



Minutes of the Albion City Council Meeting Held January 07, 2025

CALL TO ORDER—Council President Kevin Lloyd called the meeting to order at 7:00 p.m. in the Albion Civic Center.

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

OTHERS IN ATTENDANCE – John Davis, Richie Carlson, Linda Prefontaine, Lance Holman.

APPROVAL OF MINUTES—There being no questions or corrections, Carlson moved to approve the Minutes of the Regular Council Meeting held on January 07, 2025. Lloyd seconded the motion, which was 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, a motion was made to approve them as presented by Carlson, seconded by Lloyd, with a vote of Lloyd-aye, Carlson-aye, Winder- aye, and Tolman - aye.

LAW ENFORCEMENT REPORT

Law Enforcement representative Tanner Allred was present and commented that he had received a lot of positive reviews about the Cowboy Christmas event that was held at Albion City Park on November 29th & 30th. He then presented the report for the month of December; (1) Fire Alarm, (13) Traffic Stops – with 6 speeding Citations issued, (1) 911 Hang up/Prank Call, (1) Suspicious Incident, (1) Welfare Check, and (1) SRO Call. Allred then finished his report by asking if there were any questions for him; there were no questions.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Woodrow gave an update on the Wastewater Pump. He explained that the check valves on the system are not working as they should. One valve is not working correctly causing stress on both pumps. Woodrow reported that he had got a quote for the 2 Check Valves to be replaced with the part kits needed would cost approximately \$260.00 each. 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

Linda Prefontaine from the Albion Community Relations Committee reported on the expenses incurred for events held in 2024.

The first event was the 4th of July, which saw only three members volunteer to help organize the parade and all associated activities in the park. Organizing these events requires significant time and effort from committee members, with expenses amounting to a minimum of \$2,200.00 for the 4th of July alone.

In October, the Committee organizes and sponsors the Halloween Trunk or Treat event, during which they give out gift baskets to the top three participants. To help cover some of the expenses, the committee ran a fundraiser booth during the Cowboy Christmas event. They expressed gratitude for the City of Albion's donation of \$2,200.00 last year and are requesting the same amount for the 2025 events.

Mayor Loveland mentioned that the City has budgeted \$2,250.00 for the 2025 events organized by the Committee, along with an additional \$200.00 for the Parks' flower and soil project.

Prefontaine also noted that the park gazebo needs to be stained and suggested hiring someone to complete this task. Mayor Loveland Thanked Prefontaine and the Committee for all that they do each year.

AGENDA ITEMS

1 – Review Lot Line Adjustment Application Submitted to Council of Approval (Richie Carlson, Attorney)

Richie Carlson introduced himself and handed out copies of the proposed lot adjustment to the Mayor and Council to review. He stated that he owns 2 adjoining lots on Whitman Street with approximately 25,000 sq. feet, one lot being 170sq. feet and one being 179 sq. feet, He explained that he would like to adjust the lot lines of the lots to be more efficient and in uniform with the existing neighborhood and plans to make the homes face West on the lots, with the intention of improvements to make the neighborhood more appealing for the community.

After reviewing the documentation and considering Carlson's plan, the mayor believed it to be a solid proposal. The lots will need to be surveyed to prepare the deeds and secure the approval signature from the Cassia County Building Officials. Once that is completed, the application will be returned to the City of Albion for the Mayor's signature of approval. McMurray inquired whether sewer and water services were available for the lots, to which Woodrow confirmed that there was previously a mobile home on the lot.

2 – Review Letter of Interest Proposal Prepared by Keller Assoc. to be Submitted to Idaho DEQ Regarding Obtaining Wastewater Lagoon Funds. (Matthew Hill, Mayor)

Matthew Hill from Keller Associates was absent from the meeting. Mayor Loveland announced that the city's application for the Wastewater Lagoon Loan was denied at this time and will need to be addressed in a future meeting.

3 – Update on Replacement Fire Hydrant Install and Discuss/Approve Associated Installation Expenses (Maintenance, Carlson)

Carlson stated that Catmull Plumbing is currently checking on a leaking Fire Hydrant on Haper Street to assess what is needed to repair the leaking hydrant; if it is the valves only Or if the complete hydrant needs to be replaced. Woodrow said he believes the whole hydrant needs to be replaced. He said that most of the hydrants in the city were replaced in 1992 but the one leaking is dated 1992 and recommends it would be best to have it replaced, the city does have an unused hydrant available in the shop. John Davis stated that the Leaking Hydrant is on the corner of Harper Street.

4 – Review Estimate and Discuss Potential Maintenance Shop Bay Doors Completion Expenditure (Maintenance, Mayor)

Mayor Loveland mentioned that Woodrow requested the installation of overhead doors at the maintenance shop to improve weatherization and security. Mayor Loveland believes this issue should be revisited at the end of the year, with the possibility of including the project in next year's budget. In the meantime, Woodrow will obtain an estimate from Overhead Door Company.

