

**ALBION CITY COUNCIL MEETING  
MINUTES MARCH 3, 2020.**

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

OPENING CEREMONIES – Pledge of Allegiance led by Mayor Isaac Loveland.

ROLL CALL – Present: Mayor Isaac Loveland, Council President Zack Alexander, Councilpersons Dallan Doc Carlson, Kevin Lloyd, and Brad Woodrow, City Clerk-Treasurer Mary Yeaman, and City Attorney Kerry McMurray. Maintenance Department Bryan Day was excused.

OTHERS IN ATTENDANCE – Mary Dingman, Matthew Hill, John Davis, Adelmo Maestas, Troy and Heather Mortensen, Mary Lynne Bristol, Jason Phillips, and Dee Yeaman.

APPROVAL OF MINUTES – Upon motion made by Alexander, seconded by Woodrow, and unanimously carried, with the following vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Woodrow-aye, the Council moved to approve the February 4, 2020 Council Meeting Minutes as amended. The changes were given to the City Clerk by City Attorney Kerry McMurray.

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

LAW ENFORCEMENT REPORT – Resident Deputy Jason Lynch was not present at the Council Meeting therefore no Report was given.

ANIMAL CONTROL REPORT – Mayor Isaac Loveland reported a poached deer was found in the field behind his home. The Mayor reported finding the deer to Resident Deputy Lynch, and the deer was disposed of.

GENERAL PUBLIC COMMENTS – The Comments made are as follows: Adelmo Maestas asked about the Creek, to which the Mayor reported he contacted the Army Corp of Engineers about cleaning out the Creek, and they are going to get back to him with more information. The Mayor reported he had Bryan Day, from the Maintenance Department, check the City's delivery ditches, and they are in good shape.

**BUSINESS ITEMS**

GETTING WELL #3 ONLINE – KELLER ASSOCIATES

Matthew Hill, from Keller Associates, reported to the Council he has talked with the Department of Environmental Quality (DEQ) about getting Well #3 back online. Hill

reported DEQ requested preliminary information about Well #3, which Hill outlined for the Council. The information requested is as follows: 1) DEQ would like as much detail about the construction of Well #3 as possible, 2) DEQ would like to know about any improvements made to Well #3, 3) DEQ would like to know about any improvements needed for Well #3, 4) DEQ would like an updated O&M Manual for Well #3, and 5) DEQ would require Full Community Water Sampling for Well #3. Hill reported #1 can be accomplished by pulling the pump, and running a camera down the Well. To camera the well would cost six hundred dollars (\$600), and Steve, from Pump Service, told Hill it would cost ninety dollars (\$90) per hour to pull the pump, and put it back again. Hill told the Council #2 improvements made to Well #3 would need to be researched, and #3 improvements needed can be determined by the pictures taken. Hill told the Council he will ask Bryan to look for an O&M Manual for Well #3. Hill reported the Lab Quote, for Full Community Water Sampling, was three thousand six hundred seventy-seven dollars (\$3,677). Hill told the Council a Flow Meter would need to be installed on Well #3, and DEQ has a list of approved Flow Meters, which cost up to three thousand dollars (\$3,000).

Mayor Isaac Loveland reported he checked into Search Grants, and they are for up to thirty thousand dollars (\$30,000) with a possible match from DEQ, for Water Projects like this. The Goal is to get Well #3 back online, to help balance out the usage of the City's Wells

Matthew Hill, from Keller Associates, told the Council the option, on the table, is to camera Well #3, and sample. Hill told the Council he will get with Bryan and Steve, from Pump Service to discuss this further.

Upon motion made by Woodrow, seconded by Carlson, and unanimously carried, with the following vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Woodrow-aye, the Council moved to approve three thousand dollars (\$3,000) to camera Well #3.

## RESOLUTION NO. 2020-01 ELECTRIC CONNECTION FEES

City Attorney Kerry McMurray presented Resolution NO. 2020-01 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALBION, IDAHO INCREASING ELECTRICAL CONNECTION FEES FOR THOSE CONNECTING TO THE MUNICIPAL ELECTRICAL SYSTEM TO A BASE RATE OF TWO THOUSAND FIVE HUNDRED DOLLARS, WITH INCREASED FEES IF ACTUAL CONNECTION FEES EXCEED THE BASE RATE FEE, IN ACCORDANCE WITH ALBION CITY CODE SECTION 4-5-4, FOLLOWING PUBLIC HEARING, WHICH ADOPTED FEES EXCEED CURRENT FEES BY FIVE PERCENT OR MORE; AND PROVIDING AN EFFECTIVE DATE to the Council for their review and approval.

