



Minutes of the Albion City Council Meeting Held November 12, 2024

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

OPENING CEREMONIES – Council President Kevin Lloyd 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, Maintenance Director Brad Woodrow, and City Attorney Kerry McMurray.

OTHERS IN ATTENDANCE – Richie Carlson, Rob South, Sharon Conley, Giselle Prescott, and Lance Holman.

APPROVAL OF MINUTES- There being no questions or corrections, a motion was made to approve the Minutes of the Special Meeting held October 28, 2024 and the regular Council Meeting Minutes from the meeting held on October 1, 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 Lloyd noted that that a significant portion of the bill total includes a reimbursement to Keller Associates on the Water Improvement Project. The Mayor also noted that the engineering is approx. 60% complete. There being no further comments or questions, a motion was made by Lloyd to approve the bills as presented. It was seconded by Winder and approved with the following vote: Lloyd-aye, Carlson-aye, Winder -aye, and Tolman-aye.

LAW ENFORCEMENT REPORT

Law Enforcement representative Tanner Allred gave the following report for the month of October: one (1) fire alarm, one (1) hit and run accident, one (1) animal complaint, four (4) traffic stops, one (1) found articles, one (1) neighborhood dispute/trouble, one (1) disturbance, one (1) juvenile incident, one (1) SRO call, and two (2) VIN inspections. Of the four (4) traffic stops, three (3) resulted in citations issued. Allred also reported that in the month of October, Sherriff's Deputy Wayne Winder logged 12.5 hours of patrol in conjunction with the Haunted Mansions. Incidents of note included one (1) hit and run and one (1) found property involving misc. wallets and debit cards. There being no further comments or questions, the report concluded.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Woodrow reported that late September saw the conclusion of the Land APP use. He is now working with LeRoy Robinson to gather the final reports and then will work with Matthew Hill, of Keller Associates, to complete the annual Land APP report (if approved by the Council). Woodrow stated that he has ordered more street patch material and will work to fill as many holes as possible, weather permitting. He also said that the new lift station pump has been installed and is running, but there are a few issues that still need to be resolved with the control panel and/or transmitter. He stated that the snowplow has been installed ahead of snow removal season. There being no further comments or questions, the report concluded.

CLERKS REPORT

Deputy Clerk Bell reported that City email address would be coming soon. He also reported that Region IV Development is now changing its name to Frontier Community Resources.

GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

Rob South came to the podium to address the Council to see if they had any concerns or comments regarding the upcoming Cowboy Christmas event happening over Thanksgiving weekend. He reported so far, they had round 20 vendors and 3-4 food trucks confirmed for the event. South said that he will be working with Allred and Cassia Sherriff for traffic management and safety for the event as well as working with Woodrow for help from the City. He asked about the number of heaters in the pavilion, but was answered that the City doesn't own any and he would need to seek alternative sources for them. South wondered about putting fire barrels on the lawn and was told that this would be fine. Winder asked about the number of riders for the parade and South said that his current figures had about 100 riders and several wagons with the possibility of also having some longhorn cattle in the parade. South stated that there are several planned events, but the plan is to stop any events

creating noise around 6pm so as not to disturb citizens. He encouraged anyone with questions or suggestions to contact him anytime. Tolman stated that he would get with South later with possible information about getting a tent.

AGENDA ITEMS

1 – Discuss/Approve Renewal of Annual Contract With Keller Associates for Engineering Services

The Mayor asked the Council if they had any questions about the renewal of the contract with Keller Associates for the coming year, also noting that the monthly cost of \$250 is the same as previous year. The Council agreed that Keller's services are currently being utilized in several projects and they are pleased with the services provided. A motion was then proposed to renew the contract by authorizing the Mayor to sign Task Order 013 from Keller Associates by Lloyd. The second was made by Winder and the motion passed with a vote of

2 – Discuss/Approve Keller Associates Assistance/Completion of Land APP Reporting and Reuse Permit Renewal

