



Minutes of the Albion City Council Meeting Held August 1, 2023

CALL TO ORDER – The meeting was called to order at 7:00 pm in the Albion Civic Center by Mayor Isaac Loveland.

OPENING CEREMONIES – The Pledge of Allegiance was led by Council President Kevin Lloyd

ROLL CALL – Roll call by City Clerk-Treasurer- Linda Hutchison. 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, Maintenance Director Brad Woodrow, and City Attorney Kerry McMurray.

OTHERS IN ATTENDANCE – John Davis, Ginna Hall, Bunny Johnson, Linda Prefontaine, Tony Prescott, Giselle Prescott, Lance Holman, Corey Gardner, Lorena Gardner.

APPROVAL OF MINUTES- Upon motion made by Carlson & seconded by Tolman, and unanimously carried with the following vote: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye, the Council moved to approve the Minutes of the August 1, 2023, City Council Meeting.

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

LAW ENFORCEMENT REPORT

No Report was given.

MAINTENANCE DIRECTOR REPORT

Brad Woodrow reported issues with who is responsible for repairs on water system – at what point on the meter is it the City responsibility? Council asked Kerry if we could get a more precise definition; Kerry said he would get the definition fine-tuned and clear to know whose responsibility each instance would bear the responsibility. Brad will be updating & replacing chevron road signs around the city & reported that he has ordered more asphalt cold -patch for cracks and holes on the streets and will be completing a street repair training course offered by Sage Supply Inc. Brad noted that we have had some IT communication problems with SCADA system losing power; he said that ATC is working on fixing the issues. There were no reported animal problems.

GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

Virginia Hall asked if we had a contractor for the Pavilion Kitchen & Bathroom project; she had asked a local contractor who is licensed and bonded and said he would be interested in the job. Brad noted that he also contacted a contractor who would be interested. Lloyd said it would be best to get a bid from both contractors to make the best decision.

AGENDA ITEMS

1 - Public Hearing Regarding the Adoption of Proposed 2023/2024 Budget and Adopt Resolution 2023-07 – Reservation of Foregone Increase for Future Use

The Public Hearing opened at 7:10 p.m. The Mayor announced the start of the 2023/2024 Budget Hearing. The Mayor explained that the budget is broken down into different funds. This is a balanced budget at approximately 1 million which is the same as the previous year, with 2.1 million in grant money going in and out; but does not include loan proceeds from USDA. It was asked if the public had any comments for or against the proposed budget. There being none, Mayor Loveland opened it to the Council for discussion. Lloyd asked if grants included all the city projects- Yes it does but may need to be adjusted for actual costs when done. Lloyd said he liked the new format of the documents; Mayor explained it will be able to track better using this format. Lloyd asked about the franchise fund- Bell explained that we need to keep this in the budget in case it is ever needed. The council was all in agreement to Adopt Resolution 2023-07 regarding the reservation of forgone increase for future use. Motion to adopt Resolution 2023-07 was made by Carlson and seconded by Lloyd and unanimously carried with a vote of Lloyd aye, Carlson aye, Winder aye, and Tolman aye. Motion was then made to accept & approve the Proposed 2023-2024 F/Y Budget by Carlson and seconded by Tolman with unanimous vote of Lloyd aye, Winder aye, Carlson aye, and Tolman aye. The Public Hearing closed at 7:19 p.m.

2 – Proposal to the City Council for Use of the City Park/Pavilion for Community Garage Sale

Mayor Loveland announced there was a request for a community yard sale at the City Park; he thought this was a great idea and asked the Council to review. Linda Prefontaine explained her proposal for using the City Park and Pavilion for a one-day community garage sale event on September 16th. This would be a fundraiser for the 4th of July Committee by charging a fee for a space to participate. The event would be advertised online by themselves with all the information. Attorney McMurray explained they would need a license to do this or would have to be approved as a 'community event' by the council. The council had no problems with letting the group hold the community garage sale. Motion was made to approve use of the City Park and Pavilion for the Community Garage Sale by Lloyd and seconded by Winder which was unanimously carried with a vote of Lloyd aye, Winder aye, Carlson aye, and Tolman aye.

