



Minutes of the Albion City Council Meeting Held December 03, 2024

CALL TO ORDER – The meeting was called to order at 7:00 pm in the Albion Civic Center by Council President Kevin Lloyd.

OPENING CEREMONIES – Council President Kevin Lloyd led the Pledge of Allegiance.

ROLL CALL – Roll call by Linda Hutchison Clerk- Treasurer. Present: 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. Mayor Isaac Loveland was present on the phone.

OTHERS IN ATTENDANCE – Richie Carlson

APPROVAL OF MINUTES- There being no questions or corrections, a motion was made to approve the Minutes of the Regular Council Meeting held November 12, 2024 by Carlson, seconded by Tolman, and carried with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

LAW ENFORCEMENT REPORT

Law Enforcement representative Tanner Allred was not present, so no report was given.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Woodrow gave an update on the lift station repairs that have been taking place, noting that he has been working with Heglar Creek Electric to adjust the floats and transmitters on the lift station. Currently the system is not working the designed “lead/lag” setup, but he is working on solutions. Woodrow reported that he had discovered an extra, brand new, lift station pump at the Maintenance Shop, saving the City from the anticipated expense of another pump purchase. He stated that he had recently acquired some forks that go on the backhoe that allow it to lift pallets and a pallet jack for use in the shop. This will significantly decrease the labor involved in unloading asphalt patch and will allow easier movement of pallets of sandbags. Woodrow finished his report by sharing that he had passed all certifications needed for his wastewater license, sent off his application, and is just waiting to receive his final license. There were no questions from the Council or those present.

CLERKS REPORT

The Clerks had no report to give at this time.

GENERAL PUBLIC COMMENTS/ CITIZEN’S ISSUES

There were no issues brought before the Council at this time.

AGENDA ITEMS

1 – Discuss/Approve Maintenance Dept. Expenditures for Fire Hydrant Maintenance & Repair and Lift Station Swing Check Valves

Woodrow explained that he had some part quotes that were not received in time for the Council’s document packets but had the information to share. He reviewed the quote for the hydrant repair kit for a total of approximately \$2,750.36 noting that this included a safety flange which might not end up being required. This quote is for parts to repair the hydrant on North St. Lloyd asked how many hydrants are known to need repairs and was answered that there are two- this one on North St and one on Harper Ave. that needs replaced. A question was asked about the repair needs of the hydrant out on Highway 77 that is suspected to be on a 2” line, but was also noted that this was on a closed loop and the whole stretch of line would need to be replaced to upgrade the hydrant. A comment was made that the upcoming water project may include fixing this, however, no one knew for certain if it was in the plans. Woodrow also reported to the Council that all dead end water line hydrants had been flushed recently, and other flushing would take place as weather would permit. The discussion then turned to parts needed to repair the lift station’s swing check valves. Woodrow recommended that we rebuild both check valves as it has been reported that they may not have been working almost from the time of installation. He stated that if the valves were not repaired, the system would continue to run both pumps at the same time and may result in circular pumping. Lloyd recommended that we approve both the hydrant maintenance/repair kits and lift station rebuild kits, with the Council agreeing with this. A motion was

made by Carlson to approve expenditure on the hydrant maintenance and repair kits. The motion was seconded by Winder and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye. A motion was then made by Carlson to approve the expenditures in the amount of \$1,110 for swing check valve rebuild parts. This motion was seconded by Tolman and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye. Carlson asked Woodrow if he would prepare either bids, or at least get a price to replace the hydrant on Harper Ave, to be presented at the January meeting. Woodrow agreed and it was stated that it would be added to January's agenda.

2 – Discuss Option and Approve Decision for Upcoming CD Maturing at DL Evans Bank

Council President Kevin Lloyd turned some time over to Deputy Clerk Bell to present his findings on options for the funds on the upcoming maturing CD held at DL Evans Bank with an approx. balance of \$209,760. Bell stated that he had inquired with DL Evans about CD renewal rates and had also done some research into current rates and past rate trends of the LGIP (State Investment Pool). He asked the Council members to refer to the handout which showed the past rates on the LGIP which averaged just over 5% yield in the past year, however, he noted that this fund changes with the market and then referred the Council to information on the investment fund breakdown for the Investment Pool. Bell shared that the largest chunk of the LGIP investment portfolio is tied to the federal housing land bank and so if the fed and mortgage rates decrease, as is forecast, the yield rate of the Investment Pool would decrease as well. In turning to the CD options, Bell stated that DL Evans had approved matching rates of another area institution of 4.5% APY on a 26 week CD and 4.35% APY on a 52 week CD. He explained that if the Council wanted to risk the higher rate in the shorter term, the rate could not fall below 3.44% APY to break even with the decision to lock in the CD on the 52 week rate. Bell shared some research that he had done on the forecast of interest rates in 2025, sharing that all sources are predicting a reduction in interest rates. He shared that with current high inflation and the new Government Administration's vow to reign it in, it is likely to see a fair contraction. The Council discussed various situations and asked several questions before expressing consensus on the idea of renewing the CD for 52 weeks at the 4.35% APY rate with DL Evans Bank. A motion was made to this effect by Carlson, seconded by Winder and was passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

3 – Discuss City's Self-Fund Ability Regarding Sewer Lagoon Line Repair/Re-line

Deputy Clerk Bell shared a copy of a document titled "Declaration of Financial Assessment and Municipal Responsibility" which he had prepared. The document outlines the current financial responsibilities of the City as well as the current financial burden on its utility customers. The purpose of the declaration is to aid in the submission of grant funding requests to local funding agencies to help them understand why the City has not been able to self-fund the repairs needed and hopefully help in obtaining more favorable funding opportunities. The Council reviewed the declaration and felt that it was appropriate. Attorney McMurray recommended that the declaration be made official with a vote from the Council. A motion was then made by Carlson and seconded by Tolman to make the declaration formal. The motion passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye.