Mayor Loveland explained that Keller has helped us in the past with the completion of the Land APP report and Reuse Permit renewals and that it was worth the expense of approx. \$4,500. The Council had no further questions, however, Bell asked if the Council preferred to lump the cost into the exiting contract with Keller or approve the cost as an additional project. The consensus was to leave the expense as part of the existing contract amount and a motion was made Carlson to approve the expense of having Keller Associates complete/assist on Land APP reporting and Reuse Permit renewal. The motion was seconded by Winder and was passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

3 – Review Letter of Continuance of “Road Maintenance Agreement” With Albion Highway District for Approval and Authorize Mayor to Sign

Loveland asked the Council if they had any questions or concerns about continuing the existing “Road Maintenance Agreement” with Albion Highway District for another year. There being none, a motion was made by Carlson and seconded by Lloyd to approve the letter of continuance for the 2024-2025 year. The motion passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

4 – Review/Approve Drafted “Memorandum of Understanding” (MOU) Between the City and Albion Highway District Regarding Snow Removal Equipment

Loveland explained the proposed agreement with Albion Highway District to allow them use of the City's snowplow and truck. He asked City Attorney McMurray to review the highlights of the agreement, which include the City to provide normal maintenance and AHD to maintain fuel levels and cover any damages while in their use of the equipment. Winder inquired about insurance coverage and McMurray assured him that ICRMP has assured both entities that they are covered as long as a formal agreement stands. McMurray recommended that the Clerks review the insurance coverage amounts to make sure they are accurately represented in the agreement. A motion was made by Carlson and seconded by Tolman to approve the Mayor to sign the MOU. The motion passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye. Bell asked that the passage of the motion be contingent upon the verification of the insurance figures and the Council gave unanimous agreement. A separate comment about fuel for the Maintenance Department was made concerning the future possibility of having a small fuel reserve on hand at the shop and/or on the City's service truck. The recent temporary lack of fuel at local business has underscored the need to have at least some fuel on hand.

5 – Review/Approve Invoices Submitted by Keller Associates and Frontier Community Resources (Previously Region IV) for Reimbursement on Water Improvement Project

Loveland stated that there were two requests for reimbursement for Council authorization. Frontier Community Resources has an invoice as well as a large invoice from Keller Associates. The Council reviewed the invoices and there being no further comments or questions, a motion was made by Lloyd to approve the expenses and allow the Mayor to sign the requests on behalf of the City. The motion was seconded by Carlson and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

6 – Discuss Approval of Additional Power Pole Installation Needed Due to Safety/Stability Concerns

Deputy Clerk Bell presented images of a low hanging City electric service line that has become a safety concern. He explained the plan that was presented from Raft River Electric to stabilize the line by adding an additional pole on property line to support and tension the line. Attorney McMurray shared concerns that the City needed to have a survey performed and create an easement agreement with the property owners for the new pole. Lloyd inquired about what the cost would be to reroute the

line along the property lines. Bell said that he would work with Raft River to look at pricing on alternative routes and investigate the possibility of existing easements. The item was tabled until more information can be obtained.

7 – Executive Session Pursuant to Idaho Code § 74-206 (1) (b)

The decision to enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) in consideration of personnel matters was made by Carlson with a second made by Tolman. Clerk Hutchison conducted a roll call vote resulting in: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye. The session commenced at 7:40 pm.

The decision to exit Executive Session was made by Lloyd, seconded by Tolman and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye. The session concluded at 7:55 pm.

