rendered, but compensation will not exceed the total estimated compensation amount unless approved by CLIENT.
- e) ENGINEER's estimate of the amounts that will become payable for hourly rate Phase/Task/Deliverable items specified in the Table of Compensation are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to ENGINEER under this Work Release.

3. **Billing Schedule**

- a) Invoices will be submitted no more than once monthly, unless otherwise agreed to by CLIENT and ENGINEER. Invoices are due and payable within thirty (30) calendar days of the presentation of ENGINEER's invoice for Services to CLIENT.

EXHIBITS

Attached hereto and incorporated into the assumptions, terms, conditions, promises and obligations of this Work Release are the following Exhibit(s): Preliminary Project Schedule, Fee Schedule, Reimbursable Expense Schedule.

INVOICING

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

City of Milford
26 South 100 West
PO BOX 69
Milford, Utah 84751

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

PRELIMINARY PROJECT SCHEDULE

Phase/Task/Deliverable	Anticipated Completion Date
Project Administration	November 1, 2024
GIS Service Line Inventory & Review	October 1, 2024
GIS Service Line Inventory Solution Deployment	October 1, 2024
Replacement Plan	TBD
Additional Services	TBD

SUNRISE ENGINEERING**FEE SCHEDULE****EXHIBIT A**

Work Code	Work Classification	Hourly Rate	Work Code	Work Classification	Hourly Rate
101	Engineer Intern (E.I.T.) I	\$112	456	Training Manager	\$203
102	Engineer Intern (E.I.T.) II	\$125	460	Training Director	\$229
103	Engineer Intern (E.I.T.) III	\$130	500	Funding Specialist	\$160
104	Engineer III	\$152	510	Plan Reviewer	\$149
105	Engineer IV	\$179	511	Building Inspector I	\$87
106	Engineer V	\$200	512	Building Inspector II	\$105
110	Principal Engineer	\$220	513	Building Inspector III	\$130
121	Electrical Engineer Intern (E.I.T.) I	\$135	525	Building Official	\$152
122	Electrical Engineer Intern (E.I.T.) II	\$152	601	GIS Tech	\$83
123	Electrical Engineer III	\$175	602	GIS Tech II	\$103
124	Electrical Engineer IV	\$200	611	GIS Specialist I	\$130
125	Electrical Engineer V	\$225	613	GIS Analyst	\$154
126	Principal Electrical Engineer	\$242	614	GIS Programmer	\$165
301	Engineering Tech I	\$88	615	GIS Team Leader	\$170
302	Engineering Tech II	\$107	51	Administrative I	\$55
303	Engineering Tech III	\$128	52	Administrative II	\$75
304	Engineering Tech IV	\$145	53	Administrative III	\$94
311	Electrical Tech I	\$105	96	Public Information Manager	\$143
312	Electrical Tech II	\$120	701	Planner I	\$102
313	Electrical Tech III	\$138	702	Planner II	\$118
314	Electrical Tech IV	\$158	703	Planner III	\$134
315	Electrical Tech V	\$173	704	Planner IV/Econ Develop	\$149
351	Construction Observer I	\$84	705	Planner V	\$170
352	Construction Observer II	\$101	710	Project Manager	\$175
353	Construction Observer III	\$112	712	Project Manager II	\$215
354	Construction Observer IV	\$130	723	Water Rights Specialist III	\$160
401	CAD Drafter I	\$82	921	Survey Tech I	\$68
402	CAD Drafter II	\$102	922	Survey Tech II	\$90
403	CAD Drafter/Designer III	\$114	935	One Man Survey Crew	\$148
404	CAD Drafter/Designer IV	\$129	945	Registered Surveyor	\$142
451	Training Specialist I	\$168	950	Principal Surveyor	\$160

REIMBURSABLE EXPENSE SCHEDULE

Expense	Rate	Mark-Up
Mileage	\$0.59 per mile	N/A
Field Vehicle (on site)	\$60 per day	N/A
Per Diem Meals	\$16 per meal	N/A
Troxler Nuclear Density Gauge	\$50 per day	N/A
High Density Scanner	\$175 per hour	N/A
Material Testing Lab Work	Actual Cost	15%
Outside Consultants, Aerial Photography, etc.	Actual Cost	15%
Lodging	Actual Cost	10%
Other Expenses incurred	Actual Cost	10%

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

Base 01-2024 CU_R2

Economic Dev. Update

In the Fall of 2023, Beaver City, Milford City, and Minersville Town entered into agreements with Beaver County to provide Economic Development Services. Although each community shares a deep culture rooted in agriculture and small town values, there are unique differences, goals, and aspirations as it relates to Economic Development. These differences aside, we understand that working together is the best move forward as Regional Economic Development often leads to stronger brands, clarified messaging, and expanding synergies. Businesses have a wide variety of options for site selection. As such, we as a community need to continually demonstrate why Beaver County is the ideal place for their unique growth.

