



City of Milford

Mayor
Nolan Davis

City Administrator
Makayla Bealer

City Council
Russell Smith
Ian Spaulding
Les Whitney
Terry Wiseman
Shane Yardley

NOTICE AND AGENDA

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Milford, Utah will hold a meeting at **2:00 PM** at the **Milford City Administrative Office, Council Chambers, 26 South 100 West, Milford, Utah** for the purposes described below on **Tuesday, December 17, 2019**.

- 1. MAYOR'S WELCOME & CALL TO ORDER:** Roll Call & Pledge of Allegiance
- 2. VISITORS**
 - a. Chad Atkinson, Hinton Burdick: Presentation of Financial Audit for Fiscal Year 2018-2019
 - b. Michelle Evans/Makayla Bealer: Presentation of the HUB/Cariaggo brand and plan for Beaver County
- 3. CONSENT ISSUES**
 - a. Financial report November 2019
 - b. Approval of bills and payroll
 - c. Approval of minutes: November 19, 2019 Regular Council Meeting
- 4. NEW BUSINESS**
 - a. Discuss South Central Franchise for Fiber Project outside of City Limits
 - b. Consideration and approval of Utah State Treasury Withdrawal
 - c. Discuss City Owned Property in Horn Silver Estates
 - d. Discuss relinquishing of ownership of 1996 Chip Spreader
- 5. OLD BUSINESS**
 - a. Culinary Water Project Update
 - b. Review and discuss Aged Assistance Program
- 6. ORDINANCES AND RESOLUTIONS**
 - a. Resolution 18-2019 "Emergency Response Plan and Vulnerability Assessment for Milford City Water System"
 - b. Resolution 19-2019 "Setting Aged Assistance Program Water Rate in Fee Schedule"
- 7. COMMENTS**
 - a. Staff member reports and comments
 - b. Council member 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.

***City Council Members or the Mayor may participate in the public meeting electronically and/or telephonically.*

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 12th day of December, 2019. 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.

**Milford City Council Meeting
Tuesday, December 17, 2019, 2:00 PM
Milford City Hall, 26 South 100 West
Milford, Utah 84751**

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

Absent: Council Member Ian Spaulding.

Staff: City Administrator Makayla Bealer, City Recorder Monica Seifers, Administrative Assistant Lisa Thompson, Attorney Leo Kanell, Foreman Benjamin Stewart

Visitors (Official Roster): Scott Symond, Michelle Evans, Chad Atkinson.

Call to Order

Mayor Nolan Davis called the meeting to order at 2:00 p.m. followed by the Pledge of Allegiance.

Visitors

a. Chad Atkinson, Hinton Burdick: Presentation of Financial Audit for FY 2018-2019

Mr. Atkinson thanked Administrator Bealer and the staff for their assistance; the audit went smoothly. The Independent Auditors Report provided a clean opinion on the financial statements. Report on Internal Controls over Financial Reporting and on Compliance – there were no findings. This was accomplished through functioning controls. The final report is on Utah State Compliance – again, there were no findings. This was a great year in terms of no findings.

Financial Highlights:

General Fund and Debt Service Fund – Milford City Council should be proud of what is happening in the General Fund, there have been major improvements since 2015 and should continue to improve through FY 2020. The Restricted Funds decreased due to reclassification of assigned amounts for Capital Improvements; everything operated within the prepared budget.

Water Fund – This is a business type fund, part of its operations are Capital Assets. Depreciation will continue to reduce the balance. Appears to be stable, consistent, and headed in the right direction.

Sewer Fund – a system that is depreciating, not a lot of asset additions. As the system depreciates, city should prepare for renewal and replacement. Mayor Davis asked Chad if the city should be looking at adjusting the rates for the future councils. Chad stated it was always better to increase rates gradually, the system should be looked at while assessing the need which would help with setting rates.

Cash Balances – Governmental Funds had an increase due to the funding for the new administration building. Business type cash increased from the previous year.

