



MILFORD CITY COUNCIL WORK SESSION

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Milford, Utah will hold a meeting at the Milford City Office, 26 South 100 West, Milford, Utah for the purpose and at the time described below on Wednesday, December 12, 2018 at 8:00 AM.

City Council Work Session

- 1) Declare office furniture and equipment as surplus
- 2) Review and approve janitorial proposal
- 3) Discuss library positions and review recommendations from Library Board
- 4) Discuss and approve fee schedule for building rental
- 5) Review VFD bids for irrigation well

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.

Dated this 6th day of December, 2018

CERTIFICATE OF DELIVERY & POSTING

The undersigned, duly appointed and acting City Recorder does hereby certify that the above notice and agenda was posted in three public places within the Milford City Limits on this 6th day of December, 2018. 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 the Public Notice Website (utah.gov/pmn) under Milford City.

Monica D. Seifers, City Recorder

Minutes of Milford City Council Work Session
Wednesday, December 12, 2018 at 8:00 AM
Milford City Office 26 South 100 West, Milford, Utah 84751

Members Present: Mayor Nolan Davis, Council Members Russell Smith, Shane Yardley, Les Whitney, and Terry Wiseman. **City Attorney** Leo Kaneli, **City Administrator** Makayla Bealer, **City Foreman** Ben Stewart, **City Recorder** Monica Seifers, and **Administrative Assistant** Lisa Thompson were also present.

Mayor Davis called the meeting to order at 8:00 a.m.

WORK SESSION

1) Declare office furniture and equipment as surplus

City Administrator Makayla Bealer reported that there were a few desks and miscellaneous office items still located at 405 South Main that needed to be declared as surplus. The volunteer fire department had requested the desk and bookshelf that Administrator Bealer had used. It was suggested that the city staff hold a one day sale on the 19th from 9 am until 1 pm and then have the bids opened at 1:15 at 26 South 100 West and the bidders must be present. The high bids will be accepted and awarded with the winning bidder making payment immediately following. All items will need to be removed from the building by 6 pm that day. Anything remaining on site following the sale will be taken to the landfill. The building will need to be prepared for return to the landlord.

➤ **MOTION:** Council Member Les Whitney moved to declare the items as surplus and move forward with the sale. Motion was seconded by Council Member Russell Smith. All were in favor, motion carried.

When moving the large safe out of the office the inmate work crew had a mishap involving the pallet jack and the flooring in the south side of the office. Mayor Davis spoke with Rick Rose and they have plan to look at the flooring and how they will make the repairs.

2) Review and approve janitorial proposal

City Administrator Bealer presented a proposal for the janitorial services at the new building. It was proposed that the city start with a monthly stipend of \$500, a list of expectations will be provided and the employee selected will be asked to track time to see if the stipend needs to be adjusted. The stipend will be reevaluated during budget setting. It is estimated that it will take roughly 10 hours per week to maintain the cleanliness of the offices and building.

➤ **MOTION:** Council Member Les Whitney moved to proceed with the proposal for the janitorial position. Motion was seconded by Council Member Shane Yardley. All were in favor, motion carried.

3) Discuss library positions and review recommendations from Library Board

Mayor Davis has had discussions with Council Member Terry Wiseman and Library Board Chairman Wayne Wiseman. City Administrator Bealer explained that the Library Board has recommended that the Library Director position be advertised and are asking that it be allotted 31 hours per week. In the event that the current part time assistant fills the full time position, they are asking that the part time assistant be

City Administrator Bealer explained that the city had budgeted \$15,000 for this project. The VFD will go onto the Fire House well and bypass the storage tank at the old pool park to eliminate the leaking tank. The group discussed the warranty and what would be covered through the insurance. Administrator Bealer explained that with insurance the city would have to pay a deductible, which is \$1K. Foreman Stewart felt that both motors bid were good motors. Administrator Bealer will check with the Trust to see if there were any limitations or items that would not be covered that an extended warranty would cover. Issue will be placed on January meeting agenda.

- ACM Electric - \$3,396.00 for a 40 hp motor, \$9,392.08 for transducer at the well, total of \$12,788.08 – no extended warranty. They noted that if the transducer had to be relocated to the sand filter it would be an additional \$1K and the motor was a GE Ultra.
- A&F Electric - \$4,979.00 for a 40 hp motor \$6,367.00 for transducer at the well, total of \$11,346.00 – Additional \$999.00 for a 6 year extended warranty. Motor brand bid was US Motor.
- Kinross Electric - \$5,775.40 for a 40 hp motor, \$5,775.40 for transducer at the well, total \$10,122.40 – no extended warranty. Motor brand bid was GE Motor.

Three bids were received:

5) Review VFD bids for irrigation well

City Administrator Bealer presented a rental fee structure to the group: 1-2 hours use \$50.00 fee; 2-4 hours \$75.00 4-8 hours \$100.00; daily rate \$150.00; Multiple Date Event (NTE 2 days) \$200.00. Security deposit of \$200.00 would be required on all rentals, even if the rental fee is waived. It was her understanding that it was the intent of the council that the administration building would be available for community events including weddings, receptions, showers, family dinners, and funerals, etc. It was also her understanding that the council wished to keep all recreational activities for the youth in the gymnasiums. The council confirmed that those were their intentions. Administrator Bealer proposed that the rental fee be waived for all funeral services, but the refundable security deposit still be collected prior to use. She asked for feedback from the council. The group discussed the various uses and it was determined that the hours of use may need to be adjusted to allow for setup and cleanup times. All agreed it was the intent to keep the use fees affordable. The proposed hours were finally revised to 1-4 hours use \$50.00; 4-8 hours \$100.00; entire day use (8+ hours) \$150.00; multiple day event \$200.00 (NTE 2 days). The locks will be electronically programmed and the setup/cleanup times will be included. Mayor Davis added that other taxing entities should be included in the fee waiver. This can be added to the resolution (fee waiver for funerals, taxing entities, and non-profit organizations). Resolution will be prepared for the January meeting.

4) Discuss and approve fee schedule for building rental

➤ *MOTION: Council Member Russell Smith moved to proceed with the recommendations from the Library Board as presented by Chairman Wiseman and advertise for the Library Director. Motion was seconded by Council Member Terry Wiseman. All were in favor, motion carried.*

advised at 19.5 hours per week. This proposal would be beneficial as it would eliminate the need for paying the part time position holiday pay and retirement. They feel they would be able to utilize less man hours and accomplish what needed to be done to operate the library. The proposal includes retaining the Programming Coordinator. There would not be any health or medical benefits for the director, but the retirement benefit would remain for that position.

Mayor Davis reminded the group of the ribbon cutting ceremony and open house to be held on December 20th. He expressed his appreciation to the office staff, city crew, and inmate work crew for the transition from the temporary office to the new building. It was quite an undertaking and the staff put in countless hours and he wanted to express appreciation for the work done to get the new office setup; it is very efficient and user friendly. Council Member Smith felt that when the open house is held and people come in and see the size and layout of the building, some people will be very surprised. Council Member Whitney agreed with Mayor Davis adding his appreciation for the work done.

Mayor Davis reported that the December 18, 2018 council meeting will be canceled and urged everyone to attend the Beaver County Commission Public Hearing that evening in Beaver at 6:00 pm. It is imperative that we have representation there in support of the interlocal agreement.

Administrator Bealer reported that the SEARCH grant will be awarded to the city. The financial audit will be presented in the January meeting.

Meeting Adjournment ~ as there was no further business the meeting adjourned at 8:52 AM

APPROVED by City Council the 15th day of January, 2019.


MONICA D. SEIFERS, City Recorder