



Minutes of the Albion City Council Meeting Held June 03, 2025

CALL TO ORDER— Mayor Isaac Loveland called the meeting to order at 7:03 p.m. in the Albion Civic Center.

OPENING CEREMONIES – Councilperson 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: Tyson Tolman, Wayne Winder (by phone), 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, Dave & Brandi Perry, John Davis, Gina & 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 the Council Meeting held on May 6, 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 Lloyd and seconded by Tolman. 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 May 2025 as follows: 4 Traffic Stops with 1 Citation Issued, 1 Fire Alarm, 1 Damage to property under \$1,000.00, , 1 Prank 911 Call, 1 Noise Violation, 1 Missing Person, 1 Suspicious Vehicle, 1 Welfare Check, 1 Sex Offender Registry, 1 SRO Call, and 1 Respiratory / Cardiac Arrest Call.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Woodrow gave an update on the Whitman Street Reconstruction, stating that the project is currently in process & next week Kloefer's will be hauling in more gravel and finishing with asphalt in the following week.

CLERKS REPORT

Deputy Clerk Bell stated that the City had applied to a program offered by Blue Cross Idaho called the Community Health Academy. The mayor and Deputy Clerk Bell was selected to participate in the program, which will take place later this month. At completion of the program, the City will qualify for health and safety grants of up to \$20,000. He also noted that this month the budgeting workshop begins for Fiscal Year 25-26.

GENERAL PUBLIC COMMENTS/CITIZEN'S ISSUES

Earl Warthen stated that the Vaughn Ditch is where the surface water for the City comes from, he asked if the city has its own water master. Mayor Loveland commented that yes, the City has its own water master and that there are only three primary users of surface water: Adam Ward, Nate Warren & Troy Mortensen. Warthen also suggested using surface water to fill the construction water trucks, stated that he has a complaint that the domestic water users are using way more water than they should be & he feels that people need to police themselves and be vigilant and honest with their water usage. Warthen then asked if our assigned law enforcement officer could patrol Hwy. 77 going out of town, he has witnessed a lot of motorcycle traffic traveling at unsafe, high speeds. Officer Allred stated that yes, he would try to patrol that section of Hwy. 77 when he is in our area.

Brian Babbitt read over a questionnaire that the Comprehensive Planning Committee had prepared at a meeting held on June 2, 2025 for the City Council to review & answer, summarizing that growth is inevitable and we need to be proactive in making decisions that will impact the city for a 10-year perspective. Babbitt noted that the next planned Committee Meeting would be held at Comish Hall on June 23rd, 7:00 p.m.

AGENDA ITEMS

1 – Presentation of Fiscal Year 202- 2024’s Audit Findings for Formal Council Acceptance

Jeff Poulsen was unable to attend. The item was tabled until the July City Council Meeting.

2 – Final Discussion of Ordinance 2025-06-02 of Grant/Denial of Silcock Petition to Vacate Property on Whitman Street and Approve Ordinance 2025-06-02 Granting Approval of said Petition

a. Authorize the Signing of Deeds to All Involved Parties

Mayor Loveland stated that the petition to vacate the alley on Whitman St. property between Block 7 & Block 8 was made by Justin Silcock at the June City Council Meeting, notices were published, and the Public Hearing was held, after which The City Council determined to grant the petition to vacate the property. The council then approved to give the 3 reading Loveland then asked the Council Members if they had any further questions. The council had no further questions. The motion was made to dismiss with the three reading by Tolman and seconded by Lloyd, with a vote of Lloyd- aye, Carlson- aye, Winder- aye and Tolman – aye. The motion to adopt ordinance no. 2025-06-02 to Vacate the Property was made by Lloyd and seconded by Tolman, with a roll call vote of Lloyd- aye, Carlson- aye, Winder- aye, and Tolman- aye.

b. McMurray said the council would need to approve for the city to sign the quick claim deeds for vacating the properties. The motion was then made to Approve the city to sign the Quick Claim Deeds to vacate the properties by Lloyd and seconded by Tolman with a vote of Lloyd- aye, Carlson-aye, Winder- aye, and Tolman-aye.

