
**MIDDLETON CITY COUNCIL
MAY 17, 2023**

The Middleton City Council Meeting was called to order on May 17, 2023, at 5:32 p.m. by Council Member Carrie Huggins.

Roll Call:

City Council: Council President Kiser was on the phone, Council Members Huggins and Murray were present and O'Meara entered the meeting at 5:36 p.m.

City Administrator Ms. Crofts, City Attorney Mr. Hilty, Public Works Director Mr. Van Gilder, Treasurer Ms. Miles and Deputy Clerk Ms. Reynolds were present.

Pledge of Allegiance, Invocation: Jennica Reynolds

Action Items

A. Approve Agenda

Motion: Motion by Council Member Murray to approve Agenda. Motion seconded by Council Member Huggins and approved unanimously.

Public Comments:

Mike Graefe: Doesn't like public comment at the beginning of the meeting.
Allen Tremble: Comment about Food Trucks per parcel.

Information Item:

1. **Update on RFQ for Comprehensive Plan Update – Ms. Stewart**
2. **Staff Recommendations on Food Truck Ordinance and Matrix of potential provisions. – Ms. Stewart**

Ms. Stewart gave an update on both information items. Discussion ensued. No action was taken.

Per Council Member Huggins, Michael Lyman was allowed to comment. He commented about Food Trucks during the discussion. He is concerned that the city is discouraging food trucks and thinks that eatery areas should be allowed.

Action Item:

1. **Consent Agenda (items of routine administrative business)**
 - a. **Consider approving minutes for City Council May 3, 2023, Regular meeting.**
 - b. **Consider approving minutes for City Council May 11, 2023, Special Meeting**
 - c. **Consider ratifying payroll for May 5, 2023, in the amount of \$102,862.29.**
 - d. **Consider approving accounts payable through May 5, 2023, in the amount of \$369,667.82.**

Council Member Huggins called items and Council President Kiser said he has gone through the accounts payable in the packet and asked Council if they had questions regarding the accounts payable. None

Motion: Motioned by Council Member Huggins to approve Consent Agenda Items 1 a, b, c, & d. Motion seconded by Council Member O'Meara and approved unanimously.

2. Consider approving City Beer and Wine Licenses to the following businesses:

- a. 208 Burger Q
- b. Tsai's Kitchen
- c. The Vault 21 Club
- d. Jacksons Food Stores Extra Mile #177
- e. Jacksons Food Stores #22
- f. The Chapp Wine & Tap

City Administrator Ms. Crofts said we have complete applications from the following and asked that the Beer and Wine Licenses be approved for:

- a. Tsai's Kitchen
- b. The Vault 21 Club
- c. Jacksons Food Stores Extra Mile #177
- d. Jacksons Food Stores #22
- e. The Chapp Wine & Tap

Motion: Motion by Council Member Huggins to approve City Beer and Wine Licenses to the following businesses: Tsai's Kitchen, The Vault 21 Club, Jacksons Food Stores Extra Mile #177, Jacksons Food Stores #22, The Chapp Wine & Tap. Motion seconded by Council Member O'Meara and approved unanimously.

3. Consider authorizing the City Clerk to approve Beer and Wine Licenses to the following businesses once complete applications are received prior to May 31, 2023.

- a. 208 Burger Q
- b. Jacksons Food Stores Extra Mile #177
- c. Jacksons Food Stores #22
- d. Casa Mexico
- e. The Chapp Wine & Tap
- f. Garbonzo's Pizza
- g. Ridley's Family Market
- h. Family Dollar

City Administrator Ms. Crofts explained there is not another City Council meeting between now and when the current licenses expire so she is requesting that she as the City Clerk be authorized to approve the Beer and Wine Licenses to the following businesses once complete applications are received prior to May 31, 2023.

- a. 208 Burger Q
- b. Casa Mexico
- c. Garbonzo's Pizza
- d. Ridley's Family Market
- e. Family Dollar

Motion: Motion by Council Member Huggins to authorize the City Clerk to approve Beer and Wine Licenses to the following businesses once complete applications are received prior to May 31, 2023: 208 Burger Q, Casa Mexico, Garbonzo's Pizza, Ridley's Family Market, Family Dollar. Motion seconded by Council Member O'Meara and approved unanimously.

4. Consider approval of change order #6 with Knife River in the amount of \$7,831.95 for the installation of an additional davit pole on the Sawtooth Roundabout Project. - Mr. Van Gilder

Council Member Huggins called the item and Public Works Director Mr. Van Gilder explained the change order.

Motion: Motion by Council Member Huggins to approve change order #6 with Knife River in the amount of \$7,831.95 for the installation of an additional davit pole on the Sawtooth Roundabout Project. Motion seconded by Council Member O'Meara and approved unanimously.

5. Consider authorizing the Mayor to execute a Consultant Service Task Order with J-U-B Engineers Inc, to prepare an update to the City's Pavement Management Plan in an amount not to exceed \$37,600. - Mr. Van Gilder

Council Member Huggins called the item and Public Works Director Mr. Van Gilder explained the task order.

Motion: Motion by Council Member Huggins authorize the Mayor to execute a Consultant Service Task Order with J-U-B Engineers Inc, to prepare an update to the City's Pavement Management Plan in an amount not to exceed \$37,600. Motion seconded by Council Member O'Meara and approved unanimously.

6. Consider a motion to approve a license agreement with Drainage District No. 2 for the provision of irrigation water to the City's owned parcel R33868010B leased to Greater Middleton Parks for use as Hillside Park. - Ms. Crofts

Council Member Huggins called the item and City Administrator explained the license agreement. Council Member O'Meara recused himself from voting.

Motion: Motion by Council Member Huggins to approve a license agreement with Drainage District No. 2 for the provision of irrigation water to the City's owned parcel R33868010B leased to Greater Middleton Parks for use as Hillside Park. Motion seconded by Council President Kiser and approved unanimously by Roll Call. Kiser – Yes, Huggins – Yes, Murray – Yes, O'Meara recused himself.

7. Consider approval to purchase budgeting software from ClearGov for FY'24 in the amount of \$23,400.00. This includes a one-time setup fee of \$4,680.00 and annual cost of \$18,720.00. - Ms. Miles - Treasure

Council Member Huggins called the item and City Treasurer, Ms. Miles explained the purchase contract for the budgeting software from ClearGov. Discussion ensued and Ms. Miles also shared a brief video of the software.

Motion: Motion by Council Member Huggins to approve purchasing budgeting software from ClearGov for FY'24 in the amount of \$23,400.00. This includes a one-time setup fee of \$4,680.00 and annual cost of \$18,720.00. Motion seconded by Council Member O'Meara and approved unanimously.

Council Member Huggins called for a brief recess at 6:44 p.m. and the meeting resumed at 6:47 p.m.

Budget Workshop:

- Discussion of water and sewer fees - Mr. Van Gilder
- Ms. Miles – Treasure

Discussion about the budget.

Mayor and Council Comments:


No Comments

Adjourn: Council Member Huggins adjourned the meeting at 8:27 p.m.

ATTEST:



Jennica Reynolds, Deputy Clerk
Minutes Approved: June 7, 2023



Council Member Carrie Huggins





Public Comment Sign In

City Council - May 17, 2023

| | Name | Address | Phone or Email | Topic/Agenda Item # |
|----|---------------|----------------------------|----------------|---------------------|
| 1 | MIKE GRACE | 1879 RIDGEWAY | | |
| 2 | Allen Tremble | 9528 Alturas Lake Place | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |