

ALBION CITY COUNCIL MEETING
MINUTES May 2, 2023

CALL TO ORDER – The meeting was called to order at 7:03 pm in the Albion Civic Center by Mayor Isaac Loveland.

OPENING CEREMONIES – The Pledge of Allegiance was led by Councilperson Tyson Tolman.

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

OTHERS IN ATTENDANCE – Giselle Prescott, Tony Prescott, John Davis, Troy Mortensen, Heather Mortensen, David Chatterly, Lorina Gardner, Jan Johnson, Ginna Hall, Linda Prefontaine, Bunny Johnson.

APPROVAL OF AMMENDED AGENDA – The Mayor explained that an amendment to the Agenda for tonight’s meeting was needed, to add Item #5 to consider Task Order #10-Sidewalk improvements and Whitman Street Reconstruction. This amendment was proposed after the agenda was posted, and less than forty-eight (48) hours prior to the start of the meeting. The proposed amended agenda was posted prior to the meeting. A motion was made to approve the amended agenda by Lloyd and seconded by Tolman with the following vote: Carlson-aye, Winder-aye, Tolman-aye, and Lloyd-aye.

APPROVAL OF MINUTES- Upon motion made by Carlson, seconded by Lloyd, and unanimously carried with the following vote: Lloyd-aye, Tolman-aye, Carlson-aye & Winder-aye, the Council moved to approve the Minutes of the April 4, 2023, City Council Meeting.

APPROVAL OF BILLS – Upon motion made by Carlson, seconded by Winder, and unanimously carried, with the following vote. Lloyd-aye, Tolman-aye, Carlson-aye, & Winder-aye, the Council moved to approve payment of the bills as presented.

LAW ENFORCEMENT REPORT – April 2023 Report – (1) 911 prank call (1) Business check (1) Traffic Stop; with 1 driving without privileges citation issued, (1) warrant service, (1) Foot Patrol, (1) Welfare Checks, (1) Public relations, (2) Controlled Burns, (2) Civil paper service, (1) VIN inspection.

ANIMAL CONTROL REPORT – No report given.

GENERAL PUBLIC COMMENTS/ CITIZEN’S ISSUES

No public comments were given.

AGENDA ITEMS

PRESENTATION BY THE MINI-CASSIA CHAMBER OF COMMERCE

Penne Main introduced herself and expressed her love for the Albion valley. She wanted to answer any questions or concerns about potentially becoming a member of the Chamber and what the benefits of being a member would be for the City of Albion. Explaining that the Chamber is a conduit between Cities and businesses, she expressed that the Chamber provides good value for money. Penne explained some of the benefits available to members of the Chamber of Commerce, such as representation on their website (which had received over 12,000 hits in the past year), business and recreation advertising and many other benefits. The Mayor presented an example of last year when the parade time changed, and people were confused. Penne said that this was an area that they could help with. Along with all the Chamber's communication methods, Penne explained that her close connection with a local media outlet. While not a service of the Chamber, her relationship could be beneficial as she would help whenever it was possible. The Mayor said that there are many local businesses that are possibly underrepresented and this could be a good way to provide exposure. It was noted that the City is a member of Southern Idaho Tourism at a cost of approx. \$100/year with minimal benefits. When asked for questions, none were asked, but Council President Lloyd expressed his view that this is a worthwhile service and felt that the City should become a member. The consensus of the Council was yes, so it was put to Mayor Loveland to approve the membership application and fee of \$350/year.

INFORMATION AND/OR REQUESTS FROM 4TH OF JULY COMMITTEE

Linda Prefontaine and Lorina Gardner were present as representatives of the 4th Committee and are over parade and vendor responsibilities. Linda began the discussion with a handout provided to the Mayor and Council outlining her talking points. She started by reporting that she had wandered around the park and that she had some issues. She stated that last year there were reports that the park looked uncared for. To begin with, she stated that it looks like the spring work has not been done. Noting that with her experience and background in gardening, composting and managing men, she presented a list of various projects that need to be completed. A few of the jobs included maintenance of shrubbery and beds (including mulching), planting flowers, cleaning and re-staining picnic tables and the re-staining of the gazebo. Other issues include cleaning the pavilion, sand on the parking pavilion parking pad, and the need to backfill and re-seed areas that were disturbed by the sprinkler system installed. She offered to donate her time and some top-soil material to help with backfill, seeding, and knowing that our maintenance man might be busy, let the City know that her daughter is in this type of work and would be available for hire. Another issue is that the fountain is in disrepair. Her suggestion is that it be filled in and used to plant flowers. This brought comments from residents, with the consensus being that what was best for the City is to have something maintainable and nice-looking. Mayor Loveland then responded with a status update on these issues, assuring her that the City is currently addressing these issues. He wanted everyone to understand that City depends, and is grateful, for volunteers such as local youth groups and organizations such as the 4th Committee. He thanked them for what they constantly do for the Community. Lorina then asked that the Mayor and City Council members take a more visible role at the celebration. This could include attending the Senior Breakfast, providing a float or just making sure they were more visible at the park. Mayor Loveland stated that the celebration is a Community Celebration, and that the City doesn't sponsor or want recognition for the celebration as it is truly for the whole community. The discussion ended with a request for a decision on the fountain from the City Council. After some discussion, it was decided that with the help of Community Organizations and citizens, the fountain should be filled in and flowers be planted so that it would be ready for the 4th of July. A motion for this decision was made by Lloyd and seconded by Winder. The decision was made final with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye.

