

**ALBION CITY COUNCIL MEETING  
MINUTES AUGUST 6, 2019.**

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

OPENING CEREMONIES – Pledge of Allegiance led by Councilperson Dallan Doc Carlson.

ROLL CALL – Present: Mayor Isaac Loveland, Council President Zack Alexander, Councilpersons Dallan Doc Carlson, Kevin Lloyd, and Chad Manderscheid, City Clerk-Treasurer Mary Yeaman, and City Attorney Kerry McMurray. Maintenance Department Bryan Day was excused.

OTHERS IN ATTENDANCE – Ivan McCracken, David and Rhonda Chatterly, Tyler Pratt, Matthew Hill, John and Anna-Marie Davis, Mary Lynne Bristol, Georgia Dimick, and Heather and Troy Mortensen.

APPROVAL OF MINUTES – Upon motion made by Lloyd, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Manderscheid-aye, the Council moved to approve the July 2, 2019 Council Meeting Minutes as presented.

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

LAW ENFORCEMENT REPORT – Resident Deputy Jason Lynch was not present at the Meeting, therefore, no Report was given.

ANIMAL CONTROL REPORT – Bryan Day, from the Maintenance Department, was not present at the Meeting, therefore, no Report was given.

**BUSINESS ITEMS**

**PUBLIC HEARING – 2019-2020 BUDGET**

Mayor Isaac Loveland opened the Public Hearing for the 2019-2020 Budget. The Mayor asked those wishing to make comments, to please come to the Podium, State your Name, and Address for the record. The Mayor asked if there was anyone wishing to make comments, there were none. The Mayor asked the Council if they had any further comments, to which the Council replied No. There being no comments, the Mayor asked for a motion to accept the 2019-2020 Budget.

Upon motion made by Lloyd, seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Carlson-aye, Lloyd-aye, and

Manderscheid-aye, the Council moved to approve and adopt the 2019-2020 Budget as presented.

Mayor Isaac Loveland reported we will go back to Citizen's Issues.

### **CITIZEN'S ISSUES**

Troy Mortensen, 214 Water Tower Circle, reported to the Council the Water Master has requested the City's Water and the Campus Water be divided. Mortensen presented the Council a Quote from the Sprinkler Shop, to install shut-off valves in order to divide the water. Mortensen reported it makes sense to have shut-off valves, but they are expensive to install. Mortensen reported there is not much cooperation among everyone, and the other users do not want us to maintain the ditches. Mortensen reported the splitter is the problem area, and he has been trying to negotiate this issue. Mortensen reported this is a good water year, with plenty for everyone, but we need to get this figured out now, so the City can use their water for a low-pressure irrigation system. Mortensen reported his pump needs a certain amount of water to run, and we should be able to use the water while or as we need to. Mortensen asked to be on the September Agenda to discuss this issue further.

Georgia Dimick, from Region IV Development, reported to the Council they have received 47% of the Surveys back that were mailed out, and we have 50 more responses left to get. Dimick reported she has put together a new List, Surveys, and Envelopes that are available to be taken door-to-door. The Council needs to decide how they want to do this. Dimick reported we have missed the October deadline, but you still have time to meet the November 16<sup>th</sup> Grant deadline.

### **PUBLIC HEARING – WATER CONNECTION FEE INCREASE**

Mayor Isaac Loveland opened the Public Hearing for the Water Connection Fee Increase. The Mayor asked those wishing to make comments, to please come to the Podium, State your Name, and Address for the record. The Mayor reported the current Connection Fee is eight hundred dollars (\$800), and the new Connection Fee will be one thousand five hundred dollars (\$1,500). The Mayor reported this increase is to cover the cost of materials only. The Mayor asked if there was anyone wishing to make comments, there were none. The Mayor asked if the Council had any comments, to which Councilperson Kevin Lloyd reported the eight hundred dollars (\$800) was set to help customers, but we need to at least cover the cost of materials. The Mayor asked if anyone else, on the Council, had any questions or comments, there were none. The Mayor asked for a motion to approve the Connection Fee Increase as presented. Upon motion made by Lloyd, seconded by Carlson, and unanimously carried, with the following roll call vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Manderscheid-aye, the Council moved to approve the Connection Fee Increase, to one thousand five hundred dollars (\$1,500) as presented.

