

**ALBION CITY COUNCIL MEETING
MINUTES MARCH 7, 2017.**

CALL TO ORDER – The meeting was called to order at 8:05 p.m. in the Albion Civic Center by Mayor Sharon Hardy-Mills.

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

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

OTHERS IN ATTENDANCE – Art Thornton, John Davis, Mary Lynne Bristol, Steve Noriyuki, Dave and Brandi Perry, Deputy Clerk Sharity Parish, and Troy Mortensen.

APPROVAL OF MINUTES – Upon motion made by Manderscheid, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye, the Council moved to approve the Minutes of the February 7, 2017 Council Meeting as presented.

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

LAW ENFORCEMENT REPORT – Resident Deputy Jason Lynch was unable to attend the Council Meeting, but he emailed the City his Report for the month of February. Mayor Sharon Hardy-Mills read the Law Enforcement Report, which included the following: fifteen (15) Traffic Stops, with thirteen (13) Verbal Warnings, and four (4) Citations, one (1) Arrest, one (1) Hit and Run Accident, one (1) Warrant Served, one (1) Public Relations, one (1) Open Door or Window Investigation, and five (5) Civil Papers served.

ANIMAL CONTROL REPORT – Shawn Burton, from the Maintenance Department, reported two (2) dogs were loose in town, one (1) was returned to its owner, and one (1) was taken to the Dog Pound in Burley.

AGENDA BUSINESS ITEMS

NEW MAINTENANCE SHOP BID OPENING AND UPDATE

Mayor Sharon Hardy-Mills reported to the Council the City received three (3) Bids on the New Maintenance Shop Concrete Portion of the Project. The Mayor opened the three Bids, the first one from Ralph Thornton Construction, Inc., was in the amount of fifty seven thousand, nine hundred dollars (\$57,900), the second one from Done-Right

Contracting, in the amount of thirty nine thousand, one dollar and seventy-three cents (\$39,001.73), and the third one from Streamline Precision Contracting LLC was not accepted by the Council , as it did not include a separate Concrete Portion Bid, the Bid received was for the total New Maintenance Shop Project.

Project Manager Steve Noriyuki reviewed the two Bids, and found the Bid from Ralph Thornton Construction, Inc. included the excavation of the building site, which should not have been included. Art Thornton reported even with taking the excavation portion out of his Bid, he would still be higher than the other Bid received.

Upon motion made by Manderscheid, seconded by Gailey, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye, the Council moved to accept the Bid provided by Done-Right Contracting, in the amount of thirty-nine thousand, one dollar and seventy-three cents (\$39,001.73), for the Concrete Portion of the Maintenance Shop Project.

Upon motion made by Alexander, seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye, the Council moved to approve the Mayor signing the Contract with Done-Right Contracting, for the Concrete Portion of the Maintenance Shop Project.

Upon motion made by Alexander, seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye, the Council moved to approve issuing a Notice to Proceed, once the Contract is signed by the Mayor and Done-Right Contracting., for the Concrete Portion of the Maintenance Shop Project.

QUALITY ASSURANCE PLAN / OPERATIONS MANUAL

Shawn Burton, from the Maintenance Department, reported to the Council Ivan McCracken will not be attending tonight's Council Meeting because he has the flu. Burton reported the Department of Environmental Quality (DEQ) is requiring the City to provide a new Quality Assurance Plan on the water applied on the Land Application Site. Burton reported the Quality Assurance Plan needs to be updated every five (5) years, when the Land Application Permit is renewed. Burton reported he prepared the last one, but now DEQ is requiring an Engineer stamp on the Plan. Burton reported he has all the information from the previous Plan to give to an Engineer, which should help keep the cost down. Burton reported he will check with McCracken on getting a cost estimate for putting the Quality Assurance Plan together.

WHITMAN ST. / WEST ST. FLOOD MITIGATION PLAN

Shawn Burton, from the Maintenance Department, reported to the Council he attended a meeting in Burley this afternoon, which addressed flooding issues within the County. Burton reported there may be FEMA money available to help with the damage caused in the County by the extensive flooding. Burton reported Ivan McCracken put together an estimate of flood damage for Albion, and the estimated cost of repairs would be approximately one hundred thirteen thousand, two hundred twenty dollars (\$113,220).

WEST ST. CULVERT UPDATE

Shawn Burton, from the Maintenance Department, reported to the Council Ivan McCracken has been contacting Contractors about the West St. Culvert Project, and Bids should be ready to present to the Council at the April Council Meeting.

SURPLUS EQUIPMENT

Shawn Burton, from the Maintenance Department, reported to the Council he has contacted some people about the Surplus Equipment, and no one seems to be interested in the items. Burton reported it may be best to salvage the items. The issue was tabled until the April Council Meeting.

