



**AGENDA**  
City Council Meeting  
City of Middleton, Idaho

Date: Wednesday, March 6, 2019  
Location: 6 N. Dewey Ave., Middleton, Idaho

Time: 6:30 p.m.

Call-to-order, roll call, Pledge of Allegiance, Invocation

**Action Items**

1. Consent Agenda (items of routine administrative business)
  - a) Consider approving minutes for Council's February 20, 2019 regular meeting and Council's February 28, 2019 Special Meeting.
  - b) Consider ratifying March 1, 2019 payroll in an amount of \$67,759.54 and approving accounts payable thru March 4, 2019 in the amount of \$128,413.81 which includes city debit card purchases.
2. Consider approving a request by the Historical Society of Middleton to waive the trolley station rental fee for use of the trolley station on May 8, 2019 from 12:00 – 4:00 p.m.
3. Consider approving Change Order 1 with Warrington Construction for the N Middleton Road/Canyon Canal Culvert Replacement project in the amount of \$6,000.
4. Consider approving Ordinance 618 adopting a FEMA updated Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIMRs) for Canyon County and the City of Middleton that are going into effect on June 7, 2019.
5. Consider approving a purchase order for Executech for the replacement of the cities information and technology infrastructure in an amount not to exceed \$50,000.00.
6. **Executive Session** IC 74-206(b) Personnel evaluation with possible decision to follow.

**Adjourn**

Posted by:

  
Dawn Dalton, Deputy Clerk

Date: March 4, 2019 4:00 p.m.

Please contact the City Clerk at (208) 585-3133 if you have special needs or require assistance.



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**MIDDLETON CITY COUNCIL  
FEBRUARY 20, 2019**

The Middleton City Council meeting on February 20, 2019 was called-to-order at 6:30 p.m. by Mayor Darin Taylor who then introduced City Administrator Becky Crofts, Treasure Ed Karass, Deputy Clerk Dawn Dalton and Planning and Zoning Official Randall Falkner.

**Roll Call:** Council Members Carrie Huggins, Jeff Garner, Beverly Furner and Council President Rob Kiser were present.

**Action Items:**

1. **Consent Agenda (items of routine administrative business)**
  - a) **Consider approving minutes for Council's February 6, 2019 meeting.**
  - b) **Consider ratifying February 15, 2019 payroll in an amount of \$83,32.25 and approving accounts payable thru February 18, 2019 in the amount of \$71,356.71 which includes city debit card purchases.**

**Motion:** Motion by Council President Kiser to approve consent agenda was seconded by Council Member Furner and carried unanimously.

2. **Consider a request by Greater Middleton Parks and Recreation to waive the building permit fees of \$229.76 for the construction of a Picnic Table Cover at 407 N. Hawthorne Ave.**

Mayor Taylor called and introduced the agenda item, and explained that Middleton property owners pay real property taxes to the City and to Greater Middleton Parks and Recreation District, so shifting this amount of tax revenue to the city through a building permit fee is not necessary. Mayor Taylor asked if there was anyone in the audience who would like to speak to this item: none.

**Motion:** Motion by Council President Kiser to approve the request was seconded Council Member Furner and carried unanimously.

3. **Consider a request by the Middleton Middle School Parent Teacher Organization to waive the Trolley Station fees for their PTO meetings on April 6 and June 9, 2019.**

Mayor Taylor called the agenda item, and asked if there was anyone in the audience who would like to speak to this item: none. Council inquired but could not determine how many people would attend the meetings and how much, if any, post-meeting cleaning would need done.

**Motion:** Motion by Council President Kiser to approve the request to waive Trolley Station rental fees for the April 6, 2019 PTO meeting and table to the council's regularly scheduled meeting on April 17, 2019 consideration of waving fees for the June 9, 2019 meeting was seconded by Council Member Garner and carried unanimously.

4. **Consider approving an amended preliminary plat and final plat for Raw Pastures Estates Subdivision to add Lot 4 Block 1.**



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Mayor Taylor called the agenda item, and Planning and Zoning Official Randall Falkner gave a brief staff report.

**Bruce Peterson** represented the applicant and stated that the request stems from the property owner to the west of the property approaching the applicant interested in buying the portion of land south of the canal, the proposed Lot 4). Mr. Peterson went on to say that if the lot ended up not selling the applicant would then retain the land and not build upon it until access according to Middleton City Code is established; this is noted in Preliminary Plat Note 15 and Final Plat Note 10.

Mayor asked if there was anyone in the audience who would like to speak to this item: none.

**Motion:** Motion by Council President Kiser to approve the amended plats was seconded by Council Member Huggins and carried unanimously.

**Public Comments:** Chuck Shanahan, the pastor at the Methodist church commented that his congregation along with the Boy Scouts would like to help the city build a park shelter by the splash pad in Piccadilly Park. Mayor thanked him and asked him to visit with Ms. Crofts.

**Mayor, Department Comments:** none.

**Council Comments:** Council Members gave a brief update regarding the Fire District, School District, Greater Middleton Parks and Recreation District and the Library board meetings attended.

