



Minutes of the Albion City Council Meeting Held August 05, 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, Councilpersons: Tyson Tolman, Wayne Winder, and Dallan 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, Rob and Sharon South, Sam and Raeanne Condie, Virginia Hall, Karen Parton, Bob Johnson, Lance Homan, Troy and Heather Mortensen, Myron Wilson. 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 June 3, 2025. The motion was seconded by Tolman and was 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 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 July 2025 as follows: 8 Traffic Stops with 3 citations issued, 1 Controlled Burn, 2 Traffic – other, 1 person check, 1 Transport/ Transfer Prisoner, 1 Special Patrol, 2 Prank Calls/ 911 Hang up, 2 Welfare Checks, 1 VIN Inspection.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Woodrow reported that the Lift Station Pump was recently replaced and is now currently searching for a location to have our previous pump rebuilt, in order to have a backup pump available if needed.

CLERKS REPORT

No report currently.

GENERAL PUBLIC COMMENTS/CITIZEN'S ISSUES

Earl warthen stated that he is a member of the Groundwater Representative Committee. At the last meeting, they discussed the importance of protecting our groundwater and the necessity of piping and pumping water to container tanks, rather than allowing any water to pool up. Warthen shared concerns about flooding issues and how flooding can cause the deterioration of the sides of state highways.

Warthen mentioned that he talked to State Senator Anthon about the possibility of the State purchasing the Skaggs Ranch property, which is currently listed for sale, to make it a State Reserve.

Lloyd said the city is working on these issues and thanked Warthen for a lot of useful information.

AGENDA ITEMS

1 – Public Hearing Regarding Proposed Budget for 2025-2026 Fiscal Year (Mayor Loveland)

Mayor Loveland officially began the Public Hearing on the Proposed Budget for 2025-2026 at 7:24 pm. Loveland stated that the City Budget for the 2025-2026 fiscal year is balanced, with Income and Expenses totaling \$5,401,505.00. which includes the foregone increase. Lloyd explained that this total is much higher than the previous year's because it includes \$4,000,000 for the Water Project Grants funds in the Income and Expenses side Which leaves our regular budget at the usual \$1,000,000. Mayor Loveland asked if there were any comments from the public. Brian Babbitt at 209 Whitman Street asked

if The purchase of the skid steer is still part of the budget. Loveland confirmed that it is. Loveland then asked if there were any other questions; Gina Hall at 509 South Main St. inquired how much of the grant funds would be used on the new well project. She feels that is a lot of money just sitting and not being used. Mayor Loveland responded that all of the current grant funds are allocated for the well water project and will be fully used by the end of 2026. He explained that all grant funds are approved and then reimbursed to the city. Lloyd added that the city has several projects to complete, but we need to prioritize and focus on the must-do tasks first. Any other questions or comments? Bob Johnson on Pierce Street commented that he would like to give credit to the city for doing a good job and thank the city council and employees for their efforts in maintaining and improving the city within the budget. Carlson then thanked Bob for recognizing the city's efforts and emphasized that it is not often they hear thanks instead of complaints. Loveland asked if there were any other questions; if not, the council will now consider a motion to accept the 2025-26 FY Budget. A motion was made by Lloyd and seconded by Tolman to accept the 2025-26 FY Budget as Proposed with a roll call vote of Lloyd – aye, Carlson – aye, Winder – aye, and Tolman – aye.

2 – Discuss/Approve Holding a Public Hearing at Next Council Meeting Regarding Reserving Foregone Funds for Use in FY 2025-2026 Budget

Mayor Loveland stated that we will need to hold a public hearing to reserve the Foregone Funds set aside for the city. Attorney McMurray said if we do not collect the funds and use them as specified, we will lose the money that could be used to offset the balance in the budget. The public hearing will be scheduled for the next council meeting on September 2nd, 2025.

3 – Presentation by Cassia County Sheriff's Representatives Regarding Community Safety (Sargent Allred)

Officer allred said that the temporary use of the flashing speed signs last month seemed to help with the speeding concerns on Main Street. He will check with his administration office about the procedure to apply for a grant and purchase the signs. Officer Moss then introduced himself as one of the city's new patrol officers. He specializes in "Back Country" patrol. Moss stated he has several signs to post at each city entrance listing all the laws and rules required for youth ATV riders, and he said that all youth ATV riders need to have the required training or possess a driver's license. Moss mentioned that all ATVs on the streets are required to be licensed, insured, and equipped with mufflers, among other rules. He emphasized that the patrolling officers are working for the safety of the city's citizens, not to harass.

4 – Review / Approve Proposed Survey Prepared by Comprehensive Plan Group For Public Distribution. (Brian Babbitt)

Brian Babbitt said the Comprehensive Plan Committee has created a survey for all Albion residents and the surrounding outskirts of the city to assist with the decision-making process for updating the Comprehensive Plan. Babbitt reviewed the survey and noted that it will be distributed in the first week of September, and the revisions or updates to the plan will need to be completed by the end of the year.

5 – Approve Expenditure for New Flow Meter/Installation at Sewer Lagoon (Mayor, Maintenance Director)

A motion was made to approve the purchase of the new sewer Lagoon flow meter

Mayor Loveland stated that the flow meter at the Lagoons is not operating correctly and needs to be replaced. He asked if the council would approve the purchase of a new flow meter. A motion was made by Lloyd to approve the purchase of a new flow meter at the Lagoons and seconded by Winder, with a unanimous vote from the council of all aye.

