



## Middleton City Council Meeting Minutes 12-04-2024

### Middleton City Council Meeting Minutes Summary

Date: Wednesday, December 4, 2024

Time: 5:30 p.m.

Location: City Hall, Council Chambers - 1103 W Main Street

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### CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE, AND INVOCATION

Council President Kiser called the meeting to order at 5:30 p.m. Roll call was taken, and all Council members (Kiser, O'Meara, Christiansen and Murray) were present. Mayor Hutchison was absent.

Also present: City Attorney Douglas Waterman, City Administrator Monica Hobbs, Public Works Director Jason Van Gilder, Planning and Zoning Official Roberta Stewart, and Deputy Clerk Jennica Reynolds

The Pledge of Allegiance was recited. Paster Jeremiah Campos of Calvary Chapel Middleton gave the invocation.

### ACTION ITEM

#### A. APPROVAL OF AGENDA

Motion: President Kiser moved to approve the agenda for the December 4, 2024 meeting that was posted on November 27, 2024 at 11:00 a.m.

Second: Councilmember O'Meara

Vote: Motion carried unanimously.

Public Comment on Non-Public Hearing items of City Business (3 min each): Patrons will be called to speak at the podium based on the sign-in sheet.

None

### INFORMATION ITEMS:

#### 1. Hillside Park – Parking area development – Mr. Van Gilder

Mr. Jason Van Gilder – Public Works Director gave information regarding the parking area at Hillside Park. That project is not eligible for the current Impact Fees. The City will reach out to the drainage district to discuss tiling in the irrigation facility.



2. N. Middleton & Cornell St Roundabout lighting - Mr. Van Gilder

Mr. Van Gilder shared information about the roundabout lighting or lack thereof. He stated the City is looking into ways to get more light to the roundabout.

**ACTION ITEMS**

1. Consent Agenda (items of routine administrative business)
  - a. Consider approving minutes for City Council November 20, 2024, Regular meeting.
  - b. Consider ratifying payroll for November 29, 2024, in the amount of \$138,734.88.
  - c. Consider approving accounts payable through November 22, 2024, in the amount of \$101,487.82.

Motion: President Kiser moved to approve Consent Agenda items 1a, b and c.

Second: Councilmember O’Meara

Vote: Motion carried unanimously.

2. Regarding: Hidden Mill Subdivision.  
Consider approving the final plat for Hidden Mill Subdivision. - Ms. Stewart

Ms. Stewart presented the Hidden Mill final plat. Councilmember O’Meara wants the pathway for the old subdivision to be improved. Ms. Stewart said that cannot be a condition of this final plat, but the Bridgewater Subdivision would need to be the ones to improve that pathway.

Motion: President Kiser moved to approve the final plat for Hidden Mill Subdivision.

Second: Councilmember O’Meara

Vote: Motion carried unanimously.

3. Regarding: Impact Fees  
Consider approving the form contract and manner of handling the contract to be used when Developers are entitled to credits against future transportation impact fees because they have constructed a transportation project listed on the Mid-Star Transportation Impact Fee Capital Improvement Plan. - Ms. Stewart

Ms. Stewart presented the proposed form contract to use with developers when they are entitled to Transportation Impact Fee credits. The form gives a 5-year time frame to get the credits, however, Ms. Stewart asked that if a project has 300+ homes, the developer be allowed up to 10 years to get the credits.



Motion: President Kiser moved to approve the form contract and manner of handling the contract to be used when Developers are entitled to credits against future Transportation Impact Fees when they have constructed a transportation project listed on the Mid-Star Transportation Impact Fee Capital Improvement Plan, and authorizing the Planning and Zoning Official to extend the eligibility time based on number of doors in a project over 300.

Second: Councilmember Murray

Vote: Motion carried unanimously.

4. Regarding: Crimestoppers

Consider authorizing the Mayor to sign the Services Agreement contract with Crimestoppers from 12/4/2024 – 9/30/25 for the amount not to exceed \$1,196.47. – Ms. Hobbs.

Ms. Hobbs presented the contract. It is less than originally proposed because the time of this fiscal year's contract is prorated. The contract will be up again annually for future fiscal years.

Motion: President Kiser moved to authorize the Mayor to sign the Services Agreement contract with Crimestoppers from 12/4/2024 – 9/30/25 for the amount not to exceed \$1,196.47.

Second: Councilmember O'Meara

Vote: Motion carried unanimously.

5. Regarding: Street Sweeper

Consider authorizing the Mayor to enter into a purchase agreement with MetroQuip, Inc for the acquisition of an Elgin Broom Bear Dual Steer Mechanical Sweeper as described on their quote dated November 14, 2024 in an amount not to exceed \$393,717.10. This amount has been included in the City Budget as savings over multiple fiscal years. The expenditure will be shown in the FY26 budget to correspond to the anticipated delivery date. – Mr. Van Gilder

Mr. Van Gilder presented the item. This is a mechanical sweeper. It is budgeted and will continue to be saved for until the bill comes due in a couple years.

