



Minutes of the Albion City Council Meeting Held October 3, 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 Council President Kevin Lloyd.

ROLL CALL – Roll call by City Clerk – 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 – Earl Warthen, John Davis, Jan Johnson, Myron Wilson, Ginna Hall, Matthew Hill, Tony Ballestero.

APPROVAL OF AMENDED AGENDA – Motion to approve the amended agenda was made by Lloyd & seconded by Carlson with a vote of: Lloyd- aye, Carlson- aye, Winder- aye, & Tolman-aye.

APPROVAL OF MINUTES- Upon motion made by Carlson & seconded by Winder, 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 Sept. 5, 2023, City Council Meeting.

APPROVAL OF BILLS – Upon motion made by Carlson & seconded by Lloyd, 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

Maintenance Director Woodrow reported that he is working with DEQ on the City's Land APP program. He stated that he had received positive feedback on a recent site visit with them. Woodrow also reported that 4 Seasons is currently digging in the park to locate the water line to connect the sprinkler system correctly. He stated that potholes continue to be a big concern and he is working on patching what he can, but he is currently waiting to get more asphalt repair. Woodrow shared that the City has recently submitted a grant application to ITD for road rehab projects and that we should have the results soon. There were no animal control issues to report. Virginia Hall asked about replacing signs on the drainage ditch – Woodrow said it is on his list and will have them replaced soon. Virginia also asked about chip sealing Main Street and if it would cause problems for the winter. Mayor Loveland said he helped make the decision to wait on the potholes; to patch them later & more streets to be chip sealed with future project.

CLERKS REPORT

Deputy Clerk Deric Bell talked with DEQ recently and was informed that they would be taking care of all the testing that the city is required to have done next year.

Bell said the city personnel policy for per diem costs is out of date & needs to be updated for current pricing.

While at the Bank recently Bell asked to check on the cities Safe Deposit Box and found that the only items inside were two discs from 2007 and feels it is no longer needed if the Mayor and Council agree we will cancel the city safe deposit box; the Mayor and Council agreed it is not needed and should be cancelled.

GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

Earl Warthen asked if the wells were being tested; Woodrow said yes, they are tested and results are recorded on a regular basis. Warthen also thought that a sign is needed for people to clean boats/ kayaks as to not spread the invasive mussels that have been found in Idaho's water ways. It was mentioned that the Forest Service agency is working on this.

AGENDA ITEMS

1 – Presentation from USDA regarding water project funding (Tony Ballestero)

Tony Ballestero went over the Letter of Conditions he said if the City has any questions at all about this to call him directly for more information. All the funding requests had to be submitted by September 30th before the Government shut down. We

were able to get funding reserved for 59 percent on the loan and 41 percent on grant; \$1,400,000.00 In grant funds and \$ 956,000.00 in loan which makes us short \$248.00 – which the city will pay directly. The loan interest rate is 2.125 percent and cannot go up; if the rate lowers, we will get the lower percentage rate. The annual payment will be \$52,879.00. The city will open a separate account to deposit 10% of the annual payment amount. The Environmental reviews are finished. We are now needing contracts from engineering, attorney and bond attorney etc. BABA guidelines will apply for the project which will probably add 10% high costs. The loan must have interim financing with 1.4 million in place. The grant funds are the last funds to be used; We are required to use the bank funds first. The request for funding will need to first be approved by Region IV all requests will need to be submitted through Tony for approval. The bids for construction will be subject to Region IV bid authority council; they will review, approve, and award the bids.

2 – Donation Request – Albion Four Leaf Clover Club

No one was at the meeting to present a request.

3 – Utility Waiver – Water Services Waiver for ATC Communications- Community Garden

The Council followed up on the information from last month's meeting about ATC's payment for the water being used in they space they allow for use as the community garden. The motion was made by Carlson and seconded by Lloyd to waive the utility charges to ATC Communications for the community garden with a unanimous vote of all ayes from the council.