Attorney Kanell looked at the General Fund and asked if the Public Safety Expense decrease has an affect on the revenues. He asked if there was a problem in the budget. Administrator Bealer explained that the tax revenues were adjusted so the city should be just fine. Another large contributor was the construction of the building starting in one fiscal year and being completed in the following fiscal year.

Chad thanked the council for the opportunity to present the audit. Mayor Davis thanked Chad for his efforts and willingness to work with the city.

Mr. Atkinson left the meeting at 2:25 pm

b. Michelle Evans/Makayla Bealer: Presentation of HUB/Cariaggo Brand and plan for Beaver County

Mrs. Evans explained that Hub was on the marketing side of tourism while Cariaggo was more 'destination development'. The Cariaggo package that Michelle was expecting to have available today had not arrived yet so she will present that at a later date. There were four individuals involved with the branding team including herself, Makayla Bealer, Tracy McMullin, and Alison Webb. She explained that Beaver County was problematic whereas it excludes Minersville and Milford and the word "Beaver" itself is filtered so there is an issue with driving people to the website.

Michelle and Administrator Bealer presented what the branding team had worked on to unify the tourism brand for the county. Ramblers – what does it mean, what does it have to do with us? It is a name that unifies the county rather than separating sides. It will be our brand voice. We have a lot of people passing through. The branding team would like to focus on the 'Independent Adventurer' and 'Easygoing Vacationers'. These groups fit within what we have to offer. Beaver County has a lot of "undeveloped" assets so you have to be pretty independent to fully experience the area. The proposed primary tagline "Utah. Pure and Simple" encompasses what Utah used to be before it grew up. Beaver County offers a lot of things that are "old school". No lines, no crowds, not overrun. The Utah. Pure and Simple tagline can be used in many variations for advertising while focusing on the different regions and activities that are offered in our county. The color scheme is very earthy, neutral to speak to the outdoors. A billboard will be placed on I-15. Michelle is working on a grant to get a billboard placed in Baker, Nevada to try to capture more traffic that may be routed to Delta, Utah by Google. There will be posters for around the communities and education efforts to help the locals understand the brand so they can help promote it.

Michelle is currently writing a grant with the outdoor recreation grant to do a countywide wayfinding that will be upgraded and rebranded. This will all be included in the grant that she will be applying for. Traditionally the outdoor recreation grant has not included a lot of wayfinding. It is so expensive to do the entire county so she is working on skeletal signage to get started. The placards will be updated with the new look and colors. Mayor Davis asked about the literature. Michelle explained that an all new visitors guide would be included with the new brand messaging. It will take a little bit of time but will all be updated.

Mayor Davis stated he was surprisingly pleased with the presentation. For a while it felt that they were going in four different directions so he is really pleased to see that they all came together and the end product is an improvement. He appreciated the work put in by all of committee members.

Michelle will return in January to present Cariaggo and update on the branding.

Mrs. Evans left at 02:50 PM

Consent Issues

a. Consent issues including bills and payroll, Financial Report November 2019 and Minutes of November 19, 2019 Regular Meeting.

- *MOTION: Council Member Les Whitney moved to approve the consent issues as presented. Motion was seconded by Council Member Russell Smith. All were in favor, motion carried.*

New Business

a. Discuss South Central Franchise for Fiber Optic Project outside of City Limits

Attorney Kanell did not feel the location was included in the franchise agreement, it is not an easement, it is not a city road. He felt that South Central needed to create an easement and then the city needed to decide whether an easement will detract from any plans the city has for using that property in the future. He inquired if the road was a county road, public, or private. Administrator Bealer reported that it was not a road; the city has researched it in the past and learned that it was a two-wheel path that somebody had cut in with a grader. It is not a city road; it is not actually a road. The city does not maintain the road. Attorney Kanell asked if it was on the city's golf course property. Administrator Bealer explained that it was located on the golf course property. Council Member Shane Yardley inquired who maintained it in the winter. Administrator Bealer replied that if it was maintained at all it was done privately. Attorney Kanell advised that the city block it off to prevent a prescriptive easement since it is not a road.

