



Minutes of the Albion City Council Meeting Held April 2, 2024

CALL TO ORDER – The meeting was called to order at 7:02 pm in the Albion Civic Center by Mayor Isaac Loveland.

OPENING CEREMONIES – Council President Kevin Lloyd led the Pledge of Allegiance.

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

OTHERS IN ATTENDANCE – Linda Prefontaine, Tony Prescott, Giselle Prescott, John Davis, Lance Holman, Mark Sakievich and David Cole.

APPROVAL OF MINUTES- There being no questions or corrections, a motion was made to approve the Minutes of the March 5, 2024 meeting by Carlson, seconded by Tolman, and carried with a vote of: Lloyd-aye, Carlson-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 Lloyd, seconded by Tolman, and approved with the following vote: Lloyd-aye, Carlson-aye, and Tolman-aye.

LAW ENFORCEMENT REPORT

A Law Enforcement Representative was not present, so no report was given.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Brad Woodrow was not present to give his report.

CLERKS REPORT

Deputy Clerk Bell reported that due to Raft River Electric discontinuing electric locates, the City is now working with the company Magic Valley Locates. This company is highly recommended by RRE as it is the one they use for locates as well. Bell stated that this is quite beneficial as the cost to the City is considerably lower than what was previously being charged by more than \$100. It was also reported that notice of maturity for the small CD, worth around \$15K, is maturing on April 11th. After questioning Attorney McMurray about the ability of the Council to decide on how to proceed, it was decided to be placed on May's agenda as no decision could be made tonight as it was not on the agenda. Bell ended his report saying that this would not be a problem because the bank offers a 30 day grace period.

GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

Mayor Loveland asked if there were any comments or issues that needed to be heard; no one came forward.

AGENDA ITEMS

1 – Review and Formal Acceptance of Mayoral Declaration of Foundation of City and Three (3) City Proclamations

Mayor Loveland began by discussing the Mayoral Declaration of Foundation, noting that the reason this came about was due to requirements for SAM (System Awards Management), which is the system which our grant money must come through. He went on to explain that the official date of formation being declared is in 1895, based on research. The Mayor shared that there has been debate on this date in the past, but we've gone with the date that has the most official supporting documentation. Loveland asked the Council to refer to their meeting materials to review the three (3) proclamations, one for Senior's Nutrition, one for Fair Housing, and one Arbor Day Celebration. He commented that these are some of the hoops that we have to jump through in order to secure grant monies and asked the Council to formally acknowledge their approval of these four (4) items. Lloyd made a motion to accept the Mayoral Declaration, Senior's Nutrition Proclamation, Fair Housing Proclamation, and Arbor Day Proclamation as presented. The motion was seconded by Carlson and was passed with a vote of: Lloyd-aye, Carlson-aye, and Tolman-aye.

2 – Review and Approve/Grant Mayor Approval to Sign Documents Between Region IV, Keller Associates, and the City of Albion

The Mayor reported that there are some documents we have received from Region IV and asked Bell if he would provide the details. Bell stated that these documents granted approval for Keller Associates and Region IV to trade information and, in turn, would allow Water Project invoices to be paid. He noted that these are standard forms and there are no major changes being made. Carlson asked if a motion was needed on this and Bell replied, yes, a motion needs to be approved to allow the Mayor to sign/initial the documents sent by Region IV. Carlson then made a motion to grant the Mayor authority to sign the documents. It was seconded by Lloyd and the motion passed with a vote of: Lloyd-aye, Carlson-aye, and Tolman-aye.

3 – Discuss Various Amendments to City Parks, Property, and Recreational Facilities [Title 7 Chapter 2] and Review Potential Changes That Could Affect Handling of Itinerant Merchant and Other Changes

Deputy Clerk Bell shared that he has been working with Attorney McMurray with updates to the parks and properties section (Title 7 Chapter 2) and had an idea of doing away with the existing Itinerant Merchant section and combining it into this section, while leaving a separate food truck policy. There was some discussion among the Council for clarification, however, Bell asked Attorney McMurray if this concept was even feasible or if it would be opening a whole new can of worms. McMurray said that it was possible, but setting things up this way would not include itinerant merchants on private property. His suggestion was that we keep the items separate, but review and simplify the existing Itinerant section. The Council members discussed this idea and felt like it was the best way to go forward. McMurray said that he would make a draft of proposed changes for the next meeting and would also include a copy of the current draft of the Food Truck laws. He also asked if the Council thought we even needed to provide legal descriptions of City properties. Loveland felt that we don't need to include individual descriptions and could just default to all City property. McMurray will prepare documentation and it will be added to May's agenda.

4 – Quick Update on City's Master Fee List and Discuss a Possible Hearing Date

Mayor Loveland asked Attorney McMurray if he had any updates on the Master Fee List and McMurray stated that he understood that if there were further changes, they would be brought up at this meeting and then we could set a hearing for adoption. The Mayor asked the Council if they had any additional comments or changes on the list. Being none, McMurray asked if Bell would send him the updated list so that he could publish for hearing. It was decided that a hearing would be scheduled for the May 7th, 2024 meeting.

5 – Discuss Hiring Temp Worker for Maintenance Help and Decide Employment Terms

Mayor Loveland stated that we will table this issue for the moment as the need for additional help has not materialized.