3 – Final Discussion of Ordinance 2025-06-01 Regarding Update to City Code Regarding “Tiny Homes or Houses”, Waive 3 Readings and adopt or begin the first formal reading

McMurray read through the description of the ordinance and the updates. He then explained the process of how it was passed, making amendments for the ordinance as having a permanent foundation, following the Fire code, and adhering to the city easements. He would provide the 3 readings if desired or the council could waive the 3 reading. Lloyd clarified that any tiny home would require a conditional use permit. There being no further questions, Lloyd made a motion to waive 3 readings of the ordinance and was seconded by Tolman with a vote of Lloyd- aye, Carlson-aye, Winder- aye, and Tolman aye. The motion to adopt Ordinance 2025-06-01 Update to City Code Regarding “Tiny Homes or Houses” was made by Lloyd, was seconded by Tolman, and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman- aye. A further motion was then made to approve publication of the ordinance summary Ordinance no. 2025-06-01 was made by Lloyd and seconded by Tolman with a vote of Lloyd- aye, Carlson-aye, Winder- aye, and Tolman-aye.

4 – Review and Approve/Deny Proposed Invoice for Cassia Chamber of Commerce Membership for 2025

The Mayor stated that the Chamber of Commerce annual membership fee of \$350.00 is due, he noted that we have been a member for several years and feels it is a benefit for our residents and asked the Council for their thoughts on renewing it for another year. Lloyd said he felt it is worth the membership fee for the benefit it has for our community. A motion was made to approve paying the 2025 Cassia Chamber of Commerce Membership fee of \$350.00 by Lloyd and was seconded by Tolman and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye.

5 – Discuss Potential Updates to City’s Sewer Code/ Regulation

Attorney McMurray read over the city’s Sewer Code/Regulation Chapter 5 Title 7 and stated that this is the due process for The sewer, he asked for thoughts from the council. Lloyd feels we need to establish reasonable conditions for proving it. being done correctly. McMurray stated that any citizens working on the sewer lines will need to hire a licensed & bonded plumber. McMurray said he will prepare the amended ordinance for next month’s city council meeting.

6 – Discuss Potential Changes That Could be Made to the City’s Impact Area

McMurray stated that the City’s areas of impact need to be addressed and that a decision needs to be made about which areas the City would consider part of its impact area and the type of zones and other criteria they would want to consider by the County Planning and Zoning for the next five (5) years growth. He noted the area must not exceed more than two miles from current City boundaries. The City’s current impact area is labeled as multiple use zone and the Council would need to consider what types of zones (i.e. commercial, residential agricultural, etc.) they would like to see within any updated changes. McMurray noted that a residential/agricultural zone could protect the City from large commercial uses right at the City boundaries. The Mayor reviewed the differences in residential/agricultural verses straight agricultural or multi-use zones, noting that the current City impact area approx. ½ mile along most of the City’s boundaries. Lloyd asked the Council if

they thought we should change all the boundaries or simply adjust the impact area along the southern City boundary. Loveland stated he thinks we should adjust equally outside all boundaries, not just the south side. McMurry stated that any adjustments now must adhere to County parcel lines. He further outlined the process required to make changes to the impact area including submitting in a request to the County to modify the City's current impact area, determining proposed impact area and zone recommendations, notify and hold a hearing to understand any public concerns, drafting an ordinance proposing changes and getting final approval from the County Planning and Zoning board. McMurray also noted that any proposed changes must have the decision making process finished by December 31, 2025. He asked that work on this item be added to the agenda for the next meeting.

7 - Presentation of Lease Terms of Equipment With Direct Financing From Dealer and Alternate Equipment Leasing Options Through D.L. Evans Bank

Brian Babbitt, City Resident and loan specialist from D.L. Evan Bank, went over an alternative finance option for purchase of a skid steer loader. He presented a lease option through D.L. Evans Bank that would offer a 3 year or 5 year lease with a buyout option at maturity. Babbitt explained that he is working with the Albion branch of D.L. Evans for this proposal because of the City's longstanding relationship with them. He shared basic information on the loan terms and associated fees which on the five year lease would be an initial buy in \$16,000 and then annual payments of \$16,000 annually until maturity. Babbitt mentioned that if the City had other equipment needs, they could combine it into this lease and then the documentation/legal review fee of \$1,500 would only be charged once. Attorney McMurray shared that he approved of the bank's lease terms from a legal standpoint, noting that the Council would then choose to appropriate the lease payment annually with each fiscal year's budget. Babbitt reported that this type of lease allows municipalities to establish longer term leases without violating Idaho's indebtedness regulations. The Mayor stressed that any purchase or lease would have to take place in the next fiscal year as it is just not in the budget right now. The Mayor thanked Babbitt for his work on the proposal and stated that there is one other lender currently working on a proposal, however, the City would keep him updated.