6 – Review/ Approve Water Project Expenditures and Authorize Mayor to Sign Reimbursement Request Forms (Mayor)

Mayor Loveland announced that the preliminary phase is now complete and the final design of the water project is 88% finished. Loveland mentioned that the city has bills to pay for the work done so far and requested the council's approval to sign the Reimbursement Request forms. A motion was made by Lloyd for the Mayor to sign the Reimbursement Request forms, seconded by Tolman. The vote was Lloyd – aye, Carlson – aye, Winder – aye, and Tolman – aye.

7 – Further Review and Preparation of Potential City of Albion Impact Area Changes (Attorney, Mayor)

Mayor Loveland reviewed a letter from the Cassia County Commissioners stating that the City of Albion's impact area needs a decision to either revert the area back to Cassia County or specify which areas should be added to the impact zone and the preferred use for each. The city must respond by December 21. Attorney McMurray emphasized that the city cannot divide county parcels and that a decision must be made; the situation cannot remain as it is. Lloyd suggested adding a southern impact area, as well as a portion of land west of the city, to the City Impact Area. A motion was made by Tolman to include these areas in the Impact Area, seconded by Lloyd, and passed with the following vote: Carlson – aye, Lloyd – aye, Winder – aye, Tolman – aye.

8– Review/Approve Resolution no. 2025-05 Regarding Update to City of Albion Records Retention Policy. (Attorney)

Attorney McMurray reviewed Resolution 2025-05 regarding the city Record Retention Code no. 50-907. In conclusion, he stated that records kept on file and not used in a Litigation case may be destroyed. A motion was made by Lloyd and seconded by Tolman, with a vote of Lloyd - Aye, Carlson – Aye, Winder - Aye, and Tolman – Aye.

9 – 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*	3,564.00
Deric Bell – Deputy Clerk*	Gross Salary/Payroll *	1,207.50
Brad Woodrow - Maintenance Director*	Gross Salary/Payroll*	5,9500.00
IRS Direct Debit*	EFTPS 941 Tax (Federal Payroll Tax) *	3016.83
ACE Hardware	Shop Supplies – 2 invoices	67.51
Allen Pump	Flow meter on sewer pump	600.00
ATC	Internet Service & Network Terminals	690.00
ATT	Maint. Director annual cell phone service	300.00
Beam Insurance*	Employee Benefits - Vison & Dental*	370.54
Bonneville Power Administration	Bulk Electric Power Purchase + Transmission	12,123.00
CAL Ranch	Gen. Maint. supplies	24.99
ETS	Microsoft 365 Subscriptions & Email Boxes	62.60
Heglar Creek Electric	Repair at well #2	133.00
HP Instant Ink	Office Copier Ink Subscription	8.47
KD Company	Mowing Service - City Park , Office & Fire	925.00
Keller Associates	General Engineer Service For June 2025 - \$250	250.00
Kerry McMurray*	City Legal Services (Retainer, Research & Drafts)*	875.50
Lamont Young	Backup Licenses- Water, Water Chemicals & Wastewater (3 @ \$50/ea.)	150.00
Magic Valley.com / Column Software*	Times News - Publish Legal Notices – Public Hearing for Foregone Funds	78.84
Magic Valley Private Utility Locates	Electric Utility Line Locate (2 Invoices)	160.00
Magic Valley Labs	Water Tests- Wastewater & Drinking Water Bacteria	270.00
NORCO Inc.	Rental of Welder Materials	13.80
OOMA Inc. *	Phone Service For Office/Maintenance Shop & SCADA System	83.78
PERSI*	Employer Remittance- Retirement Contribution*	2327.32
St. Lukes Health Plan	Health Insurance	2618.65

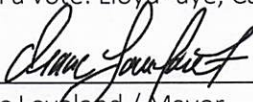
Stokes Market	Park and Maint. Supplies (2 invoices)	98.13
UAMPS	General A&G Expenses	89.00
US Postal Service	350 Stamps @ .78 ea.	273.00
Valley Ag	Copper Sulfate	389.00
Visa – #2580 Linda Hutchison	Quick Books Online Pmt,	217.00
Visa- #5228 Deric Bell (Dedicated Fuel)	Maintenance Department Fuel Purchases (Dedicated Card)	310.44
Visa- #1598 Brad Woodrow	Maintenance & Repair Items HomeDepot, Smartsign.com	635.24
Wickel tire	Service Dodge truck	164.33
Wildcat Waste Service	Trash Removal- Shop Dumpster (June Service)	95.00
GRAND TOTAL		43542.47
*Denotes Payments Already Made Pending Council Ratification		

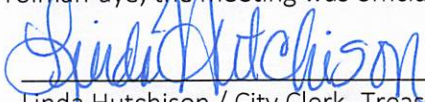
COUNCIL COMMENTS/INFORMATION FROM OFFICIALS & STAFF, AND FINAL THOUGHTS

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. Carlson seconded it with a vote: Lloyd- aye, Carlson – aye, Winder-aye, and Tolman-aye; the meeting was officially adjourned at 9:30 pm.


Isaac Loveland / Mayor


Linda Hutchison / City Clerk -Treasurer