Attorney Kanell explained that the property that South Central wanted to utilize was not included in the easement as it was outside of city limits. The city needs to determine if having the easement there along the property line would create any issues with future use as the property is intended for golf course expansion. The city also needs to determine whether or not to charge for the easement. City Administrator explained that Tyler McMullin owned the property adjacent to the non-existing road. The city could contact SCC and tell them the franchise agreement does not cover it. South Central could decide whether to pursue anything with the city or go to Tyler McMullin. Administrator Bealer advised tabling the discussion to allow staff to look at the city map.

Staff looked at the city limits map determining that property in fact was inside the city limits. Attorney Kanell felt that since the city did not have a road or an easement South Central could put together an easement to present to the city who could then consider granting it.

b. Consideration and approval of Utah State Treasury Withdrawal

Administrator Bealer explained it was time to make the annual bond payments for the library and water bonds.

- *MOTION: Council Member Les Whitney moved to authorize the withdrawals to make the payments. Motion was seconded by Council Member Russell Smith. All were in favor, motion carried.*

c. Discuss City Owned Property in Horn Silver Estates

It has been brought to the attention of the staff that the city owns a portion of Horn Silver Estates. There is someone interested in purchasing the land. Attorney Kanell cited that if the city wants to sell it, they would have to hold a public hearing and make an ordinance. There were concerns with obligation to return to the developer rather than sell. Staff to do further research and place on a future agenda for further discussion.

d. Discuss relinquishing of ownership of the 1996 Chip Spreader

Administrator Bealer reported that Beaver County Road Supervisor Cory Beebe asked what the city wants to do with their interest in the chip spreader that was purchased in 1996. A new spreader was purchased last year. Cory needs to get rid of the 1996 because he needs storage space in his shed. Attorney Kanell felt that the city should allow the county to surplus the property and try to sell it and if there are any proceeds the city can discuss it with the county at that time.

- *MOTION: Council Member Les Whitney moved to authorize the property to be surplus and sold in a responsible manner; if there is money exchanged, Milford City will determine if it is best to allow it to go into another piece of equipment, let the county retain it or the city relinquish their percentage. Motion was seconded by Council Member Terry Wiseman. All were in favor, motion carried*

Old Business

a. Culinary Water Project Update

Administrator Bealer reported that the project was underway. The contract had not been awarded, awaiting SAMS.gov registration by Gardner Brothers Drilling. Jesse Ralphs has been in contact with their office. It looks like the test well will be delayed until mid-January. The city has contacted Ninfa Beard, who owns property near the existing storage tank. The family is discussing it will be back in touch with the city. Sunrise has been on site exercising the valve boxes. There are many that need to be replaced or have extensions installed. Foreman Stewart is preparing an inventory to be included in the project. There are deep holes where the valves were exposed. The extensions will bring them to the road level. Zenner meters are being installed with the intent of going live in January. The new well will be referred to as Granite Peak well. Will begin working with property owners north of town – easements for 12-inch water line to the airport. The project is at a standstill until the registration is completed and USDA awards the bid. Mayor Davis stated his concerns with the valve exchange for about 30 valves that would involve digging in the roads. Jesse had stated that it should be included in the project.

b. Review and discuss Aged Assistance Program and guidelines

The program guidelines and application have been put together for review prior to opening up the application period. Resolution 19-2019 will set the rates, which is included on the agenda for today. Enrollment will be January 2 – January 16. Staff will prioritize the top ten applicants and make their recommendation to the council for the January 21 meeting.

