

**ALBION CITY COUNCIL MEETING
MINUTES MAY 2, 2017.**

CALL TO ORDER – The meeting was called to order at 8:02 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, Deputy Clerk Sharity Parish, City Attorney Kerry McMurray, and Maintenance Department Shawn Burton.

OTHERS IN ATTENDANCE – Ivan McCracken, Steve Noriyuki, John and Jody Burrows, Mary Lynne Bristol, Brandi Perry, Troy and Heather Mortensen, Kelly Kidd, Cody Adams and Leroy Robinson.

APPROVAL OF MINUTES – 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 Minutes of the April 4, 2017 Council Meeting and Special Meeting Minutes of April 27, 2017 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. It was noted that Done-Right didn't have the concrete on the New Maintenances Shop all done but will be finished in a few days and is approved to be paid after inspection is passed.

LAW ENFORCEMENT REPORT – Resident Deputy Jason Lynch was not in attendance. Mayor Sharon Hardy-Mills noted that there was (8) eight verbal warnings and (2) two citations and a dog complaint was noted from April's report from Deputy Lynch.

ANIMAL CONTROL REPORT – Shawn Burton, from the Maintenance Department, reported he had received one complaint about dogs.

CITIZEN'S ISSUES

SOUTHER IDAHO TOURISM

Melissa Barry reported from Southern Idaho Tourism that they work closely with partners in the region, Chamber of Commerce, SIEDO, private and public entities to accomplish their mission. They utilize funding from the Idaho Regional Travel and Convention Grant Program to implement their programs and services. The current

grant utilized to market the area is \$310,608.00 with a cash match requirement of \$38,826. They help bring tourism to the Gateway. She noted that Cassia County collected the second largest lodging amount in Region IV. Marsh Creek Inn, Campus Grove, Lonsome Dove Outpost, Albion Bed & Breakfast, McClenden Springs and Lake Cleavland were noted the few lodging options in our area. Previous campaigns were Albion Haunted Mansions, Albion 4th of July Parade, Pomerelle, Mt. Harrison and Lake Cleavland.

QUESTIONS FOR COUNCIL

Kelly Kidd reported to the council that he is very interested in some property on tank hill in between Don Danner and Jason Gutierrez. Kidd and his relative would like to build a home on the property. Kidd questioned the council on if it would be possible to re-parcel the property. He would like to have the land in (4) four parcels to have more options with his property later on. It was noted that city utility services would be accessible at that location. The existing lines would just have to be extended. The council quickly reviewed the ordinances and lot size. The council determined that he had enough ground there to split it up in (4) four parcels and he would need to figure out where he would like to split it up and then get it surveyed and then proceed with a Quick Claim Deed through the county. It was noted that the property might be part of College Heights Subdivision that those covenants might need to be reviewed.

AGENDA BUSINESS ITEMS

PUBLIC HEARING – VACATE PROPERTY REQUEST

Mayor Sharon Hardy-Mills reported that the previous meeting that the council had asked to have a survey done to see how much of the garage was in the city right-of way to help make a decision to vacate the property or not. Kerri Burkhart had contacted the survey company and asked about the cost but didn't pursue it. At this time there is no survey that has been done to present to reconvene the hearing. The hearing will be recessed until next month when they receive more information.

QUALITY ASSURANCE PLAN/OPERATIONS MANUAL

Ivan McCracken reported that (DEQ) Department of Environmental Quality requires an Operations Manual. DEQ had requested to come and take a look on May 20th but needed to reschedule. Every time they do a permit they have to update this and they have to re-permit every (5) five years. It is required and Maintenance Department Shawn Burton has most of the info to do this.

WEST ST. CULVERT UPDATE

Ivan McCracken reported the plans for the West Street Culvert. He noted that they would advertise for bids May 11 through May 15 and would open the bids end of May or first of June. He noted that it would give them (75) seventy five days with some wiggle

room to get the job done around the end of September and finalized in October. He reported that they would have a clause stating that if they don't get the work done within (11) eleven days they will get fined (\$500.00) five hundred dollars to ensure it gets done within the time frame. It was reported that the new bridge will be wider than the current one and the weight limit won't be a problem.

Upon motion made by Mandercheid, 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 to sign the paper to request for bids for the West Street Culvert.

SURPLUS EQUIPMENT LIST

Shawn Burton, from the Maintenance Department, reported to the Council a couple of people have come to look at the surplus Equipment, which includes the Sweeper 1960, Auger 1980, Sander 1980, and Jetter 1975, and Tar pot 1980 and neither party is interested in the Equipment. Burton reported the problem is the Equipment is so old, and most pose a safety hazard. Burton reported selling the Equipment as salvage has been suggested as the best route to take due to no one being interested in purchasing the equipment.

