
MIDDLETON CITY COUNCIL
APRIL 15, 2020

The Middleton City Council meeting on April 15, 2020 was called-to-order at 6:30 p.m. by Mayor Steve Rule. The meeting was streamed live via the City Facebook page due to CDC/COVID-19 restrictions.

Roll Call: Council President Rob Kiser, Council Members Carrie Huggins, Jeff Garner, were present. Council member Tim O'Meara participated via telephone.

Pledge of Allegiance, Invocation: Adam Krauss

Mayor explained that according to CDC guidelines due to COVID-19 (Coronavirus) to not gather in groups of more than 10 people, City Council was being streamed live via the City Facebook page.

Information Items

- 1. Bank balance discussion around when the amounts getting above or below a certain dollar amount in the operating account, the Treasurer can move funds between the money market account and the checking account without having to come before council for approval – Wendy Miles**

Mayor Rule called and introduced the item. City Treasurer Wendy Miles gave a summary of her request after talking to the City Auditor. The request is for City Council to consider giving the treasurer a blanket permission to transfer funds from checking account into the money market account and vice versa. This would not include moving funds from the money market to LGIP account as that decision would always be brought before council. She asked the City Attorney Chris Yorgason if council agreed to it how would they need to go about that. Chris responded the cleanest way to do it is to by Resolution, in which it will explain what the triggers are for the transferring of funds. Whether two or four months cash flow or an actual dollar number. So one trigger is from checking account to money market account, and the second trigger from money market to LGIP. The Resolution would authorize the treasurer to make those decisions once the triggers are set. That way the treasurer can meet with the auditors and show them the formal resolution that authorizes the treasurer to act and to stand by which she acts. Those are his recommendations. Mayor Rule asked if it would be appropriate if City Council decides to move forward with this that the treasurer's recommendations be signed off on either the City clerk or the Mayor where it is not coming before council for approval? City Attorney Chris Yorgason said yes, it makes sense to have a second set of eyes that will verify the actions. Wendy Miles agreed with that and said she would feel more comfortable with that. Mayor Rule said there are no decisions tonight, but we will build a resolution to that effect and consider it a future date and time. Council Member Carrie Huggins commented that since we currently require two signatures on a check, so to have this treated like a check where the Treasurer signature and someone else's signature is required makes sense and ties into the two signature check requirements. However, she would like to see that Council is getting monthly balance sheets and all of those transfers would show up, or in the accounts payable there could be a transfer report. She doesn't think council needs to sign off on it or approve it prior, but she does think that council needs to see the reporting behind it. She would like the reporting to be monthly. Council Member Tim O'Meara

stated that protecting Wendy (City Treasurer) is important and agreed that he would like to see the reporting as well. The Mayor agreed and stated that he would like to set it up so that both the Mayor and the City Clerk sign off on the relocation of funds and the tracking would come before City Council. City Attorney Chris Yorgason stated that as the money goes into the money market or LGIP, when it is brought out, we are not bringing out any more money than what was transferred in. This has to be done because the budget doesn't normally include money that is taken out of savings and allocated. We just want to make sure that with this process we are not doing something what would interfere with the budget requirements. Wendy stated that once money is moved into the LGIP, she doesn't want to move it back until the project is complete, so she absolutely agrees with the recommendations of the City Attorney.

2. Police Station relocation to the LAB – Mayor Rule

Mayor Rule called the item, and said the relocation to what was formally known as the LAB is under way. The computers have been moved to another location. The Police Chief is getting a couple contractors bids to get some of the remodeling done. With the library closed due to the effects of the Coronavirus this all took a little faster pace than what he thought might have, but the timing is appropriate and it has worked well.

Mayor rule then discussed the resignation of the Library Board member. And the desired appointment of 2 new board members: Marie Knapp and Mark Christiansen. And along with that it looks like a new director will be coming in May. The current Library Director is moving on to other things. There are a lot of changes with the Library.

He discussed with Chief Takeuchi the money side of this change and the chief is giving up some things in his budget for this year so that he can make this move. This move has been generated by the Chiefs desire to have a facility for their future growth and need. A lot of this has to do with the need to store evidence correctly. It has not been done right in the current facility. And this move has all of the ingredients to meet all of the criteria for proper evidence storage.

