



MINUTES
City Council Meeting
City of Middleton, Idaho

Date: Wednesday, February 5, 2025

Time: 5:30 p.m.

Location: City Hall Council Chambers – 1103 W Main Street

Call-to-order, Roll Call, Pledge of Allegiance, and Invocation:

The Middleton City Council meeting was called to order at 5:30pm on February 5, 2025, by Mayor Hutchison. Roll call was taken with Council President Kiser, Council Members O'Meara, Christiansen, and Murray all present. 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, and Pastor Jeremiah Campos, Calvary Chapel Middleton gave the invocation.

Action Item:

A. Approve Agenda

Motion to approve the agenda for the February 5, 2025 meeting posted January 31, 2025 at 3:00 p.m.

Moved by President Kiser, seconded by Council Member O'Meara.
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 posted at the back of the public meeting room.

Don Reynolds: Mr. Reynolds commented on the Sawtooth Lake roundabout project, noting that a previous committee had developed a landscape plan with an estimated cost of \$300,000, which was lower than the \$1 million figure mentioned recently. He asked what happens to ongoing projects and committees during mayoral transitions.

Action Items:

1. **Consent Agenda (items of routine administrative business)**
 - a. **Consider approving minutes for City Council January 15, 2025, Regular meeting.**
 - b. **Consider ratifying payroll for January 24, 2025, in the amount of \$181,205.14.**
 - c. **Consider approving accounts payable through January 24, 2025, in the amount of \$326,118.86.**
 - d. **Consider authorizing the Mayor to purchase water meters and accessories from Zenner USA as shown on the sales quote dated 1-22-2025 in an amount not exceeding \$30,956.00. - Mr. Van Gilder**

President Kiser confirmed with Mr. Van Gilder the water meters were a budgeted expense.

Motion to approve consent agenda items a-d.

Moved by Council President Kiser, seconded by Council Member Christiansen.
Motion carried unanimously.

**2. Regarding: Carlton Meadows South
Consider approving the final plat for Carlton Meadows South Subdivision. Ms. Stewart**

Planning and Zoning Official Ms. Stewart presented the final plat for Carlton Meadows South subdivision, consisting of 23 home lots and 4 common lots on 8.2 acres zoned R3. She noted the plat meets all requirements and has been approved by the City Engineer.

Motion to approve the final plat for Carlton Meadows South Subdivision.

Moved by Council President Kiser, seconded by Council Member Christiansen.
Motion carried unanimously.

**3. Regarding: Falcon Valley Phase 8
Consider approving a revision to the final plat for Falcon Valley 8 that was approved by City Council on January 15, 2025. - Ms. Stewart**

Ms. Stewart presented a revised final plat for Falcon Valley Phase 8, which removes a small parcel that was inadvertently included in the county rather than city limits. The revision returns the plat to its original 2010 configuration.

Discussion by Council and Ms. Stewart regarding a question on the irrigation easement.

Motion to approve the revised final plat for Falcon Valley Phase 8, conditional on confirmation that the irrigation easement is properly addressed.

Moved by Council President Kiser, seconded by Council Member O'Meara.
Motion carried unanimously

4. Public Hearing: Application by City of Middleton and Herbert & Janis Fitzpatrick for annexation and rezone of a parcel located at 397 S. Cemetery Road. Applicants are requesting that the 15-acre parcel be rezoned from Canyon County "Agricultural" to City A-R (Agricultural Residential). - Ms. Stewart

Mayor Hutchison opened the public hearing at 5:52 p.m.

Ms. Stewart presented an application by the City of Middleton and Herbert & Janis Fitzpatrick to annex and rezone a 15-acre parcel at 397 S. Cemetery Road from Canyon County Agricultural to City AR (Agricultural Residential). (*See Exhibit 1*)

The public comment was opened at 5:57 p.m.

There were no public comments.

The public comment was closed at 5:57 p.m.

Motion to approve the application for annexation and rezone of 397 S. Cemetery Road.

