



Minutes of the Albion City Council Meeting Held May 06, 2025

CALL TO ORDER— Mayor Isaac Loveland called the meeting to order at 7:01 p.m. in the Albion Civic Center.

OPENING CEREMONIES – Councilperson Wayne Winder 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, Tyson Tolman, and Dallan Carlson (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, Justin Silcock, Ryan McEuen, Fern Kimber, Kayleen Mahoney, Rick Mahoney, John Davis, Teri Williams, Lance Holman, Heather Mortensen, Renee Petersen, Mark Sakievich, Brian Babbitt. There were one or two others who did not sign in and were not immediately recognized.

APPROVAL OF MINUTES—There being no questions, Lloyd made a motion to approve the Minutes of both the Regular Council Meeting held on April 1, 2025 and the Council Special Meeting held on April 10, 2025. The motion was seconded by Tolman and were formally approved with a vote: 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 and seconded by Lloyd. The motion passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

LAW ENFORCEMENT REPORT

Law Enforcement Officer Allred read the Law Report for the month of April 2025 as follows: 1 Traffic Stop, 1 Follow up check, 2 Civil Paper Service, 1 Probation & Parole, 1 Open Door/ Window Investigate, 1 Gun/ Weapons Violation, and 1 Breathing Problems Check.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Woodrow gave an update on the Whitman Street Reconstruction, stating that the project was set to get underway in the next week, beginning with curbs and gutters. He also explained that he had followed up about concerns about the historical signs by the park and noted that he had contacted the State Historical Society and ITD, and that they are scheduled to be replaced soon, with Albion being fairly high up on the list. Woodrow also reported that he has begun a treatment plan at the lift station and will be monitoring how well it works over the next 30 to 90 days.

CLERKS REPORT

Deputy Clerk Bell reported that the City has been awarded a \$350 Arbor Day Grant through the “Planting Idaho”. He expressed thanks to Terry’s Tree Outlet, who had donated three (3) additional trees with our purchase, allowing the City to plant eight (8) new trees this year. It was asked where they would be planted, and the Mayor and Maintenance Director reported that they had plans to replace a dead tree in the park and plant the majority in various areas of the park as well. Bell also stated that the City has applied to a program being offered by Blue Cross Idaho called the Community Health Academy. While we are not guaranteed a place in the program, if selected, at completion of the program, the City would qualify for health and safety grants of up to \$20,000. He then reported that he had completed some further education about the City’s COVID Relief funds and how they were to be spent, and more information would be forthcoming. Bell shared that the City’s wholesale electric purchase contract with Bonneville Power will expire in two (2) years, and the City has formally begun the process of requesting a new contract. He finished his report by sharing a letter from Southern Idaho Tourism requesting that the City keep their ongoing contribution, which has traditionally been \$100, in mind when budgeting for the next year. He also noted that next month the budgeting workshop would begin for Fiscal Year 25-26.

GENERAL PUBLIC COMMENTS/CITIZEN’S ISSUES

There were a couple of brief questions on the Whitman Street project that were asked and answered.

AGENDA ITEMS

Mayor Loveland noted that due to different parties' time constraints, some portions of the meeting would take place out of order to accommodate people's needs.

1 – Public Hearing For Petition to Vacate Property Proposed in Silcock Application 2025-01

Mayor Loveland opened the hearing at 7:12pm, stating that now is the time for any public comments for or against the petition to vacate the alley on Whitman St. Justin Silcock of 910 E 500 S, Declo came to the microphone and explained that he had purchased three lots on Whitman St. and explained his reasoning behind his petition to vacate. He stated that the purpose of this would be to have things be cleaner and let the property owner maintain the ditch banks while still leaving an easement for utilities and drainage. Loveland then asked if there were any more comments. There being none, he asked the Council Members if they had any questions. Lloyd asked how the property would be split- is he seeking all of the property or would it be split down the middle. Silcock came back to the microphone stating that he was planning on splitting the vacated property with the Babbitt's and a portion to Rick Mahoney, but was fine with however the Council chose to do things, if approved. Winder asked for clarification on exactly what property would be vacated and a map was displayed, and everyone went over the breakdown. Lloyd asked how often the ditch was full and was answered that it carries runoff water from the field behind and Rick Mahoney stated that there is water in there currently. Rick Mahoney of 336 West St, Albion then came to the microphone. He asked what the intentions are for the ditch as it affects him directly. Silcock stated that he would not own it, the Babbitts technically would be the owners, but as of right now, the plan is just to maintain it as an open ditch. Mahoney noted that the reason the alley existed was because the power for the City used to be delivered through there. Loveland verified with the attorney that we would write things so that the City still had an easement through there. The attorney answered yes. Silcock came back to the microphone and stated that because the City would still have the drainage easement, any future plans, such as piping, would require approval from the City and those it might affect. Lloyd asked if the Mayor had any comments or questions, and being none, the Mayor then ended the comment portion and closed the hearing at 7:18pm. [Full copy of recording available upon request at City Office]