The City is in communication with the Library Board and they are being very supportive. The whole library staff is on an unpaid leave which they still get some monies. We plan on opening the Library just as soon as we can with a new Director and whatever staff is available for those jobs.

3. City Council moving to Trolley Station – Becky Crofts

Mayor rule called the item. City Administrator Becky Crofts explained that as the Police Department begins to move into the current council chambers we will move all of our City Council and Planning and Zoning meetings across the street to the Trolley Station. If the isolation order is lifted but we are still under social distancing guidelines that building gives us a lot more room to work with. We will be moving the recording systems and art work. There will be more discussion in the future budgeting meetings about how long the council and planning and zoning meetings will be held at the Trolley Station and where with changes and modifications to the current police department it could be relocated. Council Member Tim O'Meara asked that the old mayor's photographs be returned. After some discussion of the location of the photographs, Becky stated she would do her best to locate the photographs and get them restored.

4. Increased Federal funding for South Cemetery Road of 1.3 Million dollars for urban rebalancing – Becky Crofts

Mayor Rule called the item. City Administrator Becky Crofts stated that the South Cemetery Road project has been in the works for at least 9 years. The project has been extended due to various reasons, environmental causing the longest delays. We are finally at a point where the design is complete. The engineers have put together an Engineers Estimate. The City has about 2.5 Million dollars of federal grant funding the City does not have to pay back. With the engineers estimate the project came in at \$3,892,451.96. The City would be responsible for the additional funds in the amount of \$1,328,451.96. That is a lot of money for the City to come up. Mayor Rule and she drafted a letter to the Executive Committee and Executive Director of COMPASS, as they were going into a rebalance meeting requesting additional help for the City with those funds. She is really happy to say that the City was awarded an additional 1.3 Million dollars toward that project. The project is totally funded now. Council Member Carrie Huggins asked if we are still responsible for the 7.3 %. Becky said that of the now 3.8 million dollars roughly the City is responsible for 7.34% of that. So our contribution is roughly about \$290,000.00 which is phenomenal. To get that project done with that amount of contribution. That being said, with any project we try to mitigate any type of over charges or add ons. She gave an example of if the project came in at 4 million dollars, the City would be responsible for 7.34% of now the 4 million plus anything over the 3.8 million to the 4 million so that extra 200 thousand. Still even with that this is great news for the City. The PS& E packages should be done in July or August. We will likely send this project out to bid probably September, the funding though COMPASS will be available to the City probably about October (we have to wait for the Feds to approve the funding). Then we can move forward. It is very likely that by this time next year we will be in construction with South Cemetery Road phase 1.

Council Member Huggins wanted clarification that this is not part of any stimulus funding, it is a done deal. Becky said we still have to wait for the Feds to approve the funding, but this is something they do every year. This is not a new type of funding approval, so much comes to Idaho, and COMPASS has awarded that additional funding to the City. Mayor Rule stated that with that said, his paranoia with situations whether justified or not, he would say he hopes this is a done deal. But the reason the cost went up is because during this big spike of construction and inflation, the projected cost of the project went up 25-30 percent. Now the city was on the hook for that additional 25-30 percent. If we bid that out and it comes in lower than the last projection, we might actually get this done. The concern is that we have a federal government giving out trillions of dollars that he worries will affect projects in the future 1-2 years. When we see the money in the bank, and we have the contracts on the table and funded, then it is a done deal. But in the very best way this is a great thing for the City.

Action Items

- 1. Consent Agenda (items of routine administrative business)**
 - a) Consider approving minutes for Council's April 1, 2020 meeting.**
 - b) Consider ratifying April 10, 2020 payroll in the amount of \$77,703.43, and accounts payable thru April 6, 2020 in the amount of \$212,844.80.**

Mayor Rule called and introduced the item. He said the accounts payable amount needs to be amended \$5178.24 to be \$218,023.04 to include the IPDES, EDU, DEQ payment.