## **Information**

### **5. City Administrator and City Treasurer discussion about funding capital projects**

City Treasure Ed Karass and City Administrator Becky Crofts lead a round table discussion regarding funding transportation capital projects.

**Adjourn:** Mayor Taylor adjourned the meeting at 8:39 p.m.

ATTEST:

\_\_\_\_\_  
Mayor Darin Taylor

\_\_\_\_\_  
Dawn M. Dalton, Deputy Clerk  
Minutes Approved: March 6, 2019

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**MIDDLETON CITY COUNCIL SPECIAL MEETING  
FEBRUARY 28, 2019**

The Middleton City Council Special meeting on February 28, 2019 was called-to-order at 7:00 p.m. by Mayor Darin Taylor. Council Members Carrie Huggins, Jeff Garner, and Beverly Furner were present. Council President Rob Kiser was absent.

The Middleton Planning and Zoning Commission Special meeting on February 28, 2019 was called-to-order at 7:00 p.m. by Chairwoman Janet Gregory. Commission Members Ray Waltemate, Kent Brough, Whitney Springston, and Chairwoman Janet Gregory were present. Commissioner Jackie Hutchison was absent.

**Information Items:**

The following individuals described the city-infrastructure design projects they are working on, including their name and company, the project name, scope, schedule, cost, deliverable, and any images they wanted to show.

Hwy 44/Hartley Ln. roundabout (RAB)	Joel Grounds, Precision Engineering
Hartley Ln. wastewater mainline	Amy Woodruff, Civil Dynamics
S Cemetery Road and bridge	Bryan Foote, Horrocks Engineers
Piccadilly Park restroom/play equip	Jim Gordon, City of Middleton
Wastewater master plan	Larry Rupp, Keller Associates
IPDES permitting, pilot projects, water quality, natural treatment	Jack Harrison, HyQual PA
Crane Creek Park tree plan	Kent Brough, Landscape Design Services
Water mainline Duff-Kingsbury	Bryan Foote, Horrocks Engineers
Water mainline Boise River bore	Ron Manning, SPF Water Engineering
Middleton Rd alignment/RAB	Pat Colwell, T-O Engineering Joel Grounds, Precision Engineering
River Park flood model	Karl Gebhardt, Resources Systems Inc.

**Adjourn:** Mayor Taylor and Chairwoman Gregory adjourned the meeting at 8:58 p.m.

ATTEST:

\_\_\_\_\_  
Mayor Darin Taylor

\_\_\_\_\_  
Dawn M. Dalton, Deputy Clerk  
Minutes Approved: March 6, 2019

**1B**

City of Middleton

Check Register - WITH PURCHASE ORDER INFORMATION

Check Issue Dates: 2/27/2019 - 3/7/2019

Page: 1

Mar 04, 2019 09:15AM

Report Criteria:

Report type: Invoice detail

Bank Bank number = 61

GL Period	Check Issue Date	Check Number	Payee	Purchase Order Number	Description	Invoice Number	Invoice GL Account	Check Amount
<b>32834</b>								
02/19	02/27/2019	32834	DYNAMIC SYSTEMS INC	2019024	SHIPPING	31865, 31866,	01-421-800	8,028.19
Total 32834:								
								8,028.19
<b>32835</b>								
03/19	03/07/2019	32835	ABC STAMP, SIGNS & AWARDS			0527793	01-415-240	44.67
Total 32835:								
								44.67
<b>32836</b>								
03/19	03/07/2019	32836	ALL RIGHT AUTO REPAIR INC			7372	01-421-310	50.87
03/19	03/07/2019	32836	ALL RIGHT AUTO REPAIR INC			7375	01-421-310	96.33
Total 32836:								
								147.20
<b>32837</b>								
03/19	03/07/2019	32837	AME Electric, Inc.			190156	61-435-344	340.00
03/19	03/07/2019	32837	AME Electric, Inc.			190158	01-423-344	485.29
Total 32837:								
								825.29
<b>32838</b>								
03/19	03/07/2019	32838	AMERIGAS			3088807123	61-435-623	830.14
Total 32838:								
								830.14
<b>32839</b>								
03/19	03/07/2019	32839	BRUIN, BRYAN			17,1759.01	99-100-105	79.96
Total 32839:								
								79.96
<b>32840</b>								
03/19	03/07/2019	32840	CABLEONE			02212019	01-538-338	319.48



