



## Middleton City Council Minutes 07-17-2024

Middleton City Council Meeting Minutes Summary

Date: Wednesday, July 17, 2024

Time: 5:30 p.m.

Location: City Hall Council Chambers - 1103 W Main Street

### CALL TO ORDER

- Mayor Hutchinson was absent due to illness. Council member O'Meara filled in to call the meeting to order at 5:33pm.

### ROLL CALL

-Roll was taken by Deputy Clerk -Ms. Reynolds. Councilmember O'Meara, Councilmember Christiansen, and Councilmember Murray were present. Councilmember Kiser attended by phone at 5:38 p.m.

Also in attendance: City Attorney – Mr. Waterman, City Treasurer – Ms. Miles, City Administrator/Clerk – Ms. Hobbs, City Planning & Zoning Official – Ms. Stewart, and City Public Works Director – Mr. Van Gilder.

### PLEDGE OF ALLEGIANCE AND INVOCATION

-The Pledge of Allegiance was recited. Jim Taylor gave the invocation.

### Action Item:

#### 1. Approve Agenda

-Council member Christiansen moved to approve the agenda as posted. Councilmember Murray seconded. Motion passed unanimously.

#### 2. Swearing in of Officer Noah Duffy

-Councilmember O'Meara called the item forward on the agenda. Ms. Hobbs swore in new police officer Noah Duffy. Chief Smith presented Officer Duffy with the MPD badge and Officer Duffy's wife pinned on his badge.

### Public Comment on Non-Public Hearing items of City Business (3 min each)

*Sandy Fontana:* Ms. Fontana expressed concerns about the proposed Creekside Terrace subdivision related to the high water table, need for flood insurance, reduced irrigation water, burden on schools and fire department, lack of sidewalks, and traffic on 9th street. She asked the Council to consider not approving the subdivision.

*City Attorney Mr. Waterman:* Mr. Waterman reminded Council and the public that public comment regarding Public Hearings is not appropriate during the public comment portion of the agenda. Those comments need to be expressed during the public hearing.



*Theresa Denham:* Ms. Denham commented on the June 26th meeting discussion about food trucks. She asked if private property owners hosting food trucks have permits, comparing it to rules for RVs on private property. She suggested ensuring landowners have proper permits for food truck businesses in the future.

*Kayla Fern:* Ms. Fern, President of the Middleton Chamber of Commerce, gave an update on July 4th events. 50 groups participated in the parade. Most spectators respected the no water balloon rule. Some issues remain with people running into the street for candy and violations of the dry zone. In the future, parade participants will not throw candy from floats, but will be encouraged to walk along the parade route and hand out candy that way. The Chamber will hold a pre-parade meeting next year to set expectations. Ms. Fern asked for community support in respecting dry/wet zone rules so the parade tradition can continue.

*Janet Gibson:* Ms. Gibson suggested having periodic newcomer meetings for Chief Islas to share information on Middleton to help newcomers understand local laws and culture. She also suggested exploring ways to incentivize volunteers and preserve open spaces to help recharge the aquifer.

*Mikell Galloway:* Ms. Galloway suggested the old veteran sign should go to the Historical Museum, not the Cemetery due to the yellow ribbons that show support for active-duty military troops and the word Godspeed which means “prosperous journey or success” both of which are on the sign.

*City Attorney Mr. Waterman:* Mr. Waterman stated that he had spoken with Mayor Hutchison since her cancer diagnosis and that she had asked him to communicate a couple pieces of information: She is confident in her ability to fight it, beat it, and move forward. At this point, she has absolutely no intention of resigning as the Mayor.

The law governing mayoral absences has three categories: One category is the mayor's not absent. One category would be a temporary absence. Tonight would be a good example. And then the third category is vacancy. If there is a temporary absence, then at that point the Council President would step in and act instead of the Mayor.