2 – Discuss Approval of Petition to Vacate Property Proposed in Silcock Application 2025-01

Loveland turned the meeting to the Council for their discussion and deliberations. Lloyd asked if we were confident that everyone has contacted as per regulations. Deputy Clerk Bell stated that contact and postings had been certified. Tolman stated that he didn't have any problems with having someone else take care of the property and keep it looking nice. Carlson was asked if he had any thoughts or questions. He said that as long as an easement was granted to the City, he had no issues with granting the petition. There being no further questions, Lloyd made a motion to grant the petition to vacate the alley on Whitman St. as presented with the property being split equally between parties. It was seconded by Winder and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye.

[Break in Agenda Action Items]

Heather Mortensen came before the Council to share that a citizen committee has recently been formed to evaluate and update the comprehensive plan, noting that she believed the last update was in 2010.

3 & 4 – Public Hearing For Proposed Amendments to City Code Regarding “Tiny Homes or Houses” & Discuss/Approve Amending City Code Regarding “Tiny Homes or Houses”

The Mayor opened the Hearing regarding tiny homes or houses at 7:30 pm. He asked Attorney McMurray to give an overview of what the changes entail. McMurray first explained his handout to the Council of the criteria for making any changes to the code and pointed out that any changes made must be in line with the City's comprehensive plan as it exists currently. He asked questions from the Council. There being none, the Mayor then opened the public comment section of the meeting asking anyone for or against the proposed changes to come forward. Mark Sakevich, a City of Albion resident, asked to review the changes. Loveland reviewed the changes, noting that it would be the same regulations as a regular home, it would just be for a tiny home. Sakevich asked how big the lot must be. Lloyd answered that it must meet the coverage requirements per City zone and that this is to allow someone to build on smaller properties that exist within the City. Heather Mortensen asked if this would be the same as a variance. Loveland answered yes, however, Attorney McMurray clarified that the variance process only applies to setbacks. Anything else would require approval of a substandard lot. Loveland then also clarified that the City has two items that get confused: tiny homes versus accessory dwelling units. Sakevich asked if there was a certain zone that allowed tiny homes. He was answered that they would be allowed in all zones except public, which is City owned property. Sakevich shared a concern about having a cohesive

community, and that he feels that there should be just an area set aside for tiny homes and not allow them to be built anywhere. Rich Mahoney came to the microphone and shared that in the past they had limited single wide trailers were outlawed in the past and he feels that this would be a potential loophole that would allow someone to pull in a single wide trailer. Loveland shared the key aspects that the Council must consider when adopting code within the City, noting that the purpose is to balance the need of people to own and use real property as the see fit while maintaining City integrity. Sakievich stated that he felt that some thought should be given to the how neighbors might feel about having a tiny home next to them. Loveland asked for a City Zoning Map to be displayed and discussed possible zone restrictions. Heather Mortensen came to the microphone and asked about someone pulling in a trailer and setting it on a foundation. It was clarified that the new code states that a home must be 400 square feet or under and must not be a trailer, manufacture home or a tiny home on wheels. She felt that this was good and noted that there is some confusion between tiny homes and accessory dwelling units. She noted that there are grey areas in the RV code and didn't want tiny homes to turn into something like that. Loveland asked for the zone chart to be pulled up and noted that a potential compromise would be to make each tiny home be required to obtain a conditional use permit. This would allow the Council to understand what the intentions of the builder would be. Lloyd asked if it would be a requirement that they show the plans to the Council. Attorney McMurray noted that this is already a requirement for a conditional permit. Earl Warthen asked about utilities to the tiny homes, but Kevin noted that they would be the same access as any other City lot. Loveland noted that this is a big issue in Cities around the State and a big issue is multiple tiny homes on a lot. This change would prohibit that. Winder stated that communities could just establish and HOA to maintain community cohesiveness. McMurray answered that the formation of new HOA's within the City is not allowed currently. There being no other discussion, Lloyd made a motion to approve the changes, with the change that each tiny home would require a conditional use permit. This was seconded by Tolman and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye. Attorney McMurray stated he will prepare the paperwork for the next meeting. [Full copy of recording available upon request at City Office]

