



Minutes of the Albion City Council Meeting Held May 7, 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 – Councilman Tyson Tolman 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, Wayne Winder, and Tyson Tolman; City Clerk-Treasurer Linda Hutchison, Deputy Clerk Deric Bell was excused, City Attorney Kerry McMurray. Maintenance Director Brad Woodrow was excused.

OTHERS IN ATTENDANCE – Linda Prefontaine, Tony Prescott, Giselle Prescott, John Davis, Cory Gardner, Lorena Gardner, Patricia Asher, Myron Wilson, Travis Worthington, Trina Worthington.

APPROVAL OF MINUTES- There being no questions or corrections, a motion was made to approve the Minutes of the April 2, 2024 meeting by Lloyd, seconded by Winder, and carried with a vote of: Lloyd-aye, Carlson-aye, Winder – 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 Carlson, seconded by Tolman, and approved with the following vote: Lloyd-aye, Carlson-aye, Winder -aye, and Tolman-aye.

LAW ENFORCEMENT REPORT

The Law Enforcement report was given by Tanner Allred for the last two months.

March report: 1 – Fraud/ Con Games, 1- DUI Violation, 2- Traffic Stops, 1- Juvenile Incident / Kids on 4-wheeler without wearing helmets, and 1- SRO Call.

April report: Theft, under \$1,000.00, 1- Damage to property, 1- Alarm, 2- Traffic Stops, 1- Automobile accident with unknown injury, 1- Suspicious Incident, 2- Controlled burns, 1- Cow at large, and 1- VIN Inspection check.

MAINTENANCE DIRECTOR REPORT

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

CLERKS REPORT

No report was given being that all matters to be reported were included in the agenda to be discussed.

GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

Mayor Loveland asked if there were any comments or issues from the public to be presented; Travis Worthington introduced himself as a long time Albion resident and is currently running on the ballot for the Cassia County Sherrif. Worthington stated that he will treat the duty of Sherrif as his full-time job if elected and asked the attending public if they had any questions, they would like to ask him. There being no questions Worthington thanked the Council for giving him time said he would be grateful for everyone's vote on May 21st. He was then thanked by the Council for coming to the meeting and his willingness to serve the public.

AGENDA ITEMS

1 & 2– Public Hearing to take Comments Regarding City of Albion, ID. Proposal to Increase Certain Municipal Fees – Resolution No. 2024-02

Public Hearing started at 7:09 p.m.

Mayor Loveland began by stating the need to increase certain municipal fees to cover the increased costs to the city. Loveland read over and summarized the list of fees to be increased to include the new water service fee to be increased from \$33.00 to \$48.00 beginning with the July 2024 billing. Mayor Loveland then asked for any remarks or comments concerning the fees.

There were no comments from the Council or public. The motion was made by Carlson to approve Resolution No. 2024-02 to adopt the new and increased fees for various City Services and seconded by Lloyd. The motion was passed with a roll-call vote of: Lloyd-aye, Carlson-aye, Winder – aye and Tolman-aye.

The Public Hearing closed at 7:12 p.m.

3 & 4 – 4th of July Committee Review and Funding Request and City Park Improvement Donation Request

Linda Prefontaine stated that the previous committee President has stepped down and she is currently the 4th of July Committee President with the Treasurer being Lorena Gardner. They have asked the Albion Elementary School to be this year's Grand Marshal of the parade to help bring awareness to our school. Linda said they are thinking of some new ideas with one being to get a new "Albion 4th of July" Banner and added that all the help and donations are much appreciated. The motion to approve a contribution to the 4th of July Committee in the amount of \$2,000.00 for parade expenses & \$350.00 for reimbursement to Linda Prefontaine for purchased Soil and flowers for the City Park beautification was made by Carlson and was seconded by Lloyd. The motion passed with a vote of: Lloyd-aye, Carlson-aye, Winder – aye and Tolman-aye.

5 – Discuss Renewal of Mini-Cassia Chamber of Commerce Membership donation

Mayor Loveland stated that he feels the Chamber does a good job promoting southern Idaho business and tourism for the local community and asked the Council if they agree & if the City should renew the \$350.00 yearly membership. Motion was made by Lloyd to renew the yearly membership of the Mini-Cassia Chamber of Commerce, seconded by Carlson and carried with a unanimous vote of all ayes.

