



Minutes of the Albion City Council Meeting Held July 01, 2025

CALL TO ORDER— Mayor Isaac Loveland called the meeting to order at 7:02 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 was excused, Councilpersons: Tyson Tolman, Wayne Winder, and Dallan Carlson, 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, Virginia Hall, Heather Mortensen, Dwight Parrish, Richie Carlson, Jeff Poulsen, Russell Preator. There were one or two others who did not sign in and were not immediately recognized.

APPROVAL OF MINUTES—There being no questions, Tolman made a motion to approve the Minutes of the Council Meeting held on June 3, 2025. The motion was seconded by Winder and was formally approved with a vote: 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 Carlson and seconded by Winder. The motion passed with a vote of: Carlson-aye, Winder-aye, and Tolman-aye.

LAW ENFORCEMENT REPORT

Law Enforcement Officer Allred read the Law Report for the month of June 2025 as follows: 5 Traffic Stops, , 1 Fire Alarm, 1 Traffic – other, 1 Dog complaint, 1 Fraud/ Con Games, 1 Vehicle check, 1 Follow up, 1 Civil Paper Service.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Woodrow gave an update on Whitman Street, stating that the project has been finished to the city's specifications. Woodrow said to be aware that Tree Whisper Company will be here for the next week trimming trees around the cities power lines. Woodrow also noted that there were RV's staying at the park that parked on the actual lawn so he will be getting signs to put in place at the park RV hook up area so this does not occur again.

CLERKS REPORT

No report at this time.

GENERAL PUBLIC COMMENTS/CITIZEN'S ISSUES

Dave Perry asked to have Brandi Perry's comment she had taken offence to in the minutes from the previous month's meeting as Brandi had asked why they were not made known of the "Comprehensive Plan Group" meeting the previous month. Loveland stated that the meetings are not City- sanctioned and evidently, the group did not want to personally invite in Brandi.

Wayne Winder stated that the meetings are not scheduled to an exact date; rather, they are held whenever several people of the group can get together and have time to meet, therefore, the meetings are varied and depend on time availability. Ginna Hall asked how to join the group. Winder suggested coming to a meeting to listen and decide if you would like to join the group. Heather Mortensen said a lot of the current items in the comprehensive plan do not even apply to Albion, so they need to be updated for Albion specifically. Mortensen also commented that the group does not want the meetings to be negative, with people arguing over different ideas.

AGENDA ITEMS

1 – Presentation of Fiscal Year 2023- 2024's Audit Findings for Formal Council Acceptance

Jeff Poulsen of Poulsen, VanLeuven, and Catmull CPA's reported the city's audit findings for F/Y 2023/2024, stating that the city is in good standing with a clean report. Poulsen read the report and asked for any questions on the report. There were no questions. Loveland then thanked Mr. Poulsen.

2 – Presentation of Lease Terms of Equipment With Direct Financing Options for Equipment Through Bancorp

The Presenter, Mr. Rick Bailey, was unable to attend the meeting and will be present at a future meeting.

3 – Discuss/ Approve Ordinance 2025-07-01 Regarding Proposed Amendments to City Sewer Code/Regulations.

McMurray read through sections of the Sewer Code regarding the need to hire a licensed plumber & a City Permit to perform the plumbing from a citizen's structure line to hook into the City sewer system. McMurray asked if there were any questions. There being no questions, He said this could be the 1st reading or move to adopt the code tonight. A motion was made to waive the three readings by Winder and 2nd by Tolman with a vote of Winder- aye, Carlson – aye, and Tolman – aye. A motion was made to adopt the sewer Code Regulations No. 2025-07-01 as presented by Winder and 2nd by Tolman with a roll call vote of Winder – aye, Carlson – aye, and Tolman – aye.

4 – Review and Approve/Deny Renewal Agreement with Western States Equipment Co. Regarding Lift Station Generator Maintenance. (Mayor, Woodrow)

Woodrow stated that the city's 3-year maintenance contract with Western States Equipment Co. will soon expire, and we need to decide whether to approve or deny a new three-year maintenance agreement at this time. He mentioned it would provide the same service as before and expressed satisfaction with their performance, citing their maintenance schedule, reliability, and the convenience of having a local company from Twin Falls. A motion was made by Tolman to renew the maintenance contract with Western States Equipment Company, seconded by Winder, with a vote of: Carlson-aye, Winder-aye, and Tolman-aye.

