



Minutes of the Albion City Council Meeting Held February 04, 2025

CALL TO ORDER—Council President Kevin Lloyd called the meeting to order at 7:02 p.m. in the Albion Civic Center.

OPENING CEREMONIES – Councilperson Tyson Tolman led the Pledge of Allegiance.

ROLL CALL – Roll call by Linda Hutchison Clerk-Treasurer. Present: Mayor Isaac Loveland, Council President Kevin Lloyd, Councilpersons: Wayne Winder, and Tyson Tolman with Dallan Doc Carlson Participating by Phone; City Clerk-Treasurer Linda Hutchison, Deputy Clerk Deric Bell, Maintenance Director Brad Woodrow, and City Attorney Kerry McMurray.

OTHERS IN ATTENDANCE – Earl Warthen, Kathy Endres, James Endres, Brandi Perry, Dave Perry, Pat Field, Bob Johnson, Richie Carlson, Ginna Hall, Patricia Asher, Linda Prefontaine, Bill Rose, Kaylee Mahoney, Fern Kimber, Rhonda Chatterley, Aynsley Adams, Troy Mortensen and Lance Holman. There were 3-4 others in attendance that didn't sign in and were not immediately recognized.

APPROVAL OF MINUTES—There being no questions or corrections, Lloyd moved to approve the Minutes of the Regular Council Meeting held on February 04, 2025. Tolman seconded the motion, which was carried with a vote of Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

APPROVAL OF BILLS- The Council Members reviewed the bills and there being no further questions, a motion was made to approve them as presented by Lloyd, seconded by Winder, with a vote of Lloyd-aye, Carlson-aye, Winder- aye, and Tolman - aye.

LAW ENFORCEMENT REPORT

Law Enforcement representative Allred was excused. Mayor Loveland read the report for the month of January.

- (1) Domestic, (2) Traffic stops; with no citations issued, (1) Alarm, (1) Abandoned Vehicle, (1) Business Check,
- (2) (2) Civil Paper Service, and (2) SRO Calls.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Brad Woodrow gave an update on the Wastewater Pump, saying that we received the Check Valves parts and is scheduling an installer to finish the repairs. Woodrow reported that the Annual Land Ap Report was submitted for the year. He noted that the City needs to submit a three-year water monitoring results, which could cost approximately \$1,700.00 or more. Woodrow said he is scheduled for several LHTAC classes to attain the Road Scholar Certificate.

CLERKS REPORT

Deputy Clerk Bell reported that the Highway District Agreement with the City was finalized and signed.

Bell mentioned that he was currently checking with ICRMP to see if the cost of the wastewater pump we purchased earlier would be covered under the city's insurance policy.

GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

Pat Field, Republican party Committee representative, invited everyone to the Lincoln Day event taking place on February 22nd at 11:00 am taking place at Wick's Steak Place in Declo; there will be a meet and greet with a lot of elected political party members in attendance to answer questions and concerns. The committee will be holding an auction for an AK47 customized gun and other prizes. Pat finished by saying he hoped to see everyone who could attend to come and support the event and to contact him with any questions or concerns.

Mayor Loveland encouraged people to attend the event & feels it would be good for people to meet our governing representatives, with one being Phil McGrain from the Pocatello area; feels he is always transparent in his dealings and a good representation for Idaho citizens.

Troy Mortensen introduced himself and invited everyone in the city and community to attend a public hearing to address any concerns or questions regarding the proposed "Cottonwood Subdivision". The hearing will be held at the Cassia County Court House on February 20th.

AGENDA ITEMS

1 – Presentation by Jack Johnson to Request Funds for Local Advertising Funds (Jack Johnson/ Mayor)

Jack Johnson submitted a request for funding to advertise Albion in the local community guides he publishes and distributes to local businesses. He outlined the various attractions to visit in the Albion Valley, proposing a two-page ad at an annual cost of \$500. Johnson inquired whether the city would be interested in financing the advertisement. However, Lloyd responded that the city is currently facing a tight budget and does not have room for this expense, so they would not be able to purchase the ad at this time.

2- Fourth of July Celebration Committee Request for Funds (Linda Prefontaine/ Mayor) Linda Prefontaine, a representative of the 4th of July Committee, submitted a request for \$2,250.00 to help fund this year's event, as well as an additional \$200.00 for rejuvenating the park's flower beds. She mentioned that the committee is seeking donations from the community and will provide a donation box for contributions. Linda also noted that there are various grants available for the 2026 4th of July celebrations, and she recommended checking the website america250.idaho.gov for more information. Linda mentioned that the gazebo needs to be stained this year, and that Corey Garner has volunteered to do the labor. Therefore, the city would only need to purchase the stain. Mayor Loveland stated that the city should have enough funds to buy the stain for the gazebo & postpone the cost of replacing the wood chips at the park. Motion was made by Lloyd for the donation of \$2,250.00 to the 4th of July Committee and seconded by Winder with a unanimous vote of all ayes from the council.