Ordinance and Resolutions

a. Resolution 18-2019 “Emergency Response Plan and Vulnerability Assessment for Milford City Water System”

- *MOTION: Council Member Russell Smith moved to adopt Resolution 18-2019 “Emergency Response Plan and Vulnerability Assessment for Milford City Water System”. Motion was seconded by Council Member Les Whitney. Roll call votes: Russell Smith – yes, Terry Wiseman – yes, Shane Yardley – yes, Les Whitney - yes. Motion carried.*

b. Resolution 19-2019 “Setting Aged Assistance Program Water Rate in Fee Schedule”

- *MOTION: Council Member Russell Smith moved to adopt Resolution 19-2019 “Setting Aged Assistance Program Water Rate in Fee Schedule”. Motion was seconded by Council Member Shane Yardley. Roll call votes: Russell Smith – yes, Terry Wiseman – yes, Shane Yardley – yes, Les Whitney - yes. Motion carried.*

Staff and Council Reports

Staff Member Reports and Comments

Leo Kanell ~ City Attorney

- No comment.

Makayla Bealer ~ City Administrator

- UIB opening January 2, 2020.
- Two insurance claims – Davis and Lunar Rituals – no update, Travelers Insurance is adjusting these claims.
- We had a citizen concerned with the Wells Fargo ATM leaving town and suggested the city allow the ATM use the city administration building. Mayor Davis stated he was opposed to locating an ATM at the city building. Milford City should not need to be in competition with the financial institution. Council Member Whitney understood that there was a private entity that was going to work with Wells Fargo on providing a location for the ATM. Council Member Russell Smith was also opposed to putting it in the city office. Council Member Shane Yardley stated that he felt a private entity would be a better choice for location of an ATM and the city should not get involved.

Monica Seifers ~ City Recorder

- January 21 – Swearing in Ceremony for the newly elected council members will be held at the beginning of the regular session.

Lisa Thompson ~ Administrative Assistant

- Thanked Council Member Wiseman for his service to the community.

Ben Stewart ~ City Foreman

- No reports or comments.

Council Member Russell Smith ~ Cemetery, Sewer

- Thanked Council Member Wiseman for his service.

Council Member Ian Spaulding ~ Airport, Recreation and Parks, Beautification

- Not in attendance.

Council Member Les Whitney ~ Planning and Zoning Commission, Buildings, and Equipment

- Thanked Council Member Wiseman for his accomplishments on the council.

Council Member Terry Wiseman ~ Library, Streets, County Board of Adjustments

- Thanked everyone for the good relationships and accomplished projects.

Council Member Shane Yardley ~ Water, Public Safety and Law Enforcement, Beautification

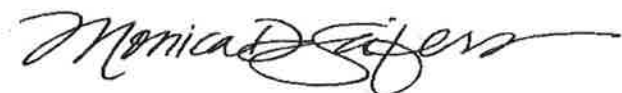
- Thanked Council Member Wiseman.
- Thanked the Lighted Christmas Committee for their efforts on the event.

Mayor Davis ~ Waste Management Board, Economic Development, Five County Steering, LIC Committee, COG

- It has been a pleasure to work with Council Member Wiseman and there had been a lot of projects accomplished.
- Commended the Lighted Christmas festivities thanking the city crew and Norman Davis and Garrett Robinson for their efforts on the decorations.
- Cities and other local entities try to utilize as many of the local contractors as possible. Finding out that a lot of them are bidding against other developers. A lot of entities are adopting resolutions – he asked Attorney Kanell if he was aware of anything. Attorney Kanell was not. There is a process of selection that allows us to provide local preference. He will look into it and report back. Administrator Bealer will contact Cedar City and Parowan City.

Meeting Adjournment ~ *as there was no further business the meeting adjourned at 3:45 PM.*

APPROVED by City Council the 21st day of January, 2020.

A handwritten signature in black ink, appearing to read "Monica D. Seifers", with a stylized, flowing script.