3 – Discussion of Possible Fee Increase for Park Pavilion Rental for Non-Resident Use

The current fee is \$200 or \$300 with alcohol. Mayor Loveland said some improvements at the park are needed such as an added restroom and kitchenette area and to offset the cost of these improvements raising the cost of the rental fee would help and it seems that if the rental is set at a higher fee people are more likely to take better care of the facility. Lloyd asked what comparable prices were available? Hutchison mentioned someone had said maybe as high as \$600 but not for sure. The Office will investigate this and have comparable prices at the next meeting.

4 – Changes & Potential Adoption of Ordinance 2023-08-01 Regarding Catering Permit Applications

Attorney McMurray explained that the new language of the ordinance would move the burden of getting the approval signatures from the County and the Sheriff's Department from the City to the applicant so making the final step of the application to be the applicant bring all signed approvals to the city office to verify the needed signatures to then approve and grant the Catering Permit. The Council reviewed the documents. Attorney McMurray stated that because we will be adding subsection #6 in 5a and 6 & 7 would be 7 & 8. The other change would be to change the language for responsibility. McMurray read the header of Ordinance 2023-08-01. The motion to waive the 3 reads and read just once was made by Carlson and seconded by Lloyd with a roll call vote Tolman – aye, Winder – aye, Lloyd -aye, and Carlson- aye. A motion was then made to Adopt the revised Ordinance 2023-08-01. Motion made by Carlson and seconded by Winder with unanimous vote of all ayes. Attorney McMurray explained that there is a summary that must be signed by the mayor & published. Motion to approve summary was made by Lloyd and seconded by Tolman with vote of Carlson-aye, Winder – aye, Lloyd– aye, and Tolman - aye.

5 – Approval for Spending on Flow Meter for Well #1

Well 1's flow meter needs to be replaced. The cost will be \$3,000 to \$5,000 for a digital meter. Woodrow noted that he will be getting a quote from Butte Irrigation and will have the price quote at next month's meeting for approval. The mayor reminded him that we have vendor municipality rules and regulations regarding water quality certifications when seeking vendor quotes.

6 – Water Project Contract Authorization/Approval

Attorney McMurray stated that he has not received a Water Project standardization contract from Keller Associates. This will need to be added to next month's agenda for review.

7 – Fee Implementation, Amounts, Structures and Type Consideration Discussion

Attorney McMurray asked for a master list of all City fees for review & possible adjustments. A list will be compiled, and this will need to be added to next month's agenda.

8 – Discussion of Additions, Deletions and Revisions on Subdivision Ordinance

Mayor Loveland reviewed the documents and had issues with definition of 'small subdivision' – versus 'subdivision'. McMurray recommended removing 'small subdivision' to make it one item. Mayor Loveland also had concerns with how many splits are allowed and proposed to possibly follow the county subdivision codes. Mayor Loveland recommended to the council to review and come up with the numbers for parcel splits and divisions to use and consider conditional use permits to accompany the subdivision application. Conditional use would allow a zone for certain rules that would be different from a zone in other areas. Tolman asked about the difference of splits on parcels and subdividing. If someone owned 5 sections, they could divide it 2 times. If you split one piece of property into two, that would be 2 splits & a subdivision would occur. The City's laws trump the County's; the county is four lots. Linda Prefontaine said her city property is the only property that could have a subdivision. Mayor Loveland feels that we should fill up the empty lots before we expand. Carlson said we should have the freedom on our own land to decide. Linda Prefontaine said we need to have smart future planning and there needs to be a strong balance. McMurray explained the county rules for splits & divides which could be an option for the city to follow. McMurray will put

together a rough draft for next month's meeting to review. Mayor asked if this all made sense. Linda Prefontaine wanted to note that purchasing large property is an investment & in retirement it can provide income or family home locations.

