**ALBION CITY COUNCIL MEETING**

**MINUTES DECEMBER 01, 2015.**

CALL TO ORDER – The meeting was called to order at 8:00 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, Councilpersons Zack Alexander, Mike Gailey, and Isaac Loveland, City Clerk-Treasurer Mary Yeaman, City Attorney Kerry D. McMurray, and Maintenance Department Shawn Burton.

Council President Chad Manderscheid was excused.

OTHERS IN ATTENDANCE – John Davis, Don Gunderson, Leroy Robinson, Jacob Catmull, Brandi Perry, Mary Lynne Bristol, and Troy Mortensen.

APPROVAL OF MINUTES – Upon motion made by Loveland, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, and Loveland-aye, with Manderscheid excused, the Council moved to approve the Minutes of the November 10, 2015 Council Meeting as presented.

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

LAW ENFORCEMENT REPORT – Resident Deputy Wayne Winder was not present at the Council Meeting, therefore no Law Enforcement Report was given.

ANIMAL CONTROL REPORT – Shawn Burton, from the Maintenance Department, reported to the Council he is concerned about people taking care of their animals in the cold weather we have been having. Burton reported other than that, things have been pretty quiet.

**AGENDA BUSINESS ITEMS**

ABSTRACT OF VOTES

Mayor Sharon Hardy-Mills reported to the Council the City received the Official Abstract of Votes, for the November 3, 2015 Election, from Joseph W. Larsen, Cassia County Clerk. The Mayor reported the City of Albion has one hundred thirty-seven (137) registered voters, with twenty-seven (27) voting on Election Day, resulting in a nineteen point seven percent (19.7%) voter turnout. The Mayor reported the Election results are as follows: for Mayor 4 year term –Sharon Hardy-Mills received twenty-six (26) votes, for Council 4 year term- Isaac Loveland received twenty-six (26) votes, for Council 4 year term – Chad Manderscheid received twenty-five (25) votes, and for Council 2 year term – Michael Gailey received twenty-seven (27) votes.

Upon motion made by Alexander, seconded by Loveland, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, and Loveland-aye, with Manderscheid excused, the Council moved to approve and accept the Official Abstract of Votes as presented by Joseph W. Larsen, Cassia County Clerk.

2014-2015 ANNUAL AUDIT

Jacob Catmull, from Evans Poulsen & Catmull PA, presented the Mayor and Council with copies of the 2014-2015 Annual Audit. Catmull reported to the Council the Audit Report is a Clean Report. Catmull reported to the Council a new requirement this year in the City’s Financial Reporting, GASB 68, requires the City to report PERSI Retirement. This added lines called Deferred Outflows and Deferred Inflows. Deferred Outflows consist of PERSI Pension obligations, and Deferred Inflows consist of Employer (the City) Pension assumptions. Catmull reported this added about four (4) pages of information to the Audit Report. Catmull reported there is no liability to the City, in the future, as PERSI is well funded in Idaho. Catmull reported the General Fund Revenues were down, and the Expenditures were about the same compared to last year. The Electric Fund Revenues were up a little, and the Expenditures were higher than last year, due to the Street Lighting Project. The Water Fund Revenues were about the same, and the Expenditures were about the same as last year. The Sewer Fund Revenues were up a little, and the Expenditures were up a little compared to last year. All the Enterprise Funds have positive ending balances. Catmull reported the Lift Station Project will be capitalized, and depreciated overtime. Catmull suggested the allocation of salaries/wages should be tracked by actual activity to the different Enterprise Funds, especially for the Maintenance Department, with the Clerical being divided equally among the Enterprise Funds. Catmull reported, in the past, the Electrical Fund carried most of the weight for salaries/wages. The Mayor and Council salaries can still be put to the individual Enterprise Funds. Catmull suggested the Council consider transferring Funds, from the General Fund into the Sewer Fund, with no repayment required, to help with the Lift Station Replacement Project, or loaning Funds to the Sewer Fund, with a payback overtime requirement, that would be put into place by a Resolution. It would be important to make sure the rates cover the repayment of Funds. Catmull reported, as far as old receivables are concerned, he suggested the Council put liens on properties to assure getting payment, and on some non-collectible accounts writing them off. Catmull thanked the Mayor and Council for the opportunity of working with the City on the Annual Audit.

Upon motion made by Loveland, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, and Loveland-aye, with Manderscheid excused, the Council moved to accept the 2014-2015 Annual Audit as presented by Jacob Catmull, from Evans Poulsen & Catmull PA.