There is an obligation to demonstrate the case for the investment from each of the incorporated cities and towns to the county. The following is a base description of the work currently being completed followed by a menu of items that each city/town can choose as the types of work it would like to see for the investment made. We recommend that each community choose 1 - 2 items in addition to the work currently being done.

Ongoing Items:

Beaver County Economic Development Board

- Monthly Meetings
- Annual Reporting
- Quarterly Meetings with Mayor & Administrator for each City/Town
- Attending Local meetings as agenda items require

Inland Port Project Area

- Weekly team meetings with Port Authority
- Development of branding
- Recruitment for Project Area

Broadband Initiatives

- General Plan updates and strategy

Strategic Plans

- Economic Development specific: Develop and maintain and implement for countywide-use
- Tourism specific: maintain and update for countywide-use
- GIS specific: Develop, maintain and implement

Policy Advocacy

- Advocate for critical infrastructure projects such as transportation, utilities, and broadband
- Support initiatives for affordable housing to attract and retain a skilled workforce

Grant Writing and Management

- Rural County Grant, Rural Communities Opportunity Grant, BEAD Grant, Co Op Grant

Strategic Partnerships:

- Utah Business Magazine Board of Advisors
 - ◆ Quarterly meetings
- FutureReady Utah Regional Coordination Council
 - ◆ Monthly Meetings
- BIG Chamber of Commerce
 - ◆ Non Voting Board Member
 - ◆ Monthly local meetings
- EDCUtah
 - ◆ Membership
 - ◆ Community Profile development & sharing
- Utah Alliance
 - ◆ Quarterly Meetings/Trainings
- Governor's Office of Economic Opportunity
 - ◆ Bi-Monthly meetings
 - ◆ REDTIF Applications & Meetings
 - ◆ REDI Applications & Meetings
- Utah Association of Destination Marketing Organizations
 - ◆ Quarterly Meetings
 - ◆ Legislative Session specific meetings
- Utah Travel Industry Association
 - ◆ Annual Meetings
 - ◆ Legislative Session specific meetings

Additional Specific Items:

Marketing Out of Market-

- Attending trade shows and other gatherings to draw in businesses we seek to recruit; within allocated and approved budget for BCEDBoard.
- Coordination and planning of mission trips that promote the county.
- Collaboration with neighboring regions to build and promote broader regional assets/opportunities

Policy Advocacy-

- Advocate for policies that benefit the county economy at the state and federal levels
- Advocate for critical infrastructure projects specific to the city's ask: items include transportation, utilities, and broadband

Administration & Reporting-

- Attendance of each council meeting
- Assistance in grant applications
- Answering EDCUtah RFI's
- Attendance in meetings with companies hoping to secure incentives through inland port project areas

**CITY OF MILFORD
ORDINANCE 02-2024**

CAPITALIZATION OF ASSETS

WHEREAS, Milford City Council has determined the need to adjust the capitalization of asset threshold to \$2,500 as well as codify our capital asset policy.

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

SECTION 1: ADOPTION “3.20.150 Capitalization Of Assets” of the Milford Municipal Code is hereby *added* as follows:

BEFORE ADOPTION

3.20.150 Capitalization Of Assets (Non-existent)

AFTER ADOPTION

3.20.150 Capitalization Of Assets(*Added*)

This policy sets a capitalization threshold, outlines the depreciation method, and describes the inventory method for Milford City's assets. A capitalized asset is assets whose purchase price is not expensed at the time of purchase but instead is recorded as an asset on the balance sheet and depreciated based on its useful life

1. Milford City shall utilize a capitalization threshold of \$2,500. This capitalization threshold applies to all purchases that are individually greater than \$2,500, or projects which in the aggregate have a cost greater than \$2,500, and have a useful life greater than one year.
2. The city will follow prescribed accounting guidance and work with their external auditors to determine which items qualify as capitalized assets. Depreciation of the assets happens through the annual financial audit.
3. While this policy requires items to be capitalized when meeting the \$2,500 threshold, the city may also track inventory amounts that are below the capitalization threshold. While these items will not be capitalized and recorded in the financial statements many of these items may still be critical to the city's operations. These items include but are not limited to: computers, printers, etc.
4. All asset items are marked by the Accounts Payable Clerk at the time of purchase. The City Recorder then tracks the asset in an inventory list document and assigns a inventory tag on the asset.

a. Assets and inventory purchased with federal dollars shall be inventoried and maintained in compliance with federal rules and regulations.