4– Further Review on Mobile Food Establishment, Zone Chart & Definition, & Itinerate Merchant Ordinances

No current updates: This will be reviewed at the November Council meeting. Councilman Carlson reported that the Fire Chief mentioned that there is a yearly inspection sticker required for the mobile food establishments. Carlson will get more information on this for us to base the requirements with the county and state.

5 – Discussion/ Review Master List of Fees

The Electric deposit fees need to be revised. The Subdivision ordinance will be set by resolution and can be updated. More review needs to be done of the fees and make sure they are reasonable.

Mayor Loveland reprimanded the audience for talking loudly and invited any of them to do his job for the \$425.00 month he is paid.

6 – Further Review and Work on Subdivision Ordinance

Kerry is working on changes asked the council to please read over the ordinance so any changes can be made if needed at the next meeting in November. The sidewalk and curbs section has been adjusted. December meeting will be the public hearing for the Subdivision Ordinance with the moratorium ending on January 8th. Myron asked why we have taken so long for the public hearing. Kerry noted that this is a 22-page document which he will be sending a draft copy to be put on the cities' website for the public to review. The Mayor reminded everyone that we've been working on and discussing this project for 6 month now & noted that the curbs and gutters are voluntary & done to the city's required standards. Currently our water is at 10% - 20% . In the event of a fire in the city we need 1,000 to 1,500 gallons per minute added to our regular gal. per minute usage of approximately 555 gal. per minute and peak times it is 1200 gal. per minute. Mayor Loveland also noted the Water Rights need to stay with the City and not be divided by subdivision or the city could potentially end up with no water. The city has a necessity to acquire the ground water rights and will need to discuss this further at next month's meeting before the Public Hearing in December.

7– Review and Approve “General Services” Contract with Keller Associates for Upcoming Year

Matthew Hill of Keller Associates was present to discuss the renewal of their firm as the City's engineering firm for the coming year. The Engineering Services Contract with Keller Associates was reviewed and motion to approve the contract was made by Lloyd and seconded by Winder with a unanimous vote of all ayes from the council. Matthew Hill noted that the cost has remained the same since 2019 and there may be an increase of \$50.00 in the coming year.

8 – Review and Approve Proposed “Water System Improvements” Contract with Keller Associates

Matthew Hill of Keller Associates noted that all the changes in the contract have been highlighted and is currently seeking approval pending legal and USDA review. Kerry asked if USDA was currently reviewing? Matthew said not as of yet. The contract covers engineering and funding. USDA , ARPA, & DEQ combined funding 4.8 million total & 1.9 million in loans for the project and said it is well funded; the design, bidding and construction is covered under the contract. Keller will have on site inspectors to monitor the contractors. Matthew then asked for any questions and to review the scope on the final pages of the document.

The council had no additional questions. Mayor Loveland recommended that the contract be approved ; contingent on Attorney McMurray’s review and USDA review to avoid a special meeting. Motion was made to approve & sign the contract contingent on McMurray’s review and approval was made by Lloyd and seconded by Carlson with a roll call vote of Lloyd- aye, Carlson- aye, Winder – aye, and Tolman – aye.

Bids will start in the summer of 2024 to start construction in the fall of 2024 with construction finishing in 2025. With inflation price increasing & BABA requirements we will have to remove the end distribution improvements this could mean up to \$800,000.00 inflation increase.

Mayor Loveland noted that the Sidewalk project would be starting up this month . Keller Associates are helping us with the Land APP report and cell 2 of the lagoons needs to be repaired. Matthew said they are always happy to help us with these projects. We do not qualify for USDA grants based on median income & with no assistance on the project the price increase would have been over \$160.00 per month.

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

Kerry McMurray said the Sidewalk improvements contract end up in his spam folder so we may need to change the finishing date to the end of November. Matthew recommended executing as it is and do a change order with contractors to the new time frame if necessary.