GL Period	Check Issue Date	Check Number	Payee	Purchase Order Number	Description	Invoice Number	Invoice GL Account	Check Amount
Total 32840:								
32841								
03/19	03/07/2019	32841	CANYON COUNTY TAX COLLECTOR			2018207352	01-415-800	6.66
03/19	03/07/2019	32841	CANYON COUNTY TAX COLLECTOR			2018207510	01-415-800	6.66
03/19	03/07/2019	32841	CANYON COUNTY TAX COLLECTOR			2018207947	01-415-800	6.66
03/19	03/07/2019	32841	CANYON COUNTY TAX COLLECTOR			2018208104	61-435-800	31.38
03/19	03/07/2019	32841	CANYON COUNTY TAX COLLECTOR			2018208310	01-415-800	6.66
03/19	03/07/2019	32841	CANYON COUNTY TAX COLLECTOR			2018234578	01-415-800	6.66
03/19	03/07/2019	32841	CANYON COUNTY TAX COLLECTOR			2018237955	61-435-800	23.92
Total 32841:								
32842								
03/19	03/07/2019	32842	CAXTON PRINTERS LTD			1013813	30-433-850	325.00
Total 32842:								
32843								
03/19	03/07/2019	32843	CENTURYLINK			L20858550057	61-435-338	140.00
Total 32843:								
32844								
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-465	02-431-430	445.00
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-466	61-435-401	2,562.50
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-467	01-415-430	320.00
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-468	01-415-430	1,120.00
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-469	01-415-430	480.00
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-470	71-431-515	1,210.00
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-471	01-415-430	320.00
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-472	01-415-430	125.00
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-473	01-415-430	1,647.50
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-474	01-415-430	1,450.00
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-475	01-538-430	80.00
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-476	61-435-430	480.00
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-477	71-431-520	845.00
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-478	71-431-520	1,467.50
03/19	03/07/2019	32844	CIVIL DYNAMICS, PC			2018-479	62-436-430	250.00













GL Period	Check Issue Date	Check Number	Payee	Purchase Order Number	Description	Invoice Number	Invoice GL Account	Check Amount
32873	03/19	03/07/2019	32873	T-O ENGINEERS		120075-8678	01-415-403	200.00
Total 32873:								200.00
32874	03/19	03/07/2019	32874	UNITED OIL		215679	60-434-344	315.06
03/19	03/07/2019	32874	UNITED OIL			512677	61-435-344	274.50
03/19	03/07/2019	32874	UNITED OIL			512678	61-435-344	191.62
03/19	03/07/2019	32874	UNITED OIL			512680	60-434-344	184.57
03/19	03/07/2019	32874	UNITED OIL			512681	60-434-344	231.89
Total 32874:								1,197.64
32875	03/19	03/07/2019	32875	VERIZON WIRELESS, BELLEVUE		9823336596	60-434-339	29.09
03/19	03/07/2019	32875	VERIZON WIRELESS, BELLEVUE			9824083746	01-415-850	719.81
Total 32875:								748.90
32876	03/19	03/07/2019	32876	WARRINGTON CONSTRUCTION	MCC 02 NORTH MIDDLETON R	022819	71-431-520	34,485.00
Total 32876:								34,485.00
32877	03/19	03/07/2019	32877	W-CUBED INC		2318-094	61-435-344	2,730.00
Total 32877:								2,730.00
Grand Totals:								125,336.53

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-200-100	.00	32,745.15	32,745.15
01-415-240	44.67	.00	44.67

GL Account	Debit	Credit	Proof
01-415-301	29.42	.00	29.42
01-415-338	53.26	.00	53.26
01-415-339	86.38	.00	86.38
01-415-360	40.63	.00	40.63
01-415-363	50.65	.00	50.65
01-415-372	46.43	.00	46.43
01-415-401	512.50	.00	512.50
01-415-403	200.00	.00	200.00
01-415-430	5,462.50	.00	5,462.50
01-415-800	113.15	.00	113.15
01-415-850	75.20	.00	75.20
01-421-240	58.00	.00	58.00
01-421-310	1,651.88	.00	1,651.88
01-421-339	86.38	.00	86.38
01-421-342	36.10	.00	36.10
01-421-344	78.00	.00	78.00
01-421-372	46.43	.00	46.43
01-421-530	6,586.65	.00	6,586.65
01-421-800	1,424.17	.00	1,424.17
01-423-240	128.00	.00	128.00
01-423-312	1,269.29	.00	1,269.29
01-423-344	485.29	.00	485.29
01-423-372	46.43	.00	46.43
01-423-425	3,200.00	.00	3,200.00
01-423-432	3,088.41	.00	3,088.41
01-423-433	6,058.59	.00	6,058.59
01-423-800	40.63	.00	40.63
01-424-320	210.00	.00	210.00
01-424-339	86.38	.00	86.38
01-424-351	145.00	.00	145.00
01-424-383	20.89	.00	20.89
01-424-800	46.43	.00	46.43
01-538-310	175.75	.00	175.75
01-538-338	88.18	.00	88.18
01-538-339	86.38	.00	86.38
01-538-360	40.63	.00	40.63
01-538-372	46.43	.00	46.43
01-538-430	592.50	.00	592.50
01-538-623	207.54	.00	207.54
02-200-100	.00	4,524.13-	4,524.13-
02-431-240	103.68	.00	103.68