5 – Review the Request from Cassia County Hazard Mitigation for City Endorsement and Authorize the Mayor to Sign (Deputy Clerk, Mayor)

Attorney McMurray indicated that he has reviewed the documents and found that much of the data is incorrect for Albion. He stated that he would advise the overseeing member of the Cassia County Hazard Mitigation Committee to correct the inaccuracies before Albion can approve and endorse the documents.

6 – Review/Approve Invoices Submitted by Keller Associates and Frontier Community Resources for Reimbursement & Grant the Mayor Authority to Sign. (Mayor, Deputy Clerk)

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 from the Council. A Motion was made to approve Mayer Loveland to sign for the reimbursement and pay request #3 to Frontier Community Resources for \$2,150.00 by Lloyd and seconded by Tolman with a unanimous vote of all ayes. A Motion was then made to approve the mayor to sign for the reimbursement and pay request #9 to Keller Associates in the amount of \$76,310.00 by Lloyd and seconded by Winder with a unanimous vote from the council of all 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 7:55 pm.

A motion was then made by Lloyd to leave the executive session. This was seconded by Winder and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye. The session ended at 8:42 pm.

A motion Was then made by Lloyd to request a \$1.00 raise per hour for Maintenance Director Brad Woodrow since acquiring his latest Operator License for Wastewater Collections. The motion was seconded by Winder, with a unanimous vote of all ayes.

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

Attorney McMurray said the placement of tiny homes within the City will need to use the Accessory Dwelling Ordinance for the time being as we do not currently have an Ordinance in place for Tiny Homes.

Mayor Loveland mentioned that He and Woodrow will meet this Friday at 10:00 am with Keller Associates to go over Information to send out for bids to start the construction part of the Water Project, for which we are hoping for multiple bids. Construction should begin approximately in July. We have three block buildings and a new water tank to construct which should move on quite quickly & likely be done by the end of the year; although there are a lot of stipulations to follow on the construction progress, 2026 being the final date to use the grant funds.

COUNCIL ADJOURNS

There being no further business at this time, the motion was made by Carlson to adjourn the meeting. It was seconded by Lloyd, and with a vote of: Lloyd- aye, Carlson- aye, Winder- aye, and Tolman- aye, the meeting was officially adjourned at 8:44 pm.

PRESENTATION OF BILLS

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*	Gross Salary/Payroll*	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Gross Salary/Payroll*	3,880.00
Deric Bell – Deputy Clerk*	Gross Salary/Payroll *	1,651.00
Brad Woodrow - Maintenance Director*	Gross Salary/Payroll*	6,300.00
IRS Direct Debit*	EFTPS 941 Tax.	2,934.49
Amazon Business	Business Account – Prime Annual Fee & Office Supplies	186.99
ATC Communications	Internet/Security Services	690.00
Beam Insurance *	Dental/Vision Policy*	344.34
Bonneville Power Administration*	Electric Power Purchase *	20,970.00
DIG Line	Annual fee	94.80
ETS*	Email License –	62.00
HP*	Instant Ink*	7.41
Idaho Consumer Owned Utilities	Annual Dues	1235.08
KELLER ASSOCIATES	WATER PROJECT – (GRANTS ACCOUNT)	54,645.00
Keller Associates	General Engineering Service	625.00
Kerry McMurray*	Legal Services *	1,547.00
Lamont Young	Back-Up Operator Fee Water (Chemical) Wastewater Ene	200.00
Magic Valley Labs	Drinking Water Tests	28.00
Magic Valley Utility Locates	1 locate	80.00
Mountain Land Supply Co.	Ford 7/8 Hole Saw	112.03
Mountain Land Supply Co.	FORD Drill Bit for TAP Machine	59.63
NORCO Inc.	Rental & Safety Materials –	13.95
OOMA Inc.*	City Office & Shop Phone Service*	90.25
O’Reilly Auto Parts	Parts for Polaris Sportsman	51.52
PERSI*	Employer Remittance	2,554.79
Raft River Electric*	System Access Charge & Merchandise*	1,810.16
Raft River Electric	New Service install	5,277.25
Select Health*	Insurance Benefits*	2,592.00
Stokes	Cold patch road repair	626.74
UAMPS	General A&G Expenses (Estimated Total Based on Prev. Months)	51.01
USPS	350 Count Stamps (Customer Billing & Operational Use)	255.50
Visa – #2580 Linda Hutchison	Quick Books Online Pmt.,	202.06
Visa - # 3554 Bradley Woodrow	IRWA Conf. Training, Truck Wash, Stotz Equipment Mower Parts	458.63

Visa Fuel- # 5228 Deric Bell	Maintenance Department Fuel Purchases (Dedicated Card)	179.14
Wickel Tire Pros	Service Ram Truck	168.07
Wildcat Waste Service*	Trash Removal- Park & Shop Dumpster [ACH Pmt.] *	55.00
TOTAL		\$110,038.84

*Denotes Payments Already Made Pending Council Ratification

**Highlighted Item to Be Discussed at Meeting

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 Isaac Loveland / Mayor



 Linda Hutchison / City Clerk-Treasurer