

**ALBION CITY COUNCIL MEETING
MINUTES FEBRUARY 6, 2018.**

CALL TO ORDER – The meeting was called to order at 7:00 p.m. in the Albion Civic Center by Mayor Sharon Hardy-Mills.

OPENING CEREMONIES – Pledge of Allegiance was led by Mayor Hardy-Mills.

ROLL CALL – Present: Mayor Sharon Hardy-Mills, Council President Isaac Loveland, Councilpersons Zack Alexander, Kevin Lloyd, and Chad Manderscheid, City Clerk-Treasurer Mary Yeaman, City Attorney Kerry McMurray, and Maintenance Department Shawn Burton.

OTHERS IN ATTENDANCE – Earl Warthen, Dave and Brandi Perry, Greg Richins, Jennifer Mai, Mary Lynne Bristol, Heather Mortensen, Deputy Clerk Sharity Parish, John and Anna Marie Davis, Leroy Robinson, and Resident Deputy Jason Lynch.

APPROVAL OF MINUTES – Upon motion made by Loveland, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye, and Manderscheid-aye, the Council moved to approve the January 9, 2018 Minutes as presented.

Upon motion made by Loveland, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye and Manderscheid-aye, the Council moved to approve the January 23, 2018 Minutes as presented.

APPROVAL OF BILLS – Upon motion made by Alexander, seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye, and Manderscheid-aye, the Council moved to approve payment of the Bills as presented.

LAW ENFORCEMENT REPORT – Resident Deputy Jason Lynch reported to the Council for the month of December 2017 he had thirteen (13) Traffic Stops, which resulted in eight (8) Verbal Warnings and five (5) Citations. Lynch also reported one (1) Controlled Burn, one (1) 911 Hang Up/Open Line/Prank Call, and one (1) Accident-Injury/UNK INJ.

Resident Deputy Jason Lynch reported to the Council for the month of January 2018 he had two (2) Traffic Stops, which resulted in one (1) Verbal Warning and one (1) Citation. Lynch also reported one (1) disorderly conduct, three (3) 911 Hang Up/Open Line/Prank Calls, One (1) Controlled Burn, and one (1) Cows Out.

The Mayor apologized to Deputy Lynch for not contacting him about the Council Meeting time change.

ANIMAL CONTROL REPORT – Shawn Burton, from the Maintenance Department, reported the written Dog Complaints issued last month must have worked, as there have not been any other problems.

CITIZEN'S ISSUES

ALBION RECREATION DISTRICT/FLOODING ISSUES – EARL WARTHEN

Earl Warthen reported to the Council he feels the City is putting more effort towards forming an Albion Recreation District than they are dealing with Flooding Issues. Warthen told the Council Flooding Issues should be the first priority. Warthen asked if the whole Valley will be taxed, or if only the City residents will be taxed on the Recreation District, to which Warthen was told, the Recreation District will be for the whole Valley, both Country and City residents. Warthen told the Council this is the first time he has heard of this, and he is worried about future growth, and Albion becoming a concrete Valley. Warthen told the Council he would like to know more about this, and asked if he could make comments when the Update was given, to which the Mayor said that would be okay.

Mayor Sharon Hardy-Mills reported the City has been looking into Flooding Issues, and there have been a couple of Meetings with NRCS outlining what they can do to help.

AGENDA BUSINESS ITEMS

NEW MAINTENANCE SHOP UPDATE

Shawn Burton, from the Maintenance Department, reported to the Council the New Shop is done, and all items from the Old Shop have been moved to the New Shop. Burton reported all Controls are up and running properly, and now all items need to be organized and put away.

WEST ST. CULVERT RAILINGS UPDATE

Shawn Burton, from the Maintenance Department, reported the West St. Railings have been installed, but still need to be painted. Burton reported he will get the Railings painted once the weather warms up.

Councilperson Zack Alexander asked if the Signs have been installed, to which Burton replied, not yet, I need some help. Burton reported it will take the backhoe and a shovel, and that requires two (2) people.

