



MILFORD CITY COUNCIL MEETING AGENDA

City Council Meeting Tuesday, June 15, 2021 at 4:00 PM at the Milford Administrative Offices, City Council Chambers, 26 South 100 West, Milford, Utah.

- 1. MAYOR'S WELCOME & CALL TO ORDER:** Roll Call & Pledge of Allegiance
- 2. PUBLIC HEARINGS**
 - a. Waiving Payment for Interfund Services for Municipal Use
 - b. FY 2021-2022 Operating Budget
- 3. VISITORS**
 - a. Steven Florence – Street paving along 800 South and 600 West
- 4. CONSENT ISSUES**
 - a. Financial report: May 2021
 - b. Approval of bills and payroll
 - c. Approval of minutes: May 18, 2021 Regular Council Meeting; May 18, 2021 Public Hearing – Parity Water Revenue Bond; June 3, 2021 Special Work Session
- 5. NEW BUSINESS**
 - a. Interview for mid-term vacancy on City Council
 - b. Review and consideration of Rosemary Bowman Agreement
 - c. Discuss Youth City Council
 - d. Fraud Risk Assessment 2021
 - e. Transition from ServLine to Hub International for Consumer Utility Coverage
 - f. Discuss and action on municipal damage at 605 West 500 South
- 6. OLD BUSINESS**
 - a. Culinary Water Project update
 - b. Splash Pad update
- 7. ORDINANCE AND RESOLUTIONS**
 - a. Resolution 4-2021 "Waiving Payment for Inter-Fund Services"
 - b. Resolution 5-2021 "Setting Real and Personal Property Tax"
 - c. Resolution 6-2021 "URS Contribution"
 - d. Resolution 7-2021 "Setting and Adjusting Approved Vendor List"
 - e. Resolution 8-2021 "Amending Operating Budget FY 2020-2021"
 - f. Resolution 9-2021 "Adopting Operating Budget FY 2021-2022"
 - g. Resolution 10-2021 "Adjusting Compensation and Salaries FY 2021-2022"
 - h. Ordinance 1-2021 "Amendment to Employment Requirements Regarding City Limit Boundaries"
- 8. COMMENTS**
 - a. Staff Member Reports and Comments**
 - i. Leo Kanell, City Attorney
 - ii. Makayla Bealer, City Administrator
 - iii. Monica Seifers, City Recorder
 - iv. Lisa Thompson, Administrative Assistant
 - v. Ben Stewart, City Foreman
 - b. Council Member Reports and Comments**
 - i. Council Member Russell Smith: Cemetery, Sewer, Streets
 - ii. Council Member Ian Spaulding: Recreation Programs, Swimming Pool and Golf Course, City Parks
 - iii. Council Member Scott Symond: Library, County Board of Adjustments, Beautification
 - iv. Council Member Les Whitney: Planning and Zoning, Buildings and Equipment, LIC Committee
 - v. Council Member Shane Yardley: Water, Airport, Beautification
 - vi. Mayor Nolan Davis: Waste Management, Ec Dev, Five Co. Steering, Public Safety/Law Enforcement
- 9. ADJOURNMENT**

City of Milford

26 South 100 West

435.387.2711

www.milfordcityutah.com



Mayor

Nolan Davis

City Administrator

Makayla Bealer

City Council

Russell Smith

Ian Spaulding

Scott Symond

Les Whitney

Shane Yardley

Water Conservation Plan -2021 Notice to Milford City Water Users – Outdoor Watering Guidelines June 2021 – September 2021

Due to emergency drought conditions throughout the State of Utah following one of the hottest and driest summers on record, Milford City is encouraging careful and efficient use of water. To maintain the demand on the city water supply we are asking our residents to join us in conserving water and using our most valuable resources wisely.

The following guidelines are in effect beginning June 4, 2021:

- 1. No Daytime Watering. Please set your timers to run between the hours of 6 PM and 9 AM only!**
- 2. Break your station watering times down into smaller run times and run more often during the night.** For example: Rather than watering each station once for 30 minutes, run it for 15 minutes twice throughout the night. **This will reduce runoff and allow better seepage into your soil.**
- 3. Decrease the numbers of days you run your sprinklers, if possible.** Drier lawns are ok and will come back. If your lawn can survive being irrigated every 2-3 days rather than daily, please adjust your watering times until the situation improves.
- 4. Avoid watering in windy conditions (yes, we realize this is difficult based on our location and the insane amount of wind we get).** If you are watering and it is windy, your lawn is not getting the hydration it needs anyway.
- 5. Maintain watering systems.** Now would be a great time to check your systems for leaks, broken or malfunctioning sprinkler heads and make adjustments to avoid watering sidewalks and streets.
- 6. Reduce garden size and outdoor foliage, if possible.**
- 7. Reduce shower length by a few minutes each day.** Shutoff the water while brushing teeth.
- 8. Only run full loads in the dishwasher, washing machine, etc.**
- 9. Consider sweeping off your carports and sidewalks rather than spraying them off with the hose.**

Milford City will be implementing many of these changes throughout our locations and parks. Please understand that due to maintenance and summer youth program schedules, there may still be daytime watering occurring at the Milford Recreation Complex. All other locations will be adjusted to prevent day time watering.

Milford City will continue to monitor the city water supply and advise the residents if any further adjustments need to be made to the watering routines.

Resources:

- www.slowtheflow.org
- www.conservewater.utah.gov — This site offers information on water conservation in Utah, a weekly lawn watering guide, Water Conservation Plans, resources for waterwise plants, and more



City Council Agenda Request Form Milford City
This form must be submitted by 3 pm the Wednesday prior to the Council Meeting

REQUESTOR'S NAME (Print legibly): Steven Florence

ORGANIZATION (if applicable): _____

ADDRESS: 802S 500W

PHONE : _____ CELL PHONE: 435-421-9119

E-MAIL ADDRESS: ShFlorence@yahoo.com

To be used if additional information is required . Agenda will 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 6/15/21 Amount of Time Requested 10 minutes

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) :

Development Requirements on lot # 383A 600W 800S

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

PLEASE DESCRIBE DESIRED OUTCOME: install Building on lot

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 _____

*****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.

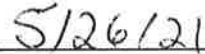
Return completed form and 12 printed copies of handouts to:

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 3 pm the Wednesday prior to meeting.



SIGNATURE



DATE

OFFICE USE ONLY

Date Rec'd by City Recorder: _____

Info Complete : YES ☐ NO ☐

If no, what info is required: _____

Approved for Agenda : YES ☐ NO ☐

If no, reason for denial:



CITY COUNCIL TRANSMITTAL

TO: Milford City Council

DATE: 6.10.21

FROM: Lisa Thompson, Zoning Administrator

SUBJECT: Street Improvements on Parcel 5.20.6

PLANNING COMMISSION RECOMMENDATION: On June 9, 2021 the City of Milford Planning and Zoning Commission reviewed the requirements for this property would like to recommend to the council to allow Steven Florence to put a garage building on this property requiring sidewalk, curb and gutter with an exception to the street improvement requirements.

PLANNING COMMISSION DECISION: The following is a summary of why the planning and zoning made this recommendation to the council:

- This subdivision was one of the first subdivisions to me approved in Milford City. Subdivision was approved on June 9th 1910 and recorded on August 12, 1910.
- Due to the development that has been allowed without all the requirements in the same subdivision on neighboring lots.
 - 600 West from 600 South to 800 South were developed and street improvements were never required; however, sidewalk curb and gutter were required and installed.



- Property abutting this property does not have street improvements.



- An exaction must be proportionate to the impact caused by the development.
 - Comparing the exaction against the impact created by the development does not seem proportionate. This parcel is already being used to park on. A building/garage is not going to create more of an impact than what the property is already being used for. (Utah State Code 10-9a-508)
- This property at one time has already had a structure on it. Steven has torn the dilapidated structure down and cleaned the property up in an attempt to better the development.