5 – Discuss / Review Proposed Changes to the City's Impact Area and Decide Next Steps (Mayor, Attorney)

Attorney McMurray stated that the impact area would not work at 1,000 feet because it would cut into the actual parcel lines. The impact area will need to be 2,000 feet to avoid dividing existing parcels. McMurray mentioned that the city needs to determine the impact area by the end of the year; otherwise, we won't be able to proceed or make any changes. Loveland explained that impact areas give the city the ability to choose the designated zone for each region, such as Commercial, Residential, or Agriculture, etc, ensuring the city has a say rather than it being solely the county's decision. Further review and discussion will continue at next month's City Council meeting.

6 – Discuss /Adopt Resolution 2025-03 Designating Portion of Harper Ave. as "Street Closed – Local Traffic Only" as a Safety Measure

McMurray read over the resolution and noted that it addresses safety concerns and covers property owner issues. There is not enough space for vehicles to turn around. The city would install two signs: one saying, "Street Closed - Local Traffic Only," and the other reading "No Turn Around." A motion was made to adopt Resolution 2025-03 by Winder and seconded by Tolman with a roll call vote of Winder – aye, Carlson – aye, Tolman – aye.

7 – Review/Approve City Resolution 2025-04 Regarding the City's Intent for Special Celebration Measures for the 250th Anniversary of Independence Day for July 4th, 2026 (Deputy Clerk, Mayor)

Deputy Clerk Deric Bell reviewed resolution 2025-04 regarding the intent for a special celebration on July 4th, 2026, for the 250th-anniversary celebration, stating that if we do approve the resolution, we will qualify for \$2,500.00 in money to use for the celebration. A motion to approve Resolution 2025-04 was made by Carlson and seconded by Tolman with a roll call vote of Carlson – aye, Winder – aye, Tolman – aye.

8– Review/Approve Water Project Reimbursement Requests & Authorize Mayor to Sign Requests (Deputy Clerk, Mayor)

Bell asked the council for approval for the Mayor to sign for the reimbursement to pay the current Keller Associates Engineering Invoice in the amount of \$3,643.00. A motion was made to Approve the mayor to sign for the reimbursement in the amount of \$3,643.00 to Keller Associates by Carlson and seconded by Tolman with a vote of Carlson – aye, Winder – aye, Tolman – aye.

9 – Discuss use of GIS (Geographic Information System) and Associated Costs (Deputy Clerk) (Mayor, Deputy Clerk)

Bell stated that the city currently lacks cohesive map availability. Bell researched information on Geographic Information Systems and found that the city could acquire a license to use a reliable GIS system for a reasonable price of \$700.00 per year. This system would be very beneficial in emergency situations and could be shared with local fire and emergency services. A motion was made by Carlson to approve the purchase of a GIS license for \$700.00 per year. It was seconded by Winder, with a vote of Winder – aye, Carlson – aye, and Tolman – aye.

10 – Discuss the Creation of new Interest Bearing Account for Holding of Water, Electric & Sewer Capital Improvement Funds (Deputy Clerk)

Bell said that for the budget, we are setting aside 5% of income for Capital Improvements and are requesting approval to establish a Money Market Account for this purpose, allowing us to earn interest on the deposited funds for capital improvements. A motion was then made by Winder to approve the setup and opening of a Money Market Account for deposits into the Capital Improvements Account, and seconded by Tolman, with a vote of Winder – aye, Tolman – aye, Carlson – aye.

11 – Budget Workshop for FY25-26 Budget and Confirm Budget Hearing for August Meeting (Maor , Deputy Clerk)

Bell stated that an expense section was added for the lease o a Skid Steer. Loveland asked if there were any concerns we need to go over and mentioned the need to budget in to fix the colverts on Whitman street. Bell stated that we now have \$18,000.00 in the Capital Improvement account. Loveland also said we need to think about chip sealing Whitman street and figure out a plan for this with Keller Associates. Bell noted that he sent in an application to LHTAC for the possibility of Grant Funds to use on these projects. Loveland stated that next months August city council meeting will include the annual City Budget Hearing.