GL Account	Debit	Credit	Proof
02-431-241	404.56	.00	404.56
02-431-310	175.75	.00	175.75
02-431-338	88.26	.00	88.26
02-431-339	86.38	.00	86.38
02-431-344	1,860.51	.00	1,860.51
02-431-351	311.88	.00	311.88
02-431-352	19.99	.00	19.99
02-431-360	40.63	.00	40.63
02-431-363	50.56	.00	50.56
02-431-372	46.43	.00	46.43
02-431-401	512.50	.00	512.50
02-431-430	605.00	.00	605.00
02-431-623	207.54	.00	207.54
02-431-800	10.46	.00	10.46
30-200-100	.00	226.66-	226.66-
30-433-338	53.26	.00	53.26
30-433-339	86.38	.00	86.38
30-433-372	46.43	.00	46.43
30-433-850	40.59	.00	40.59
60-200-100	.00	6,116.63-	6,116.63-
60-200-112	15.20	.00	15.20
60-434-310	526.46	.00	526.46
60-434-338	88.26	.00	88.26
60-434-339	115.47	.00	115.47
60-434-344	731.52	.00	731.52
60-434-351	173.21	.00	173.21
60-434-360	40.63	.00	40.63
60-434-363	50.56	.00	50.56
60-434-372	46.43	.00	46.43
60-434-383	20.89	.00	20.89
60-434-401	512.50	.00	512.50
60-434-430	160.00	.00	160.00
60-434-530	3,417.50	.00	3,417.50
60-434-623	207.54	.00	207.54
60-434-800	10.46	.00	10.46
61-200-100	.00	39,599.81-	39,599.81-
61-435-310	175.75	.00	175.75
61-435-338	88.26	.00	88.26
61-435-339	86.38	.00	86.38
61-435-344	3,674.12	.00	3,674.12
61-435-351	4,746.33	.00	4,746.33

GL Account	Debit	Credit	Proof
61-435-360	40.63	.00	40.63
61-435-363	50.56	.00	50.56
61-435-372	46.43	.00	46.43
61-435-383	20.89	.00	20.89
61-435-401	512.50	.00	512.50
61-435-430	29,916.06	.00	29,916.06
61-435-623	207.52	.00	207.52
61-435-800	34.38	.00	34.38
62-200-100	.00	3,725.10-	3,725.10-
62-436-430	3,725.10	.00	3,725.10
71-200-100	.00	38,257.50-	38,257.50-
71-431-515	1,210.00	.00	1,210.00
71-431-520	36,797.50	.00	36,797.50
71-435-515	250.00	.00	250.00
99-100-105	141.55	.00	141.55
99-200-100	.00	141.55-	141.55-

Grand Totals: 125,336.53 125,336.53-.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Treasurer:  \_\_\_\_\_







CITY OF MIDDLETON  
PO BOX 487, MIDDLETON, ID 83644  
208-585-3133, 208-585-9601 FAX



ADMINISTRATIVE

TROLLEY STATION RENTAL AGREEMENT  
REV. 8/2017

### TROLLEY STATION RENTAL AGREEMENT

This agreement is made and effective on Feb 21, 2019 between the City of Middleton, a municipal corporation of the State of Idaho, (Facility Owner) and Historical Society of Middleton (Renter). The Trolley Station, kitchen, restrooms, and museum are owned and operated by the City of Middleton, and use of all or a portion of the facility is governed by the Middleton City Code. This fully-executed agreement, a paid or waived rental fee(s), a Property Condition Form signed by the Renter, and a City of Middleton Catering Permit Application and copy of the designated Alcohol Server license (if applicable), constitute a complete Trolley Station Rental Agreement. In consideration of the mutual covenants contained in this agreement, the Facility Owner rents the Trolley Station at 310 Cornell Street, Middleton, Idaho to the Renter under the following terms and conditions.

### TERMS AND CONDITIONS

Activity/Event Description. Discover History Through Buttons

cm Capacity. The maximum capacity of the Trolley Station is 100. The Renter agrees to not cause or allow more than 100 individuals to be in the Trolley Station at one time.

cm Date and Time of Use. May 18, 2019 12:00 - 4:00  
Time is of the essence with reference to the time of use, and any extra time for any reason must be approved in writing by the Facility Owner and must be paid for in advance.

cm Alcohol. ☐ Alcohol will be served ☒ Alcohol will not be served  
Alcohol served at the Trolley Station must be served by an Idaho licensed alcohol server, and a copy of the server's license shall be attached to this application. If alcohol will be served at the Trolley Station, the Renter agrees to comply with the laws of the State of Idaho when using and serving alcohol. The Renter shall complete and return to the Facility Owner the City of Middleton Catering Permit Application at least five (5) calendar days prior to the event/activity (Send copy of Catering Permit to Idaho State Police and the Middleton Police Department).

cm Non-Smoking Facility. Smoking, vaping and use of e-cigarettes are prohibited in the Trolley Station and city-owned parks. Designated smoking areas outside but near Trolley Station are clearly marked. The Renter agrees cause or allow smoking, vaping and use of e-cigarettes only in city-designated smoking areas.



