



Minutes of the Albion City Council Meeting Held June 4, 2024

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

OPENING CEREMONIES – Councilperson Wayne Winder 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, City Attorney Kerry McMurray, and Maintenance Director Brad Woodrow.

OTHERS IN ATTENDANCE – Tony Prescott, Giselle Prescott, and Ginna Hall

APPROVAL OF MINUTES- There being no questions or corrections, a motion was made to approve the Minutes of the May 7, 2024 meeting by Winder, seconded by Tolman, 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. Questions were asked about payment to Backup Operator Lamont Young and if his services were still needed. It was stated that currently, we do rely on two (2) of Young’s licenses, however, Maintenance Director Woodrow is in process to obtain those licenses. Council President Lloyd had questions about the 811 Digline procedures and wondered about being able to pass on costs. Deputy Clerk Bell said that the agreement with 811 does not allow us to pass on costs as the service is trying to encourage people to call before they dig. It was agreed that a copy of the Digline agreement would be provided to Council Members for their review. Currently, as a utility provider, the City must mark water, power, and sewer when someone calls. Because the City is unable to perform their own electric locates, we use a third party. There were concerns about the rising cost of the electric locates. Lloyd also asked about the charge for the purchase of a new transformer and was told it was necessary for a new home going in, however, Bell noted that it was replacing a functional transformer, and the old transformer would be returned to the City’s inventory for use on another job and that the new home will pay for 65% of the new transformer. There being no additional questions, a motion was made to approve them as presented by Lloyd, seconded by Winder, and approved with the following vote: Lloyd-aye, Carlson-aye, Winder -aye, and Tolman-aye.

LAW ENFORCEMENT REPORT

Sherriff’s representative, Tanner Allred, was present to report for the month of May. He noted that it had been a busy month. For the month of May: one (1) Overdose/Poisoning(ingestion), one (1) Fire – Grass/Field, one (1) Fire – Alarm, one (1) Traffic – All Other, eight (8) Traffic Stop, one (1) 911 Hang Up/Open Line/Prank Calls, one (1) Missing Person – Juvenile Male, one (1) Suspicious Incident, two (2) Public Relations, two (2) Civil Paper Service, one (1) Sex Offender Registry Check, and one (1) VIN Inspection. Of the eight (8) traffic stops, one citation was issued for “No Current/Valid Licenses”. Mayor Loveland stated that a highway cleanup project has been established on June 19th and asked if it was possible to have a police presence at the event for safety. Allred replied that it was his day off, so he would be willing to take some time and help with this. Loveland and Allred agreed to exchange details later. There were no further questions.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Woodrow apologized for not being here for the past few meetings, but that he had been involved in trainings for the City that prevented him from attending. He shared that he is gathering information about a new process in water treatment that uses solar and salt to create the chemical additives for the City’s water. Woodrow mention that it would be expensive to install but would be economical over its lifespan. More information will follow. He noted that as part of his recent trainings through LHTAC, he is getting close to being a “Road Scholar” which is beneficial to him and gives the City an advantage when applying for funding. Woodrow’s goal is to achieve this by the end of the calendar year. Woodrow also reported that he is working to repair as many potholes as possible, especially in preparation for the Community’s 4th of July Celebration. He reported that the park has been fertilized and there are weed control measures being taken as well as some plumbing repairs being made to get water to the fountain flower bed. He also stated that he is in the process of purchasing some risers for water meter pits to raise the lids on some meters and pricing details will follow. Woodrow reported that he has established a fire hydrant maintenance protocol, and he is in the process of checking each of the hydrants in town, flushing it,

and servicing/repairing them. He finished his report with the news that the weed burn attempt at the sewer lagoons was not very successful due to moisture so mowing and/or burning at a later date will be done.

CLERKS REPORT

Deputy Clerk Bell reported that the current number that the City uses to send to text notifications will be changing. It will be a Utah number and it has been certified with the cell carriers as a notification number and should be less likely to be labeled as spam. A text message notifying residents of the change will take place soon. Bell also stated that the City's Arbor Day grant application was accepted, and the City will be awarded \$350. This amount pays for a little more than half of the cost of the three (3) new ornamental flowering trees that have been planted along the east side of the park.

GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

No comments or issues presented.