SECTION 2: **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

**CITY OF MILFORD
ORDINANCE 03-2024**

PERSONNEL POLICY

WHEREAS, the city council determined it necessary to make changes to this policy to provide clarification to policies and procedures.

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

SECTION 1: **REPEAL** “4.03.110 Call Out Pay” of the Milford Municipal Code is hereby *repealed* as follows:

BEFORE REPEAL

4.03.110 Call Out Pay

1. When an employee is called out, they will be compensated for a minimum of one (1) hour.
2. Call out hours will go towards the employee's 40-hour work week.
3. All call outs shall be reported to the city administrator through email or first thing the following morning.

AFTER REPEAL

~~4.03.110 Call Out Pay (Repealed)~~

- ~~1. When an employee is called out, they will be compensated for a minimum of one (1) hour.~~
- ~~2. Call out hours will go towards the employee's 40-hour work week.~~
- ~~3. All call outs shall be reported to the city administrator through email or first thing the following morning.~~

SECTION 2: **AMENDMENT** “4.03.050 Work Hours” of the Milford Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

4.03.050 Work Hours

1. Administrative Office will be open from 8:00 am to 4:00 pm Monday through Friday

during a regular work week. Employees may schedule alternate work schedules so long as the office is covered to meet their needs with approval from the city administrator.

- a. Administrative office staff are required to work 32 hours per week in the office. They will be compensated at 40 hour work week to cover meetings and after hour business such as emails, phone calls, volunteer work, etc
2. City crew shall work from 6:30 am to 2:00 pm Monday through Friday during a regular work week.
3. Part-Time and Seasonal employees shall work as directed by the mayor, city administrator, or supervisor.
4. Employees that serve the community by responding to emergencies such as, but not limited to, EMT's and firefighters may leave work when they are paged out and shall continue to be paid for their regular work day.

AFTER AMENDMENT

4.03.050 Work Hours

1. Administrative Office will be open from 8:00 am to 4:00 pm Monday through Friday during a regular work week. Employees may schedule alternate work schedules so long as the office is covered to meet their needs with approval from the city administrator.
 - a. Administrative office staff are required to work 32 hours per week in the office. They will be compensated at 40 hour work week to cover meetings and after hour business such as emails, phone calls, ~~volunteer work~~, working community celebrations, responding to recreation/concession stand issues, providing notary services, etc.
 - b. Employees taking time off during their regular scheduled 32 hour work week has the option to use personal leave and/or vacation.
 - c. Holiday pay is considered part of the regular work week.
2. City crew shall work from 6:30 am to ~~2:00~~2:30 pm Monday through Friday during a regular 40 hour work week; however, the city crew shall respond to public works call outs between the hours of 2:30 pm and 4 pm to provide services to the public during city office hours. If the crew works through their lunch, they may end their day at 2 pm.
 - a. Call outs for public works between the hours of 2:30 pm and 4 pm, Monday through Thursday, must be flexed and overtime shall not accrue. Responses during this time are included in the 40 hour work week.
 - b. In the event a call out happens on a Friday between the hours of 2:30 pm and 4 pm and the city crew has reached their 40 hour work week and/or have gone for the day, the weekend on call crew member will respond to public service requests at 4 pm and will be compensated for 1 hour of straight time.
 - c. City crew members, with prior approval from their supervisor, may flex their hours so long as at least two crew members are available during their normal work hour schedule.

- d. Employees taking time off during the regular scheduled work week has the option to use personal leave and/or vacation to complete their work week whereas overtime does not count towards 40 hours worked.
 - e. Holiday pay is considered part of the regular work week.
3. Part-Time and Seasonal employees shall work as directed by the mayor, city administrator, or supervisor.
 4. Employees that serve the community by responding to emergencies such as, but not limited to, EMT's and firefighters may leave work when they are paged out and shall continue to be paid for their regular work day.
 5. Employees representing the city at a school or community event during work hours shall continue to be paid for their regular work day.
 6. At the discretion of the city council, the council may adjust the crews 40 hour work week schedule to allow the city crew to work with partnering entities to complete projects. The council will give the city foreman adequate notice of any schedule changes.
 - a. If this results in a 4 day work week, the employee who is scheduled for the upcoming weekend watch will be compensated 4 hours for an additional day of system watch and will follow the weekend watch policy as per Weekend On Call 4.03.120.
 - b. If the adjusted schedule requires the city crew to work past 4 pm, overtime will not be earned.
 - c. City Foreman may request to adjust the crews work schedule to accommodate projects. Requests must be made to the mayor and/or city administrator seven days in advance.

SECTION 3: AMENDMENT “4.03.090 Mandatory Meeting Pay” of the Milford Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

4.03.090 Mandatory Meeting Pay

1. When an employee is required to attend meetings held after 4 pm or during the employee's regularly scheduled day off, the employee will be paid a minimum of two (2) hours.
 - a. Office staff will not be compensated for after-hour work meetings unless their physical hours worked exceed 40 hours.

