

Minutes of Milford City Council Budget Work Session
Tuesday, June 4, 2019, 8:00 AM
Milford City Office 26 South 100 West, Milford, Utah 84751

In attendance: Mayor Nolan Davis, Council Members Russell Smith, Les Whitney, Terry Wiseman, Shane Yardley, and Ian Spaulding, Foreman Ben Stewart, City Administrator Makayla Bealer, and City Recorder Monica Seifers.

Meeting called to order at 8:04 AM by Mayor Davis

1. Discuss and revise the Tentative Budget for FY 2019-2021

Administrator Bealer discussed items that were not included in the tentative budget: Pavers or concrete at the Milford Library, the Industrial Park Road, and 400 South road improvements.

Reviewed the tentative to see what adjustments could be made.

- Golf course windows: Budget \$1,000. Council Member Wiseman did not have any windows on hand (he thought he may have some). Council Member Whitney offered the Wardy's windows, but they wouldn't work either. Bids for 2 windows, installed: Imperial \$600.00; Jones Paint and Glass \$729.00

Budget could be adjusted from \$1K to \$600.00

- Library is in the process of purchasing book shelves. Milford Elementary School may be able to use the old ones in the school library. When the city has surplused library shelves in the past, there has not been any interest in them from the public. The council approved donating them to the MES library. Makayla will contact the school principal to make sure they would like them.
- Library patio: Terry has reported that there is no interest from contractors in installing pavers in the patio area at the Library. Tushar Contracting bid concrete at \$3,050.00. Wayne Wiseman Jr. stated he could donate the excavation and reduce the bid by \$400.00. There is a poly line for the sprinklers located in the area. It was not felt that the poly line would ever be an issue; the PVC would be a concern but not affected. This was placed as a 3 so not put in the budget.
- Irrigation system: Foreman Stewart has been working with Rollins and A&F Electric to find out what it would take to supply water to the golf course from the golf course well. There has not been any information received so it will probably not make it into the budget at this time. The current system seems to be working but some decisions are going to need to be made soon regarding the irrigation system.
- 400 South (road between Milford Chevron and Fire Office): Ben has received a bid from Western Rock in the amount of \$67, 834.20 if they did the entire project.
- Industrial Park Road: Ben has been working with Cory Beebe. If the city did a double chip seal, we would be looking at about \$100K project. Cory reported that he had a road grinded out and it was \$5K per mile. The Industrial Park Road being discussed is $\frac{3}{4}$ of a mile. For \$105K, the city could grind the road down and do a double chip seal. Conversations need to be started with property owners. This does not need to be budgeted for this upcoming fiscal year, we are at least a year out by the time the committee gets together and sits down with other property owners. The Industrial Park was developed so long ago and didn't have any use until the 90's and 2000's when

Circle Four and Atkore came in. The roads are in need of improvements, the city can't continue to put a band aid on it and needs to look for long term solutions but can't afford to do it on their own. Mayor Davis- when approaching Atkore, Smithfield, Mike Yardley – it would be a long-term investment for them.

- Placing Pool Park on the culinary system - \$3,435.
- Placing cemetery on the culinary system - \$6,669.64

None of these items were included in the budget so if the council wants to look at any of these, the tentative budget will have to be reviewed and adjusted to allow for these projects.

- Adrien Jones provided a bid for \$9,400 to install sprinklers at the Pool Park – it has been included in the tentative budget.
- Bart Fisher does not want an old wooden picnic table, he wants metal and said he would even take a metal bench. Council members asked if he needed a table at the airport or if a bench would suffice. A metal bench could be purchased for \$300.
- Four-Wheeler and side-by-side, and lawnmower have been placed in the budget. The four-wheeler was prioritized as a 6 but it is not in good condition. Do we need both a four-wheeler and a side-by-side right now? Discussed putting the four-wheeler, side-by-side, and lawn mower in the budget and then going to Five County to get a loan to cover a pickup broom, ¾ ton pickup, ten- wheeler dump truck, a backhoe and make that payment back over the next few years. Water Truck – Les said he could donate a skid pump. Les, Nolan, and Ben to look into truck and water tank. The side-by-side or four-wheeler could be eliminated and put on the next FY budget.
- Lawnmower: with the new landscaping at the city admin office, a bagged mower will be required to keep the rocks clean and free from grass. Makayla suggested either two push lawn mowers and have the summer hires push mow it, bagging the grass, or include a bag on the new riding mower. Foreman Stewart recommended at least one mower with a bag, it could be used down at the veteran's park where there are tight spots. A riding mower with a bag. Makayla asked if they could push mow it for the next few weeks; she is concerned with grass getting into the rocks and then watering in. Ben stated that they have a bag mower, (push, not self-propelled), that is used for tight spots at the swim pool and library. Council Member Whitney asked if it was decent? Ben said it was okay, it had a bag. Makayla asked Ben to come talk to her following the meeting so they could line up getting a push mower.

Administrator Bealer asked the council if they wanted to go through and prioritize the list so they could cut the tentative budget.

