



Minutes of the Albion City Council Meeting Held January 9, 2024

CALL TO ORDER – The meeting was called to order at 7:02 pm in the Albion Civic Center by Mayor Isaac Loveland.

OPENING CEREMONIES – The Pledge of Allegiance was led by Councilman Tyson Tolman.

ROLL CALL – Roll call by City Clerk – Linda Hutchison. Present: Mayor Isaac Loveland, Council President Kevin Lloyd, Councilpersons Dallan Doc Carlson, Wayne Winder and Tyson Tolman, City Clerk-Treasurer Linda Hutchison. Deputy Clerk Deric Bell, and City Attorney Kerry McMurray joined the meeting via telephone. Maintenance Director Bradley Woodrow was excused from the meeting.

OTHERS IN ATTENDANCE – John Davis, Rich Carlson, Bob Johnson, Tony & Giselle Prescott.

APPROVAL OF MINUTES- A motion was made to approve the Minutes of the December 5, 2023, meeting by Winder, seconded by Tolman, and carried with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

APPROVAL OF BILLS – The bills were reviewed by the Council Members and there being no questions about them, a motion was made to approve them as presented by Carlson, seconded by Lloyd, and approved with the following vote: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

LAW ENFORCEMENT REPORT

Deputy Tanner Allred was not able to attend, Mayor Loveland read the list of events for the month of December that include: one (1) alarm, (1) Special Patrol for the Cowboy Christmas Parade (1) Fish & Game violation resulting in a citation issued from the Fish & Game Department (6) traffic stops (no citations issued), one (1) Traffic violation. No questions were asked.

MAINTENANCE DIRECTOR REPORT

No report was given.

CLERKS REPORT

No report was given.

GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

Mayor Loveland asked if the citizens had any issues or comments to which there were none at this time.

AGENDA ITEMS

1 – Swearing in of Mayor & Councilman for Their Upcoming Term

City Clerk-Treasurer Linda Hutchison first administered the Oath of Office to Mayor Isaac Loveland, and he was officially sworn in for a regular four year term. Then she administered the Oath of Office first to Councilperson Dallan Doc Carlson and then to Councilperson Tyson Tolman with which they were both sworn in for their regular four year terms.

2 – Selection of Member of the Council to Serve as Council President

Mayor Loveland opened by reminding the Council that one member must be selected as Council President. It was noted that current Council President Kevin Lloyd had served for several years. Lloyd noted that he is willing to continue in that capacity if the Council so chose. After some minor discussion, Councilperson Carlson made a motion to keep Lloyd as the appointed President of the Council. The motion was seconded by Winder and was passed with the following roll call vote performed by Clerk-Treasurer Hutchison: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

3 – Discussion of LHTAC Sidewalk Progress and Evaluate/Approve any spending above the Grant Amount

Mayor Loveland started the discussion by saying that the sidewalk project is progressing well, but we are at a point where a decision needs to be made. The original hope was to be able to do the rest of the way down the south side of Market St. from the school to West St. However, it looks like we have exhausted the grant funds, and it would require a commitment of City funds if the desire is to go further. The current estimate for completing the additional sidewalk, approx. an extra 200 feet, would cost around \$ 20,000 extra. The Mayor asked for the Council's thoughts on this, but also noted that we didn't budget for

anything extra and right now it would be difficult to find the required funds. He suggested that we continue to apply for the next round of funding with the Child Safety and Protection Grand and then continue to work on that section of sidewalk if funding becomes available. There was some discussion among the Council and Mayor regarding this issue and then the Mayor asked the Council to decide on the future of the project. Would it be best to spend the funds and finish this section of sidewalk or proceed only spending what we have budgeted with the current LHTAC Child Safety Grant funds awarded. The consensus of the Council was to not spend anything additional and would just stay within the original amount.

4 – Discuss Fees for Subdivision Applications and Office Costs fees for Attorney to draft appropriate documentation.

Deputy Clerk Bell stated that he has been working to compile a spreadsheet that would be a Master Fee List and stated that in his research, he found that the City of Burley manages their fee schedule this way. He asked Attorney McMurray if this was a possibility for the City to maintain all our fees in one section or would this cause too many problems. McMurray replied that this is something that would be doable and that he and Bell would work together finishing the list. Bell also noted that he had done some research on establishing some fees that are referenced by ordinance but have not been established yet. As of now, we do not have any Subdivision Application fees. He had provided Council a basic concept of fees that are outlined in the Subdivision Ordinance with itemized costs for each application item. McMurray expressed a worry that the admin fee being charged that would cover his legal services is probably not sufficient. Any fees that aren't covered by the developer end up being passed on to the residents and so we want to make sure we prevent this. It was decided that additional time and research would need to be done and Bell and McMurray said they would further discuss and work on this for future meetings. Another area of concern is the fees for Disconnect/Connect due to nonpayment are not covering the City's actual costs. We currently are charging \$150 for Disconnect/Reconnect trips; however, the City's costs end up being closer to \$260. Also, delinquent Utilities need to be revised to cover the administrative costs. Bell lastly noted that some basic Office Admin fees are also being proposed to cover things like non-city based copies etc. McMurray said he will work on putting together an updated administrative fees list.

