



Minutes of the Albion City Council Meeting Held October 1, 2024

CALL TO ORDER – The meeting was called to order at 7:02 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, Council President Kevin Lloyd, Councilpersons: Dallan Doc Carlson, Wayne Winder, and Tyson Tolman; City Clerk-Treasurer Linda Hutchison, Deputy Clerk Deric, and City Attorney Kerry McMurray. Maintenance Director Brad Woodrow was excused.

OTHERS IN ATTENDANCE – John Davis, Linda Prefontaine and Lance Holman. Also present via Facetime Audio was Richie Carlson.

APPROVAL OF MINUTES- There being no questions or corrections, a motion was made to approve the Minutes of the Special Meeting held September 12, 2024 and the regular Council Meeting Minutes from the meeting held on September 3, 2024 by Carlson, 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 and there being no further questions or comments, a motion was made to approve them as presented by Lloyd, seconded by Carlson, and approved with the following vote: Lloyd-aye, Carlson-aye, Winder -aye, and Tolman-aye.

LAW ENFORCEMENT REPORT

Cassia County Sherriff Tanner Allred was present and apologized for not being able to attend the prior month's meeting. He then presented the reports for August and September as follows: **August-** One (1) Agg. Battery, One (1) Information, One (1) Accident- Minor, One (1) Administrative, One (1) Cows Out, and One (1) Civil Paper Service. He reported that there was one citation issued for the month of August. **September-** One (1) Traffic- All Other, One (1) Alarms (All), One (1) Special Patrol, Four (4) Civic Paper Service, One (1) SRO Call. There were no traffic stops or citations issued for September. Allred reported that he would be changing shifts and would have more traffic monitoring abilities for the coming month to see if he can slow down traffic on Highway 77 going through the City. When asking for questions, resident Lance Holman asked what an SRO call is. Allred explained that it stands for School Resource Officer and is designed to partner with the School District to keep a Sherriff's presence and protection available.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Woodrow was excused so no report was given.

CLERKS REPORT

The Clerks had nothing to report.

GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

John Davis stated that while staffing the Library that he had observed a high volume of people speeding down Main St. Cassia Sherriff Allred assured him that with his new shift, he would be able to help monitor the situation.

AGENDA ITEMS

1 – Report of Audit Findings and Financial Position of the City for FY22-23

Jeff Poulsen, of "Poulsen VanLeuven & Catmull" was present to give his findings after performing the audit for FY22-23. Poulsen explained that this year had posed some challenges due to a migration to QuickBooks Online and training for the Clerks. He stated that he had spoken with Deputy Clerk Bell about updating practices and procedures for the coming year. Poulsen then began his report stating that the City had a "Clean" audit report. He reviewed a six (6) year snapshot of the General Fund, noting that it had dropped by approx. \$3,000, but also noted that a lot of the decrease had to do with restricted cash. Revenue decreased this year due to a decrease in grant funds. Overall expenses were up due to capital expenditures (i.e. maintenance pickup, sprinkler system & chipseal). Revenue in the Electric Fund was up about \$27K but with expense, it leaves an approx. \$8K

net positive bottom line. The Water Fund cash dropped by about \$40K but that is mostly due to grant spending in the fund. If grants were removed, the water revenue increased. Poulsen then explained that the City's cash reserve situation is good, with an approx. 1.5 – 2 year reserve. The recommended minimum reserve is six (6) months, so the City is in good standing. He noted the City had several upcoming projects that will run through the City's upcoming budgets. Lloyd asked about Interest income and if it had been tracked in the report. Poulsen replied that he had just a total, but that the Clerks could generate a report tracking interest income over the years. Bell stated that he would work on this and get a report to the Council. The Mayor wondered about a change in net position. Poulsen answered that this is the difference between the government accounting method versus fund accounting method. He further noted that on page ten (10) of the Audit Report, it better shows cash basis changes while page eleven (11) shows changes on an accrual basis. Page twelve (12) shows the budget versus actuals for the general fund and shows an approx. net increase of \$59K. The Mayor stated that he likes to keep track of the status of the City's position year by year. Poulsen then opened the discussion up for questions from the Council. There being no further discussion, he ended by saying that he is available for help and recognized that QuickBooks Online has some limitations that are slowly improving but can make things more difficult. Mayor Loveland thanked him for his report and for his time presenting at the meeting.