Review non- budgeted items:

- Concrete at Library: \$3050.00 – The patio is an eyesore; it is hard to clean because of the gravel. This needs to be done soon but Makayla feels it could wait until next year. Terry felt it needed to be done. You can't clean it out, it looks horrible, and it was the only thing put on the list and has been there for a few years. Ian and Russell were supportive of keeping it in the budget. Keep in budget.
- Industrial Park Road – include in next FY budget.

- 400 South - \$68K which is not budgeted.
- Pool park and cemetery – placed on culinary. \$10K between the two.
 - Ben cited that if the pool park sprinklers are put in, a meter would be required anyway.
 - Makayla – that’s correct. The extra \$3400 might as well be included in the budget.
 - Council Member Whitney asked why the water was needing to be moved now? Makayla explained that the irrigation system was producing 400 gpm. We used to have the storage tank that would hold water as a reserve. Ben has monitored the irrigation water users to see how much they were using, per minute. The golf course alone used 200 gpm – half the capacity of what our well is producing. The elementary school and golf course cannot run simultaneously. Ben has had to put irrigation users on a time schedule. Makayla opined that the city did not want to do anything with the golf course well until the culinary project; once the second culinary well is in, if the golf course well could be used to service the golf course, that would be best. We have been told it produces 1200 gpm. Ben added that he would like to put in a bulk water distribution system at that time. Makayla agreed, getting bulk sales off of the culinary system would be beneficial. If the sprinkler system at the pool park and install a meter, about \$3,500 will need to be put in the budget. Makayla asked if they wanted to place the cemetery on the culinary system, it is only using 75 gpm. Council Member Whitney asked if we were trying to get the bigger water users onto the culinary system. Ben said no, we don’t want to take too much and strain the culinary. Makayla explained that the fire house well serviced the high schools’ grounds, football field, and high school baseball field, the pavilion park, the three city baseball fields, the old hospital, cemetery, old elementary school, elementary school, golf course, library, and old pool park by the cemetery. That is all on the irrigation system from that well. Ben has been having to schedule the water use and it is hard to work around baseball, football, summer rec programs, golfing, etc. The system cannot keep up. When we had the storage tank, it was leaking and there was concern that it would cause problems. Bypassing the tank has created an issue of vying for the water. Ian asked if it would be an option, assuming we find the \$10K, to do the diversion; or option two- using the old tank to store below the buffer. Ben said they had looked at that as an option but the tank is not in good shape. The VFD is working great, we just don’t have the pressure. This is not a new problem; we just are realizing it more without the reserves in the tank that we were accustomed to. Ian asked if the water fund could accommodate the \$10K water project. Makayla said yes asking the council if they wanted to just put the \$4K in Capital Improvements for the irrigation system. Makayla added that the pump at the Mineral Mountain Well has been in operation since 2003 and Ben was told that the VFD’s usually only last about seven years, ours has been over fifteen years so that is something to take into consideration. We need a rainy-day fund for these types of repairs and maintenance. Ian asked what size of tank would be needed to be used as a buffer and is that even viable? Just throwing it out there. Ben felt that would cost much more than just tying the other one in with a VFD. Mayor Davis added that the money would be better spent to tie the golf course well into the system. Also – the city needs to see what it would take to put the pavilion well into service. If the city could alleviate the sand problem, it could service all the irrigation systems in that area. Ben added that the library well was already tied in but it had the same issues with sand. Makayla suggested budgeting \$5K to see what could be

done with those two wells. Mayor Davis felt the focus needed to be on the golf course well for irrigation. Makayla asked the council if they wanted to budget \$4K to move the pool park onto the culinary when the sprinkler system is installed and move forward with obtaining pricing to tie the golf course well into the irrigation following the culinary project. For the time being we will have to work with the irrigation system the best we can. Mayor Davis added that in the meantime we should talk to Jesse (Ralphs) and see if there is funding available to upgrade the irrigation.

- Back to 400 South – if moving forward, we need to cut \$68K from the budget. Makayla cited that with the gas tax the city is expecting \$28K. Current property taxes were estimated and she estimated it low. Ian asked if there was anything from the streets budget that could be reconsidered. Makayla stated that if they cut the road base for the industrial park, the sander, and the salt, there was \$14,000. Council discussed the concern with the road being crowned between where the new fire office will be located and the Milford Chevron. The road needed to be corrected during the construction phase of the fire office. (Council Member Spaulding left at 9:13 AM). Makayla recommended that if the side-by-side wasn't purchased this year, just the four-wheeler, you could appropriate \$11K. Council Member Whitney asked Foreman Stewart if he knew the time frame for Western Rock completing the project. Ben did not know. Council Member Whitney asked Ben if he would contact them. Makayla expressed that while she understood that this project was needing to be done, the city struggles between July and November until the taxes start coming in. There is a large amount of funds used in August for streets maintenance. To hustle this project is going to be hard on the city. Makayla asked if the road base on 300, 600, and 700 West could be cut down. Mayor Davis felt that one more year would be okay to alleviate a larger problem that needed to take priority. Makayla and Ben reviewed the bids from Western Rock. Ben felt that the measurements were off. He went to measure the road to compare against the bid.