8– Discuss Possible Approval for Concrete Expenditure for Culvert Junction Box on Whitman Street

The Mayor explained that he had received a proposal from a property owner on Whitman Street that is currently building three homes there and wants to pipe the ditch that runs east to west in front of his property. There is another ditch that runs north to south that makes a connection to the ditch in a "T" shape. The owner has stated that he will cover all costs to bury the ditch in front of his property, however, is offering to cover the majority costs of burying the ditch but is requesting that the City cover the costs of building a concrete junction box where the two ditches meet, creating a manhole type opening at the top. Loveland stated that he felt this was fair, as it would help clean up the street and hopefully contribute to a helping flood control solution project that is in the works. He gave a breakdown in costs of all the materials, noting that the property owner would supply the installation labor at no cost to the City. The total project cost is projected to be between \$8,500 and \$10,000 and the City currently has enough available capital improvement funds that could be used to cover the project within this year's fiscal budget. The Council discussed the merits of the project, noting that prices are likely only going to increase and it would be good to take advantage of the property owners' offer. After brief discussion of costs, a motion was made to allow expenditures for the creation of the junction box, and it's associated costs up to \$10,000 by Lloyd. The motion was seconded by Tolman and was passed with a vote of: Lloyd-aye, Carlson-aye, Tolman-aye. (Councilperson Winder was no longer available by phone)

9 – Discuss and Approve Expenditure Amount for Upcoming Power Line Tree Trimming (Mayor, Deputy Clerk)

Bell reported that he contacted Tree Whisper about providing the City's annual electric line tree trimming service. He stated that they are a licensed and bonded company that we have used many times in the past. The Council has already appropriated \$14,000 in the budget for tree trimming this year, of which \$3,700 has already been used, leaving an amount of \$10,300. Bell asked the Council if allowing the expenditure of \$10,300 was enough or if they would prefer to try and find funds to cover the full \$14,000 for tree trimming away from power lines. The Council felt that spending the remaining budget amount of \$10,300 was adequate. Bell stated that he would have Tree Whisperer proceed then with the \$10,300 budget.

10 – Review Increased Costs of Full Time Employee Benefits and Potential Changes Between Providers/ Plans for 2025-2026 Year (Mayor, Deputy Clerk)

Bell asked the council to review the Medical Insurance Quote sheets included in their packets and explained that the City's insurance renewal cost for the year ranged from 1% to approx. 17% based on plan choices. He stated that in working with the City's insurance agent, he had identified found a few options that are comparable in benefits at a lower cost. If the City stays

with their current employee health plan, the premiums will increase a little over 17%, while a plan with equal or better benefits with Saint Luke's Health Plan would only increase between 1% to 12%. After reviewing the different plans, the Council felt it would be best to change from the current provider, Select Health, to St. Luke's Health Plan (Quote # 6) "Gold 90% \$1,800.00 Trad. Plan. Bell stated that this will help keep costs in check for the next fiscal year's budget as the increase in premium will be limited to 1.03% while still being able to offer the City's full-time employees a quality health care plan. A motion was then made by Lloyd to change health insurance providers to St. Luke's Health Plan Gold 90% (\$1,800, Traditional) The motion was seconded by Tolman and passed with a vote of: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye.

11 – Discuss Franchise Fees Within The City's Public Right-of-Ways and Possible Need to Codify and Implement (Deputy Clerk)

Bell reported that the city has received several inquiries from Technology companies to lease city property with the intent of installing fiber and or cable within city limits. Bell said he has checked with other cities allowing this which are basically charging a fee of up to 3% of the company's revenue of those served within the City limits. Bell feels this could be a good source of revenue for the city. McMurray stated that one of the most important things to remember is that all parties must be treated equally. The Council expressed interest in having Bell look further into this to be discussed again soon. On a separate note, the Mayor noted that in his research the Supreme Court has recently ruled that Cities cannot prohibit properties that will be used as short term rentals

12- Budget Workshop for FY25-26 Budget (Mayor, Deputy Clerk)

Bell stated that the budget for 2025-2026 has been estimated to calculate the city's expenditures and provided budget documents in the council packets to review. Lloyd investigated where the budget could be adjusted to cover the lease of a skid steer loader, with Loveland sharing that part of the skid steer payment would be taken from the maintenance and vehicle expense budget account. Brian Babbitt asked about purchasing flashing lights for safety at the city's crosswalks; Mayor Loveland said we should be receiving a \$30,0000 Signage Grant from LHTAC that would cover this type of signs. It was agreed that Bell would work on making the budget balance with a skid steer payment for next year. After general discussion, it was agreed that the budget workshop would be continued at the next Council meeting.