Upon motion made by Gailey, 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 Itemized List and declare the Equipment Surplus to get it recycled and discarded.

MAINTENANCE SHOP BID OPENING & UPDATE

The first bid by Ralph Thornton was opened with the amount of (\$42,300) forty two thousand three hundred. Loveland asked if he had put metal buildings together before and Project Manager Noriyuki reported that he had.

Mayor Hardy-Mills opened the second bid and due to some confusion with bills and bids there was only one bid and not two. It was reported that the council would've liked to have two bids to compare but couldn't wait to get another bid due to Ralph Thornton's bid already being opened and it wouldn't be fair due to being read aloud. It was noted that this process needed to go forward and due to the time of year, steel building workers are completely booked and chances are that they might not be able to receive more bids. Project Manager Noriyuki reported that this bid was very comparable to his estimated cost of (\$39,000) thirty nine thousand and recommended to accept the bid.

Upon motion made by Gailey, seconded by Manderscheid, and carried, with the following roll call vote: Gailey-aye, Loveland-aye, and Manderscheid-aye and Alexander-nay, the Council moved to approve and award the bid to Ralph Thornton and Draft a contract.

Project Manager Noriyuki reported that the concrete was almost done that Done-Right has done a great job. He reported that the steel building is scheduled to be here June 1, 2017 and the steel building should be up in three to four weeks. He also reported that he had picked up some supplies (anchor bolts and plumbing material) that were on the bills to reimburse him. It was easier and less confusion for him to just get them.

RAFT RIVER ELECTRIC OPERATIONS AND MAINTENANCE CONTRACT RENEWAL

The Raft River Electric Operations and Maintenance Contract has not been reviewed in a few years and needed to be updated and presented by Raft River Electric and they have not reviewed and finalized it yet. This will be tabled until the next meeting.

ALBION HIGHWAY DISTRICT CONTAINMENT FENCE

Albion Highway District Commissioner Cody Adams reported that the highway is in the process of putting a fence around the cemented containment area and had the property surveyed. After the survey was done they realized that the containment area is in the city right-of way and asked if they could do a variance or an easement to let the city put a fence right next the already cemented containment area. Adams reported that it is a safety hazard for children and needs to be fenced. The council agreed that it is a safety a hazard and needs to be fenced. Mayor Hardy-Mills reported that she would prefer that they not put up a privacy fence so if someone did fall in you could still see them. Adams reported that they were going to put up a chain link fence with barbwire on top of the fence.

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 Attorney McMurray to prepare an easement for the containment that is on city right-of way to present to the next meeting.

ASPHALT OVERLAY SOUTH MAIN STREET TO 900 SOUTH (Road in Front of LDS Church)

Albion Highway District Commissioner Cody Adams reported that Maintenance person Burton had previously attended the Highway District meeting and had advised the Highway to report to the council that South Main Street is falling apart. The Highway owns part of it and the city owns the other part and are willing to pay what portion they own of the road to get it fixed. City Attorney McMurray reported that the City of Albion owns (85%) eight five percent of South Main Street and Albion Highway District owns the other (15%) fifteen percent of the road. The council agreed that they need to get it fixed. It was noted that they needed to look into how much money was in the budget to decide when they can get it done. This item was tabled for the next meeting.

DIGLINE MEMBERSHIP

The City of Albion is not a member of Digline and we have had a few incidents that it would've been nice to have been contacted to prevent damage to city utilities.

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 to get a Digline Membership.

RECONNECT FEES

Loveland reported that he had talked to a few other cities about their fees. He noted that there are different terms: disconnect, turn off, pull the meter, reconnect fees, new hook-up and an interruption. He reported that they need to define these terms and determine which terms they would like to use and the fees for them. He reported that a chart would be beneficial for these fees so there would be less confusion. The council asked if Maintenance Department Burton would make a list of all of the meters in the city and note which ones were vacant lots with a metered base. It was noted that the cities disconnect fee currently for the power was (\$45.00) forty five dollars that is passed on through Raft River Electric. Mayor Hardy-Mills reported that Raft River Electric has remote shut off meters that they can turn the power off in the office that they need to look further into this to see if it would be an option for the City of Albion. It was asked if the council would look more into this before the next meeting.

PARK RATES

It was reported that there needs to be a sign at the Albion City Park so people know who much to pay if they are going to use the park. With brief discussion the council proposed to up the Park Rate fees as listed:

<u>Type of Use</u>	<u>Current Rate/day</u>	<u>Proposed Rate/day</u>
Camper/Rec. Vehicle w/electric hookup per unit	\$20.00	\$30.00
City Pavilion-Exclusive Park use non-exclusive	\$125.00	\$200.00
City Pavilion or Park, w/ Alcohol use	\$0	\$300.00
Pavilion, deposit	\$100.00	\$150.00

Since rates will be higher than (5%) five percent. This will be presented by public hearing at the next following meeting.