6– Approve Water Project Expense/Authorize Mayor to Sign.

Mayor Loveland read the Water Project Expense documents for review with the Council and asked for the motion to have approval to sign the document to proceed with the project as the listed expenses are presented. Motion was made by Lloyd to authorize Mayor Loveland to sign the Water Project Expense documents; seconded by Winder with a vote of Lloyd- aye, Carlson-aye, Winder- aye, and Tolman- aye.

7– Council Review of Whitman Street Reconstruction Bid., Formally Accept and Authorize Mayor to Sign Contract Documents Pending Legal Review.

Mayor Loveland stated that we received one bid for the Whitman Street project from Kloepfer in the amount of \$101,503.15. Which is reconstruction & curbing one side of the street. This will not include widening and re-directing the water which would make the cost too expensive. Motion to accept the bid from Kloepfer in the amount of \$101,503.15 and authorize Mayor Loveland to sign the contract pending legal review was made by Carlson and seconded by Winder with a unanimous vote from the Council of all ayes.

8– Purchase Requests from Maintenance Department and Administration Department

A- The Mayor began by stating that we have had a 6 month trial use with a new Chlorine Pump on Well #1; it is running well and should be less maintenance time and costs. With the council approval we would like to purchase the pump at a cost of \$4,065.00 and hopefully be able to use part of the grant funds for the purchase since it will be used with the new water system. The trial period is up and now we need to decide to return or purchase the pump with the Council's approval. Motion was made to approve the purchase of the Chlorine Pump by Carlson and seconded by Lloyd. The Council vote was unanimous with all ayes.

B- Mayor Loveland said Maintenance Director Woodrow has had concerns about safety while doing work on the roads and would like to purchase Safety Cones & Road Signs. We have received two price quotes: Pollard Co. \$800.00 & Uline \$1,400.00. With the Council's approval, we would like to purchase the set of signs and cones from Pollard Co. for \$800.00. Motion to approve the purchase for Safety Road signs and cones for \$800.00 was made by Carlson and seconded by Lloyd with a unanimous vote of all ayes

C- Mayor Loveland stated that the City Clerk and Deputy Clerk have proposed replacing the City office's blinds that are weathered with some broken beyond repair. Four different price quotes ranging from \$76.74 to \$ 577.86 were reviewed with Loveland asking the City Clerk which blinds she thought would be best for the office. Hutchison felt that the quoted price of \$541.52 for the faux wood blinds from Amazon would be best for being both economical and quality blinds that should last for many years. Motion was made by Carlson to approve the purchase of the Faux Wood Blinds from Amazon for \$541.52 and seconded by Lloyd with a vote of Carlson aye, Lloyd aye, Winder aye, and Tolman nay.

9– Discussion on Updates on the Itinerate Merchant/Mobile Food Vendor Ordinance

Mayor Loveland asked Attorney McMurray to please review the updates that the city has made to the Itinerate Merchant Vendor Ordinance Title 3 Chapter 5 with the Council. McMurry asked the council to review the documents as he read the revised ordinance. McMurray said generally we took out and made a lot of changes to some of the language that no longer

made since. All has been cleaned up, the license requirements have been shortened, the fees will be set by resolution and easier to change if needed. After McMurray's review the council thought the changes, all looked good in general. Mayor Loveland had some questions about the Vendors providing Proof of Insurance? Kerry said he will check on this issue and get some suggestions for different Insurance rules to discuss at next month's meeting.

11– Budget Workshop- Intro to FY24-25 Operating Budget and Evaluation of Current FY Budget Status

Mayor Loveland stated that we are doing well with our budget; We have been very close on predicting Income & expenditures for this year. Mayor Loveland & the Council reviewed the current & actual year Budget documents and discussed some of the needed changes to be made for the upcoming year's budget. The city is currently working on breaking down the categories to help clarify the expenditures. The council reviewed further updates to be made and will be addressed further at the Budget workshop to be held at next month's meeting before the final workshop in July to prepare for the City's Budget Hearing on August 6th.