AFTER AMENDMENT

4.03.090 Mandatory Meeting Pay

1. When an employee is required to attend meetings held after 4 pm or during the employee's regularly scheduled day off, the employee will be paid a minimum of two

- (2) hours. These hours shall be flexed and overtime shall not accrue.
- a. The city administrator, recorder, administrative assistant, and foreman are required to attend all city council meetings. ~~Office staff will not be compensated for after-hour work meetings unless their physical hours worked exceed 40 hours.~~
 - b. At the discretion of the mayor and/or city council they may require all city crew members to attend specific council meetings.
 - c. All city crew members may attend any council meeting if they choose, but will only be compensated if they are required in advance by the mayor and/or council.

SECTION 4: AMENDMENT “4.03.100 Overtime” of the Milford Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

4.03.100 Overtime

1. Employees that are required to work in excess of forty (40) hours per week will be paid overtime.
2. Overtime is calculated based on actual time worked and does not include personal leave, vacation, holiday, or any other non-worked hours.
3. Department supervisor should, if possible, organize their department workload to avoid overtime. Overtime will be permitted in very exceptional circumstances but should be kept to a minimum.
4. Department head shall notify the city administrator, through email, of any overtime worked when it occurs.

AFTER AMENDMENT

4.03.100 Overtime

1. ~~Employees that are required to work in excess of forty (40) hours per week will be paid overtime.~~ Any hours that result in overtime pay shall not be counted as part of the 40 hour work week.
2. Public Works employees that are called out during the following hours shall be compensated at time and a half for the actual hours worked:
 - a. Monday through Friday 4 pm — 6:30 am.
 - b. Beginning Friday at 4 pm through 6:30 am the following Monday.
3. In the event the crew is called out on a city approved holiday, the crew will receive their holiday pay plus be compensated at time and a half for their actual hours worked.
4. In the event an employee is required to physically work on Christmas Day, Thanksgiving Day, or July 4th, they will be compensated at double time for the actual

hours worked.

5. In the event of a call out, the employee that responds shall determine the urgency of the situation prior to calling out additional crew members.
 - a. If the situation allows, the work shall be completed the next regular work day.
6. ~~Overtime is calculated based on actual time worked and does not include personal leave, vacation, holiday, or any other non-worked hours.~~
7. Department supervisor should, if possible, organize their department workload to avoid overtime. Overtime will be permitted in very exceptional circumstances but should be kept to a minimum.
 - a. Overtime for weekend watch employees shall be allowed up to 3 times per year for projects such as street maintenance, cemetery prep for Memorial Day, and park maintenance in preparation for June Ball Tournaments/July 4th Celebration that require all employees to complete the task. See 4.03.120
8. Department head shall notify the city administrator, through email, of any overtime worked when it occurs.

SECTION 5: AMENDMENT “4.03.130 Weekend Burial Pay” of the Milford Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

4.03.130 Weekend Burial Pay

1. An employee who is scheduled to cover weekend call is also responsible for weekend graveside burial services. Employees will be compensated for their actual time worked for burials.
2. Time earned for weekend burials shall go towards the employees forty (40) hour work week.

AFTER AMENDMENT

4.03.130 Weekend Burial Pay

1. An employee who is scheduled to cover weekend call is also responsible for weekend graveside burial services. Employees will be compensated ~~for their actual time worked for burials.~~ at time and half for actual hours worked for the burial.
2. ~~Time earned for weekend burials shall go towards the employees forty (40) hour work week.~~

SECTION 6: AMENDMENT “4.03.120 Weekend On-Call” of the Milford Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

4.03.120 Weekend On-Call

1. It is required that at least one public works employee be able to respond to emergency call-outs, well checks, and lift station checks during the weekends. Designated employees are required to take part in an on-call assignment on a rotational basis.
2. The on-call employee is able to use his/her time in pursuit of personal activities subject to the following:
 - a. The employee must be able to be reached by phone if an emergency situation arises.
 - b. The employee must respond to emergencies within a timely manner.
 - c. The employee must remain in a condition to respond in a safe manner including abstaining from alcohol or other substances which would impair the ability to safely respond.
3. An employee that has weekend call shall receive four (4) hours of time that will go towards their forty (40) hour work week for each day they are on call and can take call time earned off during the following week.
4. Employee may choose what day they want to take off so long as it is in the following week and has been approved by their supervisor.

