



## Minutes of the Albion City Council Meeting Held March 04, 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 – Councilperson Tolman led the Pledge of Allegiance.

ROLL CALL – Roll call by Linda Hutchison Clerk-Treasurer. Present: Mayor Isaac Loveland(excused at this time and will join the meeting – arriving late) , Council President Kevin Lloyd, Councilpersons: Wayne Winder, Tyson Tolman, Dallan Doc Carlson, City Clerk-Treasurer Linda Hutchison, Deputy Clerk Deric Bell was excused, Maintenance Director Brad Woodrow, and City Attorney Kerry McMurray.

OTHERS IN ATTENDANCE – Earl Warthen, Brandi Perry, Dave Perry, Ginna Hall, Patricia Asher, Troy Mortensen, John Davis, Renee Peterson, Myron Wilson, Leroy Robinson, and Others in attendance did not sign in and were not immediately recognized.

APPROVAL OF MINUTES—With no questions or corrections, Carlson motioned to approve the Minutes of the Regular Council Meeting held on March 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 questions, a motion was made to approve them as presented by Winder, seconded by Tolman, with a vote of Lloyd-aye, Carlson-aye, Winder- aye, and Tolman -aye.

### LAW ENFORCEMENT REPORT

Law Enforcement representative Allred was excused. Maintenance Director Brad Woodrow read the report for the month of February.

- (1) Fire Alarm, (13) Traffic stops; with 5 citations issued, (2) Welfare Checks, (2) Public Relations, (1) Water on Road, (1) Traffic – other.

### MAINTENANCE DIRECTOR REPORT

Maintenance Director Brad Woodrow first expressed his gratitude to citizens and the surrounding community for the support and assistance in filling sandbags during the flooding issues Albion experienced last week. Brad said he is in the process of cleaning up the sandbags and debris that was left behind from the flooding.

### CLERKS REPORT

There were no pertinent issues to report at this time.

### GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

Earl Warthen introduced himself and stated that he recently attended the Water District #140 annual meeting and said one of the concerns was that the Snowpack in 2024 was at 74% versus 69% as of February 2025; noting that Lt. Governor Bedke is overseeing our area to offer help in building up current aquafer levels. Warthen said one idea mentioned was to fence off water areas to protect and let levels build up. Warthen said the city's Sewer Evaporation Pond is leaking and needs to be repaired soon and feels like it cannot wait until we can receive possible grant funding to take care of the repairs needed. Earl feels the Road plows are depleting the road shoulders which makes flooding damages much worse therefore Warthen stated he will be calling the state Highway Department Superintendent to discuss and hopefully change the way plowing is implemented on our roadways; Earl also noted that he has access to the planning documents from when the culverts were installed dating back to 1940 for the Howell Creek drainage system culverts along the highways that were all over capacity and feels this needs to be addressed.

Lloyd asked Warthen how we should build up the ground water system. Warthen stated that we need a System Recharge plan in place and that he has worked on putting one together but has not been able to get the plan passed thus far.

## **AGENDA ITEMS**

### **1 – Review Mayoral Declaration of Local Disaster Emergency and Discuss Need for Council to Issue Further Declaration (Proposed Res. 2025-01) (Mayor, Attorney)**

Attorney McMurray stated that the Declarations of Local Disaster only last for 7 days and has expired. The council can approve to continue the flooding declaration if it needs to be extended. The Mayor feels it could snow or rain again soon and that College Creek will not be able to hold much more precipitation before flooding would resume.

A motion was made to extend the Mayoral Declaration of Local Disaster Emergency Res.2025-01 by Lloyd and seconded by Carlson with a roll call vote Lloyd – aye, Carlson – aye, Winder – aye, and Tolman – aye.

### **2- Discuss Recent Flooding and Determine Any Concerns and Cleanup Actions Needed. Review of Current Disaster Expenses and Determine/Approve Related Expenditures (Mayor)**

Mayor Loveland thanked the City and surrounding communities for their help and support during the flooding. Brad has been busy with cleanup efforts in the aftermath and will continue moving the unused sandbags to the shop while organizing volunteers to assist in the process. The Mayor pointed out that Collage Creek is typically dry, noting that the last significant flood occurred in the 1970s. He hopes everyone understands that they should not store items in the path of the creek. Additionally, he mentioned that the city drains have been cleaned out, a task not done for several years, and he intends to hire someone to water jet and thoroughly clean them. He plans to establish a rotation for this maintenance every couple of years We are working to get assistance in repairing several streets that were damaged by flooding. The city rented a skid steer, which was very helpful for the sandbagging project.

