



Minutes of the Albion City Council Meeting Held July 9, 2024

CALL TO ORDER – The meeting was called to order at 7:01 pm in the Albion Civic Center by Mayor Isaac Loveland.

OPENING CEREMONIES – Councilperson Dallan Doc Carlson led the Pledge of Allegiance.

ROLL CALL – Roll call by Linda Hutchison Clerk- Treasurer. Present: Mayor Isaac Loveland, Councilpersons: Dallan Doc Carlson, Wayne Winder, and Tyson Tolman; City Clerk-Treasurer Linda Hutchison, Deputy Clerk Deric, and City Attorney Kerry McMurray. Council President Kevin Lloyd, Maintenance Director Brad Woodrow and Clerk-Treasurer Linda Hutchison were excused. It was noted that even with the absence of Lloyd, there were three Council members present constituting a quorum.

OTHERS IN ATTENDANCE – Russell Olson, Richie Carlson, Myron Wilson, and Tony Prescott. There were two other attendees that were present but did not sign in and were not immediately recognized.

APPROVAL OF MINUTES- There being no questions or corrections, a motion was made to approve the Minutes of the June 47, 2024 meeting by Winder, seconded by Tolman, and carried with a vote of: Carlson-aye, Winder-aye, and Tolman-aye.

APPROVAL OF BILLS – The bills were reviewed by the Council Members. There was brief discussion amongst the Council, but here being no additional questions, a motion was made to approve them as presented by Carlson, seconded by Winder, and approved with the following vote: Carlson-aye, Winder -aye, and Tolman-aye.

LAW ENFORCEMENT REPORT

Cassia County Sherriff's representative Tanner Allred was present and reported that for the month of June, there were: one (1) CAN (Automatic Crash Notification)- Allred noted that is a new feature in some phones that detect extreme position changes and then call first responders, one (1) traffic- All Other, one (1) warrant service (resulted in one (1) arrest, two (2) parking/tag vehicle, seven (7) traffic stops (5 citations issued from these stops), one (1) 911 hang up/open line/prank call, one (1) suspicious incident, one (1) stray dog, and one (1) civil paper service. There were no further questions from the Council.

MAINTENANCE DIRECTOR REPORT

Maintenance Director was excused – No report given

CLERKS REPORT

Deputy Clerk Bell reported that the City's website is in the process of changing web hosting providers and the site could not be migrated and is having to be recreated. He asked for patience from the Council and public as things are updated and noted that important links like access to online payments are available. He also reported that the City has been approved for a .GOV domain so the new City web address is albionidaho.gov, but that the old address will still take you to the correct place. Also, as part of the change, we now have access to emails with our own domain. Coming soon, each Council member will be given an official City email to help keep us in compliance with State laws.

GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

Jennifer Woodbury came to the podium and introduced herself as the new principal for Albion Elementary School and Raft River Elementary School. She wanted to share with the Council and community that she has high hopes and goals for growing the Albion school. She presented the Council with a page that included a QR code that would allow feedback to be submitted regarding the school. These codes will be posted all over the City giving residents a chance to submit their feelings and advice. Woodbury then asked if there were any questions from the Council and public. Carlson asked if the school week would still be four (4) days a week, to which she replied yes it will be as the calendaring is done two years in advance. Woodbury also shared that her contact information will shortly be up on the school website with her contact information. There being no further questions, she thanked the Council for the opportunity to introduce herself and stated she is excited about the coming school year.

Dallan Doc Carlson came to the podium in his role as a representative of the Albion Fire Department. He stated that the department has been working with BLM to obtain a sign that shows the fire danger levels and were able to get one that shows

the danger level and is a sign for the Albion Fire Department as well. The site that they would like the sign to be placed is City property, and Carlson asked if there were any objections to placing the sign there. The Mayor and remaining Council members had no objections, so installation will proceed as soon as the sign is received.

AGENDA ITEMS

1 – Petition to the Council for Full Time Reduced Rates on Property With No Current Active Resident

Russell Olson, son of City resident Kerma Olson, was present to discuss options with the Council. Mayor Loveland went over the three (3) types of situations in which reduced rates are allowed. Olson stated that he was seeking permanent reduced rate status until they can figure out what needs to be done with the property. Both Loveland and Attorney McMurray stated that the current rules do not allow for this, but in review of rules, Loveland suggested that Olson could ask the Council for an additional six (6) month waiver. McMurray confirmed that this would be feasible and so Olson formally asked the Council for a further six (6) month seasonal waiver. Carlson asked if this required a motion to accept and was answered yes, so he made a motion to approve the six (6) month waiver be approved. This was seconded by Winder and with a vote of: Carlson-aye, Winder-aye, and Tolman-aye, the motion passed.