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

Deputy Clerk Bell stated that (1) the City will soon offer autopay for the convenience of residents to pay utility bills at no cost to them. (2) City has started using e-statement for customers to receive the utility billing via email. This is a new process, and we are making a few needed adjustments. (3) The city would like to save on paper usage and have the documents needed for the council's review in digital form; We will be able to purchase iPads for use at the meetings for \$396.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Salary/Payroll	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Salary/Payroll	3040.00
Deric Bell – Deputy Clerk*	Salary/Payroll	2508.31
Brad Woodrow - Maintenance Director*	Salary/Payroll	4800.00
IRS Direct Debit*	EFTPS 941 Tax Aug. 2023*	2,407.92
Ace Hardware	Manit. Supplies	67.13
ATC Communications	Internet Service	533.77
AT &T Prepaid *	Yearly cell phone service – Maintenance Director*	307.50
Bonneville Power Administration	Electric Power Purchase *	8,505.00
Beam Insurance *	Dental/Vision Policy*	332.84
Best Buy*	Office Supplies - My Cloud 4TB backup	201.39
C-A-L Ranch Store	Maint. Supplies	25.98
Catmull Plumbing	Water meter service Account. .# 051– remove ,replace coil section	757.50
Costco *	Office supplies- Paper, Battery backup*	207.48
Creekside Store	Maintenance Fuel	510.81
ETS	Email License	58.00
GEM state dairy supply	Chlorine – Wells and Lagoon	236.88
ICRMP	Risk management Insurance (6 mo.)	5,347.00
Isaac Loveland	Reimbursement for Mayors Roundtable	446.38
Keller Associates	Monthly Fee & Engineering & Survey Service	4,450.00
K D Company	Lawn Mowing Service	875.00
Kerry McMurray*	Legal Services Aug. 2023*	1929.50
Lamont Young	Back-Up Operator Fee	300.00
Magic Valley Labs	Water testing	410.00
NORCO Inc.	Safety Materials – Office Tools/Materials	43.67
Ooma Office*	Phone Service – Office/SCADA Backup *	89.32
PERSI*	Employer Remittance- 8/1/23 –8/31/2023*	2,220.33
Platt Electric*	Park Pavilion Lights*	85.74
Road Work Ahead	Various Road Signs For Replacements	376.26
Select Health*	Insurance Benefits*	2,117.00
Stokes	Maint. Supplies – Road cold patch	419.80
Times News	Publish Advertisement for bids/Catering Permit Summary Pub.	351.06
Tru Green	Lawn service (chemical)	239.62
UAMPS	General A&G Expenses	50.90
Valley Wide AG*	Weed control Chemicals*	754.88
Visa – #2580 L. Hutchison	Quick Books online pmt., Tech supplies, Battery backup, iPads	569.41
Visa - #3554 B. Woodrow	D&B Supply - Post Hole Auger	294.10
Western Waste Services	City Dumpster- Large Size/Return Second Dumpster	87.00
TOTAL		53,499.48

*Denotes Payments Already Made Pending Ratification From Council

COUNCIL ENTERS INTO AN EXECUTIVE SESSION

A motion was made at 8:23 pm to enter Executive Session pursuant to Idaho Code 74-206 (1)(f) to communicate with legal counsel by Lloyd, seconded by Tolman and the session was entered with the following roll call vote: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

COUNCIL LEAVES EXECUTIVE SESSION

The Council returned from Executive Session at 8:42 pm and a motion to leave the session was made by Lloyd, seconded by Tolman, and approved with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

The matter is to be taken under advisement.

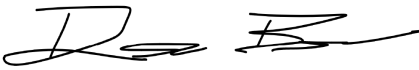
COUNCIL ADJOURNS

There being no further business brought before the Council, a motion to adjourn was made by Carlson, seconded by Lloyd, and carried with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye. Adjournment was at 8:45pm.



Isaac Loveland / Mayor

Linda Hutchison / City Clerk-Treasurer



Deric Bell/Deputy Clerk

ALBION CITY COUNCIL SPECIAL MEETING
MINUTES AUGUST 17th, 2023

CALL TO ORDER – At 7:08 pm, Mayor Isaac Loveland called to order the Special City Council Meeting held at the Albion Civic Center

ROLL CALL – Roll call by Clerk-Treasurer- Linda Hutchison. Present in Person: Mayor Isaac Loveland, Councilperson Wayne Winder, Councilperson Tyson Tolman, Clerk/Treasurer Linda Hutchison and Deputy Clerk Deric Bell. Present by Phone: Councilperson Dallan Doc Carlson. Council President Kevin Lloyd and City Attorney Kerry McMurray were excused.