So at this point, Mayor Hutchinson's objective is to not have a temporary absence in the context of serving as the Mayor. Staff's already been working to adapt to have her continue serving in that position a little more remotely and taking things out to her residence. And the business of the City is still moving forward in that way. In the event that temporary absence does become necessary at some point, then at that point, we work with the Council President and the other Councilmembers to make sure that the business of the City continue to move forward, and we'll cross that bridge if we come to it.



At this meeting, we have, Council President Kiser absent (he was on the phone and unable to run the meeting.) So, Councilmember O'Meara was asked by the Mayor to run this meeting. We'll work with the Council to make sure that the meetings are covered if she has to be absent for future meetings, but she certainly hopes that she will be absent for as few as possible. The request she asked that I passed on to Council, was to help the city continue to function well and run smoothly, "without any drama."

Mayor Hutchison also wanted me to inform you that she's got four chemo treatments starting shortly. Those are 21 days apart and should end in October. And she anticipates working throughout her treatment with a combination of remote work if office time is unavailable. We wish her a speedy recovery.

### **Discussion Items:**

#### **1. Update on the results of our internal health survey and update on health questionnaire.**

**- Ms. Hobbs**

-Ms. Hobbs stated that staff is still working with employees to complete the health survey and questionnaire. So far the three most valuable things that people see in the survey is prescription drug coverage, low premium and chiropractic care. The city has to have 100% participation on the questionnaire before we can get quotes for a different plan. Right now there are about 12 people who have not completed the questionnaire. So, the city will continue to research this and will not be able to implement any changes to the health insurance for the upcoming budget year. We do anticipate bringing a quote forward for the FY2026 budget.

#### **2. Regarding: Memorandum of Understanding with HD4 – Mr. Van Gilder**

-Mr. Van Gilder shared a presentation (Exhibit 1) discussing the request from HD 4 for the Memorandum of Understanding. Discussion from Councilmembers and Mr. Van Gilder. NO decisions were made. Staff will work with HD 4 and bring back the contract at a future council meeting.

#### **3. Police Department Presentation – Chief Smith**

-Chief Smith gave an update on the police department (Exhibit 2)

### **Action Items:**

#### **1. Consent Agenda (items of routine administrative business)**

- a. Consider approving minutes for City Council July 3, 2024, Regular meeting.**
- b. Consider ratifying payroll for July 12, 2024, in the amount of \$123,757.92.**
- c. Consider approving accounts payable through May 24, 2024, in the amount of \$609,381.30.**

-Councilmember O'Meara called the item. Council President Kiser had reviewed the Accounts Payable.

-Motion to approve Consent Agenda items 1a-c made by Councilmember O'Meara and seconded by Councilmember Christiansen. Motion passed unanimously.



### **3. Regarding: Valley Regional Transit**

**Consider approving budget request in the amount of \$7,821.00 for Valley Regional Transit**

**– Ms. Dahl / Ms. Clegg**

-Ms.Clegg gave a presentation regarding the budget request. (Exhibit 3)

-She answered questions from Council regarding current services offered and intentions to expand services in the future. Discussion between Councilmembers and Ms. Clegg.

-Motion to approve the budget request in the amount of \$7,821.00 for Valley Regional Transit made by Councilmember Murray and seconded by Councilmember Christiansen. Motion approved unanimously.

-Councilmember O’Meara called for brief recess at 7:20 p.m. and reconvened the meeting at 7:30 p.m.

### **4. Regarding: Old Veteran Sign**

**Discussion with decision to follow: Consider donating the old Veteran Sign to the Cemetery District or the Lee Moberly Museum. – Ms. Hobbs**

-Ms. Hobbs presented the item and discussed the options for donating the sign. Council asked Ms. Hobbs to bring the item back before them when there is more concrete information.

Councilmember Murray asked that she reach out to the VFW to get their opinion.

-Motion to table the item to the next meeting made by Councilmember O’Meara and seconded by Councilmember Murray. Motion approved unanimously.