AFTER AMENDMENT

4.03.120 Weekend On-Call

1. It is required that at least one public works employee be able to respond to emergency call-outs, well checks, and lift station checks during the weekends. Designated employees are required to take part in an on-call assignment on a rotational basis.
2. The on-call employee is able to use his/her time in pursuit of personal activities subject to the following:
 - a. The employee must be able to be reached by phone if an emergency situation arises.
 - b. The employee must respond to ~~emergencies within a timely manner.~~ to the maintenance shed or incident location within 30 minutes of being called out.
 - c. The employee must remain in a condition to respond in a safe manner including abstaining from alcohol or other substances which would impair the ability to safely respond.
3. An employee that has weekend call shall receive four (4) hours of time that will go towards their forty (40) hour work week for each day they are on call and ~~can take call time earned off during the following week.~~ must take their time off during the pay period with approval of supervisor.
 - a. In the event that weekend time off cannot be taken within the same pay period, employee must schedule time off the following pay period and document the weekend watch date on their timecard.
4. ~~Employee may choose what day they want to take off so long as it is in the following week and has been approved by their supervisor.~~ Supervisor can require that all crew

members be available for projects which would include the weekend watch employee that would normally take their time off for weekend watch. This weekend watch employee will earn overtime to allow them to work and ensure the project is completed. This is approved for up to 3 projects per year. See 4.03.100 Overtime

SECTION 7: AMENDMENT “4.03.080 Breaks And Lunch Periods” of the Milford Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

4.03.080 Breaks And Lunch Periods

1. Full-time:
 - a. Two (2) fifteen (15) minute paid breaks.
 - b. Thirty (30) minute paid lunch break.
2. Part-Time:
 - a. As directed by the mayor or city administrator.
3. Employees may use their two (2) 15 minute breaks at their discretion. If employees choose to work through their lunch break, they may use it to extend their day.

AFTER AMENDMENT

4.03.080 Breaks And Lunch Periods

1. Full-time:
 - a. Two (2) fifteen (15) minute paid breaks.
 - b. Thirty (30) minute paid lunch break.
2. Part-Time:
 - a. As directed by the mayor or city administrator.
3. Employees may use their two (2) 15 minute breaks at their discretion. If employees choose to work through their lunch break, they may use it to ~~extend~~shorten their day.

SECTION 8: 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



MILFORD CITY, A Municipal Corporation

RESOLUTION NO. 2-2024

MUNICIPAL WASTEWATER PLANNING PROGRAM RESOLUTION

RESOLVED that the City of Milford informs the Water Quality Board the following actions were taken by the City Council:

1. Reviewed the attached Municipal Wastewater Planning Program Report for 2023.
2. Have taken all appropriate action necessary to maintain effluent requirements contained in the UPDES permit (if applicable)

Passed by the City Council of Milford, Utah this 20th day of February, 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



Makayla Bealer <mbealer@milford.utah.gov>

Full MWPP Survey - 2024

1 message

Google Forms <forms-receipts-noreply@google.com>
To: mbealer@milford.utah.gov

Fri, Jan 26, 2024 at 10:05 AM

Google Forms

Thanks for filling out Full MWPP Survey - 2024

Here's what was received.

[Edit response](#)

Full MWPP Survey - 2024

Municipal Wastewater Planning Program survey for 2024.

Email *

mbealer@milford.utah.gov

Section I: General Information

Name of the Facility? *

Milford City

What is the name of the person responsible for this organization?

*

Benjamin Stewart

What is the title of the person responsible for this organization? *

City Foreman

What is the email Address for the person responsible for this organization? *

benjamins@milford.utah.gov

What is the phone number for the person responsible for this organization? *

435.463.9568

Facility Location? *

Please provide either Longitude and Latitude, address, or a written description of the location (with area or point).

38.401450, -112.998400

Federal Facility Section

Are you a federal facility?

A federal facility is a military base, a national park, a facility associated with the forest service, etc.

Yes

No

Financial Evaluation Section

This form is completed by [name]? *

Makayla Bealer

Part I: GENERAL QUESTIONS

Please answer the following questions regarding GENERAL QUESTIONS.

Are sewer revenues maintained in a dedicated purpose enterprise/district account?

Yes

No

Are you collecting 95% or more of your anticipated sewer revenue?

*

Yes

No

Are Debt Service Reserve Fund requirements being met?

Yes

No

Where are sewer revenues maintained?

General Fund

Combined Utilities Fund

Other

What was the average annual User Charge for 2023?

If there is more than one rate divide the total municipal yearly User Charge collected, by the total number of connections.

432

Do you have a water and/or sewer customer assistance program (CAP)?

Yes

No

Part II: OPERATING REVENUES AND RESERVES

Please answer the following questions regarding OPERATING REVENUES AND RESERVES.

Are property taxes or other assessments applied to the sewer systems?

Yes

No

Revenue from these taxes =

0

Are sewer revenues sufficient to cover operations & maintenance costs, and repair & replacement costs (OM&R) at this time?