LAGOON REPAIRS/FEMA

Mayor Sharon Hardy-Mills reported to the Council the City has been approved to receive Funding from FEMA and the State for the Lagoon Repairs. FEMA will send the Funding before the Lagoon Repairs are done, but the State Funding will not be received until the Lagoon Repairs are completed. The Repairs will be done in August or September, which is before the designated completion date.

4TH OF JULY CELEBRATION UPDATE

There being no one from the 4th of July Committee present at the meeting, no update was given. This item will be on the March Agenda.

RV DUMP STATION UPDATE

Councilperson Zack Alexander reported to the Council he is looking for a suitable site for locating the RV Dump Station.

TREE CITY INFORMATION UPDATE

Council President Isaac Loveland reported to the Council the City needs an Ordinance in place, and a Tree Board needs to be selected for decision making. Loveland reported the City will need to submit an Application to become a Tree City next year, as the Application deadline for this year has passed.

QUALITY ASSURANCE PLAN/O&M MANUAL APPROVAL UPDATE

Shawn Burton, from the Maintenance Department, reported to the Council the Quality Assurance Plan/O&M Manual has been submitted to the Department of Environmental Quality (DEQ) for their review and approval. Burton reported this could take up to a year, before the City receives the approval from DEQ. Burton also reported, he has a Draft of the Quality Assurance Plan/O&M Manual for references.

ALBION RECREATION DISTRICT UPDATE

Isaac Loveland reported an Albion Recreation District has not been formed yet. Loveland reported there has been one (1) meeting of people, in the Valley, that are interested in putting together an Albion Recreation District, which was posted. The meeting consisted of sharing ideas on how forming a Recreation District could benefit the Valley as a whole. Loveland reported another meeting should be held to see if the ideas are the same, or if they have changed. Loveland reported County requirements are being met, and before a Recreation District can be formed, Petitions need to be signed by Valley residents, and the Issue would be included on the Ballot, either for the May Election or the November Election. Loveland said the next meeting regarding forming an Albion Recreation District will be held on Tuesday, February 20th at 7:00 p.m. here in the Albion Civic Center, and everyone is welcome to attend.

Jennifer Mai asked how has this been published for people to know what is happening, are there Minutes to review? Mai said public support will be needed to get a Recreation District.

Mayor Sharon Hardy-Mills asked Mary Lynne Bristol to include a Meeting Notice in the Albion Valley News.

Dave Perry told the Council you seem very irritated by our comments.

Councilperson Zack Alexander reported this has been talked about in other meetings, and all we are doing is for the betterment of the City and the Valley.

Mayor Sharon Hardy-Mills suggested making people aware of the ideas for discussion, nothing is set in stone. A Recreation District will benefit both City and Valley residents.

Mayor Hardy-Mills suggested those wanting to attend the next meeting about forming an Albion Recreation District bring your ideas for discussion.

Earl Warthen asked who attended the previous meeting, to which he was told Alan and Heidie Lloyd, Dave Mensing, Heather Mortensen, Sadie Clark, and Isaac Loveland.

Brandi Perry told the Council she appreciates the information, and asked what the publication requirements are or are they secret meetings?

City Attorney Kerry McMurray reported there are no publication requirements, at this time, because an official committee has not been formed.

Heather Mortensen reported no secret meetings have been held. There has been one (1) meeting held, about six (6) months ago, to discuss ideas for an Albion Recreation District.

Mayor Sharon Hardy-Mills again invited anyone interested to attend the meeting on Tuesday, February 20th at 7:00 p.m. here in the Albion Civic Center.

CITY PERSONNEL POLICY HANDBOOK

City Attorney Kerry McMurray asked the Mayor and Council if they have any further changes they would like to see made to the City Personnel Policy Handbook.

Mayor Sharon Hardy-Mills asked about page 9, Drug Testing, should this include Drug and Alcohol Testing, to which City Attorney Kerry McMurray reported that is addressed on page 10.

Mayor Sharon Hardy-Mills asked if on page 11 #8 a. if a W-4 should be included, to which City Attorney Kerry McMurray reported that is all inclusive to Employment Forms.

Mayor Sharon Hardy-Mills asked about page 13 and the word comport, if it should be changed to conduct, to which City Attorney Kerry McMurray reported they mean the same thing.