## CITY OF MIDDLETON

PO BOX 487, MIDDLETON, ID 83644  
208-585-3133, 208-585-9601 Fax

ADMINISTRATIVE

### TROLLEY STATION RENTAL AGREEMENT REV. 8/2017

cm **Decorations.** The Renter agrees to hang decorations only using the hooks previously installed by the Facility Owner.

cm **Prohibited.** The Facility Owner and the Renter agree that the following or similar uses and items are strictly prohibited because of damage that could result: open flames, use of gasoline, fuels, oil lanterns or electrical equipment engines, motors or machinery, candles, glitter, confetti, straw, rice, birdseed, hay, drinks with red or purple dye, duct tape, fastening decorations to or hanging decorations on the projector, screen, light or fan fixtures, wood paneling, cabinets, doors, walls, or windows; denting, creating a hole, installing a hook, fastener, or inserting thumb tacks of any kind into the facility's walls, ceiling, or woodwork; or scarring or marking a window sill. The Renter agrees to pay to repair damage the Renter or Renter's representative, agent, guest, or visitor causes or allows.

cm **Noise.** Public disturbance by loud or offensive noise, especially after 10:00 p.m. is prohibited.

cm **Fees and Refundable Deposit.** The Renter agrees to pay the Facility Owner the deposit and fee due prior to using the facility and/or equipment. The deposit and fee amounts are set by resolution of the Middleton City Council, and are included on the city's fee schedule. The Renter agrees to clean the facility and equipment, and after the Renter's activity or event, return possession of the facility and equipment to the Facility Owner in the same condition as when the Renter received it, normal wear and tear excepted. Expenses incurred by the Facility Owner to clean or repair the facility and/or equipment will be deducted from the Renter's deposit. The balance of the deposit, if any, will be returned to the Renter. If the expense to repair or clean the facility and/or equipment incurred by the Facility Owner exceeds the deposit, the Renter agrees to pay the Facility Owner the additional amount.

cm **Cleaning.** The Trolley Station facility and equipment will be in a clean condition prior to the Renter's activity or event. Cleaning must be complete by the end of the contract period and cannot be delayed until the following day. If the Renter would like to clean the facility the day following the activity or event, then that day needs included in the date and time of use, and the appropriate fee paid. The Renter agrees to deliver the Trolley Station to the Facility Owner in as good condition as at the beginning of this agreement, including cleaning the facility and collecting, bagging and removing trash from the facility after the Renter's activity or event. The Renter agrees to pay the costs of cleaning or repairing any damage to fixtures, furniture or furnishings, walls, windows, ceiling, doors, flooring, kitchen, bathrooms, or electrical equipment caused by any act of the Renter or the Renter's employees, agents or anyone visiting the Trolley Station during the Renter's date and time of use.





## CITY OF MIDDLETON

PO BOX 487, MIDDLETON, ID 83644  
208-585-3133, 208-585-9601 FAX

ADMINISTRATIVE

### TROLLEY STATION RENTAL AGREEMENT REV. 8/2017

The Facility Owner and the Renter agree that the determination of whether the facility and equipment are clean or damaged is in the sole discretion of the Facility Owner.

cm **Facility.** The Facility Owner at a large expense remodeled Trolley Station in 2015-2016 into an event center for Middleton with an elegant environment, audio/video projection system and screen, warming kitchen, restrooms, a drinking fountain, and light-weight tables and chairs. The Facility Owner and the Renter will inspect the facility and review the attached Property Condition Form identifying the condition of the facility and equipment. The Renter must provide the city a complete Trolley Station Rental Agreement prior to occupying or using the facility.

The facility and equipment are available for use on a first-come, first-served basis unless previously reserved by calling 208-585-3133 or visiting City Hall. The Facility Owner may enter the Trolley Station at any time to inspect the facility and/or equipment if the Facility Owner suspects the terms and conditions of this agreement are being violated. An individual may be removed or this agreement terminated by the Facility Owner if the individual refuses to comply with the Middleton City Code or the terms and conditions of this agreement. The Facility Owner may decline to rent the facility to anyone who in the past has not complied with Middleton City Code or the terms and conditions of their agreement with the city.

cm **Utilities, Kitchen, and Restrooms.** Use of the utilities, kitchen and restrooms is included in the fee to rent the Trolley Station. The kitchen is only for keeping food warm, final food presentation, serving and bussing. The kitchen does not contain dishes, glassware, knives, utensils, pots, or pans. The Renter agrees to not prepare or cook food in the kitchen.

cm **Access.** The sidewalks, doorways, and halls providing access to the facility are only for loading/unloading items for an activity or event, and for individual ingress/egress. Obstructing sidewalks, doorways, and halls is prohibited. The Renter agrees to not cover or obstruct windows in the facility, including light fixtures, without prior written consent from the Facility Owner.

cm **Safe and Legal Use.** The Renter agrees to comply with all applicable local, state and federal laws, and use the facility and equipment in a safe manner.

cm **Liability.** The Renter acknowledges the risk of large gatherings of people at one location and hereby assumes the risk of loss associated with renting the Trolley Station. The Renter releases and agrees to hold harmless the Facility Owner and its officers, agents, employees and representatives, from