Yes

No

Are projected sewer revenues sufficient to cover operation, maintenance, and repair (OM&R) costs for the next five years?

Yes

No

Does the sewer system have sufficient staff to provide proper OM&R?

Yes

No

Has a repair and replacement sinking fund been established for the sewer system?

Yes

No

Is the repair & replacement sinking fund sufficient to meet anticipated needs?

Yes

No

Part III: Capital Improvements, Revenues and Reserves.

Please answer the following questions regarding Capital Improvements, Revenues and Reserves.

Are sewer revenues sufficient to cover all costs of current capital improvements projects?

Yes

No

Has a Capital Improvements Reserve Fund been established to provide for anticipated capital improvement projects?

Yes

No

Are projected Capital Improvements Reserve Funds sufficient for the next five years?

Yes

No

Are projected Capital Improvements Reserve Funds sufficient for the next ten years?

Yes

No

Are projected Capital Improvements Reserve Funds sufficient for the next twenty years?

Yes

No

Part IV: FISCAL SUSTAINABILITY REVIEW

Please answer the following questions regarding FISCAL SUSTAINABILITY REVIEW.

Have you completed a rate study within the last five years?

Yes

No

Do you charge Impact fees?

Yes

No

Impact Fee (if not a flat fee, use average of all collected fees) =

1020.81

Have you completed an impact fee study in accordance with UCA 11-36a-3 within the last five years?

Yes

No

Do you maintain a Plan of Operations?

Yes

No

Have you updated your Capital Facility Plan within the last five years?

Yes

No

In what year was the Capital Facility Plan last updated?

Do you use an Asset Management system for your sewer systems?

- Yes
- No

Do you know the total replacement cost of your sewer system capital assets?

- Yes
- No

Replacement Cost =

unknown

Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?

- Yes
- No

What is the sewer/treatment system annual asset renewal cost as a percentage of its total replacement cost?

5

Describe the Asset Management System.

Check all that apply

Spreadsheet

GIS

Accounting Software

Specialized Software

Please answer the following: - 2023 Capital Assets Cumulative Depreciation?

60078

Please answer the following: - 2023 Capital Assets Book Value?

Book Value = total cost - accumulated depreciation

47145

Part V: PROJECTED CAPITAL INVESTMENT COSTS

Please answer the following questions regarding PROJECTED CAPITAL INVESTMENT COSTS.

Cost of projected capital improvements - Please enter a valid numerical value. -
2023?

0

Cost of projected capital improvements - Please enter a valid numerical value. -
2024 through 2028?

3000000

Cost of projected capital improvements - Please enter a valid numerical value. -
2029 through 2033?

3000000

Cost of projected capital improvements - Please enter a valid numerical value. -
2034 through 2038?

unknown

Cost of projected capital improvements - Please enter a valid numerical value. -
2039 through 2043?

unknown

Purpose of Capital Improvements - 2023?

Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

Purpose of projected Capital Improvements - 2024 through 2028?

Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

Purpose of projected Capital Improvements - 2029 through 2033?

Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

Purpose of projected Capital Improvements - 2034 through 2038?

Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

Purpose of projected Capital Improvements from 2039 through 2043?

Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

To the best of my knowledge, the Financial Evaluation section is completed and accurate.

- True
- False

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance

please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our [Frequently Asked Questions](#) page.

Do you have a collection system?

The answer to this question is obvious in most cases, but for clarification, some wastewater systems consist of only wastewater collections (answer Yes). Some wastewater systems do not have a collection system but receive wastewater from separate collection system jurisdictions (answer No). Some wastewater systems have treatment and collections and consider their entire system as one entity (answer Yes). Some wastewater systems have treatment and collections, but consider their collections a separate entity from treatment (answer No). If you have treatment but have an independent collection system and you answered "No," you must enter your collection system separately as an independent response to the survey.

Yes

No

Collection System

The collection of wastewater in a system of pipes and possibly pump stations that deliver wastewater to a treatment system that may or may not be independent of the treatment system.

This form is completed by [name]?

The person completing this form may receive Continuing Education Units (CEUs).

Benjamin Stewart

Part I: SYSTEM DESCRIPTION

Please answer the following questions regarding SYSTEM DESCRIPTION.

What is the largest diameter pipe in the collection system?

Please enter the diameter in inches.

15

What is the average depth of the collection system?

Please enter the depth in feet.

8

What is the total length of sewer pipe in the collection system?

Please enter the length in miles.

12.48

How many lift/pump stations are there in the collection system?

2

What is the largest capacity lift/pump station in the collection system?

Please enter the design capacity in gpm.

600

Do seasonal daily peak flows exceed the average peak daily flow by 100 percent or more?