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

Mayor Loveland told the Council that the invoice from Keller is what we are seeking approval on. The question was asked about what service is being performed and Bell explained that right now it is all engineering. There being no further discussion, Winder made a motion to approve the expenditure and authorize Mayoral power to sign for this request. It was seconded by Tolman and passed with a vote of: Carlson-aye, Winder-aye, and Tolman-aye.

3 – Review/Approve Notice of Hearing Regarding Increase in New Water Connection Fees

Attorney McMurray asked the Council to review the prepared Notice of Hearing to see if there were any changes that needed to be made. There being none, a motion was made by Carlson to approve the Notice and allow it to be published for public hearing to be held in conjunction with regular Council meeting on August 6th. This was seconded by Winder and the motion carried with a vote of: Carlson-aye, Winder-aye, and Tolman-aye.

4 – Notice of Office Procedure for Obtaining City Sign-Off on Cassia County Building Permits

Bell shared with the Council that there will be a new administrative practice regarding the City signing off on Cassia County building permits for City residents. The new practice will consist of having the owner/builder fill out the application for new utility connections and will pay the appropriate fees prior to the signoff of the Cassia permit. He also noted that after talking with Attorney McMurray, that if an owner/builder is not prepared to pay at that time, that an agreement in writing should be completed. McMurray explained to the Council that when the City signs the permit, it signals to Cassia County, that all conditions have been met. This helps simplify things from administrative standpoint. Bell relayed that he finally understood that in water and sewer, the City is the only inspecting entity.

5 – Discuss Potential Purchase of Refrigerator for Park Pavilion

Mayor Loveland began by explaining that a plain basic refrigerator in the pavilion would be a good addition to what we can provide citizens. He also noted that it would be very handy for foods that may spoil easily, keeping people safer. There was some discussion about size and McMurray also pointed out that we have several places where we could buy a refurbished refrigerator that would serve our purpose and save the City money. The Council felt this was a good idea and Bell suggested that we add this to next month's agenda. He would investigate some prices and review budget availability and report next month.

6 – Review Potential ACH Account Changes to Help Reduce Fees

Bell explained that he had been reviewing some options regarding the costs of processing ACH payments (AutoPay, eCheck, etc.) and has found that Zions Bank has a good system that would save the City between \$650 to \$900 per year in banking fees. Zions has a checking account that would require a \$2,500 minimum balance, but we could sweep excess funds collected electronically to our General Operating Account with DL Evans Bank. He asked the Council if this was something they were interested in pursuing and was told yes, to go ahead and take the necessary next steps to do what needs to be done.

7 – Finalize Verbiage on “Title 3 Chapter 5” [Itinerate Merchant/Mobile Food Truck] in Preparation for Public Hearing

Attorney McMurray stated that he would recommend one further change regarding service of process. This change would take the burden of a section of administrative work off the Clerk. The Council agreed with the recommendation and directed McMurray to proceed with the change and finalize everything to be presented at next month's meeting. Winder inquired about publication and advertising on these changes and McMurray clarified that these changes do not require a public hearing, so no official advertising is required. He did, however, recommend that a redline copy be advertised on the City's website so that residents could review the document and come with questions or concerns to the next meeting. McMurray also noted that procedure for this item will be that at the next meeting would be either the first of three (3) reads or the Council could vote to waive the reads and seek approval at that time. Bell stated he would put the finished redline document from McMurray online when he receives it.

8 – Final Budget Workshop – Finalize Budget Figures for FY24-25 and Approve for Publication/Notice of Public Hearing

Mayor Loveland reviewed some of the current figures versus past budget amounts and stated that he felt the City budget was becoming a lot more accurate in its projections. He also noted that if you don't include the grant funding, the City budget is approx. \$1.410 Million. Bell also stated that the portion that the City's tax base is calculated on the "General or M/O" income fund which approx. \$333,000. Loveland asked that at some future time, that calculation of the bulk cost per kw for the City be figured. Bell said he would work on that. The being no further changes or discussion, a motion was made by Carlson to approve the Proposed FY24-25 and have it published for Public Hearing on Aug. 6th at 7pm. The motion was seconded by Winder and was passed with a vote of: Carlson-aye, Winder-aye, and Tolman-aye.