### **5. Consider approving the final plat for Middleton Industrial Park #2. – Ms. Stewart**

-Ms. Stewart presented the final plat for Council Approval.

-Motion to approve the final plat for Middleton Industrial Park #2 made by Councilmember O’Meara and seconded by Councilmember Christiansen. Motion approved unanimously.

### **6. Consider approving Ordinance 695, AN ORDINANCE ENACTED BY THE MIDDLETON CITY COUNCIL AMENDING TITLE 1, CHAPTER 15, SECTION 01-15-11-04, MIDDLETON CITY CODE, PERTAINING TO THE REQUIREMENTS AND CRITERIA FOR SIGN PERMIT APPROVAL; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY; AND REPEALING ALL ORDINANCES, RESOLUTIONS, ORDERS AND PARTS THEREOF, IN CONFLICT HEREWITH. – Ms. Stewart**

-Motion to table item to the next regularly scheduled meeting made by Councilmember O’Meara and seconded by Councilmember Murray. Motion approved unanimously.

### **7. Public Hearing: (Request to be tabled to September 4, 2024) Consider approving the Application by Connor Gray/AG Land & Development and Y Street Capital for preliminary plat with respect to the Creekside Terrace Subdivision located at 0 N. Hawthorne Ave., 0 Concord Street, 4 Concord Street, 611 N. Hawthorne Ave., 617 N. Hawthorne Ave., 725 N. Hawthorne Ave., and 801 N. Hawthorne Ave., (Tax Parcel Nos.**



17953010, 179530, 179520, 17952012, 179550, 179540, 17952011, and 17952010). The proposed preliminary plat consists of 118 single family residential home lots and 16 common lots on approximately 34 acres of vacant land zoned R-4. – Ms. Stewart -Motion to table the public hearing for Creekside Terrace Subdivision to September 4, 2024, made by Councilmember O’Meara and seconded by Councilmember Murray. Motion approved unanimously.

**Public Comments on Non-Public Hearing items of City Business (3 min each)**

*Alecia Swartz:* Ms. Swartz thanked the Council for taking time to listen to the public. It is important to not lose Middleton’s historical value.


*Greg Baker:* Mr. Baker asked how EDU’s are calculated for the Industrial Park.

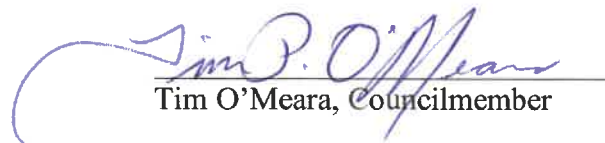
-Mr. Van Gilder stated that the City Engineer looks at many factors when determining the EDU’s.

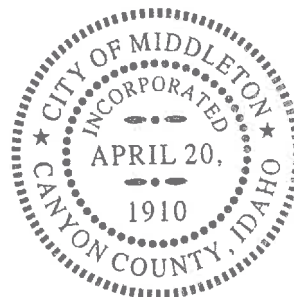
-Ms. Stewart stated that the Industrial Park has been part of the planned use for Middleton for years.

**Budget Workshop:** Ms. Miles reviewed the draft budget that will be brought forward next council meeting.

Councilmember O’Meara adjourned the meeting at 8:29 p.m.

  
Jennica Reynolds, Deputy Clerk  
Minutes Approved August 7, 2024

  
Tim O’Meara, Councilmember






# City Council Public Comment

July 17, 2024

	Name	Address	Phone or Email	Topic/Agenda Item #
1	Sandi Fontane	1021 N Buffalo	760-458-1647	Creekside Ter. Subdivision
2	Theresa Denham	25381 Kimpton	on file	Codes when making decisions
3	Patricia Jo Lepele	Hawthorne		
4	<del>Jack Enos</del>	<del>23024 BUSKICK</del>	<del>208-266-1540</del>	<del>Albany Ridge</del>
5	Kelly J. Crist	835 Willow Dr.	208 761-5284	Tenac Creek Sub.
6	Tyson Sparrow	211 N CAMPBELL	208-515-4221	Sign ordinance
7	Middleton Chamber	343 7th St	208-739-6726	4th of July
8	<del>Karen Sayles</del>	<del>1872 Laramie</del>	<del>209-471-9182</del>	<del>Creekside</del>
9	Janet Gibson	on file		Sign
10	Mikell Seltzer	on file		