Yes

No

What year was your collection system first constructed (approximately)?

1920

In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed?

If more than one, cite the oldest.

Part II: DISCHARGES

Please answer the following questions regarding DISCHARGES.

How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?

0

How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)?

0

Sanitary Sewer Overflow (SSO)

Class 1 - a Significant SSO means a SSO backup that is not caused by a private lateral obstruction or problem that:

- (a) affects more than five private structures;
- (b) affects one or more public, commercial or industrial structure(s);
- (c) may result in a public health risk to the general public;
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- (e) discharges to Waters of the State.

Class 2 - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria

What is the number of Class 1 SSOs in Calendar year 2023?

0

What is the number of Class 2 SSOs in Calendar year 2023?

0

Please indicate what caused the SSO(s) in the previous question.

NA

Please specify whether the SSOs were caused by contract or tributary community, etc.

NA

Part III: NEW DEVELOPMENT

Please answer the following questions regarding NEW DEVELOPMENT.

Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?

Yes

No

Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD5 loadings to the sewerage system by 25% or more?

Yes

No

What is the number of new commercial/industrial connections in 2023?

0

What is the number of new residential sewer connections added in 2023?

2

How many equivalent residential connections are served?

519

Part IV: OPERATOR CERTIFICATION

Please answer the following questions regarding OPERATOR CERTIFICATION.

How many collection system operators do you employ?

4

What is the approximate population served?

1500

State of Utah Administrative Rules require all public system chief operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at no less than the Facility's Grade. List the designated Chief Operator/DRC for the Collection System by: First and Last Name, Grade, and email.

Grades: Grade I, Grade II, Grade III, and Grade IV.

Benjamin Stewart, Grade 1, benjamins@milford.utah.gov, Derek Griffiths, Grade 1, derekgriffiths@milford.utah.gov

Please list all other Collection System operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV.

Benjamin Stewart, Grade 1, benjamins@milford.utah.gov, Derek Griffiths, Grade 1,
derekgriffiths@milford.utah.gov

Please list all other Collection System operators by name and certification grade.
Please separate names and certification grades for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV.

Riley Rose, Grade 1, rileyrose@milford.utah.gov, Lance Alger, Grade 1,
lancealger@milford.utah.gov

Is/are your collection DRC operator(s) currently certified at the appropriate grade
for this facility?

Yes

No

Part V: FACILITY MAINTENANCE

Please answer the following questions regarding FACILITY MAINTENANCE.

Have you implemented a preventative maintenance program for your collection
system?

Yes

No

Have you updated the collection system operations and maintenance manual
within the past 5 years?

Yes

No

Do you have a written emergency response plan for sewer systems?

Yes

No

Do you have a written safety plan for sewer systems?

Yes

No

Is the entire collections system TV inspected at least every 5 years?

Yes

No

Is at least 85% of the collections system mapped in GIS?

Yes

No

Part VI: SSMP EVALUATION

Please answer the following questions regarding SSMP EVALUATION.

Have you completed a Sewer System Management Plan (SSMP)?

Yes

No

Has the SSMP been adopted by the permittee's governing body at a public meeting?

Yes

No

Has the completed SSMP been public noticed?

Yes

No

SSMP Public Notice Date

Date of public notice?

MM DD YYYY

02 / 18 / 2014

Continue 1

During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?

Yes

No

What adjustments were made to the SSMP (i.e. line cleaning, CCTV inspections, manhole inspections, and/or SSO events)?

Twin D camera 10%, City Crew cleaned 50% of the Collection Pipe and inspected the manholes.

During 2023, was any part of the SSMP audited as part of the five year audit?

Yes

No

If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit?

NA

Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Plan?

Yes

No

Part VII: NARRATIVE EVALUATION

Please answer the following questions regarding NARRATIVE EVALUATION.

Describe the physical condition of the sewerage system: (lift stations, etc. included)

Milford City is currently working on a project to upgrade 1 lift station and replace 1 lift station. Head work will be completed at the lagoon and the lagoon will be rehabbed. Some interceptor lines will be replaced if funding permits.

What sewerage system capital improvements does the utility need to implement in the next 10 years?

Pipe replacing within town.

What sewerage system problems, other than plugging, have you had over the last year?

Replace the pump at the town lift station

Is your utility currently preparing or updating its capital facilities plan?

Yes

No

Does the municipality/district pay for the continuing education expenses of operators?

100%

Partially

Does not pay

Is there a written policy regarding continued education and training for wastewater operators?

Yes

No

Do you have any additional comments?

None

To the best of my knowledge, the Collections System section is completed and accurate

True

False

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this

report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

Wastewater Treatment Options

You have either just completed or just bypassed questions about a Collection System. This section (the questions below) determines the next set of questions that you will be presented based on the choice you make for treatment.

