

**CITY OF ALBION EMERGENCY COUNCIL  
MEETING MINUTES MARCH 23, 2018.**

CALL TO ORDER – The meeting was called to order at 6:15 p.m. in the Albion City Office by Mayor Sharon 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, and City Attorney Kerry McMurray.

**AGENDA BUSINESS ITEMS**

**HIRING PROCESS**

Mayor Sharon Hardy-Mills reported to the Council Shawn Burton has resigned from City employment and is taking his licenses with him, The Mayor reported she spoke with Mike Brown, from DEQ, who is sending the City a List of Licensed Operators for Hire to review. The Mayor also reported she contacted the City of Rupert to see if they would be able to help, until we are able to get a Licensed Operator. We need to hire a full time employee. The Mayor reported Bryan is making a List of things that need to be done.

Council President Isaac Loveland reported a Water Foreman for Burley, Cole Giles, is the Back-Up Operator for Declo, and he might be interested in a full time position in Albion. Loveland reported he will contact him.

Councilperson Kevin Lloyd reported he received a text message from Amanda Burton, saying Shawn would be willing to help out if needed.

The Council discussed each of them getting a License for one of the required Licenses, then they could be the Back-Up Operators. The Council agreed it would be best to have both full-time and part-time employees.

Mayor Sharon Hardy-Mills reported it would be a good idea to talk to Bryan and see what he would need to be a full-time employee. A part-time employee could then be hired.

Council President Isaac Loveland reported he will check with Cole to see what he would require.

City Attorney Kerry McMurray reported to the Council he will make a few changes to the Job Notice and Description, which can then be sent to Job Service and put online. The Applications will be due by 4:00 p.m. on April 3, 2018.

**UTILITY PROTOCOL**

Mayor Sharon Hardy-Mills reported to the Council she purchased a new Maintenance Cell Phone and has given it to Council President Isaac Loveland. The phone will be given to Bryan Day as soon as possible. The Mayor said she is not sure how to transfer the information from the old phone to the new one, but she knows it can be done. It would be helpful to have the contact numbers.

The Mayor and Council decided to go to the Shop in order to check on information and things in general, in case an emergency should arise, they will be better prepared to deal with it. . .

### **COUNCILADJOURNS**

There being no further business brought before the Council, motion to adjourn was made by , seconded by , and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, Loveland-aye, and Manderscheid-aye. Adjournment was at 7:49 p.m.

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Sharon Hardy-Mills, Mayor

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Mary Yeaman, City Clerk-Treasurer