



City of Milford

Mayor
Nolan Davis

City Administrator
Makayla Bealer

City Council
Russell Smith
Ian Spaulding
Scott Symond
Les Whitney
Shane Yardley

NOTICE AND AGENDA

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Milford, Utah will hold a 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, November 17, 2020**.

- 1. MAYOR'S WELCOME & CALL TO ORDER:** Roll Call & Pledge of Allegiance
- 2. VISITORS**
 - a. Michelle Evans – Discuss partial grant option to help with a city activity guide
- 3. CONSENT ISSUES**
 - a. Approval of bills and payroll
 - b. Approval of minutes: October 6, 2020
 - c. Financial Report: September 2020; October 2020
- 4. NEW BUSINESS**
 - a. Discuss Aged Assistance Program for 2021
 - b. Acceptance of Surplus Bids – Library Shelves
 - c. Approval of Facility Use Memorandum of Understanding with Beaver County School District
 - d. Approval of disbursement of CARES ACT Funds
 - e. Approval for 80 hours of Comp Time Payout
- 5. OLD BUSINESS**
 - a. Culinary water project
 - b. Splash pad
 - c. HB 31 Water Supply and Surplus Water Amendments
- 6. ORDINANCE AND RESOLUTIONS**
 - a. Resolution 14-2020 "Amending Fee Scheduling for Equipment and Man Hours"
- 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 November, 2020. 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, November 17, 2020, 4:00 PM
Milford City Hall, 26 South 100 West
Milford, Utah 84751

Members Present: Mayor Nolan Davis, Council Members Russell Smith, Scott Symond, Les Whitney, and Shane Yardley. Council Member Ian Spaulding participated via Zoom.

Absent:

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

Visitors (Official Roster): None

Call to Order

Mayor Davis called the meeting to order at 4:08 p.m. followed by the Pledge of Allegiance.

Visitors

a. Michelle Evans – Discuss partial grant option to help with a city activity guide

Mrs. Evans was not in attendance.

Consent Issues

a. Consent issues including bills and payroll, Financial Reports September 2020 and October 2020, and Minutes of October 6, 2020 were presented for consideration for approval.

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

New Business

a. Discuss Aged Assistance Program for 2021

Administrator Bealer presented the guidelines from 2020 asking if the council wanted to proceed with offering the program for 2021 calendar year. There was a two week application period last year (Jan 2-Jan 16). There are currently two customers on the program and they would be required to apply annually. Council Member Russell Smith felt the program should be offered again. Administrator Bealer explained that last year the 125% poverty level was used and it had been discussed to add the 150% poverty level. It was the consensus to open the application period up and see how many applicants qualify before adjusting the threshold.

- **MOTION:** Council Member Ian Spaulding moved to authorize the program application period being opened and adjusting the threshold if too many qualified applicants apply. Motion was seconded by Council Member Shane Yardley. All were in favor, motion carried.

b. Acceptance of Surplus Bids - Library Shelves

Administrator Bealer reported that there were no bids received for the shelves. We can lower the minimum or have them hauled to the dumpster.

- **MOTION:** Council Member Scott Symond moved to authorize the minimum to \$10 per unit. Motion was seconded by Council Member Russell Smith. All were in favor, motion carried.

c. Approval of Facility Use Memorandum of Understanding with Beaver County School District

Administrator Bealer presented the MOU for the Beaver County School District facilities. This included the annual \$5000.00 city contribution to the sweeping position that will be disinfecting the facilities. Attorney Kanell was concerned with the lack of language in the agreement defining what the use by the city was. Administrator Bealer explained the use definitions and how the process will work. She will contact the school district to have the definitions of the recreation uses included/clarified in the document.

- **MOTION:** Council Member Russell Smith moved to table the issue until the next meeting. Motion was seconded by Council Member Les Whitney. All were in favor, motion carried.

d. Approval of disbursement of CARES ACT Funds

The City of Milford has now received the second and third distributions of funding for the CARES ACT. The city has installed UV lighting in the city buildings, will be contributing to the sweeper position at the school, as well as purchased PPE and disinfecting stations. A new vehicle is in the process along with a spray gun for disinfecting. We have a balance remaining of \$27,031.64 to distribute to the businesses. We had 11 applicants. Using the same guidelines as during round one, the applications were categorized. Council Member Smith addressed the lack of documentation in the applications. Administrator Bealer explained that we could not require documentation, only request it. He was satisfied with her response.

- **MOTION:** Council Member Shane Yardley moved to authorize the disbursements of CARES ACT Funds as presented. Motion was seconded by Council Member Russell Smith. All were in favor, motion carried.

e. Approval for 80 hours of Comp Time Payout

Administrator Bealer reported that the personnel policy committee has met and begun the process of updating the policies. Council Member Spaulding suggested doing an 80-hour payout since we have it budgeted. Council Member Spaulding cited that he wanted to take the opportunity to reward the employees now rather than when the policy was completed. He would like to see the employees be able to use the payout funds now. Council Member Whitney and Mayor Davis agreed. Council Member Spaulding also cited that he liked the employee involvement with the policy updates. Mayor Davis agreed stating that the while the members of the council may change over time, the employees are here for the long haul and we need to meet in the middle to make it work best for all. Administrator Bealer explained that it is a benefit to the city to pay it out annually since it is earned a lower wage than what it will be paid out at a later time.