Winder patrols during the Haunted Mansions of Albion and noted that a metal detector was implemented to cut down on the risk of harm to the public.

Carlson thanked everyone who shows up to the meetings and for all the effort put in for the City of Albion’s betterment. Jan Johnson apologized about the audience loud talking and said she does appreciate all that the mayor, council & everyone does.

Mayor Loveland said the community input makes a huge difference. Albion is unique in our meetings in that we allow participation, and it does help everyone in the community. Myron asked about sending out the city financial information each month. Mayor Loveland said it is all transparent and he could put a request at the office for the documents and that it is and has been his goal to be in the positive of 100,000.00 each year. Myron questioned why the city chose to purchase and monitor our camera security system and thinks we should have stayed local with ATC. Mayor Loveland said it was to save the city over \$4000.00 per year by purchasing all the equipment needed for the one-time price of \$4000.00. Mayor Loveland said we are trying to clean up the area around the City shop and wants everyone to know that it is Not a Dump; there are people in the community that instead of taking dump to the county dump just out of town they take it to the area by the city shop and dump their trash; from this time forward any violators will be fined for dumping trash at the shop. The Mayor closed by reminding us all of something brought up at the meeting, that more civility is needed in all aspects of city management.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Salary/Payroll	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Salary/Payroll	3,356.35
Deric Bell – Deputy Clerk*	Salary/Payroll	1,615.73
Brad Woodrow - Maintenance Director*	Salary/Payroll	5,430.00
IRS Direct Debit*	EFTPS 941 Tax Oct. 2023* (3 rd Qtr. 2,332.10, Monthly 2,276.84)	4,608.94
Ace Hardware	Maint. Supplies,	135.69
ATC Communications	Internet Service	690.60
Beam Insurance *	Dental/Vision Policy*	332.84
Bonneville Power Administration	Electric Power Purchase *	6,637.00
Butte Irrigation	Flow Meter repair	2,479.95
Click send	City emergency text messaging	00.00
Creekside Store	Maintenance Fuel	280.39
C-A-L Ranch Store	Maint. Supplies – Sprayer, Wasp spray	27.93
Casey Knudsen	Reimburse Utility Deposit	200.00
ETS	Email License	62.00
GEM state dairy supply	90 gal. Chlorine	639.13
Idaho State Tax Commission *	3 rd Qtr. State WH tax 910 *	961.00

Keller Associates	Monthly Fee, Environmental, Engineering & Survey Service	5,063.75
Kerry McMurray*	Legal Services Oct. 2023*	2,065.50
Lamont Young	Back-Up Operator Fee	300.00
Magic Valley Labs	Water testing-	103.00
NORCO Inc.	Rental & Safety Materials –	13.64
Office Depot	– Adding Machine	14.32
Ooma Office*	Phone Service – Office/SCADA Backup *	89.86
PERSI*	Employer Remittance- 10/1/23 –10/31/2023*	2,125.45
RAFT RIVER ELECTRIC *	System Maint.*	45.24
RAFT RIVER ELECTRIC *	System Work order A-199 *	1,363.65
Road Work Ahead	2 Reflective Signs – Maintenance Yard & No Dumping signs	137.53
Select Health*	Insurance Benefits*	2,117.00
Stokes Hardware	Asphalt Patch	339.83
Times News		0.00
UAMPS	General A&G Expenses	60.00
Visa – #2580 L. Hutchison	Quick Books online pmt., Amazon- Security system items	557.24
Visa - #3554 B. Woodrow	D & B Supply	30.72
Western Waste Services	City Dumpster-	116.52
TOTAL		43,700.80

*Denotes Payments Already Made Pending Council Ratification

COUNCIL ADJOURNS

There being no further business brought before the Council, a motion to adjourn was made by Winder, seconded by Carlson, and carried with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye. The meeting was adjourned at 8:53pm.

Isaac Loveland / Mayor

Linda Hutchison / City Clerk