5 – Request for City of Albion Letter of Acknowledgement For Proposed McEuen Sponsored 4th of July Semi-Quincentennial Event

Ryan McEuen asked the Council about having the City send a letter of acknowledgement on regarding his upcoming 4th of July Celebration plans for 2026. He handed out a sample letter that he had created to the Mayor, Council and attorney for their review, stating that this would help him in securing the necessary details needed to make the event happen. While the Council reviewed the sample letter, the Mayor asked about any updates on the event. McEuen reported that there has been a lot of positive feedback about the event and that now it is just down to securing funding in order to make things happen. Lloyd read the letter aloud for the benefit of Carlson, who was participating by phone. When finished, Lloyd summarized the letter as being a nod of approval and stated that he is excited about having something like this take place. His concern about the letter was whether the City had ever issued a letter like this for a private event held outside of City limits before and if the letter could be seen as favoritism towards an event or business. McEuen stated that he has previously worked with the City of Rupert on the Sugar Beet Drop on New Years and the letter was just a very general letter. Mayor Loveland suggested that the Council direct Attorney McMurray to draft a letter of acknowledgement that would protect City liability, while getting McEuen what he needs. Verbiage of the letter was discussed, with Carlson saying that he appreciated the need for such a letter noting that it shows that McEuen has not bypassed the City while planning the event. Loveland stated that he believes having the attorney draft the verbiage would be the best option. A motion was then made by Lloyd to allow Attorney McMurray to draft the letter and grant authority to have Mayor Loveland sign on behalf of the City of Albion. This was seconded by Carlson and the motion passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye.

6 – Update on Skid Steer Lease/Purchase Options

Woodrow was asked for further information on lease options on a Skid Steer. He shared that he had some basic information on a 2 or 3 year lease and potential buyout options. Loveland stressed that any purchase or leasing would have to take place in the next fiscal year as it is just not in the budget right now. City resident Brian Babbitt reported that he works for a financial institution, and they have options available to allow municipalities legally setup a lease by working through them. He asked if the Council was interested in him putting together a proposal for the next meeting. The Mayor and Council agreed that this would be great, and Babbitt stated he would prepare a presentation for the June meeting. The Mayor noted that due to State Laws, debt can only be incurred for the next fiscal year, but that there are other options and he would be interested in seeing them.

7 – Review of Potential Expenditures For Wastewater Treatment Options

Woodrow shared that he has been researching a treatment option for the City's sewer lagoons that would help keep them clean. The product he is interested in is an enzyme packet that is broadcast over the ponds. To begin, each pond would need to be "shocked" with the product, meaning a large amount would be introduced at one time and then a small maintenance amount would be required each month after that. Woodrow explained other benefits and then asked the Council for questions. Lloyd asked if this was just a yearly treatment and Woodrow explained that this would just be a one-time shock and then small monthly maintenance amounts after that. Tolman asked about whether it would be possible to spread the product in the winter and if not, would the ponds have to be re-shocked. Woodrow replied that he can make it out to the ponds most every month of the year and believed that there would not be a need to re-shock. Winder asked about what exactly is in this and Woodrow explained that it is an activated enzyme instead of a chemical and that it shouldn't cause any problems with Land APP use but would also verify that further. Lloyd asked if, by cleaning up our ponds, it would exacerbate our existing seepage problem on one of the lagoons. Woodrow said that he would do further research on this and that he was not asking for any type of commitment today, just introducing the idea to the Council. The Mayor also noted that there is currently only \$6,000 left in the budget for chemicals and we still need to purchase chlorine this summer.