### **3 – Discuss the Current City Comprehensive Plan and Decide Course of Action to Update/Enhance It. (Mayor)**

Mayor Loveland asked the council & everyone to look & read over the cities comprehensive plan for different ideas regarding what the city needs to change or add to the regulations, the plan has gone many years without updates and would like some input to ensure it is up to date for the City's current and future needs; the Local Land Use act needs some serious updates as well as the Planning & Zoning definitions need to be clarified & think about Albions impact areas; We need to think about where our growth will be in side of our areas of impact. Lloyd feels the whole community needs to be included in making the updates and to remember that the regulations are not to be a restriction on private property owners but only to clarify the different zones. The mayor then asked everyone to ponder this to help make the updates by the end of this year.

### **4 – Discuss Course of Action Regarding Easement on Existing Water Line to Storage Tank Required for Additional Tank Site Purchase (Mayor)**

Mayor Loveland said he feels like time is moving fast and we have a lot of items we need to get done for the new water system. Kerry stated that the easements must be done first before we can move on with any other portion of the project.

### **5- Review the Drafted Membership Withdrawal Letter to Idaho Consumer-Owned Utilities Association, Make Any Changes and Decide on Approval to Send. (Attorney, Mayor)**

Mayor Loveland stated that the city is considering withdrawing our membership with ICUA. Attorney McMurray reviewed the Contractual Information of the Idaho Consumer Owned Utilities Association to determine that if the city does not wish to continue its membership, it must be canceled by October 1st, 2024, for cancellation in 2025. Therefore, the current annual membership dues of \$1,235.08 must be paid, or the city will breach its contractual obligation. After reviewing the information, a motion was made by Lloyd to approve the letter of notification for withdrawal from the city's membership with ICUA. Winder seconded the motion with a vote of Lloyd- aye, Carlson-aye, Winder- aye, and Tolman- aye.

### **6- Review the Federal / State Surplus Property Program and Decide Whether to Join/Pay Annual Fee ( Carlson, Mayor)**

Councilman Carlson said he has looked into the Federal/State Surplus Property Program, and the cost to be a member is \$39.00 per year, which provides access to see and/or purchase all available surplus items for sale. Winder stated that Minidoka County has purchased vehicles and other equipment and that you can find good deals by purchasing surplus items. Mayor Loveland agrees that this is a good idea for \$39.00 a year as well.

A motion was made to approve to pay the \$39.00 annual fee to participate in the Federal/ State Surplus Property Program by Carlson and seconded by Tolman with a vote of Lloyd- aye, Carlson-aye, Winder- aye, and Tolman- aye.

**7- Discuss Maintenance Dept. Proposed Expenditures, Including Decorative Flags Upgrade & Possible Purchase or Lease of Skid-Steer (Woodrow, Mayor)**

Woodrow said that the city’s flags are getting worn and need to be replaced; the cost for 20 new flags & poles plus an 8’x12’ flag for the park will be approximately \$1,700.00. The council agreed that the worn flags should be replaced; A motion was made to approve purchasing 20 flags with poles and 1 large flag for the park by Lloyd and seconded by Carlson with a vote of Lloyd- aye, Carlson-aye, Winder- aye, and Tolman- aye.

Woodrow stated he has been looking at Skid Steers for the city to either lease or purchase. Loveland feels that we would use a Skid steer a lot and be very beneficial/ practical. Lloyd thinks we should look at the State surplus program to see if there are any skid steers available. Woodrow will get several quotes to review for next month's meeting.

**8- Discuss Potential Changes & Updates to City Code Regarding “Tiny Homes” (Attorney, Mayor)**

McMurray said Tiny Homes are permitted according to the city building code. McMurray read over amendments to Dwelling ordinance for Tiny Homes noting that “Building codes are international and cannot be changed and discussed potential changes to consider as required space or lot size per unit, different zones to be considered either commercial or residential and the size standards for a tiny home were some of the items Kerry suggested the council think about to revisit and put on the agenda for April.