- **MOTION:** Council Member Les Whitney moved to authorize the 80-hour comp time payouts. Motion was seconded by Council Member Russell Smith. All were in favor, motion carried.

Old Business

a. Culinary water project

Jesse Ralphs joined the meeting via Team Viewer at 4:38 pm and provided an update on the project. There have been some changes to the schedule.

Granite Peak Well Construction: the development process for the well is complete. Dale Gardner and his crew ended up working on much longer than anticipated but the results are very good. They made three development passes; the clarity of the water improved each time. Setting the test pumps for this week. The two tests that will happen are the step test and a 24-hour draw-down test.

Tank/Booster Property:

Rural Development would not let us go out to bid until the Right of Occupancy was received. We received the Right of Occupancy in October. RD did give concurrence to bid but the water committee felt it was bad timing with winter coming on. Early January or even late December were suggested – but we could get it out and advertise it but close it mid-January. Once bids open it will take about 4-6 weeks to get everything ready for the contract award.

Schedule

Budget: Interest is accruing on the total funding. We are under contract with Gardner and Sunrise to the tune of \$1.8 million. Estimated contingency is \$325,000. We won't know until it goes out and the bid is awarded. Jesse recommended the water committee break the bids out for alternates; this will allow for flexibility should the bids come in high.

Mayor Davis supported trying to get it out to bid in late December.

Mr. Ralphs left the meeting via Team Viewer at 4:47 pm

b. Splash pad

Megan McMullin was going to attend to discuss fundraising ideas but was not able to attend. She will attend in December.

c. HB 31 – Water Supply and Surplus Water Amendments

Attorney Kanell did not have any updates. He stated that we will have to adopt our water rates by ordinance in January. Administrator Bealer asked if that was the current rates or just newly adopted rates. Attorney Kanell will look at it again and report back but he was under the impression that we would have to change our resolution to an ordinance.

Ordinance and Resolutions

a. Resolution 14-2020 "Amending Fee Schedule for Equipment and Man-Hours"

MOTION: Council Member Shane Yardley moved to adopt Resolution 4-2020 "Amending Fee Schedule for Equipment and Man-Hours". Motion was seconded by Council Member Les Whitney. Roll Call votes were as follows: Council Member Russel Smith – Aye; Ian Spaulding – Aye; Scott Symond – Aye; Les Whitney – Aye; Shane Yardley – Aye. Motion carried.

Staff and Council Reports

Staff Member Reports and Comments

Leo Kanell ~ City Attorney

- Discovered another sibling to Sharon Beard, named Marilyn. He sent a letter certified and she has signed. He is hoping to make further progress with the lawsuit.

Makayla Bealer ~ City Administrator

- Cameras are installed and operating at the city park and the dumpster. This was a good investment and will be a wonderful asset for the city.
- Runway is complete, have not done the final walk through yet. Funds are being retained until it is completed.
- Senior Citizens Center project is completed.
- Pool heater and LED lights is currently being advertised. Bid Opening on November 24 8 am.
- Electronic Feedback signs on Main Street. UDOT wants direct power rather than solar. Waiting for bids from electrician.

- South Central should have a crew back in Milford early 2021 to finalize the fiber optic project and they plan to have their crew here until it is completed.
- Airport Capital Improvement – we are looking at the next ten-year capital improvements. Pavement preservation was marked for 2023. We will need to keep that in mind for the budget that year, earmarking \$20K for the city's portion.
- 400 South – the project is complete. If there are any concerns they need to be addressed before the retainage is paid.
- The audit is near completion. Chad will be presenting in the December meeting.
- Final payment on the admin building – the grant is closed out. Parking lot crack seal was not paid.
- Mayor Davis advised that if the city does not hear back from A&F staff should reach out to other electricians. The project needs to be completed.
- Mayor Davis thanked Makayla for all her efforts on CDBG; it was time consuming and he appreciated her efforts on fulfilling the requests which were plentiful. He would prefer to stick with CIB funding in the future, when available.

Monica Seifers ~ City Recorder

- No reports or comments.

Lisa Thompson ~ Administrative Assistant

- No reports or comments.

Ben Stewart ~ City Foreman

- Started putting Christmas Lights up today.

Council Member Russell Smith

- No reports or comments.

Council Member Ian Spaulding

- No reports or comments.

Council Member Scott Symond

- No reports or comments.

Council Member Les Whitney

- No reports or comments

Council Member Shane Yardley No reports or comments.

- No reports or comments

Mayor Davis

- No report or comments

Meeting Adjournment ~ *as there was no further business the meeting adjourned at 5:02 PM.*

APPROVED by City Council the 15th day of December, 2020.


MONICA D. SEIFERS, City Recorder