# CITY OF MIDDLETON

PO BOX 487, MIDDLETON, ID 83644  
208-585-3133, 208-585-9601 Fax

ADMINISTRATIVE

## TROLLEY STATION RENTAL AGREEMENT REV. 8/2017

any claim, demand, loss, cost or damage that may arise in connection with the Renter's rental of Trolley Station. The Facility Owner does not represent or warranty that the property is fit for any particular purpose, and does not assume any liability or responsibility for any personal property placed in the Trolley Station during the Renter's date and time of use.

cm **Abandoned Property.** The Renter and Facility Owner agree that the Facility Owner has the sole right to the custody of any personal property remaining at the facility after the Renter's activity/event is over, and the property is deemed abandoned and becomes property of the Facility Owner after five business days following the date of Renter's use of the facility.

cm **Assignment or Subletting Prohibited.** Neither party may assign this rental agreement or sublet all or a portion of the facility without the prior written consent of the Facility Owner.

cm **Impossibility.** The Renter releases and waives any claim against the Facility Owner for any loss or damage due to any defect of the water, sewer, drainage, heating, electrical, ventilation, or refrigeration system in, at, or connected to the facility that occurs while the in connection with Renter's activity or event. If any part of one or more of these systems fails or is damaged by natural causes, fire, strikes, failure of utilities, or Act of God which, in the sole discretion of the Facility Owner, renders the fulfillment of this rental agreement by the Facility Owner impossible, then the Renter releases Facility Owner, its officers, representatives, agents, and employees from any demand or claim for loss or damage arising from any of these causes.

cm **Applicable Law.** This agreement shall be governed according to the laws of the State of Idaho.

cm **Binding Agreement.** This agreement is binding on the parties and their respective heirs, executors, administrators, personal representatives, successors and assigns.

### FACILITY OWNER:

Jennica Reynolds  
Signature  
Jennica Reynolds  
Printed Name  
208-585-3133  
Phone Number

### RENTER:

Claudia Moberly  
Signature  
Claudia Moberly  
Printed Name  
208-284-8675  
Phone Number

Deposit Paid: Request fee be  
Fee Paid: waived  
Receipt #: \_\_\_\_\_

Driver's License # \_\_\_\_\_ Exp: \_\_\_\_\_  
Address: \_\_\_\_\_  
Pre-Rental Inspection time: \_\_\_\_\_  
Post-Rental Inspection time: \_\_\_\_\_

Event Coordinator: Claudia Moberly Phone: 208-284-8675



# Change Order

No. 1

Date of Issuance: February 27, 2019

Effective Date: January 25, 2109

Project:	Owner: City of Middleton	Owner's Contract No.:
Contract: N Middleton Road/Canyon Canal Culvert Replacement	Date of Contract:	
Contractor: Warrington Construction	Engineer's Project No.:	

## The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Change pipe type from 60" diameter round to 66"Wx51"D to accommodate existing pressure sewer main.

## Attachments (list documents supporting change):

NONE

### CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$57,970

[Increase] [Decrease] from previously approved  
Change Orders No. \_\_\_\_\_ to No. \_\_\_\_\_:

\$0

Contract Price prior to this Change Order:

\$N/A

[Increase] [Decrease] of this Change Order:

\$6000

Contract Price incorporating this Change Order:

\$63970

### CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☐ Calendar days

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

[Increase] [Decrease] from previously approved Change Orders  
No. \_\_\_\_\_ to No. \_\_\_\_\_:

Substantial completion (days): \_\_\_\_\_

Ready for final payment (days): \_\_\_\_\_

Contract Times prior to this Change Order:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

Contract Times with all approved Change Orders:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

RECOMMENDED:

By: [Signature]  
Engineer (Authorized Signature)

Date: 6/2/2019

Approved by Funding Agency (if applicable):

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_





## Becky Crofts

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**From:** Lee Weech <lee.weech@executech.com>  
**Sent:** Tuesday, February 26, 2019 5:09 PM  
**To:** Becky Crofts  
**Cc:** Ryan Nice; Ed Karass  
**Subject:** RE: City of Middleton

Becky,

I know you are out of town but I wanted to get this information over to you ASAP. Ryan analyzed your devices and noticed the following:

- 4 devices have 8 gb of memory
- 13 devices have much lower memory

With the memory being the biggest issue when it comes to upgrading to Windows 10, we recommend one of the following options:

- A. Replacing all 13 devices at a cost of approx. \$1,000 to purchase + approx. \$200 set-up per device
- B. Upgrading memory in the 13 devices at a cost of approx. \$400-\$500 per device (time and material)
- Or
- C. Replacing 3-4 machines per year (depending on budget).

Hope you are enjoying your trip and look forward to speaking with you once you are back.