Mayor Sharon Hardy-Mills asked about page 18 m. if personal cell phones with limited use should be added, to which City Attorney Kerry McMurray reported that could be added if that is desired.

Mayor Sharon Hardy-Mills asked about page 41 and the Employee's Signature, to which City Attorney Kerry McMurray reported this will be a separate standalone page.

Mayor Sharon Hardy-Mills asked about page 22 a. Elected Officials – Elected Officials are not considered regular employees, is this true, to which City Attorney Kerry McMurray reported it is true.

Councilperson Kevin Lloyd asked about page 34, 17 & 18 would it be possible to drop one out, and bring the two together, to which City Attorney Kerry McMurray reported this could be done.

City Attorney Kerry McMurray asked the Council if there are any other changes to be made, to which the Council agreed there are none. City Attorney McMurray reported he will bring the completed City Personnel Policy Handbook, for approval, to the March Council Meeting.

COUNCIL GOALS REVIEW

Mayor Sharon Hardy-Mills reviewed the List of Goals with the Council. The Non-Potable Water Irrigation System - still needs to be looked into, Promote Growth and Business -

is a work in progress, Flood/Emergency Preparedness Plan - is being worked on, the Flood Petitions have been sent out, and NRCS is waiting for the Petitions, from the residents, to come back in, Resurface Roads – an outline of roads to resurface has been put together, Shawn will meet with Kevin on this, Market St. by the School needs looked at, as there is more traffic with two (2) Busses, put suggestions on the table, and get some quotes, Build walking Path, Re-Do Sidewalks, including Lighting – this could be a project for the Albion Recreation District, Review Ordinance – One Each Month – this is being done, City Wide Clean-Up – the Council set Saturday, April 14th for this year's City Wide Clean-Up Day, City Office repairs – Move City Office to Civic Center – is still being looked into, and Civic Center Sign – this is going to be an Eagle Scout Project, will need to check with the Scout to see when it will be done.

Dave Perry suggested the Council consider resurfacing East North St., and the road in front of the Church.

Mayor Sharon Hardy-Mills reported both roads are being considered, and the City is hoping to work with the Albion Highway District on the road in front of the Church.

DELINQUENT ACCOUNTS REVIEW

Deputy Clerk Sharity Parish reported to the Council the City has three (3) Accounts that have been sent to Small Claims with judgements in the City's favor. The Small Claims are good for five (5) years, and can be renewed or dropped at the time. Parish reported she talked with the Collection Agency, the City is using, and they are willing to work with the City on the Small Claims Accounts as well. The first thing to do is to find out where they work. The Collection Agency told Parish the City may only get fifty percent (50%) of the Balance Due on the Accounts.

The Council agreed fifty percent (50%) is better than nothing.

INFORMATION FROM CITY OFFICIALS

Shawn Burton, from the Maintenance Department, reported to the Council he would like to order a new pump for the Lift Station, to have as a backup. Burton reported he will have more information for the March Council meeting.

City Attorney Kerry McMurray reported to the Council he looked at the current Ordinance dealing with Utility Charges outside the City Limits. McMurray reported there are no extra charges for Water or Electricity, but the City can charge double the Base Rate for Sewer.

The Clerk was asked to include this issue on the March Agenda.

Councilperson Kevin Lloyd reported to the Council he will get with Shawn Burton, from the Maintenance Department, to look at the roads within the City.

Mayor Sharon Hardy-Mills reported to the Council she received information on a Public Hearing being held in the Commissioners Chambers in Burley on Monday, February 12th at 11:00 a.m. The Mayor reported the Public Hearing is regarding Zoning Changes.

City Attorney Kerry McMurray reported the County is looking at adopting the City of Burley's Zoning Designations.

Mayor Sharon Hardy-Mills reported to the Council the City received information on the Idaho Unified Certification Program, and they want the City to Sign onto the Program. The Mayor reported by signing the Agreement does not obligate the City to anything. The Clerk was asked to include this issue on the March Agenda.