What kind of wastewater treatment do you have in your wastewater treatment system?

If you have treatment, you must choose from Mechanical Plant, Discharging Lagoon, or Non-Discharging Lagoon. If you don't have treatment then choose "No Treatment." Choose only one answer.

- Mechanical Plant
- Discharging Lagoon
- Non-Discharging Lagoon
- No Treatment of Wastewater

Non-Discharging Lagoon

This form is completed by [name]?

The person completing this form may receive Continuing Education Units (CEUs).

Benjamin Stewart, 2202R1102221S

Part I: INFLUENT INFORMATION

Please answer the following questions regarding INFLUENT into your lagoon.

What is the design basis or rated capacity for average daily flow in MGD?

.24

What is the design basis or rated capacity for average daily BOD loading in lb/day?

600

What is the design basis or rated capacity for average daily TSS loading in lb/day?

600

What was the 2023 average daily flow in MGD?

.16

What was the 2023 average daily loading for BOD in lb/day?

540

What was the 2023 average daily loading for TSS in lb/day?

540

What was the percent capacity used by the 2023 average daily flow?

67%

What was the percent capacity used by the 2023 daily average BOD?

50%

What was the percent capacity used by the 2023 daily average TSS?

55%

Part II: FACILITY AGE

Please answer the following questions about FACILITY AGE. If your plant does not have the treatment unit please enter N/A.

In what year was your HEADWORKS most recently evaluated?

2022

In what year was your HEADWORKS most recently constructed, upgraded, or renewed?

1995

What is the age of your HEADWORKS?

28

In what year was your LAGOONS (including aeration) evaluated?

2022

In what year was your LAGOONS (including aeration) most recently constructed, upgraded, or renewed?

1981

What is the age of your LAGOONS (including aeration)?

42

In what year was your DISINFECTION SYSTEM evaluated?

2022

In what year was your DISINFECTION SYSTEM most recently constructed, upgraded, or renewed?

NA

What is the age of your DISINFECTION SYSTEM?

NA

In what year was your LAND APPLICATION/DISPOSAL evaluated?

NA

In what year was your LAND APPLICATION/DISPOSAL most recently constructed, upgraded, or renewed?

NA

What is the age of your LAND APPLICATION/DISPOSAL?

NA

Part III: DISCHARGES

Please answer the following questions regarding DISCHARGES.

How many days in the past year was there a bypass or overflow of wastewater at the facility due to high flows?

0

How many days in the past year was there a bypass or overflow of wastewater at the facility due to equipment failure?

0

Part IV: NEW DEVELOPMENT

Please answer the following questions regarding NEW DEVELOPMENT.

How many commercial/industrial connections were added in 2023?

0

How many residential sewer connections were added in 2023?

2

How many equivalent residential connections did you serve in 2023?

519

Part V: OPERATOR CERTIFICATION

Please answer the following question regarding OPERATOR CERTIFICATION.

How many treatment operators do you employ?

4

Utah administrative rules require all public system chief operators with Direct Responsible Charge (DRC) to be appropriately certified at no less than the facility's grade. Please list the designated Chief Operator/DRC for the wastewater treatment system below. Please give their first and last name, grade level, and email address.

Grades: Grade I, Grade II, Grade III, and Grade IV.

Benjamin Stewart, Grade 1, benjamins@milford.utah.gov

Please list all other wastewater treatment system operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV.

Derek Griffiths, Grade 1 derekgriffiths@milford.utah.gov

Please list all other wastewater treatment operators by name and certification grade. Please separate names and certification grades for each operator by commas.

Grades: Grade I, Grade II, Grade III, and Grade IV. Include operators that are not certified.

Riley Rose, Grade 1 rileyrose@milford.utah.gov, Lance Alger, Grade 1
lancealger@milford.utah.gov

Is/are all your DRC operators currently certified at the appropriate grade level for this facility?

Yes

No

Part VI: FACILITY MAINTENANCE

Please answer the following questions regarding FACILITY MAINTENANCE.

Have you implemented a preventative maintenance program for your treatment system?

Yes

No

Have you updated the treatment system operations and maintenance manual within the past five years?

Yes

No

To the best of my knowledge I certify the non-discharging lagoon portion of the MWPP survey to be correct and accurate.

True

False

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Adopt & Sign

I have reviewed this report and to the best of my knowledge the information provided in this report is correct. *

True

False

Has this been adopted by the City Council or District Board? *

yes

No

What Date?

What date was this adopted by City Council or District Board?

MM DD YYYY

02 / 20 / 2024

End of Survey

This is the end of the survey. Please make sure you have submitted your responses for each section. Thank you for your participation.

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