ADOPT RESOLUTION NO. 2023-05 REGARDING UTILITY METER READING POLICY

The Council were provided with a copy of the resolution for their review. The Mayor asked Attorney McMurray for his thoughts on this resolution. McMurray said that this addressed a potential problem, but even more, it provides new (and existing) residents with an outline of what may happen. There being no further questions or discussion, Councilperson Carlson made a motion to adopt the resolution with Councilperson Tolman providing a second. The resolution was adopted with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye.

UPDATE ON COUNCIL'S FINANCIAL QUESTIONS AND OTHER FINDINGS

Deputy Clerk Bell reviewed the answers to Council's questions about restricted cash, interest rates and FDIC Insurance. He went over a list that was provided to the Council that showed a list of the City's cash equivalent accounts and stated that there was \$100K in restricted cash that must always be held in the bank as reserve. Also, upon speaking with the City's accountant, it was stated that grant funds must be held in reserve, separate from normal funds, and can only be used for their intended purpose only. This currently amounts to around \$260K in restricted funds and we were free to otherwise direct funds as seen fit. Deputy Clerk Bell then went on to discuss FDIC Insurance qualifications, noting that currently funds of approx. \$605k held at DL Evans Bank only qualify for \$250k in FDIC coverage. It was also stated that there is no guarantee on the funds held in the LGIP Investment Pool with a current balance of approx. \$581k. There was then talk of current interest earning possibility. Bell said that in his research, local banks were offering rates of up to 4.25% on short term CD's (6–9-month term). The Council discussed various options for the funds and decided that right away we should move the funds from the "Campus Account" into a CD and add funds to make it an even \$100k with a term of 6 months. It was also agreed that the City should set up their accounts to maximize coverage with the FDIC. Bell discussed a potential option he had been told about by DL Evans with spread funds among other institutions to give FDIC Insurance but was still available immediately through DL Evans if necessary. The Council liked the idea of this, but wanted to make sure we had the most coverage and diversity possible. Bell stated that with the Council and Mayor's permission, he created a plan to satisfy these requirements and then contacted the Council to present the plan. Upon receipt of this plan and agreement of the mayor, it was requested that these changes be implemented. Council President Lloyd asked the City Attorney if this required a motion but was told that it did not.

TASK ORDER #10 – SIDEWALK IMPROVEMENTS AND WHITMAN STREET RECONSTRUCTION

Mayor Loveland shared the information provided from Keller Associates on the Sidewalk and Whitman projects. The Council members were provided with a copy of documents for both projects. Loveland read the scope from the sheet provided by Keller Associates. The total engineering costs for the projects (both are combined) are \$22,400. The Mayor asked for the Council's approval for this cost to Keller Associates. Carlson made a motion to approve with a second from Lloyd. Approval was granted with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye.

INFORMATION FROM CITY OFFICIALS, STANDING SUBJECTS, GENERAL QUESTIONS AND AD HOC COMMITTEES

Attorney McMurray asked about the scope of surveying on the sidewalk project as he was concerned it might not be the optimal type for this project. Mayor Loveland responded that he had specifically worked with Keller Associates to make sure we had the correct survey for the project. Carlson asked about the detail/type of sidewalks we are building and was told that it is unknown as it depends on the results of the survey.

Councilperson Carlson stated that he had spoken with Brad regarding street sweeping and found that Kloefer will do it for \$305/hour regular style or \$215/hour side-sweep style. The City of Burley no longer does out of city work, so they are not an option anymore. It was generally agreed that the side-sweep style was not what we wanted as it sprayed gravel and dirt into resident's lawns, sidewalks and driveways. Carlson said that he feels this is a necessity and will work with Brad to work out our options and details.