### **OPEN AND REVIEW RFP STATEMENTS OF QUALIFICATIONS FOR ENGINEERS**

Mayor Isaac Loveland reported the City received four (4) RFP's. The Mayor opened the first RFP, which was received from TD&H Engineers from Twin Falls, the second RFP was received from Paragon Consulting from Boise, the third RFP was received from Keller & Associates from Pocatello and Boise, and the fourth RFP was received from J-U-B Engineers from Twin Falls. The Mayor reported a Review Committee will be put together, and they will review the RFP's within the next few weeks, bringing their recommendations to the September Council Meeting. The Mayor reported the City will look at Water and Sewer Projects first. The Mayor asked for two (2) volunteers from the Council to serve on the Review Committee, to which Councilperson Kevin Lloyd and Councilperson Chad Manderscheid volunteered. The Mayor reported he will be on the Review Committee, with Bryan Day, from the Maintenance Department, along with City Clerk Mary Yeaman or Deputy Clerk Deric Bell. The Mayor informed City Clerk Mary Yeaman that City Attorney Kerry McMurray put her name on the Review Committee List. Mayor Isaac Loveland thanked the Engineering Firms for submitting their RFP's.

#### REVIEW AND ADOPT RESOLUTION NO. 2019-02 GRANTING BAKER VARIANCE

City Attorney Kerry McMurray presented Resolution No. 2019-02 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALBION, IDAHO GRANTING A VARIANCE FROM FRONT AND SIDE SETBACKS FOR A RESIDENCE LOCATED AT 614 SHADOW MOUNTAIN CIRCLE LOT 7 BLOCK 2, MOUNTAIN MEADOWS SUBDIVISION, IN THE CITY OF ALBION, CASSIA COUNTY, IDAHO; AND PROVIDING AN EFFECTIVE DATE for Council review and approval.

Mayor Isaac Loveland read Section 1 a through g, and Section 2 a through c of Resolution No. 2019-02, which states the Variance granted is for the home only.

Upon motion made by Alexander, seconded by Lloyd, and unanimously carried, with the following roll call vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Manderscheid-aye, the Council moved to approve and adopt Resolution No. 2019-02 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALBION, IDAHO GRANTING A VARIANCE FROM FRONT AND SIDE SETBACKS FOR A RESIDENCE LOCATED AT 614 SHADOW MOUNTAIN CIRCLE LOT 7 BLOCK 2, MOUNTAIN MEADOWS SUBDIVISION, IN THE CITY OF ALBION, CASSIA COUNTY, IDAHO; AND PROVIDING AN EFFECTIVE DATE as presented.

The City Clerk was asked to have Resolution No. 2019-02 recorded, before giving a copy, to the Bakers.

#### UTILITY RATE CHANGE REQUEST

Mayor Isaac Loveland reported to the Council the City has received a Utility Rate Change Request. The Request is for a Vacant Lot, which requires all hook-ups are disconnected, and if the hook-ups are reinstated, Connection Fees will be charged. If connections have been disconnected for a year or more, an Inspection is required before hook-ups are reinstated. The Mayor reported the Party is also asking for a refund of one (1) to two (2) years, for the Utility charges he has paid.

Upon motion made by Carlson, seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Carlson-aye, Lloyd-aye, and

Manderscheid-aye, the Council moved to approve the Utility Rate Change Request, and will Credit the July 2019 Utility Billing Charges only.

#### NET METERING AGREEMENT

Mayor Isaac Loveland asked Councilperson Chad Manderscheid if his Solar System has been inspected. Councilperson Chad Manderscheid reported he is still waiting for the State to inspect his Solar System. Manderscheid reported all the lines for his solar System have been rerun, and now go into their own box. Manderscheid reported his System is close to being complete, he is waiting for a Meter and the inspection. Mayor Isaac Loveland suggested to the Council that approval be given for Manderscheid's Solar System, pending all required items are met, that way the City is not holding up the process.