Upon motion made by Lloyd, seconded by Alexander, and unanimously carried, with the following vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Woodrow-aye, the Council moved to approve and adopt Resolution No. 2020-01 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALBION, IDAHO INCREASING ELECTRICAL CONNECTION FEES FOR THOSE CONNECTING TO THE MUNICIPAL ELECTRICAL SYSTEM TO A BASE RATE OF TWO THOUSAND FIVE HUNDRED DOLLARS, WITH INCREASED FEES IF ACTUAL CONNECTION FEES EXCEED THE BASE RATE FEE, IN ACCORDANCE WITH ALBION CITY CODE SECTION 4-5-4,

FOLLOWING PUBLIC HEARING, WHICH ADOPTED FEES EXCEED CURRENT FEES BY FIVE PERCENT OR MORE; AND PROVIDING AN EFFECTIVE DATE as presented.

## CATERING PERMIT ORDINANCE

Mayor Isaac Loveland displayed a Catering Permit Ordinance on the projector screen, and asked City Attorney Kerry McMurray to lead the discussion.

City Attorney Kerry McMurray reported to the Council a Catering Permit allows those with a current Liquor License to move to another location, in order to sell Alcohol, at such events as Conventions, Festivals, and Parties/Weddings. McMurray reported to have a current Liquor License, a person must first obtain a State Liquor License, then a County Liquor License, and finally a City Liquor License, from the City where their business is located. If the event is a Convention or Festival, a Catering Permit is allowed for five (5) days, and for Parties/Weddings, a Catering Permit is allowed for two (2) days. There is a Fee of twenty dollars (\$20) per day for the Catering Permit.

McMurray reported a Catering Permit Application must be filled out, that includes the requesting Person's name and address, Liquor License number, dates and hours of the event, sponsor of the event, and their address. The Application must be approved, fourteen (14) days ahead of the event, by the City, either the Council or City Clerk, and the County Sheriff before a Catering Permit is issued. If the Application is approved, a signed copy of the Catering Permit will be retained by the City Clerk's Office, and a signed copy will be provided to the Applicant.

Heather Mortensen reported to the Council they have Weddings scheduled at Comish Hall, with the first one taking place at the end of April, that will be serving alcohol, and asked if the Catering Permit Application will be ready by then, to which City Attorney McMurray reported Yes, he will have the Application and Catering Permit ready for Council approval at the April Council Meeting.

After a brief discussion, the Council agreed they would like to designate the City Clerk to take care of the Catering Permit process.

The Council also discussed having Signs Posted at the Pavilion and Civic Center, for any events held requiring a Catering Permit.

## CRACK SEAL MACHINE PURCHASE

Mayor Isaac Loveland reported to the Council the Maintenance Department was given a demonstration on a Crack Seal Machine. The Crack Seal Machine has an attached propane heated tank, that melts the tar as the cracks are being filled and sealed. The Machine can be operated by one (1) person. The demonstration took place by the Post Office. The Mayor reported Bryan would like to purchase the Crack Seal Machine, which costs around one thousand dollars (\$1,000).

After a brief discussion, the Council agreed they would like more information, they would also like Bryan to get more Quotes and specifications on other Crack Seal Machines, before making a decision.

## COMPREHENSIVE PLAN UPDATES

Mayor Isaac Loveland displayed the Comprehensive Plan on the projector screen, and reported to the Council he will work on putting together a Survey to mail out, and have on the website, requesting community input on the Comprehensive Plan. The Mayor asked the Council to visit with community members, as he would like to get as many opinions as possible, regarding the future of the City.

Councilperson Dallan Doc Carlson reported, in reading through the Comprehensive Plan, he was surprised at how many things have already been done.

Councilperson Brad Woodrow reported he would like to see new Bathrooms in the Park, and a Sprinkler System for the Park. Woodrow also reported he feels the City needs to have Crosswalks in town, especially across Highway 77 to the Park.

Mayor Isaac Loveland reported he is planning on having Bryan paint the Crosswalks, we just need to purchase the paint.

Jason Phillips told the Council the rubberized, heat applied Crosswalks last longer than painted ones, but he is not sure how much they would cost, or how hard they are to apply.

Mayor Isaac Loveland reported he would like the City to become more involved in City Beautification Projects.

Councilperson Dallan Doc Carlson asked how soon the changes/additions to the Comprehensive Plan needs to be completed, to which the Mayor reported he would like to have the updated Comprehensive Plan done by the end of the year.

## BUDGET CATEGORIES

Mayor Isaac Loveland reported to the Council they each have a copy of a List of Budget Categories, that he and Bryan Day, from the Maintenance Department, put together. The Mayor asked the Council to review the List, and let him know if they have any other Categories they would like added to the List. The Mayor reported he wants to breakdown the Budget more, as suggested by the Accountant. The Mayor reported this List is for Maintenance Expenses, and he will put together a List with the Clerk for Administrative Expenses.

Councilperson Brad Woodrow suggested adding Animal Control to the Maintenance Expenses List.

## PHONE SYSTEM PURCHASE

Mayor Isaac Loveland reported to the Council he is looking at a new phone system for the City Office, that should help lower our monthly phone bill. The Mayor reported the phone system can be purchased or leased, and asked for Council input on this.

Councilperson Brad Woodrow reported he would like to know the contract terms before making a decision.