8 – Make Any Appropriate Approvals by Council Regarding Executive Session Decisions

Mayor Loveland then stated that this agenda item is reserved for making decisions based on information and recommendations from an Executive Session. Lloyd stated that Deputy Clerk had submitted a letter with a request for consideration of adding paid holidays with an adjustment for part time hours of 7 hours per holiday. He stated that the Council is appreciative of the work he has done for the City and that they are willing to put the request to vote with one caveat: hours are allowed to exceed the threshold of 30 per week if the holiday falls within that week. A motion was made to approve the amended request by Lloyd, seconded by Carlson, and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Salary/Payroll*	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Salary/Payroll*	3,520.00
Deric Bell – Deputy Clerk*	Salary/Payroll *	1,267.50
Brad Woodrow - Maintenance Director*	Salary/Payroll*	5,440.00
IRS Direct Debit*	EFTPS 941 Tax.	3,185.64
ATC Communications	Internet Service	690.60
Ace Hardware	Road Markers	51.96
Allen Pump Inc.	Pull old pump & Install new lift station Pump.	1,725.00
Beam Insurance *	Dental/Vision Policy*	344.34
Bonneville Power Administration*	Electric Power Purchase *	13,043.00
CAL Store	Maintenance. Supplies- 3’x4’ Mat, Rain-x spray	112.96
Cassia County	Property Tax	144.00
Emily Graven	Utility (115) Deposit refund	200.00
ETS*	Email License –	62.00
OHostinger	1 Year Email Hosting for City (9 Email Addresses)	113.82
HP	Instant Ink	7.41
Isaac Loveland	Reimburse For Maintenance Dept. Pallet Fork Purchase	135.55
KD Co.	Sprinkler System Fall Blowout/Winterization	85.00
Keller Associates	General Engineering Service	250.00
Keller Associates	Water System Improvement Project (Grants Fund)	103,565.00
Kerry McMurray*	Legal Services *	909.50
Lamont Young	Back-Up Operator Fee Water (Chemical) Wastewater Ene	200.00
Magic Valley Labs	Drinking Water Tests	24.00
NORCO Inc.	Rental & Safety Materials –	13.95
OOMA Inc.	City Office & Shop Phone Service	90.25
PERSI*	Employer Remittance	2,232.76
Raft River Electric	System Access Charge	785.19
Select Health*	Insurance Benefits*	3,203.73
Staples	Paper & Office supplies	137.60
Tree Trouble	Remove Hazardous tree limbs	2,500.00
UAMPS	General A&G Expenses (Estimated Total Based on Prev. Months)	51.01

USPS	Stamps – Billing/Office Use (500 @ \$0.73/ea)	365.00
Visa – #2580 Linda Hutchison	Quick Books Online Pmt.,	197.00
Visa - # 3554 Bradley Woodrow		0
Fuel Visa - # 5228 Deric Bell	Maintenance Department Fuel Purchases (Dedicated Card)	244.25
Wildcat Waste Service*	Trash Removal- Park & Shop Dumpster [ACH Pmt.] *	100.00
TOTAL		\$144,998.02

*Denotes Payments Already Made Pending Council Ratification

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

Tolman got Rob South’s phone number to try to help him with an issue with the Cowboy Christmas event. **Carlson** stated that he would contact Woodrow about a safety issue of a culvert cover on West St an also a dangerous grate cover on Vaughn St. He also wanted to ask him about the status of the two (2) fire hydrant issues that have been in the works for quite a while. Carlson also stated that he has been focusing on child safety around town and was wondering about getting some flags for street crossings on intersections going to the school as well as some crosswalks. McMurray recommended that the City work through the Mini-Cassia Transportation Committee. Carlson stated that he would follow up with Woodrow. **Lloyd** share concerns about the aging playground equipment at the City Park, noting that the type of equipment we have is not repairable, but must be replaced when worn out. He stated that he feels that it would be important for us to establish a funding plan to allow us to replace the equipment in the future. The idea of using the COVID Replacement Income money for this was presented, but Attorney McMurray stated that strong scrutiny into the program would need to be performed prior to using this funding source. It was agreed to search for alternate ideas. **Loveland** stated that next summer the United States celebrates it’s 250th anniversary and he has hopes of making the 4th of July Celebration in Albion extra special, which might mean looking at budgeting for Community events different for the upcoming year.

COUNCIL ADJOURNS

There being no further business at this time, the motion was made by Lloyd 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 8:19 pm.



 Isaac Loveland / Mayor



 Deric Bell / Deputy Clerk