Council President Lloyd, building on the previous presentation, state that he would try to attend the next 4th of July Celebration Planning Meeting. He was told that the next meeting would likely be held on May 15th or 16th. He would contact them and plan to attend.

Mayor Loveland let the Council know that the check valve for Well 1 should be here the next day. He also said that he knew about the recent bout of strong chlorine at some residences and an adjustment has been made to the rebuilt chlorine pump on Well 2 and levels have returned to a normal level. Loveland stated that he and Brad are working with 4 Seasons to resolve multiple issues with the new irrigation system at the park. He also let the Council know that the City has been awarded an additional \$60,000 on the sidewalk grant and funds should be arriving soon. Regarding roads, he noted that he was aware of the high level of damage after this past winter that has caused some really bad areas of road around the City. The Mayor also informed the Council that the City was approved for the \$500k block grant through USDA and that with this and other monies we have been awarded, the water project could be as much as 70% funded. The next step in the process is to begin the process of land acquisition, if needed, for storage and well sites.

PRESENTATION OF BILLS

Mayor and Council Salaries*	1,700.00
Brad Woodrow - Maintenance Director*	4,113.13
Linda Hutchison - City Clerk/Treasurer *	2,438.83
Deric Bell – Deputy Clerk*	1,272.32
PERSI – Employer Remittance- 5/1/23 –5/31/2023*	2,255.80
Kerry McMurray – Legal Services May 2023*	850.00
DL Evans Bank–EFTPS 941 Employer Remittance May,2023*	1,532.33
Select Health – Insurance*	1,978.00
ATC Communications – May 2023	896.84
Beam Insurance – Dental/Vision Policy *	332.84
Bonneville Power Administration	15,033.00
Creekside Store – Maintenance Fuel	298.52
ETS- Email License	58.00
Keller Associates – Monthly Fee & Engineering Service	250.00
Lamont Young – Back-Up Operator Fee	300.00
Magic Valley Labs – Bacteria & Nitrate tests*	24.00

Norco Inc.	13.20
Ooma Office – phone service *	89.32
Raft River Electric* System Maintenance & Service work	1,916.07
Raft River Electric - System Maint. & Service work	502.79
UAMPS – General A&G Expenses	75.08
Visa – #2580 L. Hutchison- Quick Books online payment	105.00
Western Waste Services – City Dumpster	81.48
CAL Ranch Store – pipe fittings	4.48
Idaho Rural Water Assoc.* (Training Brad Woodrow)*	120.00
Ace Hardware – Park Maint. Supplies	587.65
DIG Line- Monthly fee	71.06
O’Reilly Auto (4 wheeler Battery)	85.94
O’Reilly Auto (Lawn mower Battery)	56.93
Sage Supply, Inc. – (2 STOP signs)	234.00
Four Seasons Landscaping* Wand WiFi module	119.28
Mini Cassia Chamber of Commerce * annual membership	350.00
Pump Service – Replace check valve on Well #1	1,948.00
Water One Way – Yearly Backflow test	75.00
Vicki’s Country Garden – Park flowers	38.87
US Postal Service – Yearly Box rental	94.00
Stokes True Value – Slip ball valve & Asphalt repair,Paint	415.83
Isaac Loveland – paid with personal account – Web page	188.00
Snake River Hydraulics – Pump Parts	153.83
Office Depot - HP Toner	966.56
Deric Bell – Reimbursement for Maint. Shop phone	84.79
TruGreen – Park lawn service	239.62
Total	41,950.39

COUNCIL ENTERS INTO AN EXECUTIVE SESSION

At 8:37 pm, a motion was made by Carlson to enter Executive Session pursuant to Idaho Code 74-206 (1)(a) to discuss hiring personnel. The motion was seconded by Winder, and unanimously carried, with the following roll call vote: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

COUNCIL RETURNS TO A REGULAR SESSION

The Executive Session was concluded at 8:57 pm by a motion made by Lloyd, seconded by Tolman, and unanimously carried, with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye.

PART TIME EMPLOYEE HIRE

In the Executive Session, the Council decided to hire Kathleen Sainsbury as a part-time Maintenance Worker for the City of Albion. Her assigned duties will be the City Parks along with other duties as assigned. Her designated hours will be 15 hours/week with a pay rate of \$14/hour. A formal offer has not been made at this time, so the Mayor will contact Kathleen and officially extend the offer.

COUNCIL ADJOURNS

There being no further business brought before the Council, motion to adjourn was made by Lloyd, seconded by Carlson, and carried, with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye. Adjournment was at 8:59 pm.

Isaac Loveland/ Mayor

Deric Bell, Deputy Clerk