PLANNING AND ZONING FUTURE ACTION: The Planning and Zoning Commission has determined that changes need to be made in our ordinance to allow for exceptions to be granted on development requirements in subdivisions that are already partially developed.

DRAFT

**MINUTES OF MILFORD CITY PUBLIC HEARING
TUESDAY, MAY 18, 2021, 26 SOUTH 100 WEST, MILFORD, UTAH AT 4:00 PM**

PARITY WATER REVENUE BOND HEARING

The Milford City Council meeting convened in Public Hearing session on Tuesday, May 18, 2021, in the Milford City Office, meeting commenced at 4:00 pm.

Present: Mayor Nolan Davis, Council Members Russell Smith, Les Whitney, Scott Symond, and Shane Yardley. Staff in attendance: City Attorney Leo Kanell, City Administrator Makayla Bealer, Administrative Assistant Lisa Thompson, City Recorder Monica Seifers, City Foreman Benjamin Stewart.

Visitors: Logan Reid, Schyler Jordan, Madeline Robles

Mayor Davis opened the public hearing for the Parity Water Revenue Bond at 4:01 p.m. stating that the purpose of the hearing is to receive input from the public with respect to the issuance of the Bonds and any potential economic impact to the private sector from the construction of the Project to be funded by the Bonds.

Mayor Davis asked City Administrator Bealer to explain why the hearing was being held. Administrator Bealer explained that the city had to obtain additional funding.

Mayor Davis called for comments. There were none. The public hearing adjourned at 4:06 p.m. moving the agenda into the regular meeting.

THESE MINUTES ARE IN DRAFT FORM AND HAVE NOT BEEN APPROVED BY CITY COUNCIL – SUBJECT TO CHANGE

DRAFT
Milford City Council Meeting
Tuesday, May 18, 2021, 4:00 PM
Milford City Hall, 26 South 100 West
Milford, Utah 84751

Members Present: Mayor Nolan Davis, Council Members Russell Smith, Ian Spaulding, Scott Symond, and Les Whitney. Council Member Shane Yardley attended vi 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): — Logan Reid, Schyler Jordan, Madeline Robles – Southwest Behavioral Health Center

Call to Order

Mayor Davis called the meeting to order at 4:00 p.m. followed by the Pledge of Allegiance.

Public Hearing – 4 PM: On April 27, 2021, the Mayor and City Council of City of Milford (the “Issuer”), adopted a resolution (the “Resolution”) declaring its intention to issue its Parity Water Revenue Bonds (the “Bonds”) pursuant to the Utah Government Bonding Act, Title 11, Chapter 14, Utah Code Annotated 1953, as amended and to call a public hearing to received input from the public with respect to the issuance of the Bonds.

The Issuer shall hold a public hearing on May 18, 2021, at the hour of 4:00 p.m. The location of the public hearing is the City of Milford Office, 26 South 100 West, Milford, Utah. The purpose of the meeting is to receive input from the public with respect to the issuance of the Bonds and any potential economic impact to the private sector from the construction of the Project to be funded by the Bonds. All members of the public are invited to attend and participate.

Mayor Davis asked City Administrator Bealer to explain why the hearing was being held. Administrator Bealer explained that the city had to obtain additional funding.

Mayor Davis called for comments. There were none. The public hearing adjourned at 4:06 p.m. moving the agenda into the regular meeting.

Visitors

a. Schyler Jordan, Southwest Behavioral Health Center – Discuss substance abuse trends and mental health issues in the community and Use Only as Directed messaging boards placed around town.

Logan Reid – Behavioral Health Center is a contract agency with the State of Utah to provide behavioral health and substance abuse, addiction, and mental health treatment and prevention services. Mr. Reid works with the prevention department. Sometimes smaller rural communities do not get support and services. Locally we have staff working in the schools. Use only as directed messaging boards have been installed around town. The Youth Coalition is working on specific needs the community is facing. They are proposing a group who can locally implement strategies; local communities can identify their problems as the needs change from town to town. They want to start a coalition that would focus on this community. They use programs that have been shown to work. With successes comes more funding opportunities.

They would really like to start a coalition in Milford using the Communities That Care model. The proposed coalition would have representation from 12 sectors (business, religious, school, health, law, etc.). This group would assess the community for specific needs, plan and implement evidence-based strategies and then have a paid community resident to guide the coalition. There is grant funding available if they can show that there is a financial partnership with the city. They are working with a few communities in the area and are hoping to get a Memorandum of Understanding or something to show there is commitment to implementing the model. To start the coalition here in Milford, a resident would have to be hired part-time to oversee it. SWBH will provide training, coaching, and oversight to help build a CTC coalition. They have found that \$20,000 annually is enough to pay someone to run the coalition in the community but they also want them to have an operating budget so they came up with a budget of \$30K; they are willing to put in \$20,000 but need a financial commitment from the city and/or county. Milford City and Beaver County will provide office and meeting space. SWBH will apply for and secure more funding for increased services in Milford.

Mr. Reid asked if Milford have an interest in this?

Mayor Davis felt this is long overdue. \$10K is what is needed and that is annually? Logan – yes, we would like to give it five years and see how it works. They will fund \$20K per year the other \$10K would need to come from county and or city. Mayor Davis asked about Five County Association of Governments, had they discussed being involved? Logan was not aware of them discussing it but the county commissioners are involved, however. Mayor Davis asked about all the involvement – business and religious, etc. he would like to see involvement with different cultures we have in the area. We have a large Hispanic population in Milford and want them to be involved. Logan stated that would be the focus is to get everyone involved. He understands this is at the end of a fiscal year. The health department has funds available to get the ball rolling if the city can look for the five years following the upcoming budget year. Council Member Whitney cited that he liked what he has seen presented. He has been involved with the youth coalition and is impressed with what has taken place. He has seen a lot of organizations say that they would do things but never really carried those ideas out. This group has got things done. Mr. Reid responded saying that the great thing about the coalitions is the results are tangible and trackable and you can show the progress that is taking place. If the results are not there, they will discontinue the program. Council Member Symond would like to take this proposal to the hospital board to broaden the audience. Attorney Kanell asked if this would include the unincorporated area like Milford Flat. Logan – the boundaries would be decided by the community.

Mr. Reid, Ms. Jordan, and Ms. Robles left the meeting at 4:30 p.m.

Mayor Davis asked how the council wanted to proceed with this – inquiring if they should get the service districts involved or make it more of a bounty-wide effort? Council Member Symond would like to talk to the hospital board about it and see how they feel about it. The more entities and organizations we can get involved, the better chance of getting the \$10K required to run the program. Mayor Davis would also like to sit down with Commissioner Hollingshead and discuss it further, as well as the Five County Association of Governments.

Consent Issues

a. Consent issues including bills and payroll, and Minutes of April 27, 2021 Special Session and Financial Report April 2021 were presented for consideration for approval.

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

96
97 **New Business**

98 **a. State Treasury withdrawal request**

99 Administrator Bealer reported the annual bond payment on the administrative building was due.

- 100
101 ➤ **MOTION:** Council Member Les Whitney moved to authorize the withdrawal for the bond
102 payment. Motion was seconded by Council Member Scott Symond. All were in favor, motion
103 carried.

104
105 **b. Presentation of uncollectible utility accounts to be written off**

106 City Recorder Seifers reported that there were no new accounts to present for write off and provided
107 and update on the bulk water account that was written off in the amount of \$1,862.78. We have received
108 \$600 in payments since the write off. She will continue to attempt the collection on this amount.

109 Council Member Spaulding entered the meeting at 4:32 pm

110
111 **c. Approval of Tentative Budget FY2021-2022**

112 Administrator Bealer cited that this is the tentative budget that will need to be adopted in the May council
113 meeting. We will need to schedule a work meeting to review and finalize the budget prior to that meeting.