**Discussion of  
Highway District 4's proposed**

*Memorandum of Understanding  
General Cooperation of Planning & Zoning,  
Annexation, Development and Maintenance  
Activities*

*July 2024 Update*

**Jason Van Gilder**  
Public Works Director  
City of Middleton

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**Past Agreements between Middleton and HD4**

7/5/2006 - Permit/License for the Use of Right-of-Way for Domestic Water and Sewer Utility Pipelines and Appurtenances

10/18/2006 – Exchange Maintenance [of Highways] Agreement [A Joint exercise of Power Agreement]


10/31/06 Appendix A – District Highway Maintenance  
10/31/06 Appendix B – City Highway Maintenance

12/8/11 Appendix A – District Highway Maintenance  
12/8/11 Appendix B – City Highway Maintenance

11/7/2018 Appendix A – District Highway Maintenance  
11/7/2018 Appendix B – City Highway Maintenance

7/24/2019 – Cooperative Agreement – Impact Fee Traffic Study

2



**HD4's Proposed Memorandum of Understanding**

*Draft dated 1/4/2024 – Memorandum of Understanding – General Cooperation of Planning & Zoning, Annexation, Development and Maintenance Activities*

**Notable Items:**  
Incorporates "Condition Standards" for annexation of Highways, Bridges, and Culverts.


Expands annexation criteria.  
Full right-of-way width adjacent to annexations.  
Roads that include city services (water, sewer, pressure irrigation).

Describes an annual meeting to review roadways for possible annexation.

City to perform all construction inspection and observations of roads being annexed.

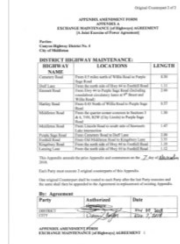

Reference to the latest Maintenance and Utility License agreements currently in place.

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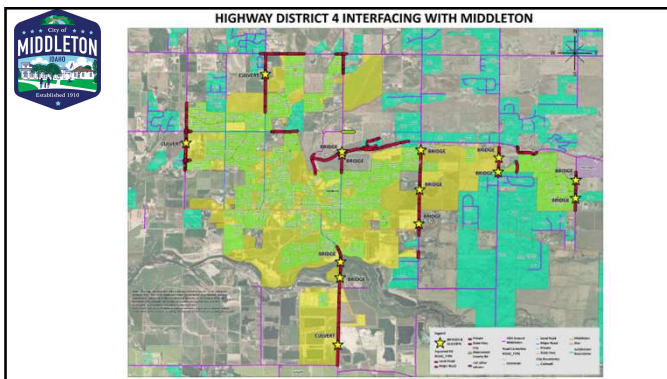


**HD4's Proposed Memorandum of Understanding**


The most recent agreement on roadway maintenance responsibilities was completed in 2018.

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**HD4's Proposed Memorandum of Understanding**

**Challenges:**

- Considerably more roads to maintain for the City.
- Need to equip the city with mag-chloride capabilities for ice clearing on steep slopes.
- More bridges and culverts.
- May affect the allocation and distribution of impact fees collected under the Mid-Star Traffic Impact Plan.

Note: The City does not receive any additional funding based on the miles of road we maintain. Therefore, while maintenance costs will increase, we would not anticipate any corresponding increase in street funding. *Highway district funding has some correlation to lane miles maintained, but the impact from the decrease in their lane miles is likely to be marginal.*

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### HD4's Proposed Memorandum of Understanding

**Context:**

- Nampa approved a similar MOU with HD4 in November 2023.
- Caldwell is currently considering a similar MOU with HD4.

