



Minutes of the Albion City Council Meeting Held February 6, 2024

CALL TO ORDER – The meeting was called to order at 7:00 pm in the Albion Civic Center by Mayor Isaac Loveland.

OPENING CEREMONIES – Councilperson Wayne Winder led the Pledge of Allegiance.

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

OTHERS IN ATTENDANCE – Sarah Rohrbach, Tayce Robinson, Olivia Robinson, Jack Johnson, Tony Prescott, Troy Mortensen, Rich Carlson, Linda Prefontaine and Bob Johnson. There were a few others that didn't sign in and were not immediately recognized.

APPROVAL OF MINUTES- A motion was made to approve the Minutes of the January 9, 2024 meeting by Carlson, 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

No report given at this time.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Woodrow reported that the biggest part of his efforts over the past month involved snow removal. He stated that he would begin pothole repairs as soon as feasible. Woodrow also stated that in an effort to prolong the use of our existing backhoe, he has scheduled full maintenance on it to take place on 2/7/24. Also, on the topic of maintenance, Western States have begun their service schedule on the Lift Station generator. There were no questions from the Council or audience.

CLERKS REPORT

Deputy Clerk Bell explained that there is an upcoming District Workshop with the Association of Idaho Cities that will take place on April 11th in Burley. He acknowledged that it is during a workday, so it might be difficult for Council Members to attend but noted that there is some very good information and education presented at the workshop. Bell said that he would gather further information and talk more about it in the future.

GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

Bob Johnson, an Albion Valley resident, came forward and presented the Mayor, Council, Staff and Attorney with a copy of the book "A Flood Cannot Happen Here" by Kathleen Hedberg. This book covers the history of the 1984 flooding from the overflow of the Goose Creek Reservoir in Oakley, ID. Johnson stated that he wanted to share this book as it is a good reminder of how communities can work together in a crisis, much like what happened with the flooding that took place in Albion in 2017. His recommendation was that the book be accepted as a reminder of preparedness. Johnson stated he would also be donating a copy of the book to the local Library.

AGENDA ITEMS

1 – Presentation and Action Request From Southern Idaho Tourism

Sarah Rohrbach, executive director for Southern Idaho Tourism since 2022, was present to discuss the purpose and benefits of the agency. One recent positive trend is a lodging increase of approx. 24% in tourism region IV (our region). The organization serves to promote local tourism and business and uses tools like web info, personalized video reviews of local attractions and advertising for events like Pomerelle, Haunted Mansions, Straw Maze, and many others. Rohrbach stated that in order to remain operational, they require some minimal funding and are seeking a \$100 contribution from the City of Albion. She ended her presentation by asking if there were any questions. There being none, the Council made a few comments about seeing the positive benefits of this organization and their professional work. The consensus was that this was a worthwhile contribution

and with a motion from Carlson and a second from Tolman, approval for the \$100 contribution was finalized with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

2 – Presentation and Action Request From Discover Idaho

Jack Johnson from Discover Idaho was present to discuss his organization with the Council. He shared his background of growing up in Cache Valley and having a background in sales in the phonebook industry. Since then, he has transitioned into sales and distribution of materials regarding history, tourism, and communities in Idaho. His goal is to bring all kinds of communities together to help each other. His organization publishes books for different areas and then distributes them at local attractions and businesses as well as direct mailing to targeted customer groups. His purpose in presenting tonight is to request the purchase of advertising space in one of his books. As part of the offer, he would also provide space in another book for the City at no additional cost. The space would be an annual purchase and design would be at the City's discretion. The amount requested for space in both books would be \$575. Lloyd clarified that this would be an annual fee if the City were to continue to have space and Lloyd asked Deputy Clerk Bell if this is something he could design, to which Bell answered yes. After some discussion, the question came from the Council about if a decision was required tonight? Johnson replied that the decision was time sensitive, but a decision didn't have to be reached tonight. The Council agreed to take the matter under further advisement.

