**ALBION CITY COUNCIL MEETING**

**MINUTES APRIL 5, 2016.**

CALL TO ORDER – The meeting was called to order at 8:03 p.m. in the Albion Civic Center by Mayor Sharon Hardy-Mills.

OPENING CEREMONIES – Pledge of Allegiance led by Mayor Hardy-Mills.

ROLL CALL – Present: Mayor Sharon Hardy-Mills, Council President Chad Manderscheid, Councilpersons Zack Alexander, Mike Gailey, and Isaac Loveland, City Clerk-Treasurer Mary Yeaman, City Attorney Kerry D. McMurray, and Maintenance Department Shawn Burton.

OTHERS IN ATTENDANCE – John Davis, Kathy Endres, Leroy Robinson, Cassia County Sheriff Jay Heward, Deputy Clerk Sharity Parish, Troy Mortensen, and Deputy Wayne Winder.

APPROVAL OF MINUTES – Upon motion made by Alexander, seconded by Loveland, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye, the Council moved to approve the Minutes of the March 1, 2016 Council Meeting as presented.

APPROVAL OF BILLS – Upon motion made by Alexander, seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye, the Council moved to approve payment of the Bills as presented.

LAW ENFORCEMENT REPORT – Deputy Wayne Winder reported to the Council he spent eleven and one half (11.5) hours patrolling the City for the month of March. Winder reported doing a Welfare Check, serving Civil Papers, responding to a call about Loose Cows, responding to a call about a Semi/Pedestrian Accident, doing Traffic Patrol, and doing Building Checks. Winder asked if the Council if they had any issues to discuss.

Mayor Sharon Hardy-Mills reported she has had several complaints, from residents, about the dirt bike riders in town. They are going really fast, and doing wheelies all through town.

Deputy Wayne Winder reported if we can find out who the dirt bike riders are, he will talk to them and could possibly issue citations. Winder reported he will try and do some extra patrol on the weekends.

ANIMAL CONTROL REPORT – Shawn Burton, from the Maintenance Department, reported to the Council he received a couple of calls about loose dogs, and he talked to the dog owners.

**CITIZEN’S ISSUES**

CAMPUS UTILITIES – HEATHER MORTENSEN

Troy Mortensen told the Council he is representing Heather, who is unable to attend tonight’s meeting. Troy Mortensen reported to the Council they had not planned on doing any additional renovations this year, but Heather decided to renovate Comish Hall (the Girls Dorm) for the Declo Prom. Mortensen reported they have run sewer and water lines to Miller Hall, McMurray Hall, and now Comish Hall. Mortensen told the Council this is a unique property, and we want to do things correctly. Mortensen reported we want to get power to all the Buildings on the Campus, but we do not want power lines running through the Campus property. Mortensen reported checking into running the power lines around the perimeter of the property, but the cost was sixty-eight thousand ($68,000.00) dollars, which is too expensive, so they decided to run the power lines underground, which will cost twenty-eight ($28,000.00) dollars or twenty thousand ($20,000.00) dollars if He (Troy) does the trenching, which is a savings of eight thousand ($8,000.00) dollars. Mortensen told the Council he wants to save the City as much money as he can, so he will do the trenching.

Mayor Sharon Hardy-Mills reported to the Council this is private property he is talking about, and he can do what he wants, on his private property, as long as it is done to Code.

Mortensen reported they will run primary power to Comish Hall, the pole at McMurray Hall will be replaced, and a new transformer will be installed, and power will be stubbed out to Axline Gym, and the Auditorium. Mortensen reported a transformer can be placed by the road, with power run to each Building if that is preferred. Mortensen told the Council we need the power by April 11th because Declo’s Prom is on April 16th. Mortensen asked the Council what they would like him to do.

City Attorney Kerry McMurray reminded the Council the Agenda will have to be amended before any decisions can be made, as this issue is not listed as an Agenda Business Item. McMurray reported this is a requirement of the Open Meeting Law.

Councilperson Mike Gailey asked, do we really need to amend the Agenda, or can we just tell him (Mortensen) to go ahead and do the trenching? Gailey reported we know Raft River Electric will do everything to Code. Gailey said, it is your property you can do what you want.

Mayor Sharon Hardy-Mills thanked Mortensen for keeping the City apprized on the improvements taking place on his Campus property.

GENERAL PUBLIC COMMENTS – 10 MINUTES TOTAL

The general tenor of the comments made is as follows: Cassia County Sheriff Jay Heward reported he is in attendance tonight to inquire if the City is happy with the Police service they are receiving from the Sheriff’s Department.