6 – Review Need for Traffic Study to Aid in Qualification for SignPump passage and Crosswalks on portions of State Highway Within City Limits

The Mayor began by explaining to the Council that we have received some information on steps required to add crosswalks and signage to City portion of Idaho Highway 77. The main requirement is that a traffic study must be completed before we can request anything. At present, we are waiting for additional information from ITD. Attorney McMurray suggested that the City gather as much information as possible and have Maintenance Director Woodrow take questions to the Cassia Highway meeting held in Burley on April 16th. They may have answers or other resources to help us move forward on this.

7 – Discuss Drafting of and Terms of a Possible Interagency Agreement With The City of Declo

Mayor Loveland shared that he had recently attended a Council meeting for The City of Declo in which they had expressed a desire to create an agreement to help each other out. Previously, there was not any interest in such an agreement, but things seem to be changing with lots of organizations. The Mayor asked the Council if they were ok with him pursuing an interagency agreement between the two Cities. The Council agreed that this would be worthwhile, and Loveland said that he would work with Attorney McMurray to create a concise agreement with some type of job approval mechanism.

8 – Consider the Creation of a Reciprocal Agreement with Possibility of Equipment Lending for Backup Snow Removal

Recent discussions with the Albion Highway District reveal that they are interested in some kind of agreement that would allow them to use the plow portion of the large snowplow. In exchange for lending them this equipment, we might be able to have them help us with snow removal as a backup arrangement. Attorney McMurray stated that this could be done with a simple Memorandum of Understanding (MOU) that spells out each party's responsibilities. There was some discussion between the Council members and the Mayor and it was concluded that the Council was good with Loveland proceeding with this.

9 – Executive Session As Needed Pursuant to Idaho Code 74-206 (1) (a), (b), (c), (d), (f) or (i)

The Mayor stated that there would not be an executive session held because one of the parties involved was not available at the meeting to participate in pertinent discussion regarding the session. The Executive Session will be held next month instead.

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

Mayor Loveland commented that Brad is currently working on as many potholes as he can and noted that it may be a good idea to consider the purchase of a small trailer. He stated that there have been some good ones in the \$2K - \$3K range, so think about it as a future action item. Loveland also said that we might need help looking into pallet forks to attach to the backhoe. This would save Brad quite a bit of labor. Bell said that he may have some information to share about this. The Mayor also gave a quick update on the sidewalk project, noting that High Output will be replacing the section east of ATC's entrance due to some pitting. They also are planning to come and street sweep, have a sprinkler system fixed and take care of a few other items before doing another walk-thru with the City. Lloyd was concerned about getting the small things fixed, however, Loveland stated that the final work is planned to take place in the next couple of weeks. Carlson asked about two approaches on the west end of North St., wondering if they still needed to be completed. Loveland said that they were not schedule to be done as they were evaluated and it was decided the money could best be used elsewhere in the project.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Salary/Payroll	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Salary/Payroll	3,446.46
Deric Bell – Deputy Clerk*	Salary/Payroll	1,661.08
Brad Woodrow - Maintenance Director*	Salary/Payroll	5,572.80
IRS Direct Debit*	EFTPS 941 Tax.	2,466.00
Idaho state tax Commission	1 st Qtr. 2024 Tax pmnt.	1,009.00
ATC Communications	Internet Service	690.60
Beam Insurance *	Dental/Vision Policy*	332.84
Bonneville Power Administration*	Electric Power Purchase *	15,155.00
Bradley Woodrow	Reimburse – travel to Boise for water classes	259.00
Bradley Woodrow	Expense Claim – LHTAC Cert. Training – Ammon, ID.	206.00
Creek Side	Maintenance Fuel	300.00
CAL store	Maint. Supplies- pump parts	56.47
Deric Bell	Reimburse for Office supplies	15.18
Deric Bell	Reimburse Office supplies ordered – Vista Print	71.53
Domain Name Service	Albionidaho.org	265.00
ETS*	Email License & Tech Ticket	62.00
Keller Associates	Engineering Service	570.00
Keller Associates	Grant- Engineering Water System Project	2,498.00
Kerry McMurray*	Legal Services	1,190.00
Lhtact2	Training- flagger certification & Roads 101 & Sign maint.	120.00
Lamont Young	Back-Up Operator Fee	200.00
Magic Valley Labs	2- Drinking Water testing-	48.00
Magic Valley Utility Locates	2 Line locates	240.00
Mini Cassia Chambero f Commerce	2024 Membership fee	385.00
NORCO Inc.	Rental & Safety Materials –	13.50
Ooma Office*	Phone Service – Office/SCADA Backup *	90.26
PERSI*	Employer Remittance- 2/1/24 –2/29/2024*	2,168.44
Raft River Electric *	Electrical Service Lagoons & Water Tank, Merchandise	417.
Select Health*	Insurance Benefits*	2,117.00
The Times News	Publish Public Hearing order# 150652	268.95
Tree Source *	Trees for the Park – Arbor day Grant	652.12
UAMPS	General A&G Expenses	64.74

Visa – #2580 Linda Hutchison	Office computer upgrade, Quick Books online pmt.,	271.59
Visa - # 3554 Bradley Woodrow	Vehicle Maint., Fuel,& Lodging @ RWA conference - Boise	624.20
Western Waste Services	City Dumpster-	121.56
TOTAL		45,329.32

*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, and Tolman-aye. The meeting was officially adjourned at 7:34 pm.



Isaac Loveland / Mayor

Deric Bell / Deputy Clerk