CITY LOGO DESIGN ENTRIES

Mayor Sharon Hardy-Mills reported to the Council the City received three (3) entries for the City Logo Design. The Mayor reported two (2) of the entries are the same, with a different font was used for the wording. The Council reviewed the entries, saying they liked them, but would like to keep working on this, to see what else may be submitted. The Council said they would like to see the Logo kept simple, as it will be put on the City Letterhead, City Banners, and possibly Shirts or Jackets. The City Logo Design issue was tabled for now.

FIREARMS, SIDEWALK, AND HOOK-UP FEES ORDINANCES REVIEW/UPDATE

City Attorney Kerry McMurray asked the Council for their thoughts on the Firearms Ordinance, to which the Council agreed the Firearms Ordinance is done.

City Attorney McMurray handed out copies of the revised Sidewalk Ordinance for the Mayor and Council to review. McMurray reported the underlined portion has been added, and the lined through portion has been taken out. McMurray reported he also gave them a proposed clean copy for their review.

Mayor Sharon Hardy-Mills reported to the Council she still does not feel the City should hold the property owner solely responsible to replace sidewalks in front of their homes/property. The Mayor reported this issue needs to be looked at further.

Councilperson Isaac Loveland reported to the Council he feels the Protests to Order: Filing and Hearing needs to be kept in the Sidewalk Ordinance, and other than that, it looks good.

It was suggested the City consider Asphalt Sidewalks/Walking Paths instead of concrete Sidewalks. It was reported Park City and Huntsville in Utah have done this, and it looks clean and nice. The Asphalt Sidewalk goes from the roadway up to the property line, instead of having a raised concrete Sidewalk.

Mayor Sharon Hardy-Mills asked City Attorney Kerry McMurray to check out the standards of Park City and Huntsville in Utah. The Mayor reported the City is still looking at Grant Options for Sidewalks, which may include concrete or asphalt. This issue needs further research before a decision is made.

City Attorney Kerry McMurray handed out copies of a Policy for Utility Service Charges and Base Rate Fees for the Mayor and Council to review. McMurray reported to the Council he left the reduced fees, and disconnect/re-connect fees blank as those fees have not been decided on yet. McMurray also reported he included a “Certificate of Inspection” is required on any property that has been disconnected from utility services, for more than a year, before the utilities will be re-connected.

After a brief discussion, the Council asked City Attorney McMurray to change some of the wording in the Policy.

City Attorney Kerry McMurray reported to the Council he will make the requested changes and email the revised Policy to the Clerk, who can forward the Policy to the Mayor and Council for their review before the next Council Meeting.

COUNCIL GOALS REVIEW

Mayor Sharon Hardy-Mills reviewed the List of Goals with the Council. The Mayor reported work on the new Lift Station has started as the vault hole has been dug. The Mayor reported there is some concern on the venting pipes, and electrical panel location. The Line to the north has to be replaced, and one-way valves should be installed on the services.

Shawn Burton, from the Maintenance Department, reported to the Council the Project Supervisor told him the pipe the City has on hand, might not work for the Lift Station Project.

Mayor Sharon Hardy-Mills reported to the Council the West Street Bridge Replacement Application has been submitted, and hopefully the City will rank higher on the List of those receiving Funding this year.

Mayor Sharon Hardy-Mills asked that “Public Building Lights Conservation” be taken off the List of Goals, as this is not cost effective for the City at this time. The Council agreed with the Mayor on this item.

Mayor Sharon Hardy-Mills reported to the Council she is still waiting to hear back from Undersheriff George Warrell about the Flood/Emergency Preparedness Plan.

Mayor Sharon Hardy-Mills reported to the Council the City has ranked three (3) Roads, within the City according to priority, for resurfacing. Shawn Burton, from the Maintenance Department, reported the Roads are: 1) West Street, 2) Market Street, and 3) North Street.

Mayor Sharon Hardy-Mills reported to the Council the City will have two (2) years, after the Campus Property is paid off, to build a new Shop. The Mayor reported Cleary Buildings contacted her about providing a Bid for the new Shop, but she has not received anything back from them.

Mayor Sharon Hardy-Mills reported the Hook-Up Fees will be reviewed at next month’s Council Meeting.

Mayor Sharon Hardy-Mills reported to the Council the City Wide Clean-Up will be looked at again in the Spring.

Mayor Sharon Hardy-Mills reported to the Council Councilperson Isaac Loveland agreed to help develop the City Website, and keep it updated.

DELINQUENT UTILITY ACCOUNTS REVIEW

Mayor Sharon Hardy-Mills reported to the Council City Attorney Kerry McMurray drafted a “Red Tag Notice” to notify those whose power has been disconnected. The Mayor read the “Red Tag Notice” in its entirety. The Clerk was asked to print the Notice on red paper to be sent out as needed. The Mayor also reported to the Council some of the delinquent accounts discussed at the last Council Meeting have been paid.