Moved by Council President Kiser, seconded by Council Member O'Meara.
Motion carried unanimously.

5. **Consider approving Ordinance 707, which is an ORDINANCE OF THE CITY OF MIDDLETON, CANYON COUNTY, IDAHO, ANNEXING TO THE CITY OF MIDDLETON, IDAHO, CERTAIN REAL PROPERTY SITUATED IN THE UNINCORPORATED AREA OF CANYON COUNTY, IDAHO, AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF MIDDLETON, IDAHO; ESTABLISHING THE ZONING CLASSIFICATION OF SAID REAL PROPERTY TO A-R (AGRICULTURAL-RESIDENTIAL); DIRECTING THAT COPIES OF THIS ORDINANCE BE FILED AS PROVIDED BY LAW; AND PROVIDING AN EFFECTIVE DATE. - Ms. Stewart**

Motion to read Ordinance 707 by title only.

Moved by Council President Kiser, seconded by Council Member Christiansen

Roll call vote:

- Council President Kaiser - Yes
- Council Member O'Meara - Yes
- Council Member Christiansen - Yes
- Council Member Murray – Yes

Motion carried unanimously.

President Kiser read the title of Ordinance 707.

Motion to waive the three-reading rule and adopt Ordinance 707.

Moved by Council President Kiser, seconded by Council Member Christiansen

Roll call vote:

- Council President Kaiser - Yes
- Council Member O'Meara - Yes
- Council Member Christiansen - Yes
- Council Member Murray - Yes

Motion carried unanimously.

6. **Regarding: Streetlights for Roundabout**
Consider authorizing the Mayor to execute a contract with AME Electric for the installation of 2 street lights along Middleton Road in the vicinity of the Cornell mini-roundabout in an amount not to exceed \$13,150.00. - Mr. Van Gilder

Public Works Director Mr. Van Gilder presented a proposal to install two streetlights near the Cornell mini-roundabout on Middleton Road for \$13,150. This is in regards to

Council's prior request. Staff will work with Greater Middleton Parks and Recreation District (GMPRD) to create an MOU in which GMPRD will pay for the maintenance of the lights. He is hopeful this will be completed this spring.

Motion to authorize the Mayor to execute a contract with AME Electric for installation of two streetlights along Middleton Road near the Cornell mini-roundabout for an amount not to exceed \$13,150, with funds to come from the Council's discretionary fund, conditional on approval of an MOU with Greater Middleton Parks.

Moved by Council President Kiser, seconded by Council Member O'Meara.
Motion carried unanimously

7. Regarding: Road Safety Audit

Consider authorizing the Mayor to execute a task order with Keller & Associates to conduct a Road Safety Audit of North Cemetery Road between Willow Drive (9th Street) and Willis Road in an amount not to exceed \$20,795.00. - Mr. Van Gilder

Mr. Van Gilder presented a proposal for Keller & Associates to conduct a road safety audit of North Cemetery Road between Willow Drive and Willis Road. This will be funded from the monies previously budgeted for the crosswalk in this area.

Motion to authorize the Mayor to execute a task order with Keller & Associates to conduct a Road Safety Audit of North Cemetery Road between Willow Drive and Willis Road for an amount not to exceed \$20,795.00.

Moved by Council President Kiser, seconded by Council Member O'Meara
Motion carried unanimously

8. Regarding: Standby Pump

Consider authorizing the Mayor to execute a purchase order with Integrity Pump Solutions, Inc for the purchase of a standby pump for the Pines Pump Station in an amount not to exceed \$11,070.00. - Mr. Van Gilder

Mr. Van Gilder presented a proposal to purchase a standby pump for the Pines Pump Station.