COUNCIL GOALS REVIEW

Mayor Sharon Hardy-Mills reported that most of the List of Goals were reviewed tonight during the meeting.

DELINQUENT ACCOUNTS REVIEW

“Demand Letters” were sent Certified/Signed Receipt to the accounts that had previously been sent to collections and most of them had returned. Some addresses were clarified and some were unable to forward. Also some of the accounts were (4) four years old and past the statute of limitations.

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 dismiss and right off the (5) five accounts that were too old.

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 to file small claims with the delinquent accounts that were not collected through collections and had a current addresses.

2017-2018 BUDGET WORKSHOP

It was noted that the council had been emailed a copy of the 2017-2018 Budget Manual to review. The council set a Budget Workshop meeting for Tuesday, May 16, 2017 at 8:00p.m.

INFORMATION FROM CITY OFFICIALS

Councilmember Loveland reported that Employee Evaluations need to be done to protect the employees and the city. He also reported that he has not been receiving a bill for his renter that he is suppose to and noted that he should. He reported that the City of Albion policies need to be followed.

Councilmember Manderscheid reported that the blue trailer on Vaughn Street is still there and it was suppose to be torn down. Troy Mortensen reported that when he tears his house on West Street out, he is renting equipment and is going to tear the blue trailer on Vaughn Street for Christine Speilious to.

Mayor Sharon Hardy-Mills reported to the Council the City received an Arbor Day Grant in the amount of three hundred dollars (\$300). The Grant is a Reimbursement Grant and can only be used for the purchase of trees, or planting materials, which can only be purchases from a State Licensed Nursery. Sharon Hardy-Mills helped the third through fifth grade students at Albion Elementary School plant a Chokecherry, Artic Willows, Dogwoods and native Idaho Iris for Arbor Day. Mayor Hardy-Mills taught them how wide

and deep to prepare the holes for the various plants and then she talked about the importance of trees and all the things we get from trees. The kids received a bookmark and a worksheet. Mayor Hardy-Mills also donated a book to the school library - The Seasons of Arnolds Apple Tree. Mayor Hardy-Mills reported that the form for this grant needs to be filled out and turned in. Councilmember Loveland reported that in doing this it could help the city out for Tree City.

Mary Lynne Bristol reported that there was no update on the fountain in the park yet.

PRESENTATION OF BILLS

Mayor and Council Salaries *	190.00
Salaries – Maintenance-3302.38 /Clerk-2812.33 *	6114.71
Sharity Parish – Deputy Clerk *	1015.57
Jeremiah Wood – Maintenance Helper *	945.00
Kyle Downey – Maintenance Helper *	126.00
PERSI - Employer Remittance (04/16-04/30/17) *	738.64
DL Evans Bank – EFTPS 941 Employer Remittance (April 2017) *	1708.20
PERSI – Employer Remittance (05/01-05/15/17) *	727.12
Raft River Electric – Water Tank *	327.76
SelectHealth – Insurance (June 2017) *	1317.00
Cassia County Magistrate Court – Small Claims Filing Fees *	345.00
Ada County Sheriff’s Office – Service Fee *	55.00
Minidoka County Sheriff’s Office – Service Fee *	80.00
Davis County Sheriff’s Office – Service Fee *	137.50
Cache County Sheriff’s Office – Service Fee *	32.50
ATC Communications – Phone, Fax, Internet, & Lift Station	418.97
Bonneville Power Administration – Transmission/Power (Jun 17)	12456.00
Christensen Engineering P.A. – Shop Plans Engineering	3220.00
Creekside Store – Maintenance Fuel (May 2017)	195.60
Fastenal Company – Maintenance Supplies	2102.81
Kerry McMurray – Legal Services (May 2017)	1071.00
Magic Valley Labs – Water Test	16.00
Mary Yeaman – May 2017 Travel Claim	56.00
Maverick Const. Co. Inc. – Gravel for Shop	5306.00
NAPA Auto Parts – Maintenance Supplies	43.55
Sharity Parish – May 2017 Travel Claim	104.50
Shawn Burton – May 2017 Travel Claim	190.00
Sweets Portable Waste Service – Portable Toilets Rental	129.68
The Book Store & Office Supply – Office Supplies	36.99
UAMPS – General A&G Expenses	37.12
VISA - #7977 S. Burton May 2017 Stmt.	<u>390.85</u>
TOTAL	\$39,635.07

COUNCIL ADJOURNS

There being no further business brought before the Council, motion to adjourn was made by Alexander, seconded by Madercheid, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye. Adjournment was at 10:58 p.m.

Sharon Hardy-Mills, Mayor

Sharity Parish, Deputy-Clerk