Council President Rob Kiser asked for clarification on the amended amount. Becky Crofts explained that each year the City is responsible to pay for its IPDES permit through DEQ for the number of dwelling units we have in the City. DEQ has assigned us \$1.74 per EDU (effective dwelling unit). So we take the 2976 homes times by rate \$1.74 that equals \$5,178.24. Thus the accounts payable was amended up so that this can be paid now in order to get DEQ satisfied on this permit and not wait for the next City Council meeting.

Motion: Motion by Council President Kiser to approve consent agenda items a and b with the new amount for the accounts payable being \$218,023.04, it was seconded by Council Member Garner and carried unanimously.

2. Accept Resignation of Veronica McGinnis from the library board

Mayor Rule called and introduced the item. He called the Councils attention to the emails received and said he appreciated all of the hard work by the library board members.

3. Confirm Mayor's appointment of Maria Knapp to the library board for term ending 5/14/2024 and Mark Christiansen to the library board for term ending 1/2/2023.

Mayor called and introduced the item. He corrected the name of Marie Knapp.

Motion: Motion by Council President Kiser to approve Mayor's appointment of Maria Knapp to the library board for term ending 5/14/2024 and Mark Christiansen to the library board for term ending 1/2/2023. It was seconded by Council Member Huggins, Mayor Rule clarified the individual is Marie Knapp with that small change he called for the vote. It was approved unanimously.

4. Consider awarding bid to Zenner USA for water metering and infrastructure system improvements. – Bruce Bayne

Mayor Rule called and introduced the item. Public Works Superintendent Bruce Bayne gave a summary of how the residential water is currently metered, read and then billed to the City residents. He explained that only reading meters once a month as is the current procedure only provides one point of information. The new system the City is wanting to move to would allow the meters to be read as often as we want but it would provide a 30 minute window daily meter reading that would be sent back to City Hall. This would make it possible for us to look at the whole infrastructure, find the leaks that we have and get those things fixed so that every gallon of water put on the ground actually goes to the uses it going to. Another problem if the pipes start leaking that water system is above the sewer system so that water tends to propagate down to the sewer, infiltrates into the sewer line and then we end up treating treated water at the wastewater treatment plant. That is another added cost to the city that is unnecessary. Another benefit is if a homeowner comes in and says they have a problem, we can look to see when the usages are and can tell if the meter is running at unusual times we can tell if there is a leak. The systems are also set up to where they can alert us the next day that there is a potential problem. This is all proactive stuff the City can do ahead of time to save on these extra costs. Again this will make sure that the City is not treating clean water in the wastewater treatment plant, which is a huge cost to the city.

Bruce stated the City went out for bid and received three bids. One from Ferguson, one from Zenner USA, and one from SET, and according to the bid prices SET and Ferguson came in with a bid price just over \$400,000.00 and Zenner was almost half. We looked at the three companies to do research. Ferguson is the current company we are using. SET is a new company out of California, and Zenner USA is a company we had not heard of before. Bruce called 6 municipalities that use that system and they all gave rave reviews. There was not a problem with the whole system. This system corresponds with Caselle, which is how the City does the billing so there is no problem with getting the bills out. Moving forward we would like to award this project to Zenner and then we will be putting this project in in steps. It will not be the full amount at once. We will identify the areas we want to go in and get those areas added into the City once we get their recommendation.

Council Member Huggins asked if this was a project that has been budgeted for? City Administrator Becky Crofts stated that this item was budgeted for this fiscal year but had to be pushed due the Falcon Valley Booster Station that needed to go in for the east pressure zone. So because we waited a little bit the price came down. Council Member Huggins asked in our Budget to Actual will this be fine for this fiscal year. Becky reaffirmed that this will not happen this fiscal year, the request is to accept the bid, allow engaging with the new company and move forward for a fiscal year 2021, locking in that price. Council Member Huggins asked what if any software costs will go along with this project as a whole. Bruce Bayne said it needs radios, water meters, hardware, software, project management, they also have certain accessories that go with the software and hardware. Warranty and installation of the hardware and software, training of City staff and training on Caselle to make sure that it integrates with the current billing system. He also added that currently with Ferguson the price for one water meter and one radio is just over \$300 and every household has to have them. The new system is \$130, so the City will see savings going into the future as well because we are not paying near as much for the initial set up of a radio and water meter. Council Member Garner asked if we will have extra units on hand for new construction. Bruce stated that we always have extra, we hold about 100 meters and when we drop down to 50 we purchase an additional 50 for residential. The bigger commercial meters we have just a few on hand.