4 – Discuss Application for Additional Six (6) Month Utility Reduction Application

The citizen was not presented to discuss the application, nor had they submitted an application to the City Clerk. No further action was taken.

5 – Discuss Potential Funding Plans For Upgrades to Children's Playground Equipment in City Park

Lloyd shared that he wants this to be an active agenda item to get everyone thinking about a plan to replace playground equipment in the City Park. He noted that playground equipment can now be very expensive to get good quality items as well as emphasizing that current equipment is designed to be replaced and not repaired. As such, he asked that this be an ongoing consideration so that if an opportunity of something like a matching grant became available, the City would be prepared. This planning should also include coordination with local community organizations.

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

Lloyd asked the Council if they had a chance to review the two requests for reimbursement being submitted before the Council. There were general comments among the Council and Clerks as to what the formal request was, a motion was made by Carlson to approve Funding Request #8 for \$103,565. The motion was seconded by Tolman and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye.

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

The decision to enter Executive Session was proposed by Carlson and seconded by Tolman. The decision was approved by the following roll call vote: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye. The session began at 7:37pm.

A motion was then made by Winder to leave the executive session. This was seconded by Tolman and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye. The session ended at 7:44pm.

Following the adjournment of the executive session, Attorney McMurray gave comments regarding a reimbursement item to Mayor Isaac Loveland for the purchase of fork attachments for the City's backhoe in the amount of \$135.55. He noted that the reimbursement item listed to Mayor Loveland was for the purchase of these for attachments which were purchased out of his own pocket and were being submitted at the exact price of purchase. McMurray asked that the minutes reflect that this reimbursement caused no economic benefit to Loveland. The purchase was made through Loveland's Amazon.com Prime membership account; however, it was McMurray's recommendation that the City take the appropriate steps to obtain its own membership to be used in future purchases.

APPROVAL OF BILLS – The bills were reviewed by the Council Members and there being no further comments or questions, a motion was made by Tolman 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.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Salary/Payroll*	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Salary/Payroll*	3,960.00
Deric Bell – Deputy Clerk*	Salary/Payroll *	1,650.00
Brad Woodrow - Maintenance Director*	Salary/Payroll*	6,120.00
IRS Direct Debit*	EFTPS 941 Tax.	3,185.64
Amazon.com Business Account*	Office Supplies (12.20) and File Server Computer (\$159)	171.20
Amazon.com Prime Membership	1 Year Amazon.com Prime Members	179.00
ATC Communications	Internet/Security Services	690.00
Beam Insurance *	Dental/Vision Policy*	344.34
Bonneville Power Administration*	Electric Power Purchase *	16,392.00
CAL Store	Supplies- Foam insulation, Cleaner, Staples, kneeling Pad, fasteners	44.84
Costco	Office supplies – Deposit slips	43.81
Chris Rodgers	Utility () Deposit refund	166.67
ETS*	Email License –	62.00
Heglar Creek Electric	Waste Water Pump repair	973.20
HP*	Instant Ink*	7.41
KELLER ASSOCIATES	WATER PROJECT – (GRANTS ACCOUNT)	72,860.00
Keller Associates	General Engineering Service	500.00
Kerry McMurray*	Legal Services *	714.00
Lamont Young	Back-Up Operator Fee Water (Chemical) Wastewater Ene	200.00
Magic Valley Labs	Drinking Water Tests	27.00
Magic Valley Utility Locates	1 locate	80.00
NORCO Inc.	Rental & Safety Materials –	13.50
OOMA Inc.*	City Office & Shop Phone Service*	90.25
PERSI*	Employer Remittance	2,520.35
Raft River Electric	System Access Charge	45.19
Select Health*	Insurance Benefits*	2,592.00
Staples	Paper & Office supplies	60.98
Standard Plumbing	Wall pipe insulation	27.72
Stokes	Cold patch road repair	524.75
UAMPS	General A&G Expenses (Estimated Total Based on Prev. Months)	51.01

USA Blue Book	Chlorine pump Valves and KOPkits	428.44
Visa – #2580 Linda Hutchison	Quick Books Online Pmt., Hostinger (1 year 9 Email addresses)	310.82
Visa - # 3554 Bradley Woodrow	Home Depot- Pallett Jack, Waste Water Training -Exams & License	611.00
Visa Fuel- # 5228 Deric Bell	Maintenance Department Fuel Purchases (Dedicated Card)	166.41
Vista Print	Promotional – City of Albion hats, caps	226.41
Western States CAT	Maintenance Visit- Lift Station Generator	1,429.52
Wildcat Waste Service*	Trash Removal- Park & Shop Dumpster [ACH Pmt.] *	55.00
TOTAL		\$117,524.46

*Denotes Payments Already Made Pending Council Ratification

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

Deputy Clerk Bell stated that the City Office was in the process of sending out a few Christmas Cards to City partners and community organizations. Lloyd asked that consideration be made to those who have helped organize community events.

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 7:49 pm.



Isaac Loveland / Mayor



Deric Bell / Deputy Clerk