AGENDA ITEMS

1 – Discuss/Approve Regular Council Meeting Change to July 9th

Mayor Loveland asked the Council members about their thoughts in changing the regular Council Meeting, currently scheduled on July 2nd, to Tuesday, July 9th. After a brief discussion, it was agreed that the date change would be best and a motion to make this change was made by Lloyd, seconded by Carlson, and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

2 – Review Region IV Development Contract for Their Services on the Water Project/Grant Mayor Authorization to Sign

Mayor Loveland ask Bell to present the information about this contract. Bell stated that this was an agreement to allow Region IV to assist us in funding allocation and help keep us in compliance with the ARPA funding, USDA funding, and the USDA loan funding requirements. There was further discussion about the roles Region IV plays and the consensus was that this is a vital part of the upcoming Water Project and with that, a motion was made by Lloyd and seconded by Winder to accept the Region Contract and grant the Mayor authority to sign. The motion was passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

3 – Review Water Project Expenditure and Authorize Mayor to Sign Documentation

Bell explained that this is a request to reimburse the City for funds being paid to Keller Associates for services rendered on the Water Project. He also noted that taking care of the details of these reimbursements is a function of Region IV under their contract. Lloyd questioned the frequency of these reimbursement requests and asked if each one must be approved separately. Bell stated that each request must be brought before the Council for approval before payments can be issued. This will be a recurring agenda item for quite a while. A motion was made by Lloyd and seconded by Tolman to approve the expenditure and allow the Mayor to sign the documents. The motion passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

4 – Discuss/Approve Expenditure for Bulk Purchase of Electric Metering Equipment

Bell began by explaining that the City is currently in need of some of the parts used in electric meter installation and maintenance of existing meters. Previously we purchased the equipment through Raft River Electric, however, they don't stock this type of equipment anymore. Winder asked if our meters were out of date or if Raft River had changed their system. Bell answered that Raft River has moved to meter that allows them to remotely read and connect/disconnect. Our meters aren't out of date, we just don't use the more expensive remote read meters. Bell shared that he has found a good supplier of materials and requested approval to use funds up to \$1,500 to purchase electric metering equipment for the City to have on hand. A motion was made by Lloyd and seconded by Winder to approve those purchases up to \$1,500. The motion passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

5 – Review Some Upcoming Policies to be Enacted as Conditions of the Water Project

Bell stated that he didn't have things prepared on this item yet and asked for it to be tabled for the time being.

6 – Review Updates Made on "Title 3 Chapter 5" Itinerate Merchant/Mobile Food Vendor

City Attorney McMurray began by explaining the changes that have been made. He stated that the only changes he made were to Section 3-5-5 which deals with assignment of liability. McMurray read through the three (3) subsections and explained that this change removed the Bond requirement and replaces it with a required certificate of insurance for at least \$500K which

names the City of Albion as an additional insured party. The updates done on subsections (A), (B), and (C) have been written to remove any liability on the City. McMurray asked if there were revisions for this section or the entire document. There were no immediate changes presented, however, Winder questioned who would be the Enforcement Officer in charge of inspections etc. He was answered that it falls to the Clerks, or City staff to investigate and inspect, but we can use Cassia's Sherriff's Department for enforcement issues. They can also assist with background checks which are required in the Chapter. Lloyd stated that he was pleased with how 3-5-5 was written as it addressed one of his biggest concerns about liability. A comment was made in appreciation of the inclusion of language with prevents sales while on the road and other pedestrian protection measures. There being no further change requests, the Council agreed to move forward with the hearing process. No vote was required.

7 – Budget Workshop- Review Updated Income/Expense Projections and Discuss Any Potential Projects

The Mayor opened the budget workshop by asking Bell to go over the updated expenses/income. The Council reviewed the handouts with the categories that showed last year’s budget, current projected actual budget and a projected budget for FY24-25. Bell went over the reasons there are some dramatic changes in different categories such as legal and engineering. Mayor Loveland then reviewed the income and expense projections by comparing them to previous years. The Council then worked to balance the budget, which ultimately was done by adding the PPE Funds to the Capital category. The Clerks will prepare the budget for the upcoming meeting for approval and be ready to have a Budget Hearing on August 6th, 2024.

8 – Discuss Possible Need to Increase the New Water Connection Fee Due to Increased Costs