Motion to authorize the Mayor to execute a purchase order with Integrity Pump Solutions, Inc. for the purchase of a standby pump for the Pines Pump Station for an amount not to exceed \$11,070

Moved by Council President Kiser, seconded by Council Member O'Meara
Motion carried unanimously

11. Regarding– Sawtooth Roundabout

Consider authorizing the Mayor to enter into a contract with McCall Studios for the fabrication of the Sawtooth Roundabout concept for the bridge and light pole design not to exceed \$48,000.00. - Ms. Hobbs / Mr. Van Gilder

Ms. Hobbs and Mr. Van Gilder presented a proposal for fabrication of a bridge and light pole design for the Sawtooth Roundabout.

After discussion, the Council decided not to take action and requested staff to contact those individuals that were working with the city previously on the committee specifically created for this project and explore design options more in line with previous concepts.

- 12. Regarding: Construction of the Middleton Place Park Lift Station Upgrade. Consider authorizing the Mayor to execute the Notice of Award and enter into a contract with AME Electric for the construction of the Place Park Lift Station project in an amount not to exceed \$114,800.00. - Mr. Van Gilder**

Mr. Van Gilder presented a proposal for the construction of upgrades to the Place Park lift station. These upgrades will provide auxiliary power of supply to the lift station. It is a budgeted expense.

Motion to authorize the Mayor to execute the Notice of Award and enter into a contract with AME Electric for the construction of the Place Park Lift Station project in an amount not to exceed \$114,800.00

Moved by Council President Kiser, seconded by Council Member O'Meara
Motion carried unanimously

Staff Comments:

Mr. Van Gilder said that Nampa is working toward a grant to extend Franklin Road across the Boise River in an alignment with Kingsbury. This would allow for additional connectivity. He would like to send a letter of support for the project. Council said it was a good idea and gave their approval for the letter.

Mayor Hutchison called for a brief recess at 6:52 p.m. the meeting reconvened at 7:01 p.m.

- 9. Regarding: Caldwell Rural Fire
Consider authorizing the Mayor to approve Resolution 517-25 to enter into the City of Middleton/Caldwell Rural Fire Protection District Third Amended and Reformed Intergovernmental and Joint Powers Agreement for the Collection and Expenditure of Development Impact Fees for Fire District Systems Improvements. – Mr. Waterman**
- 10. Regarding: Caldwell Rural Fire
Consider authorizing the Mayor to enter into the Canyon County and Caldwell Rural Fire Protection District agreement, a second amended and reformed Intergovernmental agreement for the collection and expenditure of development impact fees for the fire district system improvements. – Mr. Waterman**

City Attorney Douglas Waterman presented two agreements related to fire district impact fees:

1. Resolution 517-25 to enter into an agreement with Caldwell Rural Fire Protection District for collection and expenditure of impact fees.
2. Agreement with Canyon County and Caldwell Rural Fire Protection District for collection and expenditure of impact fees (Action item 10)

The Legislature adopted laws that made the current Intergovernmental agreement irrelevant. The Resolution identifies the Advisory Committee made of members in the Fire District.

(Action Item 9) Motion to authorize the Mayor to approve Resolution 517-25 to enter into the City of Middleton/Caldwell Rural Fire Protection District Third Amended and Reformed Intergovernmental and Joint Powers Agreement for the Collection and Expenditure of Development Impact Fees for Fire District Systems Improvements.

Moved by Council President Kiser, seconded by Council Member O'Meara
Motion carried unanimously.

(Action Item 10) Motion to authorize the Mayor to enter into the Canyon County and Caldwell Rural Fire Protection District agreement, a second amended and reformed Intergovernmental agreement for the collection and expenditure of development impact fees for the fire district system improvements

Moved by Council President Kiser, seconded by Council Member Christiansen
Motion carried unanimously.

13. Regarding– Retention Policy Modification

Consider authorizing the Mayor to approve Resolution 516-25. A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF MIDDLETON, CANYON COUNTY, IDAHO, MODIFYING THE RECORDS RETENTION SCHEDULE OF THE CITY OF MIDDLETON. – Ms. Hobbs

City Clerk Ms. Hobbs presented Resolution 516-25 to modify the city's records retention schedule to bring it into alignment with the state statute.