Upon motion made by Lloyd, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Carlson-aye, and Lloyd-aye, the Council moved to approve the Solar System for Chad Manderscheid, pending all requirements are met. Councilperson Chad Manderscheid recused himself from voting on this issue.

#### BUILDING PERMIT POLICY

Mayor Isaac Loveland reported to the Council he feels the City should charge a Fee for Building Site Inspections. The Mayor reported this is one more thing added to Bryan's schedule, and he feels there should be some compensation for his time. The Mayor suggested a Fee of one hundred dollars (\$100) be assessed for the Inspections. The Fee could be based on square footage.

City Attorney Kerry McMurray reported a Building Permit Fee is not charged for structures two hundred feet (200') or less.

Mayor Isaac Loveland reported on any structure requiring a Building Permit, the Fee of one hundred dollars (\$100) would be charged.

City Attorney Kerry McMurray reported a Public Hearing is required when additional Fees are set.

Upon motion made by Lloyd, seconded by Carlson, and unanimously carried, with the following roll call vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Manderscheid-aye, the Council moved to authorize a Public Hearing for setting a new Fee, to be held at the September Council Meeting.

#### HOMES ON CITY UTILITIES OUTSIDE CITY LIMITS

Councilperson Kevin Lloyd reported to the Council the City has nine (9) properties that are on City Utilities, but are not in the City Limits. Lloyd reported seven (7) of the properties are on Electric and Water, and two (2) of the properties are on Electric, Water, and Sewer. Lloyd reported if the City should annex any property into the City Limits, they would only be able to charge for Water and Sewer. The City would have more upkeep, and less revenue. Lloyd suggested doing an Ordinance or Resolution to set new rates for developments. Lloyd reported he is concerned about this issue, and wanted the Council to think about this also.

City Attorney Kerry McMurray reported the current City Code does not allow charging more for Electric or Water outside the City Limits, but it does allow charging double for Sewer outside the City Limits.

Mayor Isaac Loveland suggested putting a Notice in the August Billing Statements about charging double for Sewer outside the City Limits, and making it effective on the September Billing Statements. The Mayor reported it only affects two (2) properties, but we need to follow the City Codes.

The Clerk was asked to include Annexation on the September Agenda.

#### ORDINANCE NO. 2019-07-01 REVIEW

Mayor Isaac Loveland reported to the Council Ordinance No. 2019-07-01 7-6-4 is confusing and needs to be amended for clarification. The Mayor reported it is unclear who is responsible for extending the main to the property, the property owner or the City.

City Attorney Kerry McMurray reported to the Council extending the main is the responsibility of the property owner.

#### WELL #3 AND WELL #4 UPDATE

Mayor Isaac Loveland reported to the Council Bryan is working towards getting Well #3 back online. The Mayor reported the first test on Well #3 had a bad hit.

Tyler Pratt, from Keller & Associates reported to the Council Well #3 was flushed, after the first test was done, and the next test came back negative, which is good. Pratt reported you will want several negative tests before putting Well #3 back online. Pratt suggested the City have a Unidirectional Plan for high velocity flushing, for the City's Water System. Pratt reported they (Keller & Associates) outlined potential improvements to the City's Water System, in the Letter presented to the City. Pratt reported the City's Water System needs redundancy, which includes a reserve pumping system, and storage capacity. Pratt told the Council he is guessing the City does not meet redundancy requirements. Pratt also told the Council the City needs a Security System for the Water System.

Mayor Isaac Loveland reported Well #1 is not running at full capacity, and we need to have a backup plan in place. The Mayor reported Well #4 would be used for backup, once it is updated and online. The Mayor thanked Pratt for his help and information provided to the Council.

#### 4 – WHEELER REPAIR

Mayor Isaac Loveland reported to the Council the 4-Wheeler needs repaired, and Bryan received a Quote from Young Powersports. The Quote is for eight hundred eighty-five dollars (\$885), which is just for parts. Bryan will do the repairs.

Upon motion made by Lloyd, seconded by Alexander, and unanimously carried, with the following roll call vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Manderscheid-aye, the Council moved to approve the purchase of parts to repair the 4-Wheeler from Young Powersports, in the amount of eight hundred eighty-five dollars (\$885).



