



Minutes of the Albion City Council Meeting Held November 7, 2023

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

OPENING CEREMONIES – The Pledge of Allegiance was led by Councilman Wayne Winder.

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, Maintenance Director Brad Woodrow, and City Attorney Kerry McMurray. Deputy Clerk Deric Bell was excused from the meeting.

OTHERS IN ATTENDANCE – John Davis, Tony Prescott, Gissele Prescott, Lance Homan, Linda Prefontaine, Troy Mortensen.

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 Lloyd, 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 Oct. 3, 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

Report was given by Deputy Tanner Allred – Began by apologizing for missing the September meeting. For the month of September Albion was reported to have: (1) Fire Alarm call, (1) Assault-Simple, (5) Traffic Stops with 2 resulting in citations, (1) Person Check, (1) Follow Up, (1) Business Check, (1) Sex Offender Registry, (2) SRO Call, (1) VIN Inspection. For the month of October: (1) Debris on Roadway, (1) Shots Fired, (1) Sexual Assault & AGG, (4) Traffic Stops with 1 Citation issued, (1) Found Articles, (1) Suspicious Incident, (1) Juvenile Incident, (2) Welfare Checks, (1) SRO Call.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Brad Woodrow reported that he recently replaced the chevron signs by the drain ditch on South Main street. He has been looking at Utility Trailers for the city. If the Council approved, he would like to get some bids. He said he thinks we could purchase a good quality trailer for approximately \$4,000.00. Brad noted that the Decals have been ordered for the City Truck. Brad has been in contact with several different companies for the cities generator maintenance and is leaning towards Western States Co. for a 1-year maintenance agreement since they are a reputable company and local to our area therefore the city would not be paying for high-cost travel and mileage charges. Regarding the City Animal Report there were 2 dogs reported missing.

GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

There were no issues or comments at this time.

AGENDA ITEMS

1 – Review Community Development Block Grant (CDBG) and Grant Approval for Mayor to Sign

Mayor Loveland stated that the Community Development Block Grant needs to be signed for approval to move forward with the project before the year end. The motion for the mayor to sign & approval from the Council for the CDBG was made by Lloyd and seconded by Carlson and carried with the unanimous vote from the council of all aye.

2 – Review Purchase of Utility Trailer for Use in the City Maintenance Department

Mayor Loveland feels the purchase of a Utility Trailer would be beneficial for the maintenance department and he suggested that while getting bids it would be best to go with a double axel trailer.

3 – Review Received Bid for Pavilion Addition for Bathrooms/Pavilion Improvements from Gary Jones Construction

Mayor Loveland reviewed the bid received from Gary Jones Construction for the addition of bathrooms and kitchenette improvements to the Pavilion. The bid received was in the amount of \$80,000.00 which is over what the city had budgeted for the project and too costly to accept the bid.

4– Final Workshop/Discussion for the Subdivision Ordinance Revisions.

Attorney Kerry McMurray has been working on the revision of the subdivision and has got the ordinance cleaned-up and simplified. He stated if wells are on domestic ground, it cannot be transferred to the city if building a home with a domestic well this would be more of an annexation issue and if maintenance of water by ways is on personal property it is the property owners' responsibility and not the cities to maintain. Winder asked about Ag Land subdivisions. Kerry said the subdivision of Ag Land would need to be done by statutes that the State has set. An Agriculture partial is considered a minimum of 5 acres or greater.

Ordinance revision is only a within city limits issue. At next month's Meeting we will hold a Public Hearing for the Subdivision Ordinance Revision.

5 – Discussion/ Review Master List of Fees

Mayor Loveland noted the city is still working on updating and revising the Master List of fees and will hopefully have this revised for approval at next month's meeting.

6 – Review Resolution 2023-09 Proposing a 4.9% Increase on the Existing \$9 Electrical Customer Service Charge Making Updated Service Charge \$9.44 to Assist in Administrative Expenses

Mayor Loveland read Resolution 2023-09 General Electrical Services Rates. He noted that it is not a lot but would help with the rising admin. costs for the city and that with the 4.9% increase in charge from \$9 to \$9.44 we would still be at a lower rate than other utilities in the area. Motion was made to approve the 4.9% increase to Resolution 2023-09 Electrical General Service Rate by Lloyd and seconded by Winder with roll call vote of Lloyd- aye, Carlson-aye, Winder – aye, and Tolman– aye.

7– Review Resolution 2023-08 Amending City Personnel Policy Regarding Juneteenth Holiday Addition and Adoption of GSA Rates for Per Diem Policy

Mayor Loveland stated that the current city Per Diem policy has not been updated for a long time. Kerry noted that if the Idaho State GSA was adopted that it would simplify needing to be amended periodically and would update with the State and would also benefit by making the reimbursement nontaxable.

Mayor Loveland stated that Juneteenth is now a Federal Holiday and asked the council for approval to the addition of the holiday for Resolution 2023-08. The motion was made by Carlson and seconded by Lloyd to approve addition of the Juneteenth Holiday and to Revise and adopt State GSA rates for Per Diem Policy with a roll call vote of Lloyd- aye, Carlson-aye, Winder – aye, and Tolman– aye.