OTHERS IN ATTENDANCE – John Davis

AGENDA ITEMS

REVIEW BID AND APPROVE FUNDING FOR CHIP SEAL PROJECT

Mayor Loveland started by informing the Council that there was a change from the Scope Letter that had been provided. There had been some concern about obtaining the correct number of bids to allow for a project above \$50,000, so the Scope Letter had been drafted to establish the intention for the project to stay under that mark. However, two other entities have since responded to the City's bid requests, bringing the total responses to three. Responses were received from Emery Brothers Paving, Raft River Highway and Klopfer. Both Emery Brothers Paving and Raft River Highway sent written response that they were unable to take on this project and declined to bid. The only bid received was from Klopfer to chip seal approx. 83,200 sq/ft of road for \$53,248 with an option to fog seal for an additional \$5,824. It was asked what a "fog seal" is and answered that it was another layer of oil on top of the layer of chips. There was general agreement that this would provide the best lifespan for the roads. There was brief discussion and there being no further questions a motion was made to approve hiring Klopfer to perform chip and fog sealing of approx. 83,200 sq/ft of roadway was made by Tolman and seconded by Winder. The motion was passed with a vote of: Winder-aye, Tolman-aye and (by phone) Carlson-aye.

COUNCIL ADJOURNS

There being no further business brought before the Council, a motion to adjourn was made by Carlson, seconded by Tolman, and carried with a vote of: Winder-aye, Tolman-aye and (by phone) Carlson-aye. Adjournment was at 7:22 pm.



Isaac Loveland/ Mayor



Deric Bell / Deputy Clerk

ALBION CITY COUNCIL SPECIAL MEETING
MINUTES AUGUST 24th, 2023

CALL TO ORDER – At 7:05 pm, Mayor Isaac Loveland called to order the Special City Council Meeting held at the Albion Civic Center

ROLL CALL – Roll call by Clerk/Treasurer- Linda Hutchison. Present in Person: Mayor Isaac Loveland, Councilperson Tyson Tolman, Clerk/Treasurer Linda Hutchison, and Deputy Clerk Deric Bell. Present by Phone: Councilperson Dallan Doc Carlson, Council President Kevin Lloyd and City Attorney Kerry McMurray. Councilperson Wayne Winder was excused.

AGENDA ITEMS

DISCUSS AND APPROVE ADDING CHIP SEAL AND FOG SEAL OF A PORTION OF S. MAIN ST. TO EXISTING APPROVED CHIP SEAL PROJECT

The Mayor reviewed the details of the bid from Kloepfer on adding approx. 73,099 sq/ft of roadway to be chip and fog sealed for \$51,900.29. He also noted that the bid stated that we would receive a \$2,000 discount if this project was done with the existing project bringing the total to \$49,900.29. Bell noted that he had received two bid denials by phone call with written responses to follow. The Mayor said that the original denial of bids received already covers both projects, but asked Attorney McMurray for confirmation of this. McMurray said that it is always better to have more documentation than not enough but confirmed what the Mayor stated. Council President Lloyd asked for an explanation of what fog seal is and what are its benefits. The Mayor gave an explanation and then asked if there any objections. There being none, he then asked if there was a motion to add this additional chip and fog sealing project to the existing project. A motion was made by Carlson (by phone) and seconded by Tolman. The project was approved with a vote of: (in person) Tolman-aye, (by phone) Lloyd-aye, Carlson-aye.

COUNCIL ADJOURNS

There being no further business brought before the Council, a motion to adjourn was made by Tolman, seconded by Lloyd, and carried with a vote of: (by phone) Lloyd-aye, Carlson-aye, and (in person) Tolman-aye. The meeting was officially adjournment at 7:13 pm.



Isaac Loveland/ Mayor



Deric Bell / Deputy Clerk