Motion: President Kiser moved to authorize the Mayor to enter into a purchase agreement with MetroQuip, Inc for the acquisition of an Elgin Broom Bear Dual Steer Mechanical Sweeper as described on their quote dated November 14, 2024 in an amount not to exceed \$393,717.10.



Second: Councilmember Christiansen

Vote: Motion carried unanimously.

6. Regarding: Cemetery Rd and SH44 signalization project  
Consider authorizing the Mayor to execute a change order to the Cemetery Road and SH44 signalization project with Knife River to extend the vinyl fence on Cemetery along SH44 in an amount not to exceed \$10,815.00. This cost is within the contingency amount included in the grant funds awarded by the state for this project. – Mr. Van Gilder

Mr. Van Gilder presented the change order for the fencing.

Motion: President Kiser moved to authorize the Mayor to execute a change order to the Cemetery Road and SH44 signalization project with Knife River to extend the vinyl fence on Cemetery along SH44 in an amount not to exceed \$10,815.00. This cost is within the contingency amount included in the grant funds awarded by the state for this project.

Second: Councilmember O’Meara

Vote: Motion carried unanimously.

7. Regarding: Cemetery Rd and SH44 signalization project  
Consider authorizing the Mayor to execute a change order to the Cemetery Road and SH44 signalization project with Knife River to install a pedestrian crossing within 9th Avenue adjacent to the Middleton Heights Elementary in an amount not to exceed \$40,446.03 and subject to an agreement with the Middleton School District to reimburse the City for this amount. This work was requested by the school district and will be subject to the school district reimburse the City for this work. - Mr. Van Gilder

Mr. Van Gilder presented the item. Council wants to wait until there is a proper amount on the change order. They will ratify the change order once it comes back.

No motion.

8. Regarding: Dewey Culvert Project  
Consider a Motion to execute a Notice of Award and enter into a contract with Idaho Dirt Company for the construction of the Dewey Road Culvert Replacement project in the amount not to exceed \$258,645.50. - Mr. Van Gilder

Mr. Van Gilder presented the item. This item went out to bid. Councilmember O’Meara was concerned about the integrity of the culvert crossing. Mr. Van Gilder said the city believes it will be fixed in about 90 days.



Motion: President Kiser moved execute a Notice of Award and enter into a contract with Idaho Dirt Company for the construction of the Dewey Road Culvert Replacement project in the amount not to exceed \$258,645.50.

Second: Councilmember O'Meara

Vote: Motion carried unanimously.

9. Regarding: Dewey Culvert Project

Consider a Motion to execute a task order with Keller Associates, Inc. for construction engineering services in support of the Dewey Road Culvert Replacement project in an amount not to exceed \$28,900. - Mr. Van Gilder

Mr. Van Gilder presented the item. This is a separate line item than the bid for the project.

Motion: President Kiser moved to execute a task order with Keller Associates, Inc. for construction engineering services in support of the Dewey Road Culvert Replacement project in an amount not to exceed \$28,900.

Second: Councilmember O'Meara

Vote: Motion carried unanimously.

Council President Kiser called for a 5-minute break at 6:14 p.m. He resumed the meeting at 6:20 p.m.

10. Regarding: Purchase and Sale Agreement

Consider authorizing the Mayor to sign a purchase and sale agreement for the acquisition of certain real property located on Cemetery Road. - Mr. Waterman

Mr. Waterman, City Attorney discussed the process and terms of the purchase and sale agreement. This process includes signing the contract, annexation application and simple lot split applications to be made by the City including appropriate notice for public hearings for P&Z and City Council approval. Upon City Council approval, two lots would be created from the existing one and the City would then pay the purchase price (\$70,000 per acre) and gain possession of the Warranty Deed. Earnest money to be held by City Attorney's office. Closing is targeted for March 15, 2025 with a possible 30-day extension as described in the contract.

Motion: President Kiser moved to authorize the Mayor to sign a purchase and sale agreement for the acquisition of certain real property located on Cemetery Road.

Second: Councilmember Christiansen



Roll Call Vote: Kiser – Yes, O’Meara – Yes, Christiansen – Yes, Murray – Yes  
Motion carried unanimously.

Public Comment on Non-Public Hearing items of City Business (3 min each): Patrons will be called to the speak at the podium based on the sign-in sheet.  
None.

MAYOR, STAFF AND COUNCIL COMMENTS:

*Councilmember O’Meara:* Thanked the city staff for doing a great job overall

STAFF COMMENTS:

*Mr. Van Gilder:* Wanted to thank Ms. Hobbs for her efforts in the Christmas Tree lighting event.

ADJOURN

President Kiser adjourned the meeting at 6:30 p.m.

Rob Kiser, Council President

Jennica Reynolds, Deputy Clerk  
Minutes Approved: December 18, 2024





*Before*

# City Council Public Comment

December 4, 2024

	Name	Address	Phone or Email	Topic/Agenda Item #
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*Alex*

# City Council Public Comment

December 4, 2024

	Name	Address	Phone or Email	Topic/Agenda Item #
11	DON Reynolds	452 E WALCOTT LANE CT.	(203) 945-5225	<i>Pass - No Comment</i>
12	MIKE GRACE	1889 RIDGE WAY	203-547-6727	<i>Pass No Comment</i>
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