MONICA D. SEIFERS, City Recorder



City of Milford, Utah Fiscal Year 2019 Audit Presentation

Presented by
HintonBurdick CPAs and Advisors
December 2019

HintonBurdick.com

Introduction

- Thanks to the City and the City's staff
- Management Insight Welcome
- Read Management's Discussion and Analysis – see page 3

Audit Reports

- **Independent Auditor's Report – page 1**
 - Unmodified opinion or "clean opinion"
- **Report on Internal Controls over Financial Reporting and On Compliance – page 53**
 - No findings

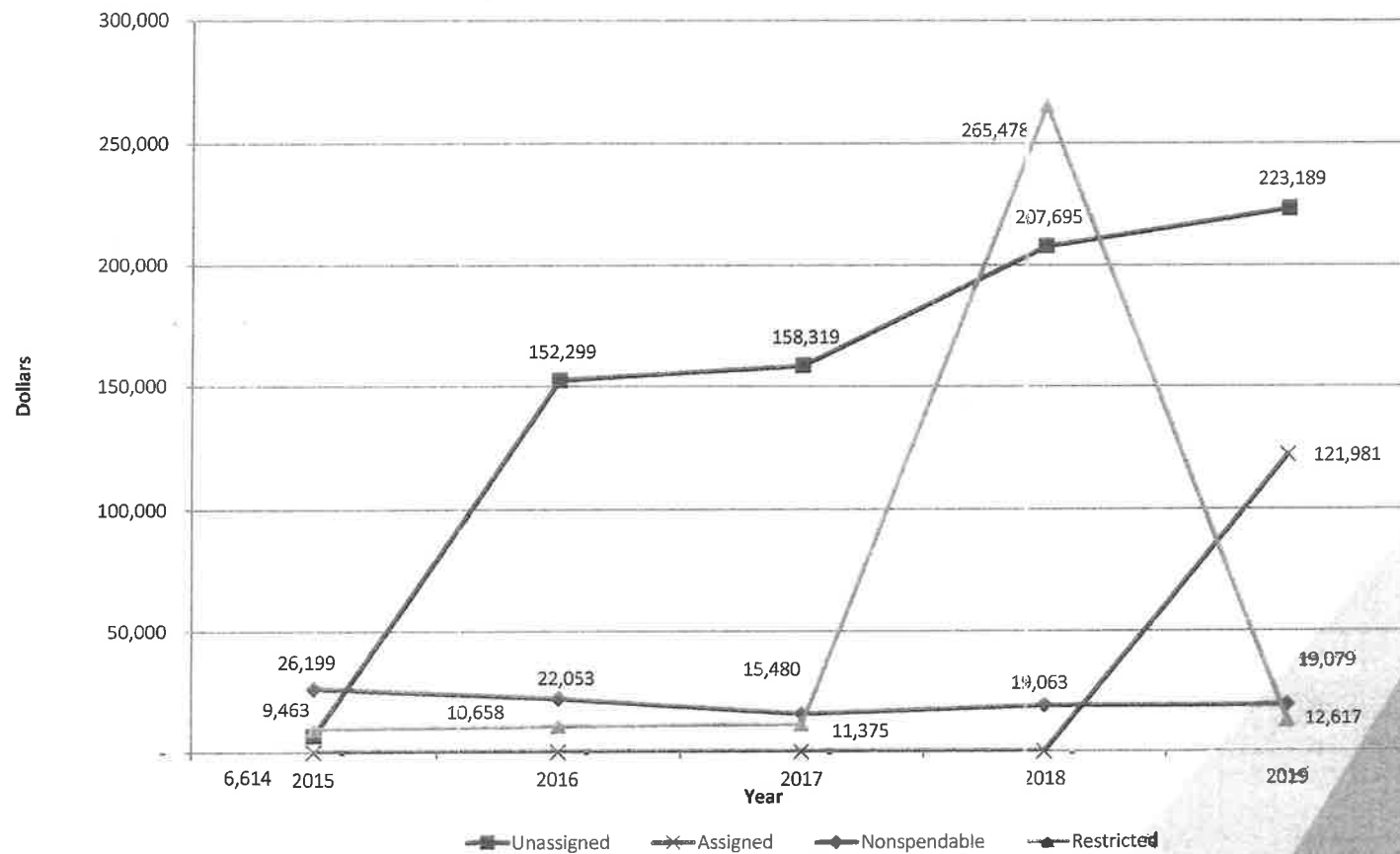
Audit Reports, continued

- **Report on Utah State Compliance – page 55**
 - No findings

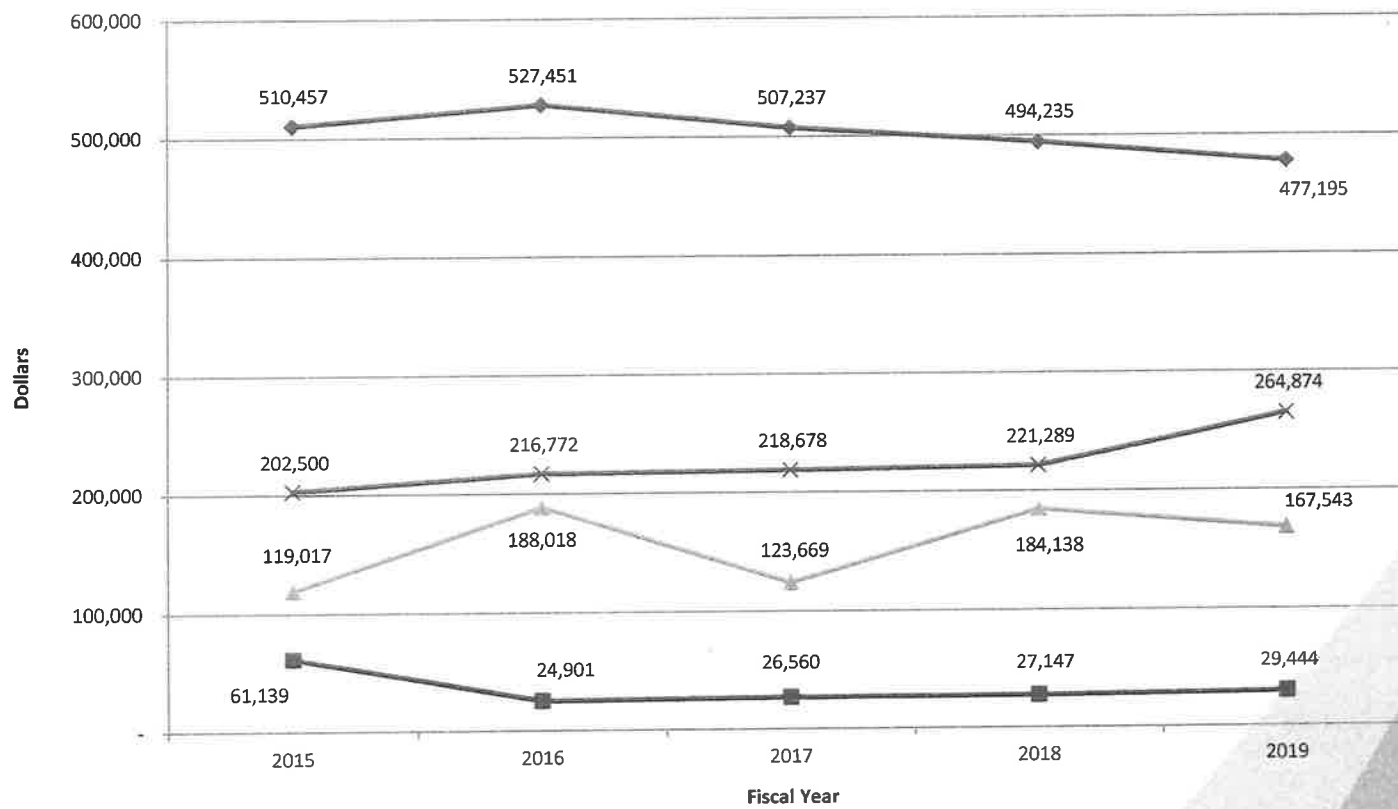
Fund Financial Highlights

- Governmental funds – see page 14
- Proprietary funds – see page 18
- Review of fund balance and net position
 - Assets – liabilities = fund balance or net position