3 – Presentation About Creation of Library District, Including Albion

Tayce Robinson, creator of the proposed Library District stated that he came to the meeting to provide information about the creation of a new Library District in Cassia County. He began his presentation by distributing handouts to the Council that gave information about the creation of the district and a sample resolution to reviewed by legal and hopefully adopted at some point pledging the support of the Council in the district creation. Robinson began by explaining the virtues of libraries and literacy in the area, leading him to then explain his hopes of expanding the library programs in Cassia County by running the Albion Public Library and staffing it with paid workers and having a bookmobile program for outlying areas. He explained that the proposed district would include all of Cassia County, except for Oakley as they have their own Library District. The first question asked was about the cost of creation and who would shoulder the burden. Robinson explained that there would be a tax levy imposed of approx. \$40 per \$100K of assessed property value. Winder asked what the levy rate currently is for Oakley's district and was answered that it was approx. \$8 per \$100K of assessed property value. Winder also asked if this would include making audiobooks available and was answered yes. Mayor Loveland stated that he had several questions that have been asked of him including if Janis Durfee of Almo was onboard with this and if the members of the Albion Public Library board have been contacted for their input yet. The answer to both questions was not at this time. Another question posed was about the allocation of funds, where people are concerned that the resources would be primarily placed in Burley leaving the outlying areas with very little. The original reply was that resources would be allocated equally to everyone but was later clarified to be distribution based on population density. Robinson further explained that the levy would provide a budget of approx. \$1.1 million and that the City of Burley would withdraw from the new proposed district. Linda Prefontaine reminded everyone that the Albion Library is not handled through the City but is actually run by the 4 Leaf Clover Club and asked for any information possible. Robinson further explained that this was to be brought up for a vote in the May election. Loveland asked why the May election, when there would probably be record turnout at the November election with a Presidential race vote. Robinson explained that if the levy was rejected in May, it would give him time to get it back on the ballot for November. There were questions about the plans for the Albion Library including how it made sense to operate 28 hours a week where they were lucky to do 4 hours a week currently. There was also a question about book access and Robinson explained about the inter-library loan system as well as an annual book purchase budget of \$50,000. Loveland asked about the pay rates of head staff and was answered that there would be a head librarian hired at \$32/hour and a full time assistant at \$27/hour. Prefontaine asked if library use has declined due to the increased use of electronic devices and was told that levels were back to near normal if you included audiobooks. The Mayor asked about where people could obtain further information on this. Robinson replied that there would soon be a website up with information and that there would be a public hearing held on March 4th at 10 am. Troy Mortensen asked for further clarification about why this was being done. He was answered that there is an override levy that must be done every two years and that left things to "up in the air".

4 – Discuss Need and/or Terms for Water System Backup Operator

Mayor Loveland began by saying that now that Woodrow has his water system license, our need for a backup operator may have changed. We are currently paying Lamont Young \$300/month for his license. The Mayor feels that we should pursue a pay-as-needed model, paying hours worked by the backup at Woodrow's hourly rate. He also expressed the City's gratitude for Young for carrying us through many years while we worked through getting an employee with a license. Loveland asked

Attorney McMurray about how we would implement such a pay-as-needed system and would it be a 1099 filed private contractor situation. McMurray said that he would research further on this. Winder asked about doing something in a reciprocal system with other operators in the surrounding areas. The Mayor said that we do currently have a mutual aid agreement with many other municipalities, but as of now, Declo is not a member. McMurray said that this is a State level agreement and that usually local is better, but he would look into this too. Loveland asked if we notify Young that we don't need his services and the general consensus of the Council was yes, let's end his license use and seek alternatives for backups if needed.

5 – Review and/or Approve Changes Made in Ord. 2024-02-01 RE Termination/Delinquent Accounts Update and Language Update in Zoning Regulations

Attorney McMurray explained that the purpose of the Termination/Delinquent Accounts section was to unify all the utility services payment/non-payment practices in order to clarify utility practices and simplify billing procedures. He then explained that the changes to the Zoning Regulations simply removed some language that was no longer applicable or outdated. The Mayor went over the headers, reviewing what the ordinance entailed. It was asked if there were any questions or concerns. There being none, the question was asked about proper procedure. McMurray stated that we either needed to read the Ordinance in its entirety three times or have a motion made and approved to waive the readings. A motion was made by Lloyd to waive the three readings of Ordinance 2024-02-01, which was seconded by Carlson. The motion passed with a roll call vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye. A motion was then made by Winder to approve Ordinance 2024-02-01 and was seconded by Lloyd. The Ordinance was approved with the following roll call vote: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

6 – Approve Attorney to Publish Ordinance 2024-02-01 Summary

Attorney McMurray stated that as the Ordinance had passed, there was a requirement that it be published in the City's approved newspaper. A motion was made by Lloyd to authorize McMurray to publish the summary of Ordinance 2024-02-01 in the Times News. There was a second by Winder and with a vote of Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye the motion passed.