BPA CONTRACT

Mayor Sharon Hardy-Mills reported to the Council the City entered into a Reciprocal Operating and Emergency Repair Agreement with Bonneville Power Administration (BPA) on January 30, 1970, along with multiple parties in Southern Idaho. The Mayor reported the City received a Multiple Party Termination Letter, informing the City BPA intends to withdraw from the Regional Agreement. The Mayor also reported BPA is offering the City a new Mutual Assistance Agreement that allows BPA and the City to request and receive assistance from each other in the event of a system emergency in the form of personnel and equipment. The Mayor reported the Contract would be in place for thirty (30) years, and the City can opt out of the Agreement with ninety (90) days written notice. The Mayor asked the Council for approval to sign both documents to be returned to BPA.

Upon motion made by Loveland, seconded by Gailey, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye, the Council moved to approve the Mayor signing the new Mutual Assistance Agreement Contract to be returned to BPA.

Upon motion made by Loveland, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye, the Council moved to approve the Mayor signing the Multi Party Termination Letter to be returned to BPA.

RESET HEARING DATE FOR VACATE PROPERTY REQUEST

City Attorney Kerry McMurray reported to the Council due to dealing with flooding issues, the Public Hearing Notice for the Vacate Property Request was not sent to the newspaper in time to hold the Hearing tonight. The Public Hearing is rescheduled for April 4, 2017, the next Council Meeting date. The requesting party has been notified of the date change.

ALBION VALLEY RECREATION DISTRICT UPDATE

Councilperson Isaac Loveland reported to the Council the Recreation District Committee has met a couple of times to discuss ideas about forming an Albion Valley Recreation District. Loveland reported tonight's discussion was on setting a taxing rate

for the District, and a .005 maximum taxing rate was decided upon by the Committee. The tax rate would include everyone with an 83311 zip code. Loveland also reported some of the Committee members want to include Water Canyon residents in the Albion Valley Recreation District, because of access points. Loveland reported he is not sure what decision will be made on this, and the next update will be given at the April Council Meeting.

SCANNER / PROGRAM PURCHASE

Mayor Sharon Hardy-Mills reported to the Council Deputy Clerk Sharity Parish has been checking into Scanners/Programs for the City Office.

Deputy Clerk Sharity Parish reported to the Council she has been talking to Ben Stephenson, from Stephenson Computer Consulting, and he suggested the City consider a Kodak Scanner. The Kodak Scanner is capable of doing three thousand (3,000) copies a day, with a capacity of fifty (50) sheets. Parish reported the Scanner cost between four hundred to five hundred dollars (\$400 to \$500), and the Program for the Scanner cost two hundred dollars (\$200).

After a brief discussion by the Council, Parish was asked to do more research, and report her findings at the April Council Meeting.

EXCEL CLASS ATTENDANCE

Mayor Sharon Hardy-Mills reported to the Council there is a Microsoft Excel Class being held in Twin Falls that Deputy Clerk Sharity Parish would like to attend. The Mayor reported it is a two (2) day Class, being held on May 4th and May 5th, and the cost to attend both Classes is one hundred twenty-eight dollars (\$128), which is a fifty dollars (\$50) savings for attending both Classes.

Upon motion made by Gailey, seconded by Loveland, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye, the Council moved to approve Deputy Clerk Sharity Parish attending the Excel Classes, May 4th and May 5th, in Twin Falls and approved paying the Registration Fee of one hundred twenty-eight dollars (\$128).

ARBOR DAY / GRANT APPLICATION

Mayor Sharon Hardy-Mills reported to the Council the City received information on the 2017 Arbor Day Grant Program from the Idaho Nursery and Landscape Association (INLA). The information included an Application Form, and an Arbor Day Proclamation. This year, forty five (45) Arbor Day Grants in the amount of three hundred dollars (\$300) will be awarded for "Planting Idaho". The Mayor reported the City along with the Albion Elementary School students could have a short Arbor Day Program, and plant a Tree, either at the School or at the City Park. This will be scheduled for the last week in April. The Council agreed a short Arbor Day Program, and planting a Tree with the Albion Elementary School students is a great idea.

Upon motion made by Gailey, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and

Manderscheid-aye, the Council moved to approve the Mayor signing the 2017 Arbor Day Proclamation, and sending in the Grant Application.

Councilperson Isaac Loveland reported to the Council the City may want to look into becoming a "Tree City".

SOUTHERN IDAHO TOURISM

Mayor Sharon Hardy-Mills reported to the Council a representative from Southern Idaho Tourism was planning to attend tonight's Council Meeting. The Mayor reported to the Council she attended a Tourism Meeting held in Burley, and it was brought out that Albion is at the center of most activities available in the Mini-Cassia area. The Mayor reported Albion is about thirty to forty (30 to 40) minutes away, in all directions, from the activities this area has to offer. Some activities mentioned were boating, hiking, fishing, camping, biking, skiing, rock climbing, motorcycling, and boat racing. The Mayor suggested using this information to better promote Albion.

COUNCIL GOALS REVIEW

Mayor Sharon Hardy-Mills reviewed the List of Goals with the Council. The Mayor reported the West St. Culvert will hopefully be put out for Bid next month, Promoting Growth and Business has been discussed, Flood/Emergency Preparedness Plan sandbags are still available in case of future flooding, Resurface Roads will be done as Funds allow, Shawn is patching potholes for now, Walking Paths, Sidewalks, and Lighting is still being worked on, Maintenance Shop concrete will be place as soon as weather permits, Review Ordinances Reconnect Fees will be reviewed in May, Non-Potable Water a Committee Meeting will be held soon to discuss this, City Wide Clean-up will be scheduled in a month or two, depending on the weather, City Website is a work in progress, City Office Moved to Civic Center has not been looked into yet, and Civic Center Sign will be an Eagle Scout Project.