Motion to approve Resolution 516-25 modifying the records retention schedule of the City of Middleton.

Moved by Council President Kiser, seconded by Council Member O'Meara
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 posted at the back of the public meeting room.

David Luiz: Mr. Luis announced the 20th anniversary of the Middleton Food Pantry and requested assistance from the City and community residents and reach out to him if any good property is found for a new location for the pantry.

Don Reynolds: Mr. Reynolds apologized if his earlier comments were abrasive. His concern was that there was already a plan in place and it looked like we were redoing the work. He thanked the Mayor for her informative posts in the Middleton Gazette.

Mayor, Staff and Council Comments:

Staff Comments:

Ms. Hobbs spoke about the following:

- Reminder about the "Love Your Neighbor" event on February 8th.
- Open house with the Mayor on February 13th from 4-6 p.m.
- Update on alcohol license renewals.
- Praise for Mr. Van Gilder's testimony at the Capitol on water issues.

Council Comments:

Councilman Murray: The City has nothing to do with the Chamber of Commerce or the 4th of July parade. That being said, he and Council member O'Meara are looking to form a committee for the parade.

Mayor Hutchison invited those who have commented negatively to step up and volunteer to be a part of the solution.


Councilman Christiansen said he would like the Chamber of Commerce to come up with recommendations for how the parade will go forward.

Councilman O'Meara said the City needs to address the parade and fireworks in the current budget planning efforts.


Councilman O'Meara: He would like to see changes in the code enforcement policies and hire an officer to maintain decorum in the City. He would also like to see the Concord Bridge properly aligned and repaired as a part of the possible new developments in that area.

Ms. Hobbs said she and the Police Chief are working on a plan for Code Enforcement and will be bringing that to Council in the future.

Adjourn: Mayor Hutchison adjourned the meeting at 7:33 p.m.



Jackie Hutchison, Mayor



Jennica Reynolds, Deputy Clerk
Minutes Approved: February 19, 2025





City Council Public Comment

J.H.

Before

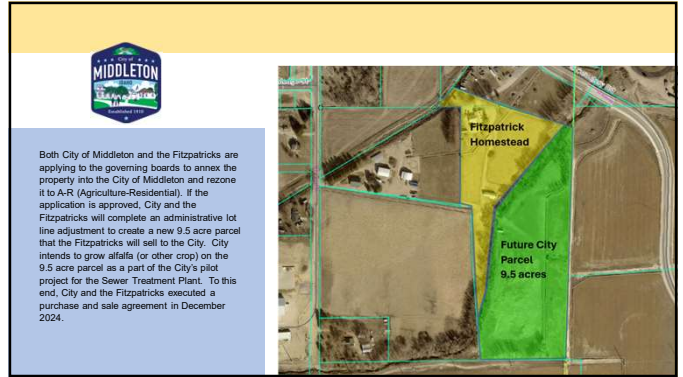
February 5, 2025

	Name	Address	Phone or Email	Topic/Agenda Item #
1	Don Reynolds	452 E Walecott Lake Ct.	(208) 945-5225	MIDDLETON BOUNDARY - 6
2				
3				
4				
5				
6				
7				
8				
9				
10				