Mayor Sharon Hardy-Mills responded by saying she is grateful for the Police service the City receives, and reported the Sheriff’s Office provided the City with new sand bags to be used in case of flooding. The Mayor reported they have been keeping an eye on the water condition within the City, which she really appreciates. The Mayor also reported she appreciates Don Gunderson, for keeping an eye on the Creek’s water level.

**AGENDA BUSINESS ITEMS**

LIFT STATION UPDATE

Mayor Sharon Hardy-Mills reported to the Council an Inspection of the Lift Station will take place tomorrow at 9:00 a.m. if any of the Council is interested in attending. A Punch List will be put together for items to be finished or corrected.

Shawn Burton, from the Maintenance Department, reported there are some programming issues that Bolen’s Control will have fixed by the end of the month.

Mayor Sharon Hardy-Mills reported to the Council we have been running on the new Lift Station for a while, and it is running smoothly. The Mayor also reported the Generator runs each Tuesday, for a period of time, and she is amazed at how quiet it is.

SIDEWALK ORDINANCE NO. 2016-05-01

Mayor Sharon Hardy-Mills read ORDINANCE NO. 2016-05-01 AN ORDINANCE WHEREBY THE CITY OF ALBION, IDAHO ADOPTS AMENDMENTS TO ALBION CITY CCODE, TITLE 7, CHAPTER 3, REGARDING STREETS, SIDEWALKS, AND PUBLIC WAYS, NAMELY: ADD A NEW SECTION 7-3-1-1 OWNER’S DUTY TO REPAIR OR REPLACE SIDEWALK; RENUMBERING CURRENT SECTIONS 7-3-1-1 THROUGH 7-3-1-4, RESPECTIVELY AS SECTIONS 7-3-1-2 PERMIT REQUIRED, 7-3-1-3 CITY TO FURNISH LINES AND GRADES; 7-3-1-4 MATERIAL SPECIFICATION AND ADDITIONALLY ADDING SPECIFICATIONS FOR CONCRETE SIDEWALKS, BASE FOR ANY SIDEWALK, ASPHALT SIDEWALK SPECIFICATIONS, CURB AND GUTTER SPECIFICATIONS AND STANDARD DRAWING, AND MINIMUM

SPECIFICATIONS FOR DISABILITY GUIDELINES; OLD 7-3-1-4 ORDER FOR REPAIR OR DESTRUCTION REPEALED; 7-3-1-5 IS AN ADDED SECTION FOR REPAIR; NOTICE TO OWNER; TIME LIMIT FOR WORK; WHICH PROVIDES FOR (A) NOTICE TO OWNER. (B) SERVICE OF NOTICE UPON OWNER. (C) TIME LIMIT FOR WORK; FAILURE TO REPAIR; COST ASSESSMENT; LIEN. (D) PROTESTS TO ORDER; FILING AND HEARING. (E) LEVIES AND SPECIAL ASSESSMENTS; SPECIAL FUND. AND (F) PAYMENT; LIEN DISCHARGE; PENALTY FOR NON-PAYMENT; OLD SECTION 7-3-1-5 IS RENUMBERED AS 7-3-1-6; OLD SECTION 7-3-1-6 IS RENUMBERED AS 7-3-1-7 AND THIS SECTION HAS MINOR AMENDMENTS AND IT’S SECTION (C) REGARDING CLERK TO PUBLISH COPY OF CERTIFICATE IS REPEALED. A NEW SECTION 7-3-6 FAILURE TO REMOVE; ASSESSMENT; LIEN; COLLECTION IS ADDED; OLD SECTION 7-3-6 IS RENUMBERED AS 7-3-7; PROVIDING FOR STANDARD DRAWING A-1; PROVIDING FOR SEVERABILITY OF PROVISIONS; PROVIDING FOR REPEAL OF ALBION ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

The 3rd reading of ORDINANCE NO. 2016-05-01 will be held at the May Council Meeting.

WEST STREET BRIDGE PROJECT

Mayor Sharon Hardy-Mills reported to the Council the West Street Bridge Replacement Project Funding Application was approved. The Mayor reported our Bridge Project was actually rated number one, on the List of Approved Projects, to receive LHTAC Funding. The Mayor reported Ivan McCracken, from J-U-B Engineers, worked with the City to put the Application together, and she is grateful his efforts paid off, as the City has been trying to get Funding for this Bridge Project for four (4) or five (5) years.

Shawn Burton, from the Maintenance Department, reported to the Council Ivan McCracken, from J-U-B Engineers, is willing to write a Letter to LHTAC requesting the City receive the funding earlier than proposed.