- 114 ➤ **MOTION:** Council Member Les Whitney moved to adopt the FY2021-2022 Tentative Budget as
115 presented. Motion was seconded by Council Member Russell Smith. All were in favor, motion
116 carried.

117
118 **d. Discuss recommendations and considerations from the State of Utah regarding the drought**

119 The State of Utah has sent a letter that was included in the council packet. Makayla asked if the council
120 wanted to discuss it or place it on the agenda for the work session. Council Member Spaulding asked if
121 there have been actions taken in the past that we could use? Makayla replied no, we have never done
122 that. The city does have a conservation plan that encourages wise water use practices. These pamphlets
123 are mailed out each year. Makayla will place on the agenda for the special meeting.

124
125 Attorney Kanell stated that we have a unique situation where we pump our water out of the ground. We
126 are not reliant upon a passing stream that is flowing through so the issue is with the water table being
127 available but a lot of the water we use goes back into the ground. The water table in the Milford Valley
128 has continued to drop since the 1950's. Our wells may not be deep enough if it continues to drop. Our
129 situation is different from other cities. Foreman Stewart explained that the Mineral Mountain Well has
130 been decreasing in gpm over the past couple of years. It is not sucking sand but it is slowly putting out
131 less and less.

132
133 Mayor Davis – he felt it was a good time to discuss the issue with the water table with the drought we
134 are in. There is an issue with the water table right now and he does not see it improving any time soon.
135 We need to implement something and trying to help educate the community. He asked council and staff
136 to think about it and we will discuss it in the work meeting.

137 **Old Business**

138 **a. Culinary water project update**

Administrator Bealer reported that the project is underway. The contractor is having difficulty getting supplies. They will start replacing meters on the residential connections. As they do, they will be tagging the doors to let the residents know what took place.

b. Splash pad update

No update.

Ordinance and Resolutions

a. None.

Staff and Council Reports

Staff Member Reports and Comments

Leo Kanell ~ City Attorney

- No report or comment.

Makayla Bealer ~ City Administrator

- Schedule a work meeting for the budget: June 3 at 8 a.m.
- Community Giveback Day on May 26 – pitch in when you can. If any of the council are available to assist the crew at the cemetery, they crew would appreciate any help.

Monica Seifers ~ City Recorder

- Candidate Filing Period June 1 – June 7. The city office will remain open until 5 pm daily during the period. Seats on the ballot will be (1) mayor and (2) council members. The incumbents are Mayor Davis and Council Members Ian Spaulding and Shane Yardley. She read the qualifications for filing.

Lisa Thompson ~ Administrative Assistant

- No reports or comments

Ben Stewart ~ City Foreman

- No reports or comments

Council Member Russell Smith

- Inquired if the city would be distributing food boxes again? Mayor Davis replied yes. Smithfield will be bringing the food in enclosed trailers and will have pallet jacks available. Administrator Bealer added that the plan was for the trucks to be in Milford at 6:30 p.m. to unload and the volunteers will begin distributing the boxes at 7 p.m.

Council Member Ian Spaulding

- No reports or comments

Council Member Scott Symond

- No

Council Member Les Whitney

- No

Council Member Shane Yardley No reports or comments.

187 ➤ Announced his resignation with the city council due to his family moving outside of the city limits.
188 Administrator Bealer explained that the city will advertise the vacancy and if we have non-
189 incumbent filers, we will ask them if they would be interested in filling the mid-term vacancy of
190 Council Member Yardley. The mid-term vacancy will be filled by interviewing interested
191 individuals in the June 15, 2021 council meeting.
192

193 **Mayor Davis**

194 ➤ Inquired on the electronic speed limit sign. Administrator Bealer explained that UDOT and RMP
195 are still working out the details to get the power service to the speed sign located on the north
196 end of town.
197

198 **Meeting Adjournment** ~ *as there was no further business the meeting adjourned at 5:05 PM.*
199

200 **THESE MINUTES ARE IN DRAFT FORM AND HAVE NOT BEEN APPROVED BY CITY COUNCIL – SUBJECT TO**
201 **CHANGE**

**Minutes of Milford City Council Special Session
Tuesday, June 3, 2021, 8:00 AM
Milford City Office 26 South 100 West, Milford, Utah 84751
City Council Chambers**

Members and Staff Present: Mayor Nolan Davis, Council Members Russell Smith, Les Whitney, Scott Symond, and Ian Spaulding. City Administrator Makayla Bealer, Administrative Assistant Lisa Thompson, City Recorder Monica Seifers, and Foreman Ben Stewart were also present.

Mayor Davis called the meeting to order at 8:01 AM

WORK SESSION

1) Review and consideration of Rosemary Bowman Agreement

The information has not been presented to the city at this time.

- **MOTION:** *Council Member Scott Symond motioned to table the agreement. Motion was seconded by Council Member Russell Smith. All were in favor, motion carried.*

2) Discuss current drought situation in the state

The city received a letter from the State of Utah asking the municipality to evaluate and potentially update the system's drought response plan, drought mitigation plan and water ordinances related to drought response and conservation during times of drought. Foreman Stewart cited that the well levels have been maintaining pretty good so far. It is hard to forecast future summer months but it will continue to be monitored. Council Member Spaulding liked the notice that Beaver City put out asking if we could do something similar to that. It was basically a statement from the city to use water wisely. If water levels are dropping in the future, we can take more strict action at that time. Council Member Whitney stated this year is drier than he has ever witnessed in years past. Mayor Davis felt that if we put out a notice asking people to restrict day time watering. The recreation complex will need to run some stations during the day time to accommodate the watering, use, and maintenance schedules. All other locations can be rescheduled to night time watering. The notice will need to explain this so the residents know that we are also trying to be good stewards. Foreman Stewart felt that the library watering could be moved to nighttime. The only thing that would need to run during the day would be the recreation complex. One of the recommendations from the landscaper at the fire office was if you are watering each station for 30 minutes, to break that down in to two watering cycles at 15 minutes each to prevent run off. She asked Ben if that was a possibility? He stated it might work with some of the locations and they could look into it. Staff will put together a notice for council to review before posting.

3) Discuss proposal from Southwest Behavioral Health

Mayor Davis reported that he has not had the opportunity to meet with Commissioner Hollingshead. They are scheduled to meet June 16th. Table the issue until the July 20 meeting. Mayor Davis felt that \$10K was a big commitment and unless other entities get involved. Administrator Bealer cited that the city's first responsibility was to provide services and felt that there were equipment needs that took priority.

4) **Review budget wish list and adjust Tentative Budget FY 2021-2022**

Administrator Bealer reviewed the Budget Wish List with the members of the council discussing items included in the upcoming fiscal year as well as those tabled for future budget years. She explained that there was a substantial amount allocated to Milford City through the American Rescue Funds that could be used for infrastructure. She proposed the following items and/or projects: Cemetery GIS Mapping (applied for a grant through the state); Sewer Master Plan, Sidewalk Rehabilitation Project, Crew Vehicle, Mini Ex for Cemetery, and Sanitizing Machine for Admin Building Floor.

Budget Wish List Review:

COLA – 2% wage increases

Library - \$1,000 for concrete to fill in graveled area between retaining wall and parking lot.

Streets

Traffic approaching sign on Center Street – Makayla has been in contact with the property owner of 1 North 300 West and he is willing to work with the city to improve visibility for traffic. Landscaping can be done much cheaper than putting in a sign.

Added a line item for the stop signs along 700 West on north of Center Street.

Water way – next year 400 West and 300 North will be done next year. Tushar is preparing it now but it will be done in July.

Pickup broom rental was not included – Ben to get pricing but did not have anything yet. The current broom is about 15 years old and will need to be replaced soon.

Road base was not included – Ben was doing more research on using asphalt from the airport.

Buildings

Crack seal and library and senior center were taken care of this fiscal year.