12- - 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*	4,147.00
Deric Bell – Deputy Clerk*	Gross Salary/Payroll *	1,732.50
Brad Woodrow - Maintenance Director*	Gross Salary/Payroll*	6,300.00
IRS Direct Debit*	EFTPS 941 Tax (Federal Payroll Tax)*	1850.76
ACE Hardware	Shop Supplies - Trash Bags , Sanitizer	79.99
ATC	Internet Service & Network Terminals	690.00
Beam Insurance*	Employee Benefits - Vison & Dental*	370.54
Bonneville Power Administration	Bulk Electric Power Purchase + Transmission	10,532.00
CAL Ranch	Gen. Maint. supplies	29.93
CME Excavation	Cover ditch and install man hole.	10,003.00
Deric Bell – Deputy Clerk*	Blue Cross Health Academy /AIC Conference- Boise - Per Diem-	385.00
ETS	Microsoft 365 Subscriptions & Email Boxes	65.10
Gem State Dairy Supply	Chlorine3 invoices	2,731.11
HP Instant Ink	Office Copier Ink Subscription	8.47
ICCTFOA	Annual Membership Dues	20.00
Isaac Loveland*	Blue Cross Health Academy Training -Boise - Per Diem -	385.20
KD Company	Mowing Service - City Park , Office & Fire	740.00

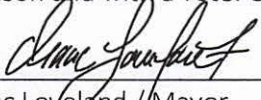
Keller Associates	New Water System Improvements (Grants Funding) *[Auth. Mayor to Sign Reimbursement]	3,643.00
Keller Associates	General Engineer Service For June 2025 - \$250	250.00
Kerry McMurray*	City Legal Services (Retainer, Research & Drafts)*	926.50
Kloepfer Inc.	Whitman Street Reconstruction Project (Contract Completion Payment)	12,033.00
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*	445.50
Magic Valley Private Utility Locates	Electric Utility Line Locate (3 Invoices)	280.00
Magic Valley Labs	Water Tests- Drinking Water Bacteria & Crop Tissue Sample	233.00
Muni Billing	Implementation and Training	4,162.50
NORCO Inc.	Rental of Welder Materials	13.80
OOMA Inc.*	Phone Service For Office/Maintenance Shop & SCADA System	90.65
PERSI*	Employer Remittance- Retirement Contribution*	2,541.70
Raft River Electric	New service # 207	4,405.19
Raft River Electric	Electric Service	1,93.81
Select Health*	Employee Benefits - Health Insurance*.	2,862.00
Standard Plumbing	Park sprinkler repair parts	35.99
St. Lukes Health Plan	Health Insurance	2,618.65
Stokes Market	Park and Maint. suppliess (2 Invoices)	57.00
TNT Electric	2 invoices – fix heater at Maint. Shop , Dead tree removal at park & Remove blown over tree , Hang 4 th of July banner	1,386.40
Tree Whisper LLC	Vegetation Management on power lines.	10,800.00
Twin Falls Signs	2 signs -	218.07
UAMPS	General A&G Expenses	89.05
USA blue books	Parts to repair Chlorine Pump	498.73
Visa – #2580 Linda Hutchison	Quick Books Online Pmt,	217.00
Visa- #5228 Deric Bell (Dedicated Fuel)	Maintenance Department Fuel Purchases (Dedicated Card)	371.06
Visa- #1598 Brad Woodrow	Maintenance & Repair Items	130.88
Wildcat Waste Service	Trash Removal- Shop Dumpster (June Service)	95.00
GRAND TOTAL		\$91,819.28
*Denotes Payments Already Made Pending Council Ratification		

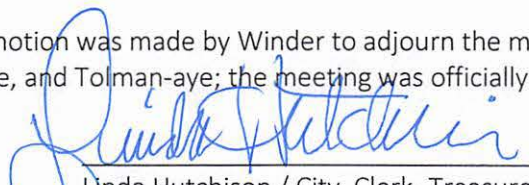
COUNCIL COMMENTS/INFORMATION FROM OFFICIALS & STAFF, AND FINAL THOUGHTS

No Further Comments or Information

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 and with a vote: Carlson – aye, Winder-aye, and Tolman-aye; the meeting was officially adjourned at 9:01 pm.


Isaac Loveland / Mayor


Linda Hutchison / City Clerk- Treasurer