It was reported the City may be able to use the Engineer that was used for the Tremayne Street Bridge Project.

NEW MAINTENANCE SHOP

City Attorney Kerry McMurray reported to the Council the New Shop Drawings need to be approved by an Engineer, before the Project can be put out for Bid.

Shawn Burton, from the Maintenance Department, reported to the Council he received an Engineering Quote from Jay Christensen, from the Springdale area. The Quote was for three thousand, two hundred twenty ($3,220.00) dollars.

Councilperson Isaac Loveland proclaimed he is distantly related to Engineer Jay Christensen.

Upon motion made by Gailey, seconded by Loveland, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye, the Council moved to approve the Quote, submitted by Engineer Jay Christensen, in the amount of three thousand, two hundred twenty ($3,220.00) dollars to Engineer and approve the New Shop Building Drawings.

COMPENSATION FOR ELECTED CITY OFFICIALS ORDINANCE NO. 2016-04-01 3RD READING

Mayor Sharon Hardy-Mills read Ordinance No. 2016-04-01;

**AN ORDINANCE ESTABLISHING THE COMPENSATION FOR THE MAYOR AND COUNCILMEMBERS OF THE CITY OF ALBION. REPEALING CONFLICTING ORDINANCES, AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.**

**BE IT ORDAINED BBY THE MAYOR AND COUNCIL OF THE CITY OF ALBION:**

**SECTION 1. MAYOR AND COUNCIL COMPENSATION.**

Commencing beginning of year 1 January 2018 as per **IDAHO CODE 50-203** **OFFICIALS – COMPENSATION**

The salaries of Mayor and of the members of the Albion City Council shall be as follows:

1. The Mayor shall receive an annual salary of $6000, or $500 per month and
2. Each member of the Council shall receive an annual salary of $3000, or $300 per month.
3. If one cannot attend the regularly scheduled monthly Council Meeting they shall only receive ½ the compensation that month.

**OPTIONAL:** The Mayor and Council shall receive the same benefits as any full time City Employee…..EXCEPT there is no accrual of vacation or sick leave for Mayor or Council members.

**SECTION 2. REPEAL OF CONFLICTING PROVISIONS.**

All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed to the extent of such possible conflict.

**SECTION 3. PUBLICATION AND EFFECTIVE DATE.**

The City Clerk is hereby directed to publish this Ordinance as a legal notice in the **TIMES NEWS,** the official City newspaper.

This Ordinance shall be effective October 1, 2016 following its publication as provided by law.

Enacted by the City Council as an Ordinance of the City of Albion on the 5th day of April 2016.

Approved by the Mayor on the 5th day of April 2016.

City of Albion

Sharon Hardy-Mills

Mayor

ATTEST:

Mary Yeaman

City Clerk

Upon motion made by Gailey, seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, and Loveland-aye, with Manderscheid recusing himself, the Council moved to accept the three (3) Readings of Ordinance No. 2016-04-01and approved passing COMPENSATION FOR ELECTED CITY OFFICIALS Ordinance No. 2016-04-01.

COUNCIL GOALS REVIEW

Mayor Sharon Hardy-Mills reviewed the List of Goals with the Council. The Lift Station Project, discussed earlier, is almost complete, the Funding for the West Street Bridge Replacement Project has been approved, now information needs to be prepared in order to go out for Bids, Promote Growth and Business is still being looked at, Flood/Emergency Preparedness Plan is being worked on, with the City having Sand Bags and Sand available in case of flooding, Resurface Roads-Shawn Burton, from the Maintenance Department, is checking into this, Walking Paths, Sidewalks, and Lighting was discussed earlier along with the possibility of creating a Recreation District, Build New Maintenance Shop was discussed earlier and the Building is being reviewed by an Engineer before putting the Project out for Bid, Non Potable Water will be discussed at next month’s Council meeting, City Wide Clean-Up will be Saturday, April 9th at 9:00 a.m. meet at the Park, City Website will be discussed at next month’s Council meeting, and City Office Repairs/Moving Office to Civic Center needs to be looked into further.

The Council selected the Water Ordinance to be reviewed next month. The Council would like to implement a low-pressure water system to use throughout the City. The Council asked Councilperson Isaac Loveland to check into a catch basin for water storage.

DELINQUENT ACCOUNTS

Mayor Sharon Hardy-Mills reviewed the List of Delinquent Accounts with the Council. The Mayor reported sixteen (16) accounts have been sent to Collections.

The Council asked the Mayor to visit with those accounts on the List that pays some each month, or pays once in a while. The Council agreed the Delinquent Accounts need to be disconnected if payment in full is not received.