Fund Balances - General Fund



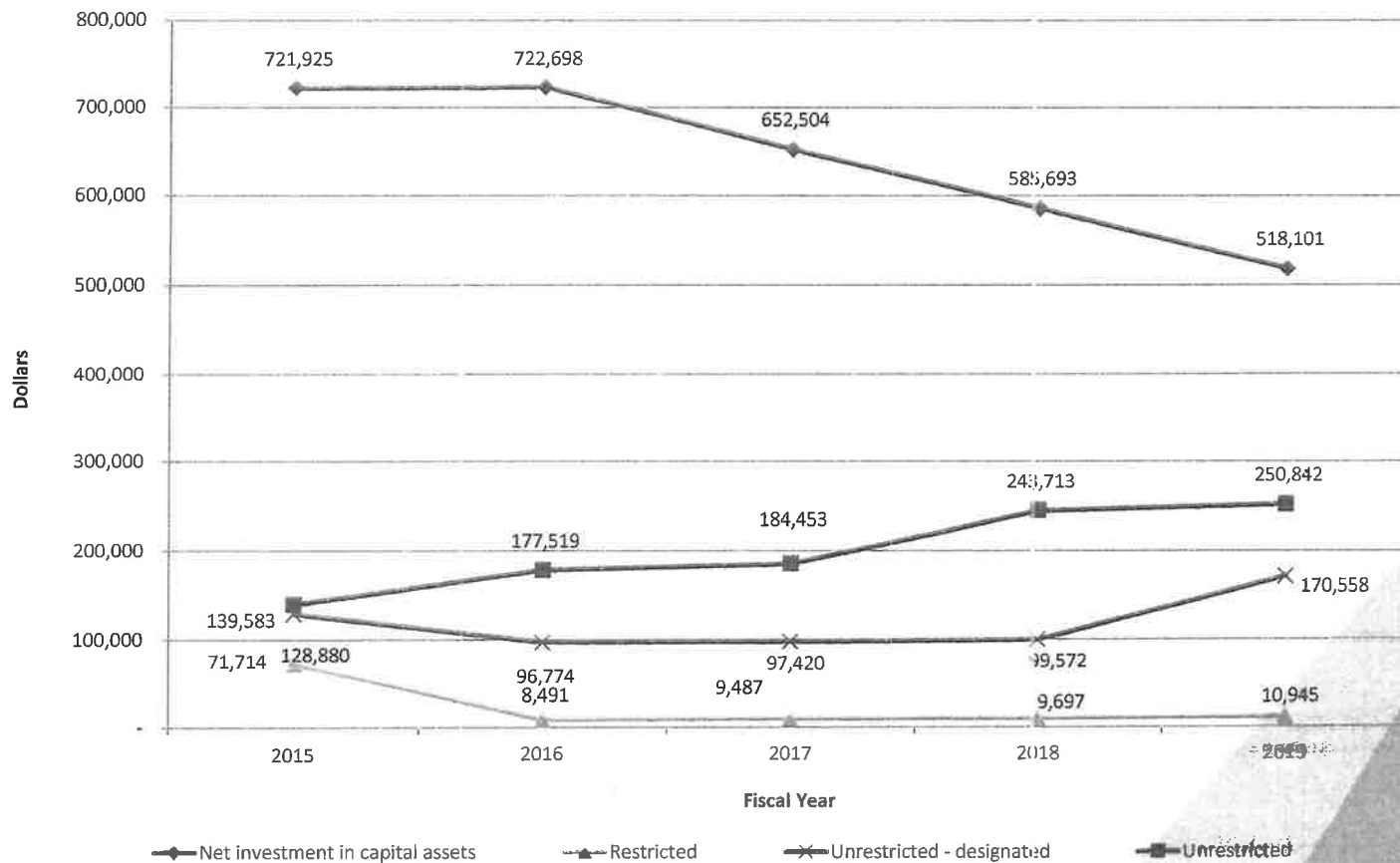
Net Position - Water Fund



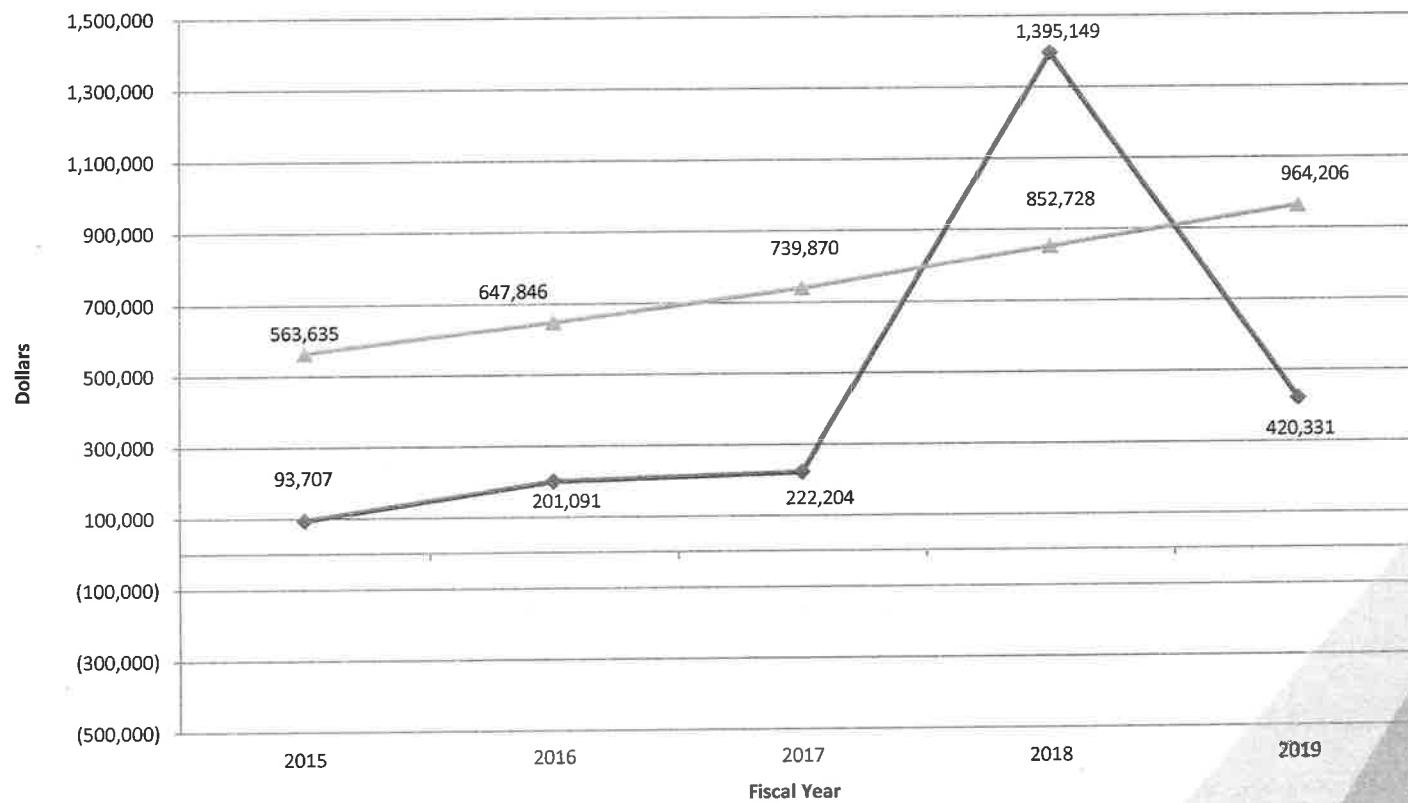
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Net Position - Sewer Fund



Cash Balances



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Questions?

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