8 – Review/Approve Proposed Resolution 2025-02 Regarding a 5% Increase of Electricity Rate

Bell reported that he has recently started tracking different aspects of the City's power usage and referred the Council to a document provided in their documentation, explaining that it shows the difference in what BPA's meters show was delivered to the City versus what the resident's meters show as delivered. He noted that the City shows a near average of 11% loss, however, he also reported that he has spoken with an expert at a local utility provider and they compared losses in one of their communities that are comparable to the City's size and load usage and that this loss was in the expected range. While normal, the City has not been accounting for this loss in its rate calculation. He also reported that he had asked about the expected lifespan of electric transformers and was told that the typical hope is for 30 years, but 20-25 years is not out of the norm. Bell reported that the City's power system was redone around 1992 and so our transformers are most likely to be nearing the end of their lifespan. This, coupled with the fact that BPA is indicating that rates could rise anywhere from 11-17%, he feels that the City should prepare now and ease into upcoming increases. Mayor Loveland stated that it has been ten (10) years since the last increase in electric rate, while BPA has increased the City's rates 5-6 times during that period, acknowledging that no one likes an increase and it's been put off. Lloyd explained that he feels that many current problems the City is experiencing are because we have not prepared for the future but dealt only with the present and he feels that this is a good step. Bell stated that if the Council was alright with it, he would begin placing a percentage of the funds (5% for Electric, 4% for Sewer, and 3.5% for Water) into a separate account earmarked for improvements, repairs or other needs. The Council agreed that this would be fine. Ryan McEuen stated that, as part of his proposed celebration, his plans included some earmarked funds for the City for eventualities like these. Mark Sakievich asked when the new rate would begin and was answered that the next bill would include the new rate. He stated that while he understood the need for the increase, his concern was providing adequate notice to residents prior to the change taking place. Discussion took place over if the effective date should be changed, but in the end, it was noted that with almost 20 days until the next bills go out, the City would make a concerted effort to notify residents of the change on their upcoming bill. There being no further discussion, a motion was made by Winder to approve Resolution 2025-02 regarding a 5% increase in the electricity rate. The motion was seconded by Lloyd and was passed with the following roll call vote: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

9 – Presentation of Potential Billing Software Changeover and Discuss Expenditures to Make Change

Bell explained that after the Council had approved the previous upgrade to the City's billing software to add features, the current billing provider notified him that in order to make this work, a further \$1,000 per year module was required. He shared the frustration that he has had with the current software provider, in that every little change requires a new fee. Due to this, he had done some research and came up with an alternative billing software provider that offered the same services we are seeking with a small price decrease. Another benefit of this new company is that future changes are included without an upcharge. The downside, however, is that there is a one-time setup and training fee of \$4,100. Bell shared reasons that he and Clerk Hutchison like this software better and why the benefits would justify the one-time fee. The Council asked some questions and deliberated for a bit, with Lloyd expressing that he feels this new system would be a good choice. Winder expressed the anything that would make things easier would be worth it. A motion was made by Lloyd to allow the change to Munibilling as the City's billing software provider and allow the expenditure on the setup and training fees. This was seconded by Winder and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye.

10 – Discuss Options for Funds of Matured CD and Approve Future Steps

Bell reported that the City had its small CD, with a redemption value of \$16,590.57 had matured and the Mayor had authorized him to close the CD and place it into the General Fund until a decision could be made at this meeting as to what the Council wanted to do with these funds. On a handout provided, Bell went over some of the interest earning opportunities based on the best CD rates available with times ranging from 6 months to 5 years. There was some discussion of the best interest earning timeframes. Bell then also stated that it has been the plan now for many years, to move the City Office from its current location, into the Civic Center and that this could be a potential income source to make this happen. Lloyd asked whether a move was feasible with just these funds and Bell replied that he felt with some conservative planning, the upgrades necessary to make this happen were possible with this amount. Carlson reported that this was his preference. After discussion among the Council and Mayor, it was decided that it would be good to put the funds into some kind of short-term investment and plan include the use of these funds in next year's budget for the move. Bell reported that as an alternative to a short-term CD, the City still has access to the LGIP (State Investment Pool), and that the funds could be moved there to wait until needed, while still gaining comparable interest until needed. A motion was then made by Carlson to move the entirety of the CD maturity balance into the LGIP fund. The motion was seconded by Lloyd and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

11 - Executive Session Under Idaho Code § 74-206 (1) (b)

Mayor Loveland stated that there was business that required an executive session under Idaho Code § 74-206 (1) (b). Lloyd made a motion to enter executive session under Code § 74-206 (1) (b). The motion was seconded by Winder and with the following roll call vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye, the Council entered Executive Session at 8:57 pm.

Leave Executive Session- A motion was made by Lloyd and seconded by Winder. With a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye, the Executive Session was ended at 9:10 pm. It was reported that matter had received satisfactory resolution, and no further public action was required.