9 – Executive Session / 10 - Executive Session Approvals

No Executive Session was held.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Salary/Payroll	1700.00
Linda Hutchison - City Clerk/Treasurer *	Salary/Payroll	3,707.00
Deric Bell – Deputy Clerk*	Salary/Payroll	1,833.00
Brad Woodrow - Maintenance Director*	Salary/Payroll	6,460.00
IRS Direct Debit*	EFTPS 941 Tax.	3,258.31
Idaho Tax commission*	2 nd Qtr. taxes	1,101.00
ACE Hardware	Maintenance / Park supplies	18.99
AMI Supply	Shop Vac, Tools for water repairs	573.25
ATC Communications	Internet Service	690.60
AT&T*	Pre-Paid Cell service	301.46
Beam Insurance *	Dental/Vision Policy*	344.34
Bonneville Power Administration*	Electric Power Purchase *	8,769.00
CNH Industrial	Titan Machinery – Tee Jet Sprayer tips	50.80
Creekside	Maintenance Fuel	79.86
CAL Store	Maint. Supplies-	210.87
Clicksend	Texting App for City notifications	71.40
Costco -	Office Supplies	55.81
ETS*	Email License – 2 Invoices	195.25
GEM State Dairy Supply	Chlorine 120 gallons	600.00
High Output Construction*	Final statement – Retainage Paid to Contractor	12,493.78
HP Instant Ink*	Ink cartridge refills	7.41
KD Co.	Lawn Mowing service	700.00
Keller Associates	Engineering Service	250.00
Keller Associates	Grant- Engineering Water System Project & Monthly Contract	6,245.00
Kerry McMurray*	Legal Services	1,020.00
Lamont Young	Back-Up Operator Fee Water (Chemical) Wastewater	200.00
MagicValley.com Times News	Publish Budget Hearing & Wtr Connect Fee Increase Public Hearing	522.89
Magic Valley Labs	Water & Wastewater testing-	271.00
Magic Valley Utility Locates	Line locates (1QTY)	80.00

Mountainland Supply Co.	Water Meter pit Extensions	438.86
NORCO Inc.	Rental & Safety Materials –	13.50
Ooma Office*	Phone Service – Office/SCADA Backup *	90.26
PERSI*	Employer Remittance	2,746.58
Raft River Electric *	Service Access/ Maint. Charge.	2375.76
Select Health*	Insurance Benefits*	2,296.00
Southern Idaho Coatings	Backflow Test at Park	153.18
Stokes	Cold Patch – road repair, 1 1/4" adapters	677.32
Square Space*	Web page	25.00
UAMPS	General A&G Expenses	52.00
US Post Office*	Annual Box rental fee	100.00
Valley Agronomics LLC	100# Copper Sulfate	509.00
Visa – #2580 Linda Hutchison	Quick Books online pmt., Hostinger website, Staples office supply	235.99
Visa - # 3554 Bradley Woodrow	-No Charges This Month-	0
Fuel Visa - # 5228 Deric Bell	Maintenance Department Fuel Purchases (Dedicated Card)	199.51
Western States Equipment Co.	Service Kohler Generator	1,378.06
Wildcat Waste Service	Trash Removal	100.00
TOTAL		\$61,502.04

*Denotes Payments Already Made Pending Council Ratification

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

Tolman inquired about the state of the sprinkler pit on the park. Loveland assured everyone on the Council that there are plans to disguise it. Carlson suggested we look for a few big rocks to protect it and Winder suggested some bushes or other landscaping to help cover it up.

Loveland took a moment to thank all those that put effort into making the Community 4th of July Celebration a success. There was discussion of potential changes to traffic patterns around the parade or different potential parade routes. Cassia Sheriff's representative Allred shared some good ideas about traffic patterns changes and explained the procedures to have a formal detour with signs to alleviate backed up through traffic. It was noted that this is all good input, but the 4th of July Committee oversees the parade, so these suggestions need to be brought to them. Loveland noted that there was one medical incident at the park, but someone in the audience shared that the reference person is recovering well.

COUNCIL ADJOURNS

There being no further business at this time, the motion was made by Carlson to adjourn the meeting. It was seconded by Tolman, and with a vote of: Carlson-aye, Winder-aye, and Tolman-aye, the meeting was officially adjourned at 7:50 pm.



 Isaac Loveland / Mayor



 Deric Bell / Deputy Clerk