2 – Discuss/Approve

Mayor Loveland began by asking the Council if they had a chance to review the invoice from Keller Associates to be submitted for reimbursement. The members of the Council said that they had reviewed the request and there were no questions about it. There being no further discussion, the Mayor stated that he would entertain a motion to approve the submission of the reimbursement request and allow him to sign on behalf of the City which was then made by Winder. A second was made by Lloyd and the motion passed with a vote of Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

7 – Executive Session / 8 - Executive Session Approvals

No Executive Session was held.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Salary/Payroll*	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Salary/Payroll*	4,147.00
Deric Bell – Deputy Clerk*	Salary/Payroll *	1,680.00
Brad Woodrow - Maintenance Director*	Salary/Payroll*	6,800.00
IRS Direct Debit*	EFTPS 941 Tax.	3,185.64
ATC Communications	Internet Service	690.60
Ace Hardware	Anti-Freeze	3.50
AMI	Nut, Screws, & Washers	19.55
Association of Idaho Cities	Annual Membership dues	490.00
Beam Insurance *	Dental/Vision Policy*	344.34
Bonneville Power Administration*	Electric Power Purchase *	8,521.00
Becky Schow	Holiday Window painting	240.00
CAL Store	Maintenance. Supplies- Pest control	102.10
CH Spencer LLC	Lift Station - Sub Pump	4,819.50
Deric Bell	Reimbursement (Candy for Trick or Treat)	24.33
Emily Graven	Utility (115) Deposit refund	200.00
ETS*	Email License –	62.00
Gem State Dairy supply	Chlorine	1,077.55
Heglar Creek Electric	Meg out Lift Station Pump	133.00
HP	Instant Ink	7.41
Jennifer & Corwin Sage	Refund of Utility Deposit- Move Out/Close Acct.	94.49
KD Co.	Lawn Mowing service	665.00
Keller Associates	General Engineering Service	250.00
Keller Associates	Water System Improvement Project (Grants Fund)	80,665.00
Kerry McMurray*	Legal Services *	739.50

Lamont Young	Back-Up Operator Fee Water (Chemical) Wastewater Ene	200.00
Magic Valley Labs	2- Drinking Water Tests	48.00
Magic Valley Utility Locates	Line locates	240.00
Mountain Land Supply Co.	Water meters Hydrant Oil	380.94
NORCO Inc.	Rental & Safety Materials –	14.00
Ooma Office*	Phone Service – Office/SCADA Backup *	90.26
O’Reilly	Wiper Blades	75.98
PERSI*	Employer Remittance	2692.02
Piggy Sue’s Bar b que	- Founder’s Day	400.00
Poulsen VanLeuven & Catmull CPA	2023 Audit – Final Billing	1,850.00
Raft River Electric	System Access Charge	139.47
Select Health*	Insurance Benefits*	2,296.00
Standard Plumbing	Tank hose fittings	8.00
UAMPS	General A&G Expenses	51.01
Staples, Inc*	Shop Printer & City Office Printer Ink/Toner (Online)*	88.53
Visa – #2580 Linda Hutchison	Quick Books Online Pmt.,	197.00
Visa - # 3554 Bradley Woodrow		0.00
Fuel Visa - # 5228 Deric Bell	Maintenance Department Fuel Purchases (Dedicated Card)	181.92
Wildcat Waste Service*	Trash Removal- 2 Months (2 Dumpsters) [ACH Pmt.] *	200.00
TOTAL		

*Denotes Payments Already Made Pending Council Ratification

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

Carlson inquired about the status of the Whitman St. Reconstruction project start date. He was answered that it would likely be next spring that Kloefer would have time to come do it. Bell assured him that we were still within the funding window and would not lose out on the funds as we had until 2026 to spend them.

COUNCIL ADJOURNS

There being no further business at this time, the motion was made by Carlson to adjourn the meeting. It was seconded by Winder, and with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye, the meeting was officially adjourned at 7:38 pm.


 Isaac Loveland / Mayor


 Deric Bell / Deputy Clerk