Sanitizing machine for admin building floor – put in the budget, Makayla believes we will be able to use the American Rescue Funds.

Replacing tile floor at the senior center was not included.

Additional bay at the maintenance shed was placed as a future project.

Water

Sand filter valve and backflow devices for municipal properties were included.

Sewer

Motor, boat and trailer added along with probiotic chemicals, sewer nozzle and boot.

Lagoon treatment pump was purchased this fiscal year.

Airport

Window mount AC was not included, there may be funds available this current budget.

89 Ground sterilant was budgeted.

90
91 General

92 Sidewalk rehabilitation project – included but may be able to utilize American Rescue Fund for this.

93 GIS Mapping – the \$600 annual fee was included. Applied for a grant for the cemetery GIS mapping, if not
94 awarded, we may use the American Rescue Funds. The sewer GIS is being worked on through RCAC.

95
96 City mobile app- will keep on to see if need increases in the next few years.

97 Paper shredder- included in current and future budget, depending on where this year's budget is after
98 invoices come in, we may purchase this year.

99 Fire proof filing cabinet included.

100
101 Pool

102 Resurface pool/fix side of baby pool – quote received for \$73,596. The pool is losing water and this will need
103 to be done this fall.

104 Bathroom showers – included but no pricing has been received.

105 Replacement of PVC pipes was included.

106 New winter tarp, diving board, roofing, AC unit and brick repairs to the building will be revisited in future
107 years.

108
109 Shop

110 Extension ladder, battery jump pack, channel locks, shop fencing were included. Ben got prices on fencing
111 and the bid for the west side came in at \$2,168. Would like to look into a remote fence for future budgets.

112
113 Parks

114 New electrical boxes at rec complex – Steven Florence felt that the stadium lighting the city has is a good
115 setup. He did not recommend going with LED lights at the complex but suggested a maintenance program
116 be implemented to extend the life of the current infrastructure. These lights are only used 3-4 months out of
117 the year and usually issues are not made a priority until they begin being used each season. We still need to
118 have the pole anchors inspected by the engineer. Council Member Spaulding was in support of entering into
119 a maintenance program and appreciated the feedback from Steven.

120
121 Playground chips – to get the discounted price we need 120 yards. We may need to look into doing
122 alternating years now that the volume is good.

123
124 Weed eaters are included for annual replacement.

125
126 Safety lighting at the playground – was not included, need to do more research.

127
128 Replace fencing at pavilion and rec complex – was not included for next budget, we need to continue to get
129 more information and then work on an annual replacement program.

130
131 Tree maintenance – included and will be an annual maintenance program.

132
133 Cemetery gates were added for this year.

134 Cyclone rake and stadium lights were not included. Replace sidewalk at old pool park will wait for cemetery
135 committee recommendations.

137 Equipment
138 Update logo on equipment/vehicles, tire for vac/ graders, tractor tires were included. Small vehicle/car will
139 be kept on for future budget years.
140
141 Golf
142 Bent grass seed for greens, canopy for fairway mower, pallet of sod and trees were included in the budget.
143 The Golf Association has an account and UIB will charge them fees since there is no activity on their account.
144 They will be rolling their account in to the city's budget and will operate it the same way the 4th of July
145 committee does theirs. They will be putting some of the funds back into the golf course and have had Makayla
146 add sod and will be replacing sprinklers.
147 Council Member Spaulding has observed that there were green fees not being paid and asked if using Venmo
148 and putting information out there was a possibility. He wants to make sure the fees are being collected and
149 passed on to the manager.
150
151 Recreation
152 Driving range at golf course – not included but more research to add it future budget years and work with the
153 Golf Association.
154 Ice machine for concession stand was included.
155
156 Community Dumpster
157 Trailer for community dumpster was not include this year but will stay on for further discussion.
158 Install netting and poles around community dumpster was included.
159
160 Miscellaneous Items
161 Poly cap fencing at rec complex, mural painting for old building, and 600 West were not included.
162 New garbage cans for Main Street - included, Ben to get a count.
163 Improve entrance sign west and north entrance of town, dog park, walking path, banner/brackets for flags on
164 Main Street, and landscaping around the maintenance shed were not included but placed on list for future
165 discussion.
166
167 Equipment Wish List
168 Pickup broom – (Makayla put \$119K in capital outlay in streets department). Cost estimates from \$190K new
169 to \$209K used. Council Member Spaulding was in support of looking into different options for the broom, it
170 has been a discussion topic for years.
171 Mini Ex for the cemetery is needed for burials – was included this budget and can be covered by American
172 Relief Funds.
173
174 The final budget will be presented in the June 15, 2021 Council Meeting for adoption following the public
175 hearing.
176
177 **Meeting Adjournment ~ as there was no further business the meeting adjourned at 9:30 AM.**
178
179 ***THESE MINUTES ARE IN DRAFT FORM AND HAVE NOT BEEN APPROVED BY CITY***
180 ***COUNCIL – SUBJECT TO CHANGE***
181

When Recorded Mail To:
Rose Marie Bracher, Executor
of the Rosemary Bowman Estate
2891 Country Club Drive
Fallon, Nevada 89406-7474

**ASSIGNMENT
OF THE
ROSEMARY BOWMAN EASEMENT AGREEMENT**

Rose Marie Bracher of Fallon, County of Churchill, State of Nevada, Executor for the Estate of Rosemary Bowman, Grantor, does hereby ASSIGN, TRANSFER, GRANT, and CONVEY from the Original Right-of-Way Easement Agreement made by and between Milford City, Beaver County, State of Utah, dated December 18th, 2001 to the following adjacent Parcels in Beaver County, State of Utah to:

1. To further define the two (2) 2" connections from the transmission line per the agreement dated December 18, 2001. Exhibit A shows the approximate location of the two (2) 2" connection that are referenced as a "Blue X" and "Red Square". The "Red Square" is located on the west side of Hwy 129 and the "Blue X" is located on the east side of Hwy 129. Exhibit B shows the property along the transmission in accordance with parcel numbers.
2. "Red Square" connection from the Milford City's Transmission Line.
 - a. The Rosemary Bowman party proposed to utilize the 2" transmission line connection with the following lateral connections:
 1. One (1) 1" Connection to be provided to Parcel 02-0029-0001
 2. One (1) ¾" Connection to be provided to Parcel 02-0029-0001
 3. One (1) 1" Connection to be provided to Parcel 02-0029-0002
 4. Two (2) ¾" Connections to be provided to Parcel 02-0029-0002
 - ii. All services provided from the initial 2" (2) Connection from the transmission line will be contingent on adequate water pressure and will be at the cost of the developer.
3. "Blue X" connection from the Milford City's Transmission Line.
 - a. The Rosemary Bowman party proposed to utilize the 2" transmission line connection with the following lateral connections:
 1. One (1) 1" Connection to be provided to Parcel 02-0024-0012
 2. One (1) ¾" Connection to be provided to Parcel 02-0024-0012
 3. One (1) 1" Connection to be provided to Parcel 02-0029-0002
 4. Two (2) ¾" Connections to be provided to Parcel 02-0029-0002
 - ii. All services provided from the initial 2" (2) Connection will be contingent on adequate water pressure and will be at the cost of the developer.

4. 10,000 gallons of water free of any additional charge.
 - i. This is a one-time pull of 10,000 gallons at no charge. Milford City will not charge for the first 10,000 gallons of water that is registered on a single meter that is attached to parcel #02-0029-0002. After the first 10,000 gallons are registered on the meter, Milford City will start billing monthly according to their Water Rate Schedule.

All connections utilized are subject to Milford City's Application for Water Services, individual meters, applicable impact fees and water rates. Individuals that choose to use these connections will be required to install proper backflow prevention on each connection. Engineered contact time holding tanks must be installed and store adequate water needed to service the dwelling (s). If adequate water cannot be stored additional contact time holding tanks will be required at the developers cost. All development that takes place on these parcels will be required to get approval from Beaver County Zoning and Land Use Departments, due to property being located outside of Milford City limits.