DELINQUENT ACCOUNTS REVIEW

Mayor Sharon Hardy-Mills reported to the Council Deputy Clerk Sharity Parish has been in contact with the Collection Agency. The Mayor reported we did learn from the Collection Agency that if the person tells the Agency to stop calling them, the Collection Agency has to stop calling, or it is considered harassment.

Deputy Clerk Sharity Parish reported to the Council she has been calling the Collection Agency frequently, and there is no new information on some of the accounts. Parish reported we did collect one of the account's, the party called the Office and paid their delinquent account in full with a credit card.

Councilperson Mike Gailey reported to the Council even though the List is getting shorter, and looks better than when we started this process, he feels it is time to go after these accounts through the Court System. Gailey reported the City needs to send a "Demand Letter" that includes a time limit, and if nothing is done within the time frame

allowed, then the City files a Judgement, through the Court System, against the owing party.

After a brief discussion, the Council agreed with Councilperson Gailey.

Deputy Clerk Sharity Parish reported to the Council she will check into this further.

INFORMATION FROM CITY OFFICIALS

Mayor Sharon Hardy-Mills reported to the Council the City received information on Raft River Rural Electric's 78th Annual Meeting. The Meeting will be held on Tuesday, March 14th at Raft River High School. Registration and Meal will be from 6:00 to 7:30 p.m., with the Business Meeting starting at 7:30 p.m.

Mayor Sharon Hardy-Mills reported to the Council the City received information on Utah Associated Municipal Power Systems (UAMPS) Carbon Free Power Project and Municipal Toolkit Update Meeting. The Meeting will be held on Wednesday, April 5th from 12:00 to 4:15 p.m. in Utah, at the Holiday Inn St. George Convention Center. Council President Chad Manderscheid reported to the Council he may be interested in attending the Meeting.

Councilperson Isaac Loveland reported to the Council he wants to add the Park Fund as a separate line item, on the City Budget. Loveland reported we need to see if the Park Fund is holding its own, or if the Park Use Fees need to be adjusted.

Councilperson Isaac Loveland asked if the Water Meters are being read during the winter months, to which Shawn Burton, from the Maintenance Department, reported the Water Meters were read in February. Burton reported the previous three (3) months the water usage was estimated by the Clerk. Burton reported to the Council he does not understand how this works, because the numbers do not always match.

Council President Chad Manderscheid reported to the Council he plans to get together with Shawn Burton, from the Maintenance Department, to discuss the West St. Culvert Project.

PRESENTATION OF BILLS

Mayor and Council Salaries *	190.00
Salaries – Maintenance-3611.98/Clerk-2818.71 *	6430.69
Sharity Parish – Deputy Clerk *	1028.17
Jeremiah Wood – Maintenance Helper *	945.00
PERSI – Employer Remittance (02/16-02/28/17) *	715.99
DL Evans Bank – EFTPS 941 Employer Remittance (Feb. 2017) *	1786.76
PERSI – Employer Remittance (03/01-03/15/17) *	769.65
SelectHealth – Insurance (April 2017) *	1317.00
Cassia County Treasurer – Water Master Tax M.C.45F F/Y 2017 *	150.96
A.M.I. – Maintenance Supplies	61.55
Ace Hardware – Maintenance Supplies	

ATC Communications – Phone, Fax, Internet, & Lift Station	424.33
Aztec Excavating, Inc. – Gravel (160 yds.)	840.00
Bonneville Power Administration – Transmission/Power (Feb.17)	17307.00
Costco – Annual Membership Dues	110.00
Creekside Store – Maintenance Fuel (March 2017)	
Fastenal Company – Maintenance Supplies (Cold Patch)	
ICRMP – Insurance 2 nd Half of Premium 2016-2017	4236.50
J-U-B Engineers – Culvert Project	
Kerry McMurray – Legal Services (March 2017)	
Magic Valley Labs – Water Tests	
Productivity Plus – Pioneer Equipment (Backhoe Filters)	81.35
R & M Steel Company – Production Payment (50%)	18349.35
Raft River Electric - Water Tank-/Service Work-	
Standard Plumbing Supply – Maintenance Supplies	33.81
Sweets Portable Waste Service – Porta Potties	
The Times News – Ordinance & Public Hearing Publications	191.32
UAMPS – General A&G Expenses	
VISA - #4409 M. Yeaman (Mar. 2017) Excel Class Reg. & Postage	220.26
VISA - #7977 S. Burton (Mar. 2017) Cell Phones	<u>153.75</u>
TOTAL	55,343.44

COUNCIL ADJOURNS

There being no further business brought before the Council, motion to adjourn was made by Manderscheid, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye. Adjournment was at 9:25 p.m.

Sharon Hardy-Mills, Mayor

Mary Yeaman, City Clerk-Treasurer