7 – Discuss Interest in Changes to “Beer Consumed on Property” and “Beer Consumed Off Site” Liquor License Fee Amounts

Mayor Loveland turned some time over to Deputy Clerk Bell to discuss beer liquor license rates. Bell stated that he has been reviewing the Beer Liquor Licenses ordinance and noted that the last time the fees were updated was in the early 1990's. The current rate is \$120 for beer consumed on site and 25% of the consumed on site fee (\$30) per year. Bell said that he had spoke with the City of Declo and their current consumed off site is \$10/year, but they are currently reviewing this and acknowledge that it is low. The City of Burley's website lists their beer fees as \$200/year consumed on site and \$50/year for beer consumed off site. The Council discussed the idea of an increase and settled on setting the City of Albion's fees to match the City of Burley's fees, so it was established that the beer consumed on site would be \$200/year and beer consumed off site would be \$50/year. Lloyd inquired about fees for wine sales and was answered that they \$200/year for consumed on site and \$200/year for off site consumption. Bell was asked his thoughts on the wine fee and answered that he felt the wine license fees were fair and in fact, they already match the City of Burley's wine license fees. Attorney McMurray and Deputy Clerk Bell will work together to add this to upcoming master fee list and required fee hearing.

8 – Financial Plan Update / Potential Approval of Changes to Operating Fund Management Plans

Deputy Clerk Bell shared with the Council that due to the high amount of legal fees that would be required on the proposed DL Evans CD secured loan, that going forward would not make economic sense. He stated that he had made inquiries in the area and had come up with a couple of alternatives. The first one he presented would be moving the \$100K CD that DL Evans said they would release, and moving it to a CD with First Fed. The CD product they are offering is 11 months at 4.44% and has unlimited deposits and withdrawals, as long as they are done in \$1K increments. This would provide some interest growth while giving us access to funds if needed and allowing us to pay them back to the CD as funds become available again. Bell also shared that he had spoken with Zion's Bank's business department, and they offer a product called a P Card (Purchase Card) which could have a limit sufficient to cover the monthly bills. Expenses would be paid through the P Card system and then at the statement time, the entire amount would be drafted out and paid to a zero balance with no interest or fees. The Council discussed these options and decided that it was fine to go ahead and have Bell set up the CD product with First Fed, although Lloyd stated that he was still open to further research into Zion's Bank product. Attorney McMurray was asked if a motion was needed to authorize this action. He replied that it would be best, so a motion was made by Carlson to have the First Fed CD

product set up in the amount of \$100K. It was seconded by Tolman, and the motion passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

COUNCIL COMMENTS/INFORMATION FROM OFFICIALS & STAFF, FINAL THOUGHTS AND OUTSTANDING REPORTS

Mayor Loveland asked members if they had any further comments and Carlson asked about the setback changes but was reminded that they were included in the ordinance that had been passed that evening.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Salary/Payroll	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Salary/Payroll	3,333.70
Deric Bell – Deputy Clerk*	Salary/Payroll	1,492.95
Brad Woodrow - Maintenance Director*	Salary/Payroll	5,263.20
IRS Direct Debit*	EFTPS 941 Tax.	2,797.00
Association Idaho Public Works Professionals	Annual Membership	10.00
Ace Hardware	Maint. Supplies-	132.79
ATC Communications	Internet Service	690.60
Beam Insurance *	Dental/Vision Policy*	332.84
Bonneville Power Administration*	Electric Power Purchase *	22,921.00
Creek Side	Maintenance Fuel	400.00
ClickSend	City text app	21.00
Deric Bell	Billing Printer	166.07
ETS*	Email License	62.00
High Output Construction*	Sidewalks (Grants Account fund)	81,281.38
ICRMP	Risk Management Insurance - Annual Premium	5,347.00
Keller Associates	Engineering Water System Project & Survey Service	250.00
Kerry McMurray*	Legal Services	1,513.00
Lamont Young	Back-Up Operator Fee	200.00
Magic Valley Labs	Water testing-	24.00
Mountainland Supply Co.	2 Water meters & pits with lids	2,732.08
NORCO Inc.	Rental & Safety Materials –	13.64
Ooma Office*	Phone Service – Office/SCADA Backup *	89.86
PERSI*	Employer Remittance- 2/1/24 –2/29/2024*	2,436.90
RAFT RIVER ELECTRIC (1)*	System Maint. & Work Orders, Merchandise	1,757.38
Raft River Electric (2)*	Electrical Service Lagoons & Water Tank, Merchandise	1,894.20
Select Health*	Insurance Benefits*	2,117.00
State Insurance Fund	Insurance Premium	811.00
Stokes	Shop supplies	9.49
UAMPS	General A&G Expenses	52.99
Visa – #2580 L. Hutchison	Office supplies, Quick Books online pmt.,	161.52
Visa - # 3554 B. Woodrow	Water License class	225.00
Water District 140	2024 Annual Water Assessment	66.60
Western States Equip. Co.	Generator Maint/Repair	1,429.75
Western Waste Services	City Dumpster-	116.52
TOTAL		141,852.46

*Denotes Payments Already Made Pending Council Ratification

COUNCIL ADJOURNS

There being no further business at this time, the motion was made by Lloyd 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 8:23 p.m.


Isaac Loveland / Mayor


Deric Bell / Deputy Clerk