13 - Executive Session As Needed Pursuant to Idaho Code § 74-206 (1) (a), (b), (c), (d), (f), or (i)

No Executive Session was Called

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*	3,729.00
Deric Bell – Deputy Clerk*	Gross Salary/Payroll *	1,430.00
Brad Woodrow - Maintenance Director*	Gross Salary/Payroll*	5,950.00
IRS Direct Debit*	EFTPS 941 Tax (Federal Payroll Tax)*	649.40
ACE Hardware	Shop Supplies - Trash Bags , Sanitizer	25.57
AIC*	AIC Conference Registration Fee - (Deputy Clerk Attendance)	375.00
AIC	Annual Membership Dues	400.00
Amazon Business*	Office Supplies, Labeling	13.89
ATC Communications	Internet Service & Network Terminals	690.00
Beam Insurance*	Employee Benefits - Vison & Dental*	344.34
Bonneville Power Administration	Bulk Electric Power Purchase + Transmission	10,527.00
Costco	City Office, Civic Center, & Maint. Shop Paper & Supplies	74.15
Deric Bell – Deputy Clerk*	Blue Cross Health Academy /AIC Conference- Boise - Per Diem- Mileage Claim* (2 Claims)	521.00
ETS	Microsoft 365 Subscriptions & Email Boxes	65.10
Ferguson	6 Water Meters	2,008.25

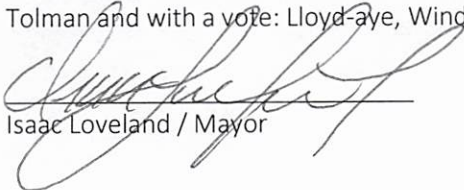
Gem State Dairy Supply	Chlorine, Gloves & Drum Deposit	763.28
HP Instant Ink	Office Copier Ink Subscription	8.47
Idaho Rural Water Association	Annual Membership Dues	420.00
Isaac Loveland*	Blue Cross Health Academy Training -Boise - Per Diem - Mileage Claim* (2 Claims)	323.50
KD Company	Mowing Service - City Park , Office & Fire	740.00
Keller Associates	New Water System Improvements (Grants Funding) *[Auth. Mayor to Sign Reimbursement]	3,643.00
Keller Associates	General Engineer Service For June 2025 - \$250	250.00
Kerry McMurray*	City Legal Services (Retainer, Research & Drafts)*	1,598.00
Kloepfer Inc.	Whitman Street Reconstruction Project (Contract Completion Payment)	101,503.15
Lamont Young	Backup Licenses- Water, Water Chemicals & Wastewater (3 @ \$50/ea.)	150.00
Magic Valley.com / Column Software*	Times News - Publish Legal Notices - Tiny Home Ordinance Update & Ordinance to Vacate Property*	256.62
Magic Valley Private Utility Locates	Electric Utility Line Locate (2 Invoices)	160.00
Magic Valley Labs	Water Tests- Drinking Water Bacteria & Crop Tissue Sample (Land APP)	114.00
NORCO Inc.	Rental of Welder Materials	15.00
OOMA Inc.*	Phone Service For Office/Maintenance Shop & SCADA System	90.65
Poulsen Van Leuven & Catmull PA	2024 Audit & Gen Accounting service	11,800.00
PERSI*	Employer Remittance- Retirement Contribution*	2,342.64
Select Health*	Employee Benefits - Health Insurance*.	2,592.00
Snake River Pest Control	Spray Weeds Around Sewer Lagoons	800.00
Stokes Market	Park - Sprinkler Repair Parts (2 Invoices)	267.85
UAMPS	General A&G Expenses	89.05
Visa – #2580 Linda Hutchison	Quick Books Online Pmt, Hostinger - City Web Page Hosting & URL	352.88
Visa- #5228 Deric Bell (Dedicated Fuel)	Maintenance Department Fuel Purchases (Dedicated Card)	221.30
Visa- #1598 Brad Woodrow	Maintenance & Repair Items	361.70
Western States Equipment Co.	Kohler Generator Maint. & Repairs - 2 Invoices	1,743.42
Wildcat Waste Service	Trash Removal- Shop Dumpster (June Service)	95.00
GRAND TOTAL		\$159,204.21
*Denotes Payments Already Made Pending Council Ratification		

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

No Further Comments of Information

COUNCIL ADJOURNS

There being no further business at this time, the motion was made by Loyd 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 9:24 pm.


Isaac Loveland / Mayor


Deric Bell / Deputy Clerk