**INFORMATION FROM CITY OFFICIALS**

City Clerk Mary Yeaman reported to the Council the QuickBooks program the City uses needs to be upgraded to the 2016 version, in order for the Payroll System to continue being supported.

The Council agreed the Clerk needs to upgrade to QuickBooks 2016.

City Clerk Mary Yeaman reported to the Council the Association of Idaho Cities (AIC) is holding a Spring Academy for City Officials in Burley on Wednesday, April 27th. The Clerk asked the Council to let her know if they plan to attend, and she will get them registered for the Academy.

City Clerk Mary Yeaman reported to the Council the replacement Race Car for the Playground will be delivered on Thursday, April 14th.

City Clerk Mary Yeaman reported to the Council Shawn Burton, from the Maintenance Department, would like to take an Excel Class. Yeaman reported there is a 2 day Class being offered in Twin Falls in May, or there is a 4 day Class being offered in Burley in April. The Clerk reported she and the Deputy Clerk are also interested in taking an Excel Class.

Councilperson Mike Gailey suggested the Clerk and Deputy Clerk take the Excel Class and then set things up for Burton, who would only have to punch in the numbers.

The Council agreed the Clerk and Deputy Clerk should take the Excel Class in Burley.

Councilperson Isaac Loveland reported he is working on the Website development, and will have more information next month.

Councilperson Isaac Loveland reported to the Council there is miscommunication between the State and FEMA as far as Flood Plain Insurance is concerned. Loveland reported the State looks at it on an individual basis, and FEMA does not, therefore it is confusing which avenue is correct.

**COMMITTEE REPORTS**

P&Z COMMISSION

Sharity Parish, P&Z Secretary, reported to the Council the P&Z Commission will be having a Public Hearing on Tuesday, April 12th at 7:00 p.m. in the Albion Civic Center. The Public Hearing will address Zoning Property that was previously annexed into the City Limits.

PRESENTATION OF BILLS

Mayor and Council Salaries \* 190.00

Salaries – Maintenance-3206.38 /Clerk-2830.12 \* 6036.50

Sharity Parish – Deputy Clerk/P&Z Secretary \* 555.59

Jeremiah Wood – Maintenance Helper \* 756.00

PERSI – Employer Remittance (3/16-3/31/16) \* 708.31

DL Evans Bank – EFTPS Employer Remittance (Mar. 2016) \* 1655.46

PERSI – Employer Remittance (4/01-4/15/16) \* 598.16

Raft River Electric – Water Tank- 40.08/Service Work-3109.13 \* 3149.21

SelectHealth – Insurance (May 2016) \* 1081.12

ID State Tax Commission – W/H Tax 1st Qtr. 2016 \* 614.00

AIC – 2016 Spring District Meeting Registration \* 105.00

Ace Hardware – Maintenance Supplies 166.96

American Legion Post 124 – 2 Flags for Park 274.51

ATC Communications – Phone, Fax, Internet, & Lift Station 483.25

Bonneville Power Administration – Transmission (Mar. 2016) 1198.00

Bonneville Power Administration – Power (Mar. 2016) 11091.00

Creekside Store – Maintenance Fuel (April 2016) 223.60

Ferguson Waterworks – Maintenance Supplies 1688.53

Game Time – Playground Saddle Mate (Race Car) 1144.08

Helena Chemical Company – Weed Spray / Lawn Fertilizer 883.16

J-U-B Engineers, Inc. – Lift Station Project 6843.63

Kerry McMurray – Legal Services (April 2016) 1300.50

Magic Valley Labs, Inc. – Water Test 16.00

Productivity Plus Account – Backhoe Repair Field Service 1734.77

Standard Plumbing Supply Co. – Maintenance Supplies 111.54

The Book Store & Office Supply, Inc. – Office Supplies 159.06

Tree Whisper Tree Service – Trim Tree Over Service Line 300.00

UAMPS – General A&G Expenses 37.23

VISA - #9113 S. Hardy-Mills April 2016 Stmt. (Clean Up Day) 39.02

VISA - #4409 M. Yeaman Apr.16 Stmt. (Q.Books 2016 & Norton) 888.94

TOTAL 44,033.13

Mayor Sharon Hardy-Mills thanked everyone for attending tonight’s Council Meeting.

**COUNCIL ADJOURNS**

There being no further business brought before the Council, motion to adjourn was made by Manderscheid, seconded by Loveland, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, Loveland-aye, and Manderscheid-aye. Adjournment was at 10:35 p.m.

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Sharon Hardy-Mills, Mayor

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Mary Yeaman, City Clerk-Treasurer

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