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

Carlson said a culvert was damaged by someone moving a trailer from a lot. Woodrow will talk to the individual who moved the trailer about repairing the damaged culvert and put some safety cones around the damaged area.

Mayor Loveland stated that we need to revise the ordinance on sewer connections to say a licensed plumber is required to hook in to the city sewer system or be required to be signed off by a licensed plumber.

**PRESENTATION OF BILLS**

<b>PAYEE</b>	<b>DESCRIPTION &amp; Notes</b>	<b>AMOUNT</b>
Mayor and Council Salaries*	Gross Salary/Payroll*	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Gross Salary/Payroll*	3,729.00
Deric Bell – Deputy Clerk*	Gross Salary/Payroll *	1,350.00
Brad Woodrow - Maintenance Director*	Gross Salary/Payroll*	5,950.00
IRS Direct Debit*	EFTPS 941 Tax (Federal Payroll Tax)*	1,808.30
ACE Hardware	Shop supplies, shovels, Paint & Zip Ties	31.98
ATC Communications	Internet Service	690.60
Amazon Business	Update system-Fibre optic cable etc., Toner / Ink for printers, Office supplies	407.87
Bear Necessities Portable Restrooms	Portable Restrooms for Sand Bag project	170.00
Beam Insurance *	Employee Benefits - Vison & Dental	344.34
Bonneville Power Administration	Bulk Electric Power Purchase	24,365.00
Brad Woodrow - Maintenance Director*	Rural Water Assoc. Conference @ Boise (PerDiem)	301.00
Carrot Top Industries	U.S. Flags & Hardware	1,833.61
Cassia County Tax Collector	2025 Water billing - Marsh Creek 45F	621.07
C-A-L Ranch	Misc. Shop supplies	34.44
Creek Side Store	Bottled Drinking Water for Sand Bag project	54.06

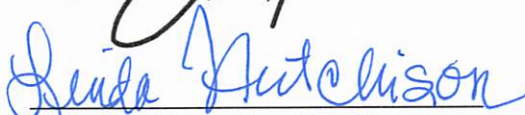
ETS*	Microsoft 365 Subscriptions & Email Boxes* & 1 IT Support Ticket	124.50
HP*	Ink	7.41
ICRMP	2025 Pmnt.2 of 2 - Annual Premium	6,416.50
K & R Rentals, Inc.	Skidsteer Rental , Flooding/Sand Bag project	1,275.00
Keller Associates	General Engineering Service FY 2025	950.00
Keller Associates	Grants Fund - Water System Project Engineering	7,286.00
Kerry McMurray*	City Legal Services	1,232.50
Kloepfer Inc.	Sand	5,133.60
Lamont Young	Backup Licenses- Water, Water Chemicals & Wastewater (3 @ \$50/ea)	150.00
Magic Valley Private Utility Locates	Electric Line Locates	520.00
Magic Valley Labs	Drinking Water Tests	24.00
Mountain Land Supply Co.	Fire Hydrant Tools & Repair Parts	2,282.46
Mountain Land Supply Co.	FORD SIMTAP Body Seal for water system	76.56
NORCO Inc.	Rental & Safety Materials –	12.60
OOMA Inc.*	City Office & Shop Phone Service*	90.25
PERSI*	Employer Remittance- Retirement Contribution*	1,490.73
Select Health*	Employee Benefits - Health Insurance	2,592.00
Tree Trouble	Remove fallen tree on Weldon Ln.	4,600.00
UAMPS	General A&G Expenses	52.00
Visa – #2580 Linda Hutchison	Quick Books Online Pmt.	197.00
Visa Fuel- # 5228 Deric Bell	Maintenance Department Fuel Purchases (Dedicated Card)	100.10
Water District 140	2025 Annual Assesment	68.71
Wildcat Waste Service	Trash Removal- Park & Shop Dumpster [ACH Pmt.]	55.00
<b>TOTAL</b>		<b>\$78,128.19</b>
<i>*Denotes Payments Already Made Pending Council Ratification</i>		

**COUNCIL ADJOURNS**

There being no further business at this time, the motion was made by Winder to adjourn the meeting. It was seconded by Carlson, with a vote: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye; the meeting was officially adjourned at 8:32 p.m.



Isaac Loveland / Mayor



Linda Hutchison /City Clerk-Treasurer