Motion: Motion by Council President Kiser to approve awarding bid to Zenner USA for water metering and infrastructure system improvements, seconded by Council Member Huggins. Motion approved unanimously.

5. Consider ratifying Licensing Agreement with Drainage District No.2, Viper Investments, LLC and the City of Middleton. – Bruce Bayne

After a few comments (found in the Mayor Comments below) Mayor Rule at the suggestion of Council Member Tim O'Meara called the agenda item. Public Works Superintendent Bruce Bayne explained the need for the licensing agreement. As part of the work that is being done with Falcon Valley #7 a portion of the City water line has to be moved. Cory Barton (Viper Investments) will move that portion, but it has to be signed off by the City as it is a public City water line. Also, in a separate license agreement with Idaho Power, Idaho Power will run power to the Falcon Valley Booster Station. We need to get this license agreement ratified and put into place so that the water line can be

moved and Idaho Power can put the power in so the booster station can be functionable. The agreement is with Drainage District #2 as well because they have a drain that runs north/south that is parallel to the boundary and because we are moving in their right-of-way, they want a licensing agreement between all of the groups.

1. **Motion:** Motion by Council President Kiser to ratify the Licensing Agreement with Drainage District No.2, Viper Investments, LLC and the City of Middleton. Seconded by Council Member Garner, approved unanimously.

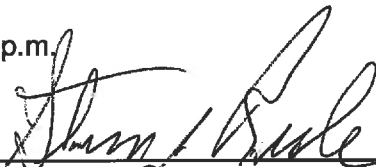
Public Comments, Mayor Comments, Council Comments:


Mayor Rule said that we have been very busy at City Hall, there have been some changes with staff and the deputy clerks are working hard to get caught up. He still has visions of another planner, but that hasn't happened yet. He has asked that Becky and Bruce give a 5-year capital improvement plan. This was generated by a budgeting and planning meeting requested by the City financial consultant L.J. Waite. We are now having budgeting meetings to get all the departments 5-year plans in place. This will allow us to see where is the money going and what the needs are. He acknowledges that money is very tight and that everything has to be budgeted and saved for. He commended the staff for the job they are doing and said as the change in administration has brought some different ways to City Hall. We are trying to stabilize and see exactly where we are financially and it is taking some time, possibly several months to a year. But his hope is by the time this 5-year plan is in place council will be able to look at piece of paper and have a really good idea as to how things will probably roll out. As far as building, so far things have stayed the same. Some builders have pulled back, but permits are still being pulled. The impact fee committee is meeting and progressing and maybe by late summer or fall that will get done. He again commended City Hall and all department staff for doing a good job.

Council Member O'Meara said the Museum is getting its floor refinished. The original surface was not up to standards so they are removing it and replacing the floor with a new surface. The Greater Middleton Parks and Rec is working with the Library to facilitate moving the LAB into the Community Center and that was an open discussion in the last GMPRD board meeting. They would look to the City for a final agreement on how that move will work, but they are definitely trying to find space to move that facility into the Community Center. They are nearly complete with the sidewalk project at Hawthorne Park. Working with Bruce and Becky to complete the project from Highway 44 to the Nazarene Church at the far end of Hawthorne. He has spoken with Darrel at the City and he plans to approach the Mayor with plans to pave the bit of sidewalk at the church residence. Mayor Rule thanked him for working to make sure the Library programs have a place to go and said the City will do what we can to make sure that goes well and keep it healthy and working.

Adjourn: Mayor Rule adjourned the meeting at 7:29 p.m.

ATTEST:



Steven J. Rule, Mayor

Jennica Reynolds, Deputy Clerk
Minutes Approved: May 6, 2020