Best regards,

Lee Weech | Senior Sales Executive

M: 385.315.2132  
[lee.weech@executech.com](mailto:lee.weech@executech.com)

1314 W 11400 S  
South Jordan, UT 84095  
[www.executech.com](http://www.executech.com)



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**From:** Becky Crofts <[bcrofts@middletoncity.com](mailto:bcrofts@middletoncity.com)>  
**Sent:** Friday, February 22, 2019 11:32 AM  
**To:** Lee Weech <[lee.weech@executech.com](mailto:lee.weech@executech.com)>  
**Cc:** Ryan Nice <[Ryan.Nice@executech.com](mailto:Ryan.Nice@executech.com)>; Dawn Dalton <[ddalton@middletoncity.com](mailto:ddalton@middletoncity.com)>  
**Subject:** RE: City of Middleton

Ryan –



## City of Middleton - PD Server Migration Proposal Summary

**\*\*This is an initial estimate based on what we currently know about the project. This estimate is subject to change after an in-depth assessment has been completed. A change order quote will be provided if any additional items are identified during the assessment\*\***

Despite our extensive experience in implementing and installing hundreds of networks, provisioning tens of thousands of computers and setting up email, VoIP phones, etc., for tens of thousands of users, there are always variables or unforeseeable obstacles when installing new servers, computers, switches, domains, email systems, email users, etc., that make it impossible to give an exact estimate on the time and cost of these projects. We do, however, offer these guidelines:

A close estimate for the transition time is based on the following:

			Units	Low Range	High Range
<b>Project Management</b>					
3.00	to	4.50	Hours for management & preparation work	1	3.00 4.50
<b>Armor</b>					
0.25	to	0.50	Basic Armor Setup (per monitored endpoint)	1	0.25 0.50
<b>Server Migration</b>					
1.50	to	2.00	Up to 2 hours for server install and basic configuration	1	1.50 2.00
2.00	to	3.00	Per server program installation	1	2.00 3.00
1.00	to	2.00	Up to 2 hours to migrate data from current server to new PD server	1	1.00 2.00
0.25	to	0.50	Hours for UPS installation and configuration	1	0.25 0.50
1.00	to	1.50	Up to 1.5 hours to configure print server and test with domain computers	1	1.00 1.50
1.00	to	1.50	Up to 1.5 hours to re-create shared folders and permissions on new file server	1	1.00 1.50
<b>Domain Migration</b>					
1.50	to	2.00	Up to 2 hours for new domain configuration, domain policy creation and testing	1	1.50 2.00
0.25	to	0.50	Time per computer to join to domain and validate domain policies	10	2.50 5.00
<b>Firewall, Switches and Wireless Access Points</b>					
1.00	to	2.00	Hours for basic firewall setup and configuration	1	1.00 2.00
0.50	to	0.75	Up to 0.75 hours to create user remote access VPN and security policies	1	0.50 0.75
0.25	to	0.50	Time per unit to configure and install wireless point to point to evidence building	2	0.50 1.00
<b>Misc.</b>					
3.00	to	4.00	Up to 4 hours for issue resolution first business day after the project	2	6.00 8.00
1.00	to	1.50	Up to 1.5 hours for Quality Assurance after project work is completed	1	1.00 1.50
<b>Implementation Hours Subtotal</b>				<b>23.00</b>	<b>35.75</b>
<b>Estimated Ranges for Implementation Hours</b>				<b>\$ 3,050.00</b>	<b>\$ 4,737.50</b>
<b>Hardware Estimate (breakdown will be provided if requested)</b>				<b>\$7,454.94</b>	
<b>TOTAL ESTIMATED ONE TIME COSTS (Labor, Equipment, etc.)</b>				<b>\$ 10,504.94</b>	<b>\$ 12,192.44</b>

**\*\*\*Applicable sales tax not included\*\*\***

### **\*\*Project Travel Costs\*\***

Travel time is billed at 50% our Project hourly rate of \$130/hr. plus a \$50 per diem per person for food and incidentals. Flights, hotels and rental car are billed at cost.

- As the formulas indicate, this estimate is quantity based. Changes in quantities automatically result in changes in the estimate.
- We will notify you immediately if circumstances other than quantity changes require additional time.
- Our Project Management Labor Rate is \$150 per hour.
- Our Project Labor Rate is \$130 per hour.
- One variable that is impossible to predict or estimate is any customer provided unique software.
- Billing will be based on actual time





## City of Middleton - Email Migration Proposal Summary

**\*\*This is an initial estimate based on what we currently know about the project. This estimate is subject to change after an in-depth assessment has been completed. A change order quote will be provided if any additional items are identified during the assessment\*\***

Despite our extensive experience in implementing and installing hundreds of networks, provisioning tens of thousands of computers and setting up email, VoIP phones, etc., for tens of thousands of users, there are always variables or unforeseeable obstacles when installing new servers, computers, switches, domains, email systems, email users, etc., that make it impossible to give an exact estimate on the time and cost of these projects. We do, however, offer these guidelines:

A close estimate for the transition time is based on the following:

				Units	Low Range	High Range
<b>Project Management</b>						
4.75	to	6.25	Hours for management & preparation work	1	4.75	6.25
<b>Email Migration</b>						
3.00	to	4.00	Up to 4 hours to create the Office 365 portal and configure migration utilities	1	3.00	4.00
4.00	to	5.00	Up to 5 hours to migrate all mailboxes from On-Prem Exchange to Office 365	1	4.00	5.00
0.33	to	0.50	Per computer to uninstall current Office Suite and install Office 365 software	9	2.97	4.50
0.25	to	0.33	Per user to configure Outlook profiles pointed to new Office 365 mail server	32	8.00	10.56
0.25	to	0.25	*Mobile device reconfiguration	15	3.75	3.75
<b>Misc.</b>						
2.00	to	3.00	Up to 3 hours for issue resolution first business day after the project	2	4.00	6.00
1.50	to	1.75	Up to 1.75 hours for Quality Assurance after project work is completed	1	1.50	1.75
<b>Implementation Hours Subtotal</b>					<b>31.97</b>	<b>41.81</b>
<b>Estimated Ranges for Implementation Hours</b>					<b>\$ 4,251.10</b>	<b>\$ 5,560.30</b>
Migration Software - \$15.95 per mailbox				55	\$877.25	
Estimated Travel Costs (Total for all projects, 10 hours total drive time for 4 Consultants)					\$2,600.00	
<b>TOTAL ESTIMATED ONE TIME COSTS (Labor, Equipment, etc.)</b>					<b>\$ 7,728.35</b>	<b>\$ 9,037.55</b>
<b>MONTHLY RECURRING CHARGES (breakdown will be provided if requested)</b>						
Email (Government Licenses for Red Flag Compliance)					\$484.00	
<b>TOTAL OF ALL MONTHLY RECURRING CHARGES</b>					<b>\$551.00</b>	<b>\$551.00</b>

**\*\*\*Applicable sales tax not included\*\*\***

### **\*\*Project Travel Costs\*\***

Travel time is billed at 50% our Project hourly rate of \$130/hr. plus a \$50 per diem per person for food and incidentals. Flights, hotels and rental car are billed at cost.

\* Indicates an optional service

- As the formulas indicate, this estimate is quantity based. Changes in quantities automatically result in changes in the estimate.
- We will notify you immediately if circumstances other than quantity changes require additional time.
- Our Project Management Labor Rate is \$150 per hour.
- Our Project Labor Rate is \$130 per hour.
- One variable that is impossible to predict or estimate is any customer provided unique software.
- Billing will be based on actual time



## City of Middleton - City Hall Server Migration Proposal Summary

**\*\*This is an initial estimate based on what we currently know about the project. This estimate is subject to change after an in-depth assessment has been completed. A change order quote will be provided if any additional items are identified during the assessment\*\***

Despite our extensive experience in implementing and installing hundreds of networks, provisioning tens of thousands of computers and setting up email, VoIP phones, etc., for tens of thousands of users, there are always variables or unforeseeable obstacles when installing new servers, computers, switches, domains, email systems, email users, etc., that make it impossible to give an exact estimate on the time and cost of these projects. We do, however, offer these guidelines:

A close estimate for the transition time is based on the following:

				Units	Low Range	High Range
<b>Project Management</b>						
2.50	to	3.50	Hours for management & preparation work	1	2.50	3.50
<b>Armor</b>						
0.25	to	0.50	Basic Armor Setup (per monitored endpoint)	1	0.25	0.50
<b>Server Migration</b>						
1.50	to	2.00	Up to 2 hours for server install and basic configuration	2	3.00	4.00
2.00	to	3.00	Per server program installation	1	2.00	3.00
2.00	to	3.00	Up to 3 hours to migrate data from current server to new City Hall server	1	2.00	3.00
0.25	to	0.50	Hours for UPS installation and configuration	1	0.25	0.50
2.00	to	3.00	Up to 3 hours to re-configure and test domain computers	1	2.00	3.00
<b>Firewall, Switches and Wireless Access Points</b>						
1.50	to	2.00	Up to 2 hours for firewall re-configuration and WAN switch install	1	1.50	2.00
0.25	to	0.50	Time per unit to configure and install wireless point to point to WWTP	2	0.50	1.00
<b>Misc.</b>						
2.00	to	3.00	Up to 3 hours for issue resolution first business day after the project	2	4.00	6.00
1.00	to	1.25	Up to 1.25 hours for Quality Assurance after project work is completed	1	1.00	1.25
<b>Implementation Hours Subtotal</b>					<b>19.00</b>	<b>27.75</b>
<b>Estimated Ranges for Implementation Hours</b>					<b>\$ 2,520.00</b>	<b>\$ 3,677.50</b>
Hardware Estimate (breakdown will be provided if requested)					\$12,061.92	
<b>TOTAL ESTIMATED ONE TIME COSTS (Labor, Equipment, etc.)</b>					<b>\$ 14,581.92</b>	<b>\$ 15,739.42</b>

**\*\*\*Applicable sales tax not included\*\*\***

### **\*\*Project Travel Costs\*\***

Travel time is billed at 50% our Project hourly rate of \$130/hr. plus a \$50 per diem per person for food and incidentals. Flights, hotels and rental car are billed at cost.

- As the formulas indicate, this estimate is quantity based. Changes in quantities automatically result in changes in the estimate.
- We will notify you immediately if circumstances other than quantity changes require additional time.
- Our Project Management Labor Rate is \$150 per hour.
- Our Project Labor Rate is \$130 per hour.
- One variable that is impossible to predict or estimate is any customer provided unique software.
- Billing will be based on actual time