**INFORMATION FROM CITY OFFICIALS**

Mayor Sharon Hardy-Mills reported to the Council the City Christmas Party is this Friday, December 4th at 6:30 p.m. in the Civic Center, and asked the Council to notify Mary or Sharity as to what they would like to furnish for the dinner.

Mayor Sharon Hardy-Mills reported the Christmas Lights look nice, and make the City look very festive.

Mayor Sharon Hardy-Mills reminded the Council and those present the “Live Nativity” will be presented on December 19th at 5:30 p.m. and 6:30 p.m. at the City Park.

Shawn Burton, from the Maintenance Department, reported to the Council the gray Truck is in the Shop getting a new Fuel Pump installed, and the white Truck will need to be repaired next, as it needs an alignment.

Shawn Burton, from the Maintenance Department, reported to the Council he wishes the cars on the street could be moved in order to plow the streets better. Burton also reported during the extremely cold weather, it is a good idea to leave a water faucet running, to help prevent water pipes from freezing.

Councilperson Zack Alexander asked if the new Computer has been installed, to which the Clerk replied, not yet, but the new Computer has been ordered and should be here, and installed around the 15th of December.

COMMITTEE REPORTS – P&Z COMMISSION

P&Z Commissioner Leroy Robinson reported to the Council the P&Z Commission held a Meeting in November to discuss basic issues.

FOUR LEAF CLOVER CLUB REPORT

Mary Lynne Bristol, from the Four Leaf Cover Club, reported to the Council Santa Claus will be coming into town on a Fire Truck Saturday, December 5th at 6:00 p.m. Santa will turn on the “Memorial Tree” Christmas Lights, and greet those in attendance at the Gazebo. In case of inclement weather, Santa will be in the Pavilion.

PRESENTATION OF BILLS

Mayor and Council Salaries \* 190.00

Salaries – Maintenance-3320.89/Clerk-2587.18 \* 6008.07

Sharity Parish – Deputy Clerk/P&Z Secretary \* 112.81

Jeremiah Wood – Maintenance Helper \* 738.00

PERSI – Employer Remittance (11/16-11/30/15) \* 701.09

DL Evans Bank – EFTPS 941 Employer Remittance (Nov. 2015) \* 1470.52

PERSI – Employer Remittance (12/01-12/15/15) \* 602.99

Raft River Electric – Water Tank-40.08/Service Work-8841.41 \* 8881.49

SelectHealth – Insurance (Jan. 2016) \* 1081.12

Idaho Transportation Dept. – ATV Registration Renewal \* 3.00

USDA Rural Development – Sewer Bond Payment \* 7350.00

A.M.I. Supply, Inc. – Maintenance Supplies 42.08

AT&T – Maintenance Cell Phones 75.00

Ace Hardware – Maintenance Supplies 103.34

ATC Communications – Phone, Fax, Internet, & Lift Station 492.77

Bonneville Power Administration – Transmission (Nov. 2015) 1985.00

Bonneville Power Administration – Power (Nov. 2015) 13745.00

Bureau of Occupational Licenses – S. Burton Renewals 120.00

Creekside Store – Maintenance Fuel (Dec. 2015)

Don’s Repair – 2003 Dodge &1997 Dodge Repairs 787.08

Evans Poulsen & Catmull PA – 2015 Annual Audit 5400.00

Ferguson Enterprises, Inc. – Maintenance Safety Jackets 60.77

J-U-B Engineers, Inc. – Lift Station Replacement Project 2195.55

LHTAC – T2 Classes (S. Burton) 180.00

Kaleb Parish – Snow Plowing 60.00

Kerry McMurray – Legal Services (Dec. 2015)

Magic Valley Labs, Inc. – Water Tests

Mini-Cassia Transportation Committee – 2016 Member Dues 50.00

NAPA Auto Parts – Maintenance Supplies 25.98

Shawn Burton – Travel Claim & Meals (Dec. 2015) 272.65

Stephenson Computer Consulting – New Computer/Setup 1827.18

Streamline Precision – 1st Pay Request Lift Station Project 76011.40

The Times News – Maintenance Helper Ad 243.12

VISA - #4409 M. Yeaman (Christmas Party Catering/Supplies) 216.60

VISA - #7977 S. Burton (Cell Phones) 75.00

TOTAL 131,107.61

Mayor Sharon Hardy-Mills thanked everyone for attending tonight’s Council Meeting, and asked them to drive home safely.

**COUNCIL ADJOURNS**

There being no further business brought before the Council, motion to adjourn was made by Alexander, seconded by Gailey, and unanimously carried, with the following roll call vote: Alexander-aye, Gailey-aye, and Loveland-aye, with Manderscheid excused. Adjournment was at 10:15 p.m.

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Sharon Hardy-Mills, Mayor

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Mary Yeaman, City Clerk-Treasurer