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*	3,740.00
Deric Bell – Deputy Clerk*	Gross Salary/Payroll *	870.00
Brad Woodrow - Maintenance Director*	Gross Salary/Payroll*	5,950.00
IRS Direct Debit*	EFTPS 941 Tax (Federal Payroll Tax)*	1,540.47
ACE Hardware	2 Invoices- Sprinkler and Shop Supplies	103.94
Amazon Business*	Thermal Label Printer& Labels- Laminator & Laminating Sheets	143.87
ATC Communications	Internet Service & Network Terminals	690.60
Beam Insurance*	Employee Benefits - Vison & Dental*	344.34
Bonneville Power Administration	Bulk Electric Power Purchase + Transmission	12,546.00
C-A-L Ranch	Park Maint.	86.72
Click-Send	City Texting Service	20.40
Day Welding LLC	Lift Station - Attach Railings	380.00
ETS	Microsoft 365 Subscriptions & Email Boxes	65.10
FLUX Backflow Specialist	Backflow Tests - City Park & Office	127.00
HP Instant Ink	Office Copier Ink Subscription	8.47
Idaho Rural Water Association	Certification Training - Confined Space Competent Person Registration	125.00
KD Company	Mowing Service - City Park , Office & Fire	370.00
Keller Associates	General Engineer Service For May 2025 - \$250	250.00
Kerry McMurray*	City Legal Services (Retainer, Research & Drafts)*	1,283.50

Kloepfer Inc.	Street Pothole Repairs	10,431.78
Lamont Young	Backup Licenses- Water, Water Chemicals & Wastewater (3 @ \$50/ea.)	150.00
Landrum & Associates, Inc.	Grants Fund - Land Survey/Legal Descr.- Locate Points (+ Authorize Mayor to Sign Reimburse Request Required)	1,256.25
Magic Valley Labs	Water Tests- Drinking Water Bacteria	27.00
Mini-Cassia Chamber of Commerce	2025 Annual Membership Due *Optional Donation as Approved/Denied by Council	350.00
NORCO Inc.	Rental of Welder Materials	14.26
OOMA Inc.*	Phone Service For Office/Maintenance Shop & SCADA System	90.25
O'Reilly Auto Parts	Replacement Battery	88.60
Outdoorsiness	Purchase 12 Electric Meters For New Install/Replacements	538.86
PERSI*	Employer Remittance- Retirement Contribution*	2,448.56
Raft River Electric*	Lagoon/Water Tank Power	51.26
Select Health*	Employee Benefits - Health Insurance*.	2,592.00
Standard Plumbing	Park - Sprinkler repair parts	12.00
Steve Regan Co.	Blue Indicator Dye & 5- PCU w/ Trimec 50lb. Line (Fertilizer) [2 Invoices]	255.02
Stokes Market	Park - Sprinkler repair parts (2 Inv.)	48.77
UAMPS	General A&G Expenses	89.05
United States Post Office	350 Stamps @ \$0.73/ea. - For Billing & Office Use & Annual PO Box Fee (\$100.00)	355.50
Visa – #2580 Linda Hutchison	Quick Books Online Pmt, Column -Publish Public Hearing Notice on Tiny Homes Res.	320.54
Visa- #5228 Deric Bell (Dedicated Fuel)	Maintenance Department Fuel Purchases (Dedicated Card)	181.18
Visa- #1598 Brad Woodrow	Maintenance & Repair Items	42.35
Wickel Tire Pros	Full Service Oil Change	166.58
Wildcat Waste Service	Trash Removal- Shop Dumpster (May Service)	95.00
GRAND TOTAL		\$49,950.22
*Denotes Payments Already Made Pending Council Ratification		

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

Loveland shared information about fixing the culvert going under the road on West and Whitman Streets. By redoing the existing culverts with larger ones, it would alleviate the problems with water over the road we have sometimes in the spring. He stated that Justin Silcock has agreed to provide the labor if the City will cover the materials. By going this route, the City can greenlight Kloepfer to do the reconstruction project on Whitman St. The preliminary estimate for materials would be around \$10,000 and would be something we could build into next year's budget. The Mayor agreed to get a drawing of the site to Attorney McMurray to review/establish an easement.

COUNCIL ADJOURNS

There being no further business at this time, the motion was made by Winder to adjourn the meeting. It was seconded by Tolman and with a vote: Lloyd-aye, Winder-aye, and Tolman-aye; the meeting was officially adjourned at 9:17 pm.


Isaac Loveland / Mayor


Deric Bell / Deputy Clerk