3 - Update/ Continue Discussion of Lot Line Adjustment Application (Richie Carlson/ Mayor)

Carlson stated that he has completed all the necessary requirements for the approval of the lot line adjustments and asked if the council would grant their approval at this time. McMurray noted that the County would also need to sign off on the approval. Mayor Loveland confirmed that Carlson has fulfilled all the requirements for the City and requested that the Council approve the lot line adjustments, pending the County's approval and all legal requirements.

4 – Discuss of Well Head Sites and Decided on Test Well Drilling (Mayor)

Mayor Loveland read the letter from Tom, the PhD who conducted the testing at the well site. Mayor Loveland then spoke with Matthew from Keller and Associates to discuss the findings. Tom recommended starting to drill the test well at the City Shop site. A motion was then made by Lloyd to proceed with the drilling of the Test Well at the City Shop site. The motion was seconded by Winder. With a vote of Lloyd – aye, Carlson – aye, Winder – aye, and Tolman- aye.

5- Present Utility Billing Payment processing Software and Billing Changes (Deputy Clerk, Mayor)

Deputy Clerk Bell mentioned that our current billing plan costs \$1,200.00 per year to manage. We are considering a more user-friendly and cost-effective billing software option through the USB pay system. Bell pointed out that the annual cost for the new software would be \$1,260.00 and highlighted many of the benefits and features of switching to the updated billing system. Bell asked the Council if they would approve the new billing system. A motion was made by Lloyd to approve the new UB Payment Processing Software and was seconded by Winder with a vote of Lloyd- aye, Carlson-aye, Winder- aye, and Tolman- aye.

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

There were no further comments or concerns at this time.

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*	3,520.00
Deric Bell – Deputy Clerk*	Gross Salary/Payroll *	1,545.00
Brad Woodrow - Maintenance Director*	Gross Salary/Payroll*	5,600.00
IRS Direct Debit*	EFTPS 941 Tax (Federal Payroll Tax)*	1,335.81
ACE Hardware	Shop supplies, shovels, Paint & Zip Ties	483.05
Albion Community Relations Committee	2025 4th of July Donation	2,250.00
ATC Communications	Internet Service	690.60
Amazon Business	6pk Long Range Communications Devices	261.00
Beam Insurance *	Employee Benefits - Vison & Dental	344.34
Bonneville Power Administration	Bulk Electric Power Purchase	24,222.00
C-A-L Ranch	Caulking	4.99
Click Send*	Text Message Service- Prepaid Service	20.40
ETS*	Microsoft 365 Subscriptions & Email Boxes*	62.00
Heglar Creek Electric	Trouble shoot & Repairs – Lift Station pump	776.25
HP*	Ink	7.41
Idaho Consumer Owned Utilities Assoc. *	2025 Contractually Obligated Membership Dues	1,235.08
K & R Rentals, Inc.	Skidsteer Rental , Flooding/Sand Bag project	1,593.75
Keller Associates	General Engineering Service FY 2025	568.75
Keller Associates	Grants Fund - Water System Project Engineering	54,645.00
Kerry McMurray*	City Legal Services	1,147.50
Lamont Young	Backup Licenses- Water, Water Chemicals & Wastewater (3 @ \$50/ea)	150.00
Magic Valley Labs	Drinking Water Tests	27.00
Mountain Land Supply Co.	Ball joints and pipe insert connections	356.79
NORCO Inc.	Rental & Safety Materials –	13.95
OOMA Inc.*	City Office & Shop Phone Service*	90.25
PERSI*	Employer Remittance- Retirement Contribution*	1,013.86
Select Health*	Employee Benefits - Health Insurance	2,592.00
State Insurance Fund *	2025 Works' Compensation Policy Premiums	1,747.00
Standard Plumbing	Materials For Sandbagging Project	206.73
UAMPS	General A&G Expenses	51.01
Visa – #2580 Linda Hutchison	Quick Books Online Pmt.,	197.00
Visa - # 3554 Bradley Woodrow	IRWA Conf. Training, Truck Wash, Stotz Equipment Mower Parts mower	1,112.96
Visa Fuel- # 5228 Deric Bell	Maintenance Department Fuel Purchases (Dedicated Card)	320.32

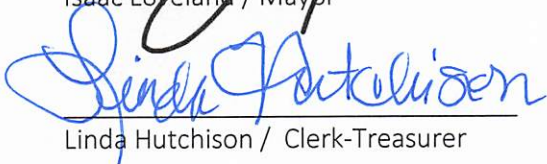
Wildcat Waste Service	Trash Removal- Park & Shop Dumpster [ACH Pmt.]	55.00
TOTAL		\$109,946.80
<i>*Denotes Payments Already Made Pending Council Ratification</i>		

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, with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye, the meeting was officially adjourned at 8:42pm.



Isaac Loveland / Mayor



Linda Hutchison / Clerk-Treasurer