**Steps to Date**

We have had internal discussions about this agreement with the Mayor, City Administrator, City Attorney, City Planner, and City Engineer.

**Next Steps**

Staff recommendation would be to negotiate provisions to address the following:

- A provision whereby HD4 agrees to only levy against the special levy in years where the general levy has been maximized.
- Agreement to transfer ownership/maintenance of Willis Road immediately east of Middleton Road to HD4 until such time as the City is contiguous to that roadway.
- Review the potential impacts to the Mid-Star funding allocations to ensure funds can adequately address changes in roadway ownership between the agencies.
- Require city standards be used for future development within the City's "Area of Impact" or "Planning Area" instead of "adjacent to annexed frontage".

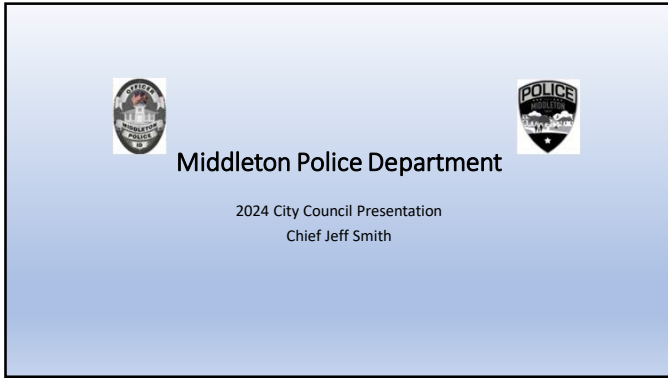


### Questions and Discussion

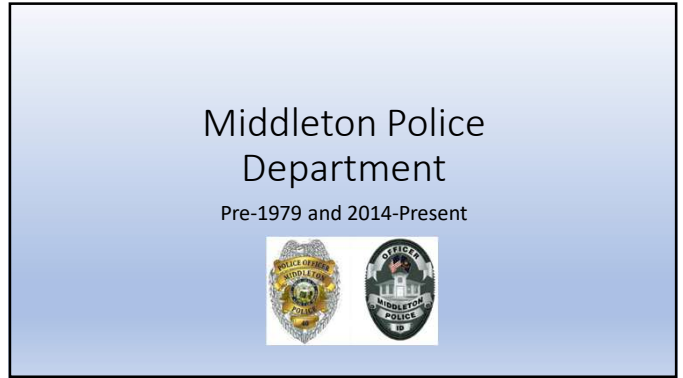
Jason Van Gilder  
Public Works Director  
City of Middleton



Exhibit 2



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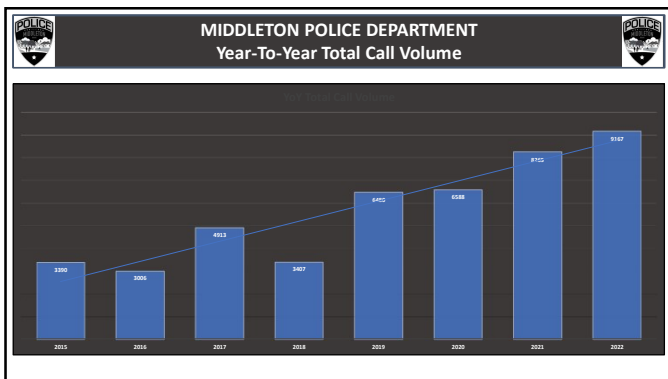


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MIDDLETON POLICE DEPARTMENT  
Monthly Calls for Service