**ASSIGNMENT
OF THE
ROSEMARY BOWMAN EASEMENT AGREEMENT**

IN WITNESS WHEREOF, the undersigned executed this Assignment for the Right-of-Way Easement Agreement on the date below.

**Rose Marie Bracher, Executor
for the Rosemary Bowman Estate**

Signed: Rose Marie Bracher, Executor

Dated: March _____, 2021

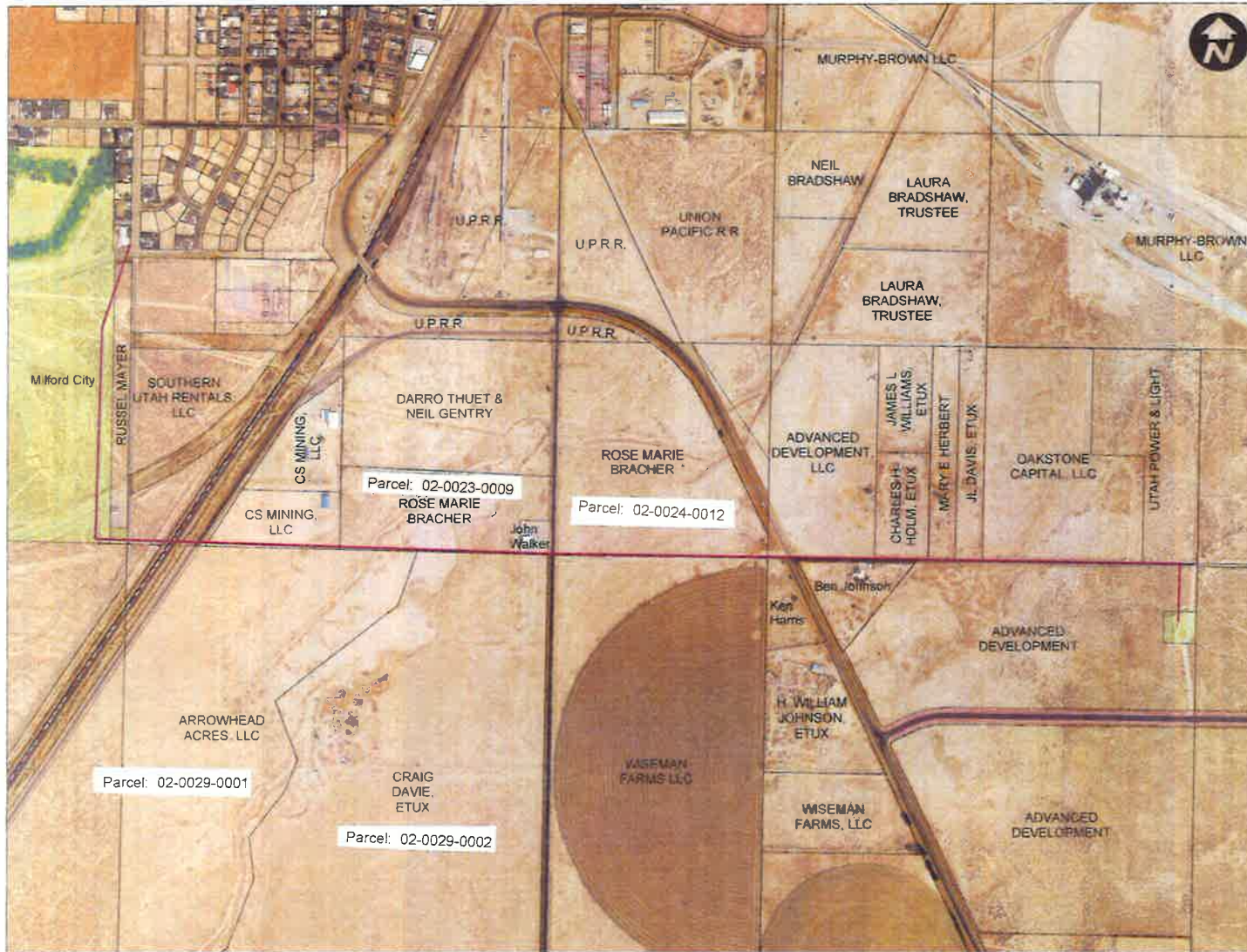
**STATE OF NEVADA)
 : ss.
COUNTY OF CHURCHILL)**

Notary Public:

Exhibit A



Exhibit B





Milford City Youth City Council Proposal

PURPOSE:

- Milford City is wanting to offer an opportunity for our youth to acquire a greater knowledge of local government through active participation in their local government as well teach the Council policies and procedures.
- To assist the Milford City Mayor and City Council solve problems and accomplish the goals to improve our community for all residents as well as our youth.
- Allow the youth to serve their community by the following:
 - Inform the city government of concerns, needs or desires.
 - Allow them the ability to get involved in community events by volunteering and assist with planning.
 - Plan and implement fundraisers to support the Youth City Council Program and annual scholarships.
 - Work with Mayor, City Council, School and Public Service Organization to provide opportunities for the youth in the community.

YOUTH CITY COUNCIL ELIGIBILITY:

- Must be a student at Milford High School.
- Must be at least in ninth grade and not yet a graduate of high school.
- Recommended but not required: executive council member and/ or a sterling scholar.

PROGRAM:

- Milford City will take applications each year from Milford High School Students who would like to participate in the Milford City Youth City Council.
 - Application Period: Date through Date.
 - Milford Youth Council will be made up of 4 students.
 - Executive Council students will be prioritized higher in the selection process.
 - Applicant must submit 2 letters of recommendation.
- Terms in run January through December.
- Each member of the Youth City Council will be required to complete 30 hours of service during their year of service on the Youth City Council. The hours will be completed as follows:
 - Assist with the 4th of July Celebration (5 Hours)
 - Assist with the Christmas Light Parade (5 Hours)
 - Attend 4 City Council Meetings (1 hour each)
 - Assist with City Recreation (Coach, Attend Practice and Offer Help, Officiate) (8 Hours)

- Plan and Host a Fundraiser such as but not limited to; a car wash, bake sale, youth camp. (8 Hours)
 - Service hours will be tracked and approved by the City Council Member who oversees the Youth City Council.
- Plan and implement a fundraiser of the Youth Council chose to raise funds for the Scholarship Program.
 - Milford City will match up to \$500.00 from the funds that are raised. The full funds raised as well as the match will be awarded as scholarships and presented at the end of year assembly at Milford High School.
 - The fundraiser must be approved by the Council Members who oversees the Youth City Council Program.
- Youth Council Members must remain a student at Milford High School as well as maintain at least a 2.0 GPA in school.
- The Youth City Council should meet 2-3 times a year to discuss items that they would like to present to the City Council for consideration.

YOUTH SCHOLARSHIPS

- All members that serve on the Youth City Council and have completed the requirements as defined above will be considered for the scholarship. The City Council Member that oversees the program will make recommendation to the Milford City Council for final approval.
- Scholarships will be presented at the year-end assembly at Milford High School.



MILFORD CITY YOUTH CITY COUNCIL APPLICATION

APPLICANT INFORMATION

Name			Date of Application:	
Physical Address			Cell Phone	
Mailing Address		City/State	ZIP	
Do you attend Milford High School	YES ☐ NO ☐		Grade Level	
			Executive Council Member: (circle one) Yes No	

REQUIRED FORMS TO BE SUBMITTED AT THE TIME OF APPLICATION

- Two letters of Recommendation.

Requirement to serve on the Milford Youth City Council

Applicants signature indicates that you fully understand the requirements for serving on the Milford Youth City Council and adheres that they meet the outlined criteria.