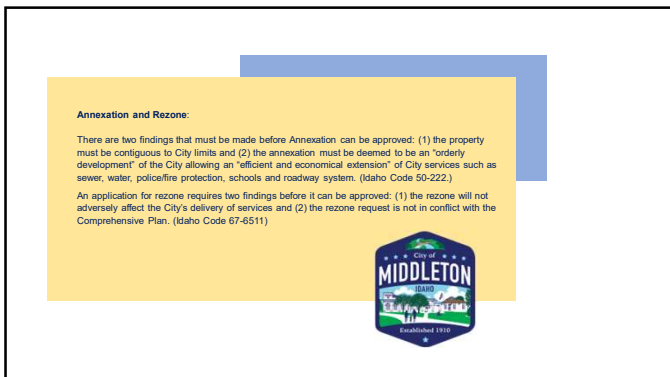
Exhibit 1



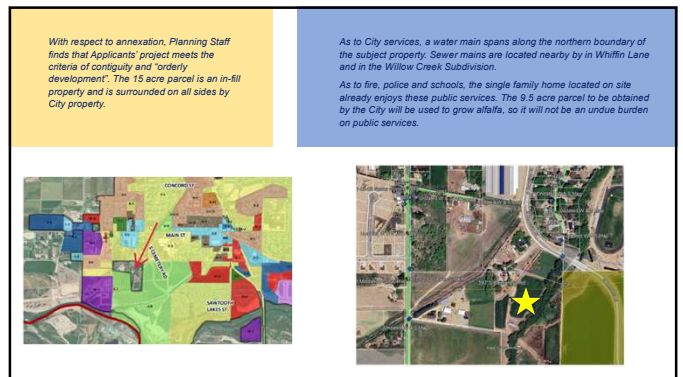
1




2




3



4




Comprehensive Plan & Land Use Map:
The proposed annexation is in harmony with the Comprehensive Plan and Future Land Use Map (FLUM) because residential use is indicated for that parcel. The Fitzpatrick's home and the new "A-R" zone are residential uses.



Area
 Commercial
 Industrial
 Mixed Use
 Public
 Residential

5



Comments Received from Surrounding Landowners: None.

Comments from Agencies: Attached as Exhibit A to the Staff Report

Notices & Neighborhood Meeting:

Newspaper Notification	1/19/2025
Radius notice to adjacent landowners	1/15/2025
Circulation to Agencies	1/15/2025
Sign Posting property	1/15/2025
Neighborhood Meeting	1/7/2025

Applicable Codes and Standards:

Idaho Standards for Public Works Construction, the Middleton Supplement to the Idaho Standards for Public Works Construction, Middleton City Code 1-14, 1-16, 5-1, 5-2, 5-3, and 5-4, and Idaho Code Title 67, Chapter 65 & Title 50, Chapters 2.

6

P&Z Commission Recommendation: The Planning & Zoning Commission considered this annexation/rezone application in a public hearing scheduled for January 13, 2025. The Commission recommended that Council approve the application. No conditions of approval were recommended.

Conclusions and Recommended Conditions of Approval:

Any decision on a land use application must be based upon findings of facts and conclusions of law and be set forth in a written "reasoned statement".

As to Findings of Facts, Planning Staff has set forth findings of facts above in *italics*.

As to Conclusions of Law, Planning Staff finds that the Council has the authority to hear this application and to approve or deny this application, with or without conditions. Additionally, Planning Staff notes that all public notice requirements were met. Planning Staff further set forth the portions of the Idaho State Code and Middleton City Code to be considered in making a decision on the applications.

If the Council is inclined to approve the annexation/rezone application, Planning Staff does not recommend any conditions of approval.



7

PUBLIC SIGN IN SHEET

Application by City of Middleton and Herbert & Janis Fitzpatrick for annexation and rezone of a parcel located at 397 S. Cemetery Road.



Application by City of Middleton and Herbert & Janis Fitzpatrick for annexation and rezone of a parcel located at 397 S. Cemetery Road

February 5, 2025 - City Council - Public Hearing

Please check

	Name	Address	Phone or Email	In Favor	Neutral	Opposed	Testify
1							
2							
3							
4							
5							
6							
7							
8							
9							



After

City Council Public Comment

February 5, 2025

	Name	Address	Phone or Email	Topic/Agenda Item #
11	DAVID LUIZ	1594 LOCH NESS AVE	2BEGRATEFUL@PROTONMAIL.COM	MIDDLETON FOOD PANTRY
12	Don Reynolds	452 E WAREHOUSING ST.	208 965 5225	Middleton - roundabout
13				
14				
15				
16				
17				
18				
19				
20				