Agency Assist	23	26	32	21	28	26	17	25	34	23	24	21	299
Alarm	9	15	17	19	12	13	10	16	9	19	25	33	195
Animal Control/Code Enforcement	53	38	74	52	55	72	60	73	63	81	44	35	710
Community Policing	169	174	242	180	243	187	177	151	164	149	158	111	2100
Death	1	0	0	3	1	1	0	1	0	1	1	2	11
Public Offense	43	39	50	55	41	68	68	50	54	58	51	43	625
<b>Criminal</b>													
Crashes	17	9	10	15	18	12	13	18	13	22	16	16	177
Drug	3	4	0	15	12	2	0	5	10	5	4	4	50
DUI	3	2	2	1	5	4	4	3	3	1	1	3	23
Fraud	4	0	3	5	4	5	9	1	4	0	1	1	37
Sexual Offense	13	14	18	12	10	7	7	12	11	16	10	12	142
Person Crime	6	6	31	27	26	19	24	16	23	32	24	26	260
Property Crime	12	15	14	20	16	27	30	23	15	22	17	13	224
Traffic Offense	72	47	54	69	79	63	38	52	44	21	27	44	590
Traffic Stops	327	331	286	285	212	160	161	164	162	148	247	273	2756
Warrant	9	5	7	13	5	4	1	4	3	10	10	5	74
Follow-up	35	27	47	53	73	90	38	31	47	52	56	51	599
<b>Total Calls this Month</b>	827	763	907	862	863	764	686	684	678	654	729	713	9162
<b>Avg Calls/Day for Month</b>	26	25	30	29	29	25	23	23	22	23	24	24	284
<b>YTD Calls</b>	827	1,592	2,499	3,361	4,224	4,988	5,674	6,358	7,032	7,720	8,449	3,217	—
<b>Arrests this Month</b>	23	13	14	27	19	12	10	7	11	0	0	0	137
<b>YTD Arrests</b>	23	36	50	77	96	105	119	126	137	137	137	137	—

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Year-to-Year Calls for Service

- 2020 – 6588
- 2021 – 8265 (25.5% increase over previous year)
- 2022 – 9167 (10.9% increase over previous year)
- 2023 – 10702 (16.7% increase over previous year)

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### Shift Relief Factor

**Defined:** The number of employees required to cover an assignment 24/7/365.

Estimates vary slightly regarding this number but it is generally accepted that it lies somewhere in the range of 5.4 - 5.9 – average of 5.65.

Our current goal is to have at least one Officer on duty daily from 6am-2pm (8 hours), two from 2pm-2am (12 hours) and one from 2am-6am (4 hours), for an average of 1.5 at all times.

If we are to achieve our goal of 1.5 Officers as a minimum staffing level and multiply that by the average shift relief factor of 5.65, we arrive at **8.475 Officers** required to accomplish this.

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### Organizational Chart

- 14.5 Allocated Positions**
- 1 Chief of Police
  - 2 Sergeants
  - 0 Detectives
  - 2 School Resource Officers
  - 8 Patrol Officers: 2 Dayshift  
1 Swingshift  
2 Graveyard  
2 Field Training  
1 Vacant
  - 1.5 Non-Sworn Office Staff



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### Patrol Schedule

- Dayshift 6am-6pm
- Swingshift 2pm-2am
- Graveyard 6pm-6am

All Officers work either Sunday-Tuesday or Wednesday-Friday and every other Saturday.



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### Span of Control

**Defined:** The number of subordinates a supervisor directly oversees.

It is widely accepted in policing that a first-line supervisor, typically a Sergeant, can effectively supervise between 4-6 subordinates.

Previously, Sergeant Hilkey had been responsible for supervising twice that number with 9 Officers and 1.5 civilian staff.

Additionally, there were two of those Officers working the opposite side of the week who Sergeant Hilkey might never encounter while on duty.

In short, we were in desperate need of adding a Sergeant to assist with daily supervision of these Officers and we remedied that last year.