- Is a student at Milford High School and is at least in the ninth grade and not yet a graduate of High School.
- Understands that 30 hours of is required to complete within their 1 year term.
The hours will be completed as follows:
 - Assist with the 4th of July Celebration (5 Hours)
 - Assist with the Christmas Light Parade (5 Hours)
 - Attend 4 City Council Meetings (1 hour each)
 - Assist with City Recreation (Coach, Attend Practice and Offer Help, Officiate) (8 Hours)
 - Plan and host a fundraiser that will help fund the annual scholarships. (8 Hours)

- Maintain at least a 2.0 GPA in school.

- 7 Hold 2-3 Youth Council Meetings to discuss items that they would like to present to the City Council for consideration.**

Applicant Signature

Date

TO BE COMPLETED BY CITY

APPLICATION: APPROVED ☐ DENIED ☐ If Denied, Why: _____

Service Hours Tracking

Name: _____

Term Year: _____

****This form to be completed by the youth council member at the time of service**

Date	Time In	Time Out	Event (4th of July, Christmas Parade, Fundraiser etc)	Approval Signature

Required Hours

- Assist with the 4th of July Celebration (5 Hours)
- Assist with the Christmas Light Parade (5 Hours)
- Attend 4 City Council Meetings (1 hour each)
- Assist with City Recreation (Coach, Attend Practice and Offer Help, Officiate) (8 Hours)
- Plan and Host a Fundraiser such as but not limited to; a car wash, bake sale, youth camp. (8 Hours)

Council Member Approval

**This should be signed off by the Council Member that oversees the Youth City Council Program once the 30 hours are complete.*

Print: _____

Signature: _____

Date: _____

Fraud Risk Assessment

Continued

*Total Points Earned: ____/395 *Risk Level: Very Low Low Moderate High Very High
 > 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	X	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	X	5
b. Procurement?	X	5
c. Ethical behavior?	X	5
d. Reporting fraud and abuse?	X	5
e. Travel?	X	5
f. Credit/Purchasing cards (where applicable)?	X	5
g. Personal use of entity assets?	X	5
h. IT and computer security?	X	5
i. Cash receipting and deposits?	X	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?		20
a. Do any members of the management team have at least a bachelor's degree in accounting?	X	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	X	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	X	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	X	20
7. Does the entity have or promote a fraud hotline?	X	20
8. Does the entity have a formal internal audit function?	X	20
9. Does the entity have a formal audit committee?	X	20

*Entity Name: Milford City

*Completed for Fiscal Year Ending: 2021 *Completion Date: 10-15-21

*CAO Name: Nolan C. Davis *CFO Name: Makyla Beaulieu

*CAO Signature: _____ *CFO Signature: Makyla Beaulieu

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	X			
4. Are all the people who have access to blank checks different from those who are authorized signers?	X			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

* MC = Mitigating Control



OFFICE OF THE
STATE AUDITOR

Preparation Checklist

Revised February 2021

Fraud Risk Assessment

Refer to the Implementation Guide for more detailed explanations of concepts and criteria. See resources.auditor.utah.gov/s/article/Fraud-Risk-Assessment-Implementation-Guide

To complete the assessment, identify or obtain the following:

1. Name of the Board/Council Chair Nolan Davis, Mayor
2. Name of the Clerk/Finance Officer Monica Peters, City Recorder
3. Name of the Treasurer Mary Ann Bealer, City Treasurer
4. Copies of credit/purchasing card statements, payments and supporting documentation.
5. Copies of bank reconciliations for all bank accounts and related bank statements.
6. Copies of the following policies if they existed during the assessment period:
 - a. Conflict of Interest
 - b. Procurement
 - c. Ethical Behavior
 - d. Reporting fraud and abuse
 - e. Travel
 - f. Credit/Purchasing Cards
 - g. Personal use of entity assets
 - h. IT and computer security
 - i. Cash receipting and deposits
7. Copy of the CPA's license, if there is a CPA who is a member of the staff. Provide the contract for a contract accountant who is a CPA. Do not provide the independent auditor's CPA license. The independent auditor is not management.
8. Copy of the diploma if a member of the staff has a bachelor's degree in accounting (not required if documentation was provided for number 7 above).
9. Copies of the commitment to ethical behavior by the officials/officers of the entity.
10. Copies of the training certificate for the Office of the State Auditor board member training completed during the last 4 years.
11. Documentation (certificates, agendas, etc.) demonstrating that a member of the management team had at least 40 hours of financial training during the last year.
12. Copy of the internal audit plan for the assessment period.
13. Name of the internal auditor and a list of duties. If contractually performed, provide a copy of the contract.
14. Copies of any internal audit reports issued during the assessment period or last year, whichever is longer.
15. Copy of the audit committee charter.
16. A list of audit committee members during the assessment period.
17. Minutes or agendas for audit committee meetings. If meetings are confidential, a list of action items from those meetings will suffice.



City of Milford

P.O. Box 69
Milford, Utah 84751
435 387-2711
Fax: 435 387-2748

June 8, 2021

Draft

David Tapia
2212 West 350 South
Cedar City, UT 84720

Re: Parcel: 5-17-6~ 605 West 500 South, Milford, Utah

Dear Mr. Tapia,

In August of 2020 we contacted you regarding the damage that the trees from your property have caused in our street. On November 4, 2020, you reported that you had dug down and cut the tree roots to help prevent further damage and you planned on tearing up the streets to remove the roots. At that time, Milford City felt it would be best for you to wait until spring to ensure the asphalt plants would be open so the street could be repaired.

On March 19, 2021 another letter was sent to you asking you to respond by April 9th and complete the work by June 30, 2021. We have not received a response and have been unable to reach you by phone.

Milford City has an obligation to protect our resources and infrastructures; therefore, we are giving you ten (10) days from the date of this letter to contact our office with a solid plan to remedy this problem. If you fail to contact our office, we will proceed with making the necessary repairs in which you will be financially responsible for.

You can visit our office at 26 South 100 West, Monday through Friday 8AM – 4PM or call 435-387-2711.

Sincerely,

Lisa Thompson

Lisa Thompson
Administrative Assistant

Enclosures:
Letter Dated August 28, 2020
Estimate on Repairs
Letter Dated March 19, 2021



• **City of Milford**
 • P.O. Box 69
 • Milford, Utah 84751
 • 435 387-2711
 • Fax: 435 387-2748

Cost Estimate: Municipal Damage from Trees

Responsible Party

David Tapia
 2212 West 350 South
 Cedar City, UT 84720

Location of Trees

Parcel: 5-17-6
 605 West 500 South
 Milford, Utah

Quantity	Description	Unit Price	Net Amount
Street Repairs			
7.25 Ton	10' x 30' Section (Asphalt Replacement)		
15 Ton	Asphalt Replacement	\$59.00	\$427.75
	Base	\$13.50	\$202.50
5 Ton	10' x 20' Section (Asphalt Replacement)		
10 Ton	Asphalt Replacement	\$59.00	\$295.00
	Base	\$13.50	\$135.00
Equipment and Man Hours			
2 Hours	Asphalt Saw	\$150.00 Minimum	\$150.00
4 Hours	Backhoe	\$130.00/hour	\$520.00
4 Hours	Man Hours (2 Men) \$70.00 per Hour	\$35.00/hour/man	\$280.00
Tree Removal			
2	Removal Trees and Roots	\$3000.00	\$6000.00
?	Vactor Machine may be utilized if the trees roots are affecting utilities in street, such as waterline, telephone, gas, power etc.	\$350.00/hour	?
Approximate Estimated Total			\$8010.25

***This is an estimate and does not include all the cost that may be associated with the repairs to the Municipal Damaged Property. Waterlines and other utilities services may need to be repaired once the tree roots are exposed. The responsible party will be required to cover all the charges accrued.



City of Milford

P.O. Box 69
Milford, Utah 84751
435 387-2711
Fax: 435 387-2748

.....

March 19, 2021

7019 2280 0002 3022 8651

David Tapia
2212 West 350 South
Cedar City, UT 84720

Re: Parcel: 5-17-6~ 605 West 500 South, Milford, Utah

Dear Mr. Tapia,

In August of 2020 we contacted you regarding the damage that the trees from your property have caused in our street. On November 4, 2020, you reported that you had dug down and cut the tree roots to help prevent further damage and you planned on tearing up the streets to remove the roots. At that time, Milford City felt it would be best for you to wait until spring to ensure the asphalt plants would be open so the street could be repaired.

As of today, the trees and roots have not been removed and there has been no further communication. Milford City is obligated to protect our resources; therefore, the trees and roots need to be removed and the street needs to be repaired by June 30, 2021. Please contact our office by April 9th to let us know when this work will be starting. As a reminder, we will require that our City Forman be onsite when the roots in the street are exposed so we can ensure that the main sewer and waterlines have not been damaged. The City Crew is available Monday through Friday 6:30AM-2:00PM and our City Forman can be reached at 435-463-9568.

If you fail to make contact and/or remove the trees, roots and repairs the street, we will have no choice but to move forward with the necessary repairs in which you will be financially responsible for.

If you have any questions, please contact Makayla Bealer at the number indicated above.

Sincerely,

Lisa Thompson

Lisa Thompson
Administrative Assistant/Zoning Administrator



City of Milford

P.O. Box 69
Milford, Utah 84751
435 387-2711
Fax: 435 387-2748

.....

7017 0660 0000 2279 2063 *D*

August 28, 2020

David Tapia
2212 West 350 South
Cedar City, UT 84720

Re: Property at 605 West 500 South, Milford Utah (Parcel: 5-17-6)

Dear Mr. Tapia,

It has been brought to our attention that the trees located along the west side of your property at 67 North 300 West have caused significant damage to our street. The roots have grown under the road to the west and lifted the road in multiple areas. There are two large humps across 600 West, which are the roots traveling to reach water.

Not only is the damage to the street a big concern, but the main water and sewer lines that run in this street will be damaged if this problem is not corrected in a timely manner.

Milford City has an obligation to protect our resources and infrastructures; therefore, you must contact our office no later than September 10, 2020 with a plan on how you will remedy this problem and make the necessary repairs to our street.

If you fail to make contact, we will have no choice but to move forward and make the necessary repairs in which you will be financially responsible for.

Should you have questions, please feel free to contact me at the number indicated above otherwise I look forward to hearing from you to discuss a plan of action.

Sincerely,

Makayla Bealer
City Administrator/Treasurer

Enclosures: Photos of Street and Trees



MILFORD CITY, A Municipal Corporation

RESOLUTION NO. 4-2021

A RESOLUTION WAIVING PAYMENT FOR INTERFUND SERVICES (Water and Sewer)
PROVIDED TO THE MILFORD CITY GENERAL FUND (Parks, Pool, buildings etc.)
FOR MUNICIPAL USE

WHEREAS, the Milford City Council deem it necessary to waive a cash exchange for Interfund Services Provided to the Milford City General Fund from the Water and Sewer Enterprise Funds of Milford City.

BE IT RESOLVED by the City Council of Milford, Utah has deemed it not necessary for the Milford City General Fund to exchange cash or complete an interfund transfer for water and sewer services provided to the Milford City General Fund for Municipal Use.

Effective Date. This Resolution shall be and become effective on the 15th day of June, 2021 by the following vote:

Ayes: _____	Nays: _____
_____	_____
_____	_____
_____	_____
_____	_____

Absent: _____

Milford City

By: _____

Nolan Davis, Mayor

Attest:

Monica D. Seifers, City Recorder

MILFORD CITY, A Municipal Corporation

RESOLUTION NO. 5-2021

A RESOLUTION SETTING THE REAL AND PERSONAL PROPERTY TAX

BE IT RESOLVED by the Milford City Council there is hereby levied a tax rate on all real property within the municipality not otherwise exempted by law as follows:

General Fund .001313

Total Tax Rate .001313

Section 2. Effective Date. This Resolution shall take effect immediately upon passage.

Passed by the City Council of Milford, Utah this 15th day of June, 2021 by the following vote:

Ayes: _____ Nays: _____

Absent: _____

Milford City

By: _____
Nolan Davis, Mayor

Attest:

Monica D. Seifers, City Recorder



MILFORD CITY, A Municipal Corporation

RESOLUTION NO. 6-2021

**A RESOLUTION AUTHORIZING MILFORD CITY TO PAY
THE EMPLOYER "PICK-UP" OF THE URS CONTRIBUTIONS**

WHEREAS, the Milford City Council deem it necessary to annually approve the employer "pick-up" of the URS contributions.

BE IT RESOLVED by the City Council of Milford, Utah that the City of Milford will pay the employer pick-up of the URS Contribution for fiscal year July 1, 2021 to June 30, 2022.

Section 1. URS Contribution Rate. The contribution rate is 2.65% for all retirement eligible employees.

Section 2. Effective Date. This Resolution shall be and become effective on the 15th day of June, 2021 by the following vote:

Ayes: _____ Nays: _____

Absent: _____

Milford City

By: _____

Nolan Davis, Mayor

Attest:

Monica D. Seifers, City Recorder



MILFORD CITY, A Municipal Corporation

RESOLUTION NO. 7-2021

A RESOLUTION SETTING AND ADJUSTING THE APPROVED VENDOR LIST

WHEREAS, the Milford City Council deem it necessary to set an approved vendor list for the Milford City Accounts Payable Department.

BE IT RESOLVED by the City Council of Milford, Utah that the following Vendor's are exempt from obtaining Purchase Orders and/or completing a Vendor Approval, Expense Report or Purchase Authorization Forms; because the City of Milford has an agreement with the vendor for fiscal year July 1, 2020 to June 30, 2021.

This list shall be reviewed and approval by the Milford City Council annually as well as monthly a council member will spot check transactions made to the following vendors.

Section 1. Approved Vendor List for the City of Milford. It is hereby ordered that the following vendors are exempt from obtaining a Purchase Order as well as any other authorization before issuing payment by the Milford City Accounts Payable Department.

Vendor #	Vendor	Reason
1060	Amerigas Propane, LP	Cylinder Rental
1080	Armstrong Consultants, Inc	Airport Consultant
1170	Beaver County Animal Control	Animal Control Agreement
1175	Beaver County Building Dept.	Building Inspector Agreement
1190	Beaver County Sheriff	Police Service Contract
1230	Blue Stakes of Utah	Blue Stakes
1325	Caselle	Computer Support and/or Clarity Program
1420	Washington Nationals Ins Co	Supplemental Employee Insurance
1535	Dish Network	Senior Citizens Satellite Agreement
1785	Hinton, Burdick, Hall & Spilker	Auditing Service Agreement
1850	Infobytes	Website Agreement
1925	Leo G. Kanell	Attorney Service Agreement
2390	Pitney Bowes	Postage Meter Lease Agreement **Supplies requires a PO
2445	Public Employee Health Program	Employee Insurance Coverage
2480	Dominion Energy	Monthly Utility Bills
2560	Rocky Mountain Power	Monthly Utility Bills
2645	Scholzen Products	Chlorine Cylinder Rental **All other purchases require a PO
2680	South Central Communications	Monthly Utility Bills
2695	Southern Utah University	Water Samples
2760	State of Utah Gascard	Monthly Fuel Charges
2765	State of Utah Technology Services	Internet Agreement
3020	Utah League of Cities & Towns	Annual Dues
3025	Utah Local Government Trust	Worker Comp/AD, LTC, and AD&D
3090	Waste Management Serv. Dist #5	Garbage Billing Agreement