RECAP

- Add the Library patio
- Move the sprinkler system from the parks fund into the water fund
- Include \$4,000 for culinary
- Cut the following from the General Fund
 - Sprinkler system (moving funds) - \$9,400.00
 - Side-by-side - \$11,000
 - Road Base in Industrial Park - \$7,500
 - Winter Salt - \$1,500
 - Sander - \$5,000
 - Reduce crack seal to \$7500 - \$2,500
 - Road base for 600/700 West - \$17,000

Total of \$53,900

2. Authorize the mayor to sign sale of property agreements for Parcel 005-0024-0025 (Lewis Addition SID Property)

- *Motion: Council Member Les Whitney moved to approve the Mayor to sign the sale of property agreements for Parcel 005-0024-0025 in the Lewis Addition. Motion was seconded by Council Member Russell Smith. All were in favor. Motion carried.*

3. Authorize the mayor to sign obligation of funds for the Culinary Water Project from the USDA

Administrator Bealer explained that the funding for the project would provide a loan of \$4.2 Million and a grant of \$2.32 Million. The culinary water project will provide a second resource for our drinking system as well as provide a second storage tank and allow the city to do repairs to the existing water tank located on Baldy Hill. There will also be a SCADA system and generator installed.

- *Motion: Council Member Whitney moved to approve the Mayor to sign the obligation of funds for the Culinary Water Project. Motion was seconded by Council Member Shane Yardley. All were in favor. Motion carried.*

Administrator Bealer reported that Sunrise Engineering had been contacted by an automatic meter reading company, Zender, who is giving a free trial to municipalities. If interested, Milford City could participate in the trial consisting of 10-20 meters that could be utilized for 6 to 9 months. This is a test run only and there is no obligation to pay anything. This will give the city a good idea of what works or doesn't work prior to going out to bid. Makayla advised Jesse to have the company rep contact her to set it up. When we go out to fund the culinary project, we would not be to solicit this particular company without changing our scope of work to meet the needs.

Foreman Stewart returned with the measurements and called Mark at Western Rock. Mark reran the numbers and the square footage changed from 16,151 to 11,515. For 7,000 square feet the cost per foot was as high as \$6.45; for 11,515 sq ft the cost was \$4.90 (reduced bid to \$56,432.50). He suggested it might be better to peel off the existing asphalt rather than grinding or pulverizing, cut it down to grade where they can lay the new asphalt. It would be more economical to peel the asphalt off and see what is underneath it. Mark stated that all the curb and gutter would have to be in place when they schedule to have the road work done so they could match it. Mark felt that paving could be done in Milford until late October, usually. Makayla asked if it went from Main Street to the alley, she asked if there would be issues on the other side, for the trailer park and Mark Whitney's office. Mayor Davis and Foreman Stewart explained that it drained from Mark's side towards Main Street so as long as they started from the west and took it to the east there shouldn't be an issue; it is how it is draining right now. Mark will work up new figures on the 7,000-sf ft and get them to Ben as soon as possible.

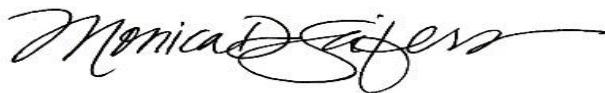
Administrator Bealer suggested doing half the alley at \$45,150. Mayor Davis recommended having someone shoot it first. Makayla asked if the council wanted to put \$45K in the budget; it could be more or less. Another option is to go with the 11,515 sq. ft at \$56,423.50, but then we have to determine where to make up the \$2,523.50. Council Member Whitney suggested it could possibly come from the fire district contingency funds. Mayor Davis recommended putting the \$53,900 in and let the fire district work on a co-op or contingency plan. Makayla added that there was extra in programming and equipment that could be allocated to the project.

Administrator Bealer reported that the service district was paying the city \$0.50 per billing account for the collection of the garbage accounts each month. When the amount was established it was to cover administrative and postage costs. Due to inflation the fee no longer covers even postage. Mayor Davis stated that he had discussed it with the board and they would like a letter from the cities, they realize it needs to be adjusted. Per the agreement the amount is set by the council in the form of resolution. Makayla to work with the other two entities and prepare a proposal.

Administrator Bealer reported on the Verso Programming Grant/Library Courier Services: there was a requirement in the grant that the books circulate county wide and a library courier service be provided. Currently Beaver City is paying their employees to drive the books to and from Milford. When this program began in 2016, Beaver was very adamant that they do it. Last fall the city manager contacted Makayla and stated that they were going to have to adjust the fees to pay the Beaver City employees wages. Beaver City employees make higher wages than Milford City's employees so Makayla told the city manager that she did not feel good about that. Since then she suggested that they all meet up in Minersville. Cynthia Carter is willing to drive to Minersville for book exchange. Makayla is meeting with Beaver City's manager today to discuss it. There will not be any adjustments to the budget; we will just be paying our employee for mileage rather than Beaver City's employee.

Meeting Adjournment: As there was no further business, the meeting adjourned at 10:23 AM

APPROVED by City Council the 18th day of June, 2019.

A handwritten signature in black ink, appearing to read "Monica D. Seifers", with a long, sweeping horizontal line extending to the right.

MONICA D. SEIFERS, City Recorder