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

The Mayor announced the need to hold Executive Session for codes B & C: Real Property Purchase and Employee Evaluation. Motion was made to hold executive session by Lloyd and Seconded by Carlson with a roll call vote of Kevin Lloyd aye, Dallan Doc Carlson aye, Wayne Winder aye, and Tyson Tolman aye. The council entered Executive session at 9:17 p.m.

Return to Regular Session

The motion to exit Executive Session at 9:59 p.m. was made by Lloyd and seconded by Carlson with a unanimous vote of all aye. Council President Kevin Lloyd announced that the Council has approved employee hourly pay rate increases moving forward to be \$15.00 – Deputy Clerk Deric Bell, \$22.00 – City Clerk Linda Hutchison, & \$34.00 – Maintenance Director Bradley Woodrow.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Salary/Payroll	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Salary/Payroll	3,905.00
Deric Bell – Deputy Clerk*	Salary/Payroll	1,860.00
Brad Woodrow - Maintenance Director*	Salary/Payroll	6,120.00
IRS Direct Debit*	EFTPS 941 Tax.	2,970.47
ACE Hardware	Maintenance / Park supplies	112.31
ATC Communications	Internet Service	690.60
Albion Community Relations Council *	4 th of July Council Donation	2,000.00
Baker, Robert	Utility deposit refund	1,039.08
Beam Insurance *	Dental/Vision Policy*	332.84
Bonneville Power Administration*	Electric Power Purchase *	11,888.00
Creek Side	Maintenance Fuel	272.67
CAL store	Maint. Supplies- pump parts	29.96
Cassia County Tax Collector	Property tax	1.44
Costco	Office supplies - Paper products	50.84
Clicksend	City text messaging	40.80
DL Evans Bank	ACH Return fee	8.00
ETS*	Email License	62.00
Gordon Electric*	Electric Meter Purchase (10 Ct)	648.63
Heward, Tammi	Utility deposit refund	13.04
HP Instant Ink*	Copier Ink Subscription	4.22
HP.com*	Toner Puchase (Billing Printer)	24.37
ICCTFOA DISTRICT IV	ANNUAL FEES/ DUES	20.00
Idaho Rural Water Association	Annual Membership dues	410.00
KD Co.	Lawn Mowing service	350.00
Keller Associates	Engineering Service	250.00
Keller Associates	Grant- Engineering Water System Project	3,747.00

Kerry McMurray*	Legal Services	1,173.00
Lhtact2	Training- Road Scholar Training	200.00
Linda Prefontaine*	Reimburse for Soil & Flowers at City Park	300.00
Lamont Young	Back-Up Operator Fee	200.00
Magic Valley Labs	2- Drinking Water testing-	243.00
Magic Valley Utility Locates	Line locates	360.00
MountainLand Supply Co.	4- Water Meters w/ pit and connections	5,729.14
NORCO Inc.	Rental & Safety Materials –	13.50
Ooma Office*	Phone Service – Office/SCADA Backup *	90.26
PERSI*	Employer Remittance- May 2024*	1,395.42
Raft River Electric *	New Service , Merchandise .	5,647.16
Select Health*	Insurance Benefits*	2,117.00
Shari Bell*	Reimburse Costco	42.37
The Times News	Publish Public Hearing order# 151225	101.86
UAMPS	General A&G Expenses	51.01
US Post Office	Stamps	374.00
Visa – #2580 Linda Hutchison	, Quick Books online pmt.,- Amazon Office blinds	714.99
Visa - # 3554 Bradley Woodrow	Vehicle Maint., Fuel,& Lodging @ RWA conference – Boise	466.76
Western Waste Services	City Dumpster-	121.56
Wickel Tire Pros	Service Maint. Truck	116.41
TOTAL		58,273.71

*Denotes Payments Already Made Pending Council Ratification

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

None

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 with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye. The meeting was officially adjourned at 10:04 pm.


 Isaac Loveland / Mayor

 Linda Hutchison / City Clerk - Treasurer