Mayor Sharon Hardy-Mills reported she met with Pontiff Kruse, from BPA, today regarding incentive money. The Mayor reported the City has seven thousand dollars (\$7,000) in their account. The Mayor reported the incentive money could be used when remodeling the Civic Center, to include the City Office. The Mayor also reported BPA is willing to help us test for line-loss in our system.

Council President Isaac Loveland reported to the Council he was at the City Office the other day, and there is a real security problem at the Office. Loveland reported we need to look into not only the current Office, but the new Office needs to be looked at also.

PRESENTATION OF BILLS

Mayor and Council Salaries *	1700.00
Salaries – Maintenance-3550.06/Clerk-2799.59 *	6349.65
Sharity Parish – Deputy Clerk *	962.65
PERSI – Employer Remittance (01/16-01/31/18) *	1065.84
DL Evans Bank – EFTPS 941 Employer Remittance (Jan.18) *	2138.46
PERSI – Employer Remittance (02/01-02/15/18) *	696.16
SelectHealth – Insurance (Mar. 2018) *	1405.00
DL Evans Bank – Cash for Change Bag *	50.00
State Insurance Fund – Annual Premium *	2427.00
A.M.I. Supply, Inc. – Maintenance Supplies	28.75
Ace Hardware – Maintenance Supplies	42.03
ATC Communications – Phone, Fax, Internet, & Lift Station	423.21
Bonneville Power Administration – Transmission/Power (Jan.18)	18,504.00
Creekside Store – Maintenance Fuel (Feb. 2018)	150.15
Ferguson Waterworks – S. Burton CEU Class 2018	60.00
Kerry McMurray – Legal Services (Feb. 2018)	1470.50
Magic Valley Labs – Water Test	16.00
Postmaster – Stamps for Office Use	264.00
SA-SO – Dog Tags & Links	83.29
Sharity Parish – Travel Claim (Feb. 2018)	18.00
T-W, Inc. DBA Tires West – 2003 Dodge Truck Service	37.95
The Book Store & Office Supply - Office Supplies	75.76
UAMPS – General A&G Expenses	50.60
ZCI LLC – Steve Noriyuki Shop Project Manager Fee	<u>6500.00</u>
TOTAL	\$44,519.00

Mayor Sharon Hardy-Mills thanked everyone for attending tonight's Council Meeting and announced the Council will now go into an Executive Session.

COUNCIL ENTERS INTO AN EXECUTIVE SESSION

At 8:30 p.m., motion was made by Alexander, to enter into an Executive Session pursuant to Idaho Code 74-206 (1)(b) regarding personnel issues. The motion was seconded by Lloyd, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye, and Manderscheid-aye.

COUNCIL RETURNS TO A REGULAR SESSION

The Executive Session was concluded at 9:10 p.m. The Council took the matter under advisement. The Council asked the Clerk to provide copies of the December 5, 2017 Council Meeting Minutes to the Mayor, and City Attorney McMurray.

COUNCIL ENTERS INTO AN EXECUTIVE SESSION

At 9:11 p.m., motion was made by Alexander, to enter into an Executive Session pursuant to Idaho Code 74-206 (1)(a) regarding hiring issues. The motion was seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye, and Manderscheid-aye.

COUNCIL RETURNS TO A REGULAR SESSION

The Executive Session was concluded at 9:25 p.m. The Council took the matter under advisement.

Mayor Sharon Hardy-Mills reported the Transfer Station will soon be charging a Fee for loads brought for dumping at the Transfer Station. The Mayor asked the Clerk to include this issue on the March Agenda.

Council President Isaac Loveland reported he has been looking into GPS Tracking Devices for the City Vehicles. Loveland reported the Devices will cost between one hundred fifty dollars (\$150) to two hundred dollars (\$200). The Devices would be put on both Maintenance Vehicles, and can be manually downloaded. The Clerk was asked to include Vehicle Safety Devices on the March Agenda.

COUNCIL ADJOURNS

There being no further business brought before the Council, motion to adjourn was made by Loveland, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye, and Manderscheid-aye. Adjournment was at 9:40 p.m.

Sharon Hardy-Mills, Mayor

Mary Yeaman, City Clerk-Treasurer