Mayor Loveland started by bringing to the attention of the Council that it would be good to evaluate if \$1, 500 is enough to cover the City’s costs on a new water connection. Loveland explained that with current prices the City is spending about \$2,000 (Meter Pit- \$1,500, Meter- \$500 and City Labor- \$100). The 2024 Rate Study document was displayed to give some examples of other connection prices in Eastern Idaho. Winder asked about structuring our connection fees like Declo, which is a one time flat fee and then all costs on installation. There was a worry that a contractor would like to know a more certain price for bid purposes. The idea of raising the fee to \$2,000 was discussed. Bell interjected some information he had received from McMurray earlier that day regarding inspections. Water and sewer connections at the City end are only inspected by the City and it might be good to factor in the cost of a licensed plumber to inspect certain connections. The discussion turned to increasing the fee to \$2,200 or Tolman suggested making it an even \$2,250. After some discussion amongst the Council, a motion was made by Lloyd to raise the New Water Connection Fee to \$2,250. There was a second by Tolman and the motion passed 3 to 1 with a vote of: Lloyd-aye, Carlson-nay, Winder-aye, and Tolman-aye. As a result of this decision, Attorney McMurray was asked to prepare items to have a Public Hearing on August 6th, 2024 that will cover three (3) issues: Park Definition Changes, 2024-25 FY Budget Hearing and Water Connection Fee Increase. McMurray said he would prepare the necessary documentation on his two (2) items and the Clerks would prepare their budget item for this hearing date. In conjunction with the water rate change, Loveland brought up that the sewer system is our next big project, and we need to consider options to be able to update/repair the system. He spoke about impact fees and even though he doesn’t like them, it might be an option to consider. Loveland asked the Council if it would be worth increasing the New Sewer Connection Fee while we are having a hearing on the other increase. After some discussion, general consent was to leave the rate at \$200 at this time, realizing that the person connecting is responsible for all connection costs. The conversation then turned to how to best proceed with the sewer system and putting funds away to cover upcoming expenses. The Mayor went over some of the repair and upgrade costs from the 2013 study, noting that prices are going to be significantly higher now. Lloyd mentioned that by his rough figures, every \$5 increase in base rate equals approximately \$9,000/year in additional income.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Salary/Payroll	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Salary/Payroll	3,520.00
Deric Bell – Deputy Clerk*	Salary/Payroll	1,732.00
Brad Woodrow - Maintenance Director*	Salary/Payroll	5,440.00
IRS Direct Debit*	EFTPS 941 Tax.	2,970.47
ACE Hardware	Maintenance / Park supplies	278.41
ATC Communications	Internet Service	690.60
Beam Insurance *	Dental/Vision Policy*	332.84
Black Mountain Software	Utility billing software	2,726.00

Bonneville Power Administration*	Electric Power Purchase *	9,704.
Catmull Plumbing	Irrigation box repair	1,419.00
Creek Side	Maintenance Fuel	7,986
CAL store	Maint. Supplies-	158.46
Clicksend	Texting App for City notifications	20.40
ETS*	Email License	62.00
GEM State Dairy Supply	Chlorine 90 gallons	450.00
High Output Construction	Final statement	12,493.78
KD Co.	Lawn Mowing service	700.00
Keller Associates	Engineering Service	250.00
Keller Associates	Grant- Engineering Water System Project	6,245.00
Kerry McMurray*	Legal Services	918.00
K & R rental	Mower/Tractor rental	396.81
Lamont Young	Back-Up Operator Fee	200.00
Magic Valley Labs	Water testing-	155.00
Magic Valley Utility Locates	Line locates	80.00
Mountainand Supply Co.	4- Water Meter pit Extensions	371.34
NORCO Inc.	Rental & Safety Materials –	13.50
Ooma Office*	Phone Service – Office/SCADA Backup *	90.26
O’Reilly Auto Parts	Battery for ATV	85.94
PERSI*	Employer Remittance- May 2024*	2,170.61
Raft River Electric *	Service Access/ Maint. Charge .	125.83
Select Health*	Insurance Benefits*	2,117.00
Stokes	Cold Patch – road repair, 11/4” adapters	677.32
Tammie Heward	Utility Deposit refund	200.00
Titan Machinery	Service Backhoe	1,485.79
UAMPS	General A&G Expenses	51.01
US Post Office	Annual Box rental fee	100.00
Visa – #2580 Linda Hutchison	, Quick Books online pmt., Hostinger website, Staples office supply	291.60
Visa - # 3554 Bradley Woodrow	Truck fuel	73.10
Fuel Visa - # 5228 Deric Bell	Maint. Fuel	133.95
Western States Equipment Co.	Service Kohler Generator	1,378.06
WildCat Waste Service	Trash Removal	100.00
TOTAL		62,187.94

*Denotes Payments Already Made Pending Council Ratification

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

Attorney McMurray asked for confirmation on having all three hearings on August 6th.

Councilperson Winder inquired about the need for part time help with the City Park. Woodrow reported that he felt confident about being able to handle the workload at present. It was also noted that obtaining part time help could also turn into a babysitting job.

Councilperson Carlson wanted to bring to attention the boards and covering a ditch, which he believes is a potential safety issue. All agreed that it was an issue and Woodrow said he would work on a solution. He was also concerned about two (2) fire hydrants that are currently non-working. Woodrow reported that he is receiving help in the coming week on one of them and Carlson suggested replacing the other one because we have already purchased its replacement. He also inquired about the possibility of bringing some large rocks to block potential collision with the sprinkler connection enclosure. Lloyd said that in a short time, he knows where some rocks could be attained.

Council President Lloyd asked about the status of land acquisition. Bell answered that he was sorry and that he had just found out things must be done completely differently. It is still active and process.

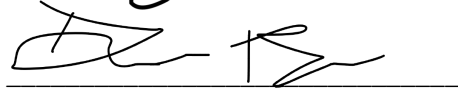
COUNCIL ADJOURNS

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 8:56 pm.

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Isaac Loveland / Mayor



Deric Bell / Deputy Clerk