5 – Discuss or Authorize City Attorney to Update “Title 7 Chapter 2” Regarding City parks, Property & Facilities.

Bell stated that there are properties listed in this Title and Chapter that are no longer owned by the City, such as the Campus Grove property for example. There are additions and removals that should probably be done to bring this current. He asked the Council if they were ok with him pursuing updating this. The Council agreed that this was needed and so it will be worked on for a future meeting.

6 – Update on Interim Funding Loan Progress and Discussion/Approval of New Proposed Solution

Deputy Clerk Bell said he still needs to do more research and will report on this at next month's meeting.

7 – Discuss Using of RFP (Request for Proposal) in Procuring Water Project Interim Financing

Deputy Clerk Bell said he was able to meet with Zion's Bank last week to see what would be required for interim financing on the upcoming water project. As part of the meeting, Zion's Bank also invited Region IV Development so that everyone was aware of what was going on. Bell stated that it appears that Zion's has a lot of experience working on these type of projects and has worked with the staff of Region IV with other projects he feels that Zion's would probably be best equipped to help us with the interim loan process for the Water Project. The major question that came from the meeting was if the City's Attorney felt there was a need to get RFPs from multiple financial institutions. Bell noted that the estimated costs are well below the threshold required by the State of Idaho, but the best course of action was what Attorney McMurray felt was best. McMurray said that he was ok with continuing without doing the RFP process. Mayor Loveland asked the Council about their preferences on this matter. A question was asked to Bell about what he thought of ability of Zion's to help with this project, and he replied that after the meeting, he felt confident in their programs and teams available to help. The Council all agreed not to seek other proposals and continue by working with Zion's Bank and Region IV's teams for interim funding for the upcoming Water Project.

General Comments and Information from City Officials and Staff, Final Thoughts and Reports from any Standing Committees.

Mayor Loveland said we do have some severely delinquent accounts and asked Attorney McMurray that normally the city would send the customer a shut-off notice but is not sure if this is legal to do in the winter? McMurray said that yes, the City can legally shut the power off in any season for delinquency. Mayor Loveland stated that we do have some of our customers get behind on their utility bills, but for the most part, residents will make good faith payments toward their bill and the City is happy to work with them. The problem comes when we have a few that don't make any effort to pay towards their bill. McMurray stated that we are legally allowed to send out power disconnect notices and to have the power disconnected where there have been no payments and no arrangements have been made.

COUNCIL ADJOURNS

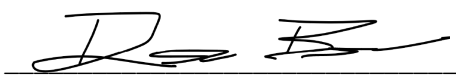
There being no further business at this time, the motion was made by Winder to adjourn the meeting. It was seconded by Carlson and with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye. The meeting was officially adjourned at 7:32 p.m.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Salary/Payroll	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Salary/Payroll	3,706.30
Deric Bell – Deputy Clerk*	Salary/Payroll	1,667.79
Brad Woodrow - Maintenance Director*	Salary/Payroll	5,882.40
IRS Direct Debit*	EFTPS 941 Tax. &	2,360.12
Federal Unemployment Tax*	940 Tax (Q4)	36.53
Idaho Income Tax*	State Income tax	981.00
Ace Hardware	Maint. Supplies- Silicone, road marker flags, voltage meter, safety goggles	65.55
ATC Communications	Internet Service	690.60
Beam Insurance *	Dental/Vision Policy*	332.84
Bonneville Power Administration*	Electric Power Purchase *	20,986.00
Creekside Store	Maintenance Fuel	356.70
C-A-L Ranch Store	Maint. Supplies – mouse traps	18.97
Deric Bell *	Reimburse for Costco office supplies	10.59
Digline	Annual Membership Fee	93.70
Idaho Rural Water Association*	Training Conference	325.00
ETS*	Email License	62.00
Karta Maps *	City Office dry erase Wall City Street Map	100.00
Keller Associates	Engineering Water System Project & Survey Service	25,230.00
Kerry McMurray*	Legal Services Nov. 2023*	1105.00
Lamont Young	Back-Up Operator Fee	300.00
Magic Valley Labs	Water testing-	24.00
NORCO Inc.	Rental & Safety Materials –	13.64
Ooma Office*	Phone Service – Office/SCADA Backup *	89.86
O'Reilly Auto Parts	Wiper Blades and fluid	88.96
PERSI*	Employer Remittance- 12/1/23 –12/31/2023*	2,325.17
Petty Cash Replacement Funds	Replace Certified/Postage & Sm. Misc. Costs	30.00
RAFT RIVER ELECTRIC (1)*	System Maint. & Work Orders, Merchandise	500.38
Raft River Electric (2)*	Electrical Service Lagoons & Water Tank	45.19
Select Health*	Insurance Benefits*	2,117.00
UAMPS	General A&G Expenses	150.90
Visa – #2580 L. Hutchison	Quick Books online pmt., Staples Office supplies	299.16
Western Waste Services	City Dumpster-	116.52
TOTAL		71,811.87

*Denotes Payments Already Made Pending Council Ratification


Isaac Loveland / Mayor


Linda Hutchison / City Clerk – Treasurer
Deric Bell / Deputy Clerk