8 – Discuss Plans for Matured DL Evans CD Regarding Terms & Review LGIP Investment Fund Performance to decide if Changes are Necessary

Mayor Loveland stated that the CD we have at DL Evans Bank is maturing soon with current rates ranging from 5% for up to 52 months or 5.3% for 6- 12 mo. With the Market likely to change soon he thinks it would be wise to secure city funds at a higher rate & asked if council thinks we should renew the current CD for the 5.3 shorter term or at 5% for long term? As well as he thinks we should pull the LGIP funds that are not insured and invest in a CD as well. Lloyd suggested putting \$300K from the LGIP fund into a 2-year CD at 5% and \$200K from the LGIP fund into a 1-year CD at 5.3% rate. Winder said we need to make sure we leave enough liquid funds readily available if needed. Mayor noted that Albion is rare to have this amount in our LGIP fund to invest & that the City is currently in good shape financially. A motion was made to put \$200K into a 12-month CD at 5.3% rate and the remainder of funds to a 24-month CD at 5% rate by Carlson and motion was seconded by Tolman with a unanimous vote of all ayes from the council.

9 – Approve Mayor's Signing Approval on Documents for High Output Development for the Sidewalk Project, Including Date Adjustment Change Order and Authority to Sign Future Change Orders upon Legal Review.

Mayor Loveland stated that a change order is needed for the date to be moved to the end of November. A Motion was made to approve the Mayor to sign change orders on the Sidewalk Project upon legal counsel was made by Carlson and seconded by Winder with a unanimous vote from the council of all aye.

10—Review Options Available for a Generator Maintenance Program.

Brad has been looking at different options for the Generator Maintenance as mentioned in the Maintenance Report.

11—Review Potential Updates to Billing Procedures and Fee Schedule discussion.

Mayor Loveland stated that this is still a work in progress, and we will discuss this more at next month's meeting.

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

With no one having any further issues or comments to add for the council the Motion was made to enter executive session for subsections B & F by Carlson and seconded by Lloyd with a roll call vote of Loyd-aye, Carlson-aye, Winder-aye, and Tolman-aye. The council entered Executive session at 7:59 pm.

Exit Executive Session

A Motion was made to Exit Executive session at 8:10 pm. By Lloyd and seconded by Tolman with a unanimous vote of all aye from the council.

It was noted that the matter is being taken under advisement.

Adjournment

Motion was made to adjourn the meeting by Lloyd and Seconded by Carlson With the unanimous vote of all aye from the council the meeting adjourned at 8:14pm.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Salary/Payroll	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Salary/Payroll	3,420.00
Deric Bell – Deputy Clerk*	Salary/Payroll	1,531.02
Brad Woodrow - Maintenance Director*	Salary/Payroll	5,400.00
IRS Direct Debit*	EFTPS 941 Tax. (, Monthly)	2,384.00
Ace Hardware	Maint. Supplies,	154.92
ATC Communications	Internet Service	690.60
Beam Insurance *	Dental/Vision Policy*	332.84
Becky Schow	Holiday window paint office & Library	240.00
Bonneville Power Administration	Electric Power Purchase *	16,143.00
Click send	City emergency text messaging	20.40
Creekside Store	Maintenance Fuel	384.22
C-A-L Ranch Store	Maint. Supplies – vinyl tubing	3.58
Cassia Co. Tax Collector	Property taxes	144.00
Costco *	Office supplies; candy	52.97
Isaac Loveland	Costco – Drinks for City Dinner	27.96
Catmull Plumbing	City Park	3,876.37
Idaho Division Occupational & Professional Licenses * DOPL	Water License app.	55.00
ETS	Email License	62.00
Idaho Rural Water Association	Wastewater Training – Maint. Director	60.00
Keller Associates	Monthly Fee, Environmental, Engineering & Survey Service	250.00
Kerry McMurray*	Legal Services Nov. 2023*	1,487.50
Lamont Young	Back-Up Operator Fee	300.00
Magic Valley Labs	Water testing-	24.00
MiniCassia Transportation Committee	Yearly dues	50.00
NORCO Inc.	Rental & Safety Materials –	24.00
Ooma Office*	Phone Service – Office/SCADA Backup *	89.86
Piggy Sues Bar BQ	City Employee/ Council yearly dinner	635.00
PERSI*	Employer Remittance- 11/1/23 –11/30/2023*	2,109.52

RAFT RIVER ELECTRIC *	System Maint. & Merchandise	1,020.19
Road Work Ahead	2 Reflective Signs – Decals Maint. Truck	150.00
Select Health*	Insurance Benefits*	2,117.00
Standard Plumbing	Drill bits, Brass nipple, Torch, Safety Markers, Mallet	173.79
Times News	Public Hearing	97.20
Tree Whisper Tree Service	Trim trees for power line	12,432.00
UAMPS	General A&G Expenses	101.80
Visa – #2580 L. Hutchison	Quick Books online pmt.	105.00
Visa - #3554 B. Woodrow	Water License Test, Shop Materials	179.15
Western Waste Services	City Dumpster-	141.52
TOTAL		58,170.41

*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