3120	Wells Fargo Financial	Fairway Mower Payment
3196	Verizon Wireless	Monthly Cell Phone Bill
3197	Unifirst Corporation	Bi-Weekly Charges for Rugs
3204	Ascent Aviation Group, Inc	Monthly Credit Card Machine Lease **Fuel Purchases requires a PO
3217	Unifirst Corporation	Weekly Charges for the Crews Uniforms
3224	Liberty National	Supplemental Employee Insurance
3225	Hughes & Sons	Dumpster Garbage Contract
3311	Imaging Concepts, LLC	Copy Machine Contract
3280	Sunrise Engineering	Engineering Services set by contracts
3302	Pace's Culligan Bottled Water	Bottled Water for City Office
3336	Secure Instant Payments	Credit Card Machine Services for Admin Office
3341	Sunbelt Insurance Group	SERVLIN Insurance Protection
3358	Screen Door Workforce Screening	UDOT Random Drug Tests
3396	Infowest	Internet Services at the Shop
3415	Mountain Alarm (Fire Protection Service Corp)	Fire Alarm System at Admin Building
3427	Alfac Worldwide Headquarters	Supplemental Employee Insurance
3488	Fuel Network	State of Utah Gas Cards for Fleet

Section 2. Effective Date. This Resolution shall be and become effective on the 15th day of June, 2021 by the following vote:

Ayes: _____ Nays: _____

Absent: _____

Milford City

By: _____

Nolan Davis, Mayor

Attest:

 Monica D. Seifers, City Recorder

MILFORD CITY, A Municipal Corporation

RESOLUTION NO. 8-2021

A RESOLUTION AMENDING RESOLUTION NO. 10-2020 ADOPTING BUDGETS AND APPROPRIATING FUNDS AND CONVERTING EXPENDITURES FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS FUNDS OF THE CITY OF MILFORD FOR THE FISCAL YEAR JULY 1, 2020 TO JUNE 30, 2021.

BE IT RESOLVED by the City Council of the City of Milford.

That in accordance with the Uniform Fiscal Procedures Act for Utah Cities, Section 10-6-101 through 159, Utah Code Annotated, as amended, 1953, the budget previously adopted for the City of Milford for fiscal year July 1, 2020 to June 30, 2021 is hereby amended and the amounts appropriated out of the City Treasury from estimated revenues for the purposes hereinafter set out for the year ending June 30, 2021 are amended in accordance with the following fund budgets.

(See attached sheets for various fund budgets)

Section 2. Effective Date. This Resolution shall take effect immediately upon passage.

Passed by a vote of at least two-thirds of the governing body of the City Council of Milford, Utah this 15th day of June, 2021 by the following vote:

Ayes: _____ Nays: _____

Absent: _____

Milford City

By: _____

Nolan Davis, Mayor

Attest:

Monica D. Seifers, City Recorder

MILFORD CITY, A Municipal Corporation

RESOLUTION NO. 9-2021

A RESOLUTION ADOPTING BUDGETS AND APPROPRIATING FUNDS AND CONVERTING EXPENDITURES FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS FUNDS OF THE CITY OF MILFORD FOR THE FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022.

BE IT RESOLVED by the City Council of the City of Milford:

That in accordance with the Uniform Fiscal Procedures Act of Utah Cities, Section 1-6-101 through 159, Utah Code annotated as amended 1953, the following budget is hereby adopted for the City of Milford for the fiscal year July 1, 2021 to June 30, 2022, and there is hereby appropriated out of the City Treasury from estimated revenues, the following sums for the purpose hereinafter set forth for the year ending June 30, 2022.

(See Attached sheets for various fund budgets)

Section 2. Effective Date. This Resolution shall take effect immediately upon passage.

Passed by a vote of at least two-thirds of the governing body of the City Council of Milford, Utah this 15th day of June, 2021 by the following vote:

Ayes: _____

Absent: _____

Nays: _____

Milford City

By: _____
Nolan Davis, Mayor

Attest:

Monica D. Seifers, City Recorder



MILFORD CITY, A Municipal Corporation

RESOLUTION NO. 10-2021

**A RESOLUTION OF THE CITY COUNCIL
OF MILFORD CITY, UTAH**

**ADJUSTING COMPENSATION AND SALARIES
FY 2021-2022**

WHEREAS, the City of Milford hereby adjust the compensation and salaries for the officers and employees of Milford City as set below, and;

1. Mayor	\$ 7,200.00 per year payable monthly
2. Council Member	\$ 4,800.00 per year payable monthly
3. City Administrator/Treasurer	\$62,920.80 per year payable bi-weekly
4. City Recorder	\$47,347.20 per year payable bi-weekly
5. City Administrative Assistant	\$45,792.00 per year payable bi-weekly
6. City Foreman	\$62,294.40 per year payable bi-weekly
7. City Leadman	\$58,212.00 per year payable bi-weekly
8. City Crew Operators	\$45,792.00 per year payable bi-weekly
9. Attorney (Retainer)	\$ 6,000.00 per year payable monthly

****These annual wages include the Compensation Time Payout of (80) eighty hours**

NOW THEREFORE, BE IT RESOLVED, that the City Council of Milford, Utah does hereby Adjust City of Milford Compensation and Salaries.

Passed by the City Council of Milford, Utah this 15th day of June, 2021 by the following vote:

Ayes: _____

Nays: _____

Absent: _____

Milford City

By: _____

Nolan Davis, Mayor

Attest:

Monica D. Seifers, City Recorder

**CITY OF MILFORD
ORDINANCE 01-2021**

EMPLOYMENT REQUIREMENTS REGARDING CITY LIMIT BOUNDARIES

WHEREAS, the Milford City Council has determined that changes made to the Milford City Code as provided herein are necessary to clarify employment requirements.

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

SECTION 1: AMENDMENT “2.10.085 Employment Requirements Regarding City Limit Boundaries” of the Milford Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2.10.085 Employment Requirements Regarding City Limit Boundaries

All elected officials, appointed officers, permanent and/or benefited employees of the City of Milford shall reside in the city limits. If at any time during their term of office and/or employment, they move outside of city limits, his/her office/position shall thereby become vacant. This provision shall be excluded from and does not pertain to the following; however, these employees must reside in Beaver County:

1. Employees for the Municipal Pool and Milford Public Library.

(Ord. Ordinance 1-2018 Administrative Code)

AFTER AMENDMENT

2.10.085 Employment Requirements Regarding City Limit Boundaries

All elected officials, appointed officers, permanent and/or benefited employees of the City of Milford shall reside in the city limits. ~~If at any time during their term of office and/or employment, they move outside of city limits, his/her office/position shall thereby become vacant. This provision shall be excluded from and does not pertain to the following; however, these employees must reside in Beaver County.~~ The following positions are defined as permanent and/or benefited: City Administrator, City Recorder, Administrative Assistant, Foreman, Leadman, Crew Operators. If at any time during their term of office and/or employment, they move outside city limits, his/her office/position shall thereby become vacant.

This provision shall be excluded from and does not pertain to the following; however, these employees must reside in Beaver County:

1. Seasonal Crew Members Employees for the Municipal Pool, Concession Stand, Summer Hire and Milford Public Library.
2. Janitorial
3. Airport Operator
4. Golf Course
5. Crossing Guards
6. Recreation Director
7. Concession Stand Operators
8. Municipal Pool
9. Municipal Public Library

(Ord. Ordinance 1-2018 Administrative Code)

SECTION 2: **EFFECTIVE DATE** This Ordinance shall take effect immediately upon approval and publication according to law.

PASSED AND ADOPTED BY THE CITY OF MILFORD COUNCIL

	AYE	NAY	ABSENT	ABSTAIN
Russell Smith	_____	_____	_____	_____
Les Whitney	_____	_____	_____	_____
Scott Symond	_____	_____	_____	_____
Ian Spaulding	_____	_____	_____	_____
Shane Yardley	_____	_____	_____	_____

Presiding Officer

Attest

Nolan Davis, Mayor, City of Milford

Monica D. Seifers, City Recorder City of Milford