Councilperson Kevin Lloyd reported he likes the idea of supporting local, and he would prefer the lease option.

Mayor Isaac Loveland displayed the lease and purchase quotes on the projector screen, and reported there is about twenty dollars (\$20) difference between the lease and purchase options.

After a brief discussion, the Council agreed they would like to know more about what each option covers, before making a decision. The issue was tabled until the next Council Meeting.

### **INFORMATION FROM CITY OFFICIALS**

Councilperson Brad Woodrow reported to the Council now that the weather is getting warmer, he has seen a lot of dogs running loose. The residents of Albion need to be reminded their dogs need to be on a leash.

Councilperson Kevin Lloyd asked the Mayor if the new Water/Sewer/Electric Application for new construction is being filled out before the City is signing off on Building Permits, to which the Mayor reported the process is being followed.

Councilperson Kevin Lloyd reported he feels a list of successes should be put together concerning the Comprehensive Plan. Lloyd reported usually the focus is on the negative, and he would like to see that change.

Council President Zack Alexander reported this building needs some attention, as there is water running down the front of it. Alexander reported this issue needs to be fixed before it ruins the siding, the siding needs re-stained, and the foundation needs to be sealed up.

Mayor Isaac Loveland reported two (2) grills have been purchased for the Park, with part of the money received from the Mayor's Walking Challenge.

Mayor Isaac Loveland reported he visited with Georgia Dimick about USDA Grants, and the Park Grant Application are due in September, and the Revitalization Project Grant Application is due in November. The Revitalization Grant requires a four (4) block designation, which needs to be determined. The Mayor reported he wants to get these Applications prepared in time to submit them this year.

Troy Mortensen reported to the Council gutters need to be installed on the Post Office Building, and the sidewalks need fixed or replaced, as these are safety issues. Mortensen reported the City could include these in the four (4) block designation. Mayor Isaac Loveland reported the Post Office Building is owned by DL Evans Bank, to which Mortensen reported he knows that, and maybe a petition from the City would help motivate the Bank to address these safety issues.

### **PRESENTATION OF BILLS**

Mayor and Council Salaries *	1700.00
Salaries – Clerk *	2880.00
Deric Bell – Deputy Clerk *	1023.76
Bryan Day – Maintenance Department *	3946.50
Ravyn Buck – Maintenance Department *	2346.50

PERSI – Employer Remittance (02/16-02/29/20) *	1250.85
DL Evans Bank – EFTPS 941 Employer Remittance (Feb.20) *	2365.56
PERSI – Employer Remittance (03/01-03/15/20) *	905.01
Raft River Electric – Water Tank-45.19/Service Work-32.50 *	77.69
SelectHealth – Insurance (Apr. 20) *	850.00
Southern Idaho Solid Waste – Garbage Fee *	8.00
The Book Store & Office Supply, Inc. – Correct Balance Due *	222.99
Cassia County Treasurer – 2020 Water Master Tax *	132.68
ICRMP – 2 <sup>nd</sup> Half of Premium (2019-2020) *	4537.50
Ace Hardware – Maintenance Supplies	106.85
ATC Communications – Phone, Internet, Lift Station, & Wells	468.32
Bonneville Power Administration – Transmission/Power (Feb.20)	18927.00
Costco – 2020 Membership	60.00
Creekside Store – Maintenance Fuel (Mar.20)	328.37
Ferguson Waterworks – Meter Pit/Supplies	1072.64
Gem State Dairy Supply – Chlorine	588.05
Haun’s Hardware – Maintenance Supplies	46.26
Idaho Rural Water Assoc. – Workshop/Spring Conf.	432.00
Keller Associates – Monthly Fee/Well #3 Online Project	911.25
Kerry McMurray – Legal Services (Mar.20)	1003.00
Lamont Young – Back-Up Operator Fee (Mar.20)	300.00
Magic Valley Labs – Water Test	18.00
Norco – Maintenance Supplies	163.16
Pollardwater – Maintenance Supplies	402.90
Postmaster – Stamps for Office Use	344.00
Quality Repair – Flag Repair	125.00
Ravyn Buck – March 2020 Travel Claim	290.41
Standard Plumbing – Maintenance Supplies	51.59
Stokes – Cold Patch/Tissue Paper/Supplies	590.19
STOTZ Equipment – Mower Parts	94.48
UAMPS – General A&G Expenses	50.51
USABlueBook – Maintenance Supplies (Wells #1& #2)	740.42
VISA - #1475 M. Yeaman March 2020 Statement	99.99
VISA - #3522 B. Day March 2020 Statement	723.23
Young Powersports – 4-Wheeler Parts	<u>47.96</u>
TOTAL	\$50,232.62

**COUNCIL ADJOURNS**

There being no further business brought before the Council, motion to adjourn was made by Lloyd, seconded by Alexander, and unanimously carried, with the following vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Woodrow-aye. Adjournment was at 8:50 p.m.

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Isaac Loveland, Mayor

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Mary Yeaman, City Clerk-Treasurer