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### Sergeant Resource Allocation

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Days	0	0	0	0	0	0	0
Swing	1	1	1	1	1	1	1
Grave	0	0	0	0	0	0	0

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### Current Officer Resource Allocation

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Days	1	1	1	1	1	1	1
Swing	0	0	0	1	1	1	.5
Grave	1	1	1	1	1	1	1

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### Ideal Officer Resource Allocation

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Days	1	1	1	1	1	1	1
Swing	2	2	2	2	2	2	2
Grave	1	1	1	1	1	1	1

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### Patrol Vehicle Fleet

- 8 Dodge Chargers (2009-2020)
- 3 Chevrolet Tahoes (2016)

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Any Questions?

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# Valley Regional Transit FY2025 Request

City of Middleton Budget Request

July 17, 2024



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## FY2025 Budget Request

- Budget Overview Process
- VRT Overview
- Overview of Transportation Services
- Budget Request



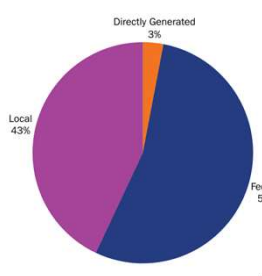
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## Budget Process Overview

### Budget Timeline

- Apr – CEO Intro letter
- Apr/May – Preliminary funding request
- May/June – Service and funding request discussions
- Jul/Aug – Budget finalization
- Aug/Sept – Cooperative agreements

### VRT Budget Breakdown



Category	Percentage
Federal	54%
Local	43%
Directly Generated	3%

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## VRT Overview

**STAFF** 43 VRT STAFF 149 O&M CONTRACTED

**FLEET**  
 45 BUSES (10 electric, 35 CNG)  
 25 VANS/MINIVANS (22 Vans (11.8), 3 Minivans (1.8))  
 39 CUTAWAYS (27 CNG, 12 Gasoline)  
 16 OTHER (7 Support, 3 Service, 6 Admin)

**FACILITIES**  
 4 TRANSIT CENTERS/ MAINTENANCE FACILITY

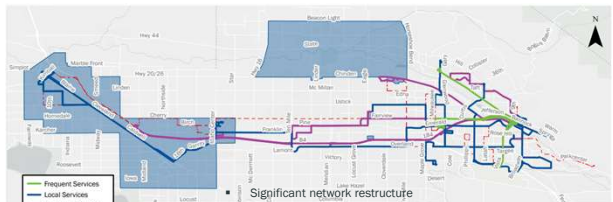
**FY23 RIDERSHIP**  
 1,096,198 TOTAL RIDES  
 106,982 FIXED-ROUTE RIDES  
 989,216 VRT IS MORE THAN THE BUS  
 19% Growth since COVID-19



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## FY2024-25 Service - Network

### BETTER BUS ROUTES




- Significant network restructure
- Targeting 20% increase in ridership
- Increased frequency on major routes
- New sign blades and information holders currently being installed

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## Enhanced Passenger Information

- Easy to understand
- Highlights level of service
- Instructions on how to use
- Shows fares with QR code
- Contact information



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# Overview of Transportation Services



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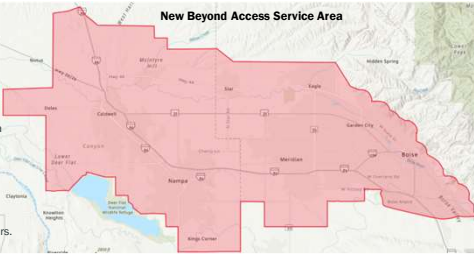
## FY2023 Services

- VRT Planning and Operations
- SPECIALIZED: Beyond Access
- Other Services supported by VRT: Treasure Valley Transit

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## Beyond Access Service Statistics



**Service for:**

- Older Adults and persons with a disability


**FY2023**

- 49,492 Boardings overall, 11,430 total boardings in Canyon Co
- Service provided by Metro Community Services
- Separate service providers with different service areas and hours.

**FY2024 Services**

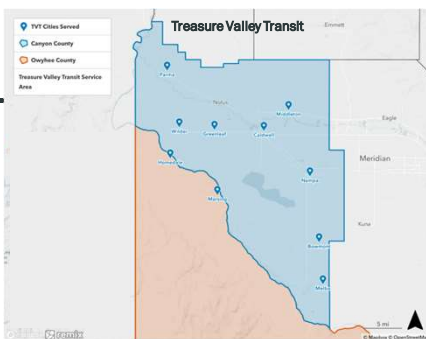
- Consolidated to Beyond Access service zone, Metro now a service partner with Beyond Access
- Riders can now travel into Ada County
- Prebooked rides through one customer service line

**\$484,307 VRT support for Specialized Transport from Metro, now part of Beyond Access services and budget**



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## TVT Service Statistics




**FY2023**

- 20,193 total boardings
- Ridership is up from FY2022
- Non-Emergency Medicaid
- Medicaid eligible including Seniors and persons with disabilities, primarily to development workshops in Nampa and Caldwell
- Supported by Medicaid and non-jurisdictional local and federal funds

**FY2024 Changes**



- No proposed changes



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## Park and Ride

- Piccadilly Park
- Utilize for future bus routes or vanpool
- Bus stop southside of Main Street

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# FY2025 Budget Request



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### FY2025 VRT Proposed Budget


FY2025 Proposed Budget Summary	Amount
Expenses	\$35,773,931
Directly Generated (Fares/Passes)	\$869,287
Federal Formula	\$18,493,964
Auxiliary (Bus wraps, City GO)	\$968,573
Sub Total Federal, Directly Generated and Aux. Revenues	\$20,331,825
Special Non-jurisdictional Local	\$1,910,738
Jurisdiction Local (General, Service, Capital and Special)	\$13,531,369
<b>Sub Total Local Revenues</b>	<b>\$15,442,107</b>
Requested Share (included in total jurisdictional revenues)	<b>\$7,821</b>
<b>Grand Total Revenues</b>	<b>\$36,773,931</b>

**Allocation Formula**  
Total Expenses - Non-local revenues = Local Need

Categorize costs (General, Service, Capital, and Special)

- Allocate the costs based on Population/general costs
- Percent of revenue miles/service and capital costs

**Middleton FY 2025 = \$7,821**




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### FY2025 Budget Request Local Cost Allocation Model

Type	Amount
<b>General Assessment</b> (calculated by regional share of the population)	\$7,821
<b>Service Assessment</b> (calculated by share of miles serving your jurisdiction)	\$0
<b>Capital Assessment</b> (calculated by share of miles serving your jurisdiction)	\$0
<b>Special Assessment</b> (Negotiated)	\$0
Financial Reserve Contribution	
<b>Total Request</b>	<b>\$7,821</b>




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### FY2025 Funding Request

Request City of Middleton to consider supporting a \$7,821 contribution to public transportation.

- Provides specialized service to older adults and those with disabilities, provides essential medical trips
- Leverages federal funding
- Growth Potential along Highway 44 or extend Canyon County OnDemand



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**Thank you. Questions?**  
**Elaine Clegg**  
**[eclegg@rideVRT.org](mailto:eclegg@rideVRT.org)**



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*After*

# City Council Public Comment

July 17, 2024

	Name	Address	Phone or Email	Topic/Agenda Item #
11	<i>Matt Himes</i>	<i>980 N roads River</i>	<i>208-695-4758</i>	
12	<i>KATE DAHL + ECAINE</i> <i>CREEK</i>			<i>VRT</i>
13	<i>Alexa Swartz</i>	<i>1021 Willow Drive</i> <i>Creekside Terrace Subdivision</i>	<i>107460-7798</i>	<i>and cementary</i> <i>yes would like to comment</i>
14	<i>Greg Baker</i>	<i>9863 Meadow Park</i>	<i>507</i>	<i>Yes would like to speak</i>
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