## ELECTRIC CONNECTIONS REVIEW

Mayor Isaac Loveland reported to the Council the current Electric Hook-Up Fee is two thousand dollars (\$2,000). The Mayor reported he visited with Carl Boden, from Raft River Electric, who told the Mayor the Hook-Up for Jason Phillips new house will be ten thousand dollars (\$10,000). The Mayor reported the reason Phillips Hook-Up will be so much is because Jason is going with a four hundred-amp (400) service, instead of the standard two hundred-amp (200) service, they are going underground, and the distance to get the service installed. The Mayor reported the Electric Hook-Up Fee may need to be reevaluated. The Mayor suggested requiring underground power on any new development.

## FIRE FILE PURCHASE

The Mayor reported the Clerk has requested permission to purchase a Fire File for the Office.

Councilperson Kevin Lloyd asked if the Files in the current Fire File can be purged, to which the Clerk replied No.

City Attorney Kerry McMurray reported some Files are permanent, and cannot be purged.

City Clerk Mary Yeaman reported the City currently has two (2) fire Files, and both are extremely full.

The Clerk was asked if there is room in the Office for another Fire File, to which the Clerk replied, we will make room, the storage space is greatly needed. The Clerk was also asked about the price of a Fire File, to which the Clerk replied, in the catalog they range in price from fifteen hundred dollars (\$1,500) to three thousand dollars (\$3,000). Upon motion made by Carlson, seconded by Lloyd, and unanimously carried, with the following roll call vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Manderscheid-aye, the Council moved to approve up to three thousand dollars (\$3,000) for the purchase of a Fire File for the City Office.

## INFORMATION FROM CITY OFFICIALS

City Clerk Mary Yeaman reported to the Council for the November Election, the Mayor and two (2) Council Seats are up for Election this year. The two (2) Council Seats are Dallan Doc Carlson, and Chad Manderscheid. The Clerk reported the first day to File is Monday, August 26<sup>th</sup>, and the last day to File is Friday, September 6<sup>th</sup> at 5:00 p.m., the City Office will be open that Friday till 5:00 p.m. The Clerk reported she will have the Election Forms ready to pick up on Monday, August 12<sup>th</sup>.

City Clerk Mary Yeaman reported to the Council there are two scheduled Power Outages, the first one is September 17<sup>th</sup>, and the second one is October 29<sup>th</sup>. The Power will be off from 8:00 a.m. to 4:00 p.m. each day. The Power Outages are scheduled to allow Bonneville Power Administration (BPA) and the Bureau of Reclamation to make necessary repairs to the Transmission System at the Minidoka

Dam. During the outage, Raft River Electric will be working on their Transmission and Distribution Lines. The Clerk reported Raft River Electric is providing a Flyer, that will be included in the City's Billing Statements, and the Flyer will also be posted around town.

Councilperson Dallan Doc Carlson reported to the Council the City Fire Hydrants have been flushed. Carlson reported he is getting prices for fixing some non-working Fire Hydrants. Carlson also reported he spoke with the Albion Fire Department who said it is the City's responsibility to make sure the Fire Hydrants are working properly.

Mayor Isaac Loveland reported to the Council he found Funding that would help the City with a Low-Pressure Water System.

Mayor Isaac Loveland reported to the Council he will be attending a Mayor's Roundtable Meeting in Island Park next week.

Mayor Isaac Loveland reported to the Council we need to purchase surge protectors and generators for the Shop. The Mayor also reported we need to look into getting motor savers for the pumps on the Wells.

Mayor Isaac Loveland reported to the Council the City will not have a Christmas Party this year. The Mayor reported he would like to have a City BBQ instead, and suggested Tuesday, August 27<sup>th</sup> for the BBQ. The Mayor asked if this date would work for everyone, to which everyone replied it would work. The Mayor told everyone to plan for Tuesday, August 27<sup>th</sup> at 6:30 p.m. at the Park. The Mayor reported he will let everyone know if they need to bring anything.

Mayor Isaac Loveland reported to the Council he has visited with Bruce Bristol about the Bell at the Grange. The Bell needs repaired, and the Mayor would like the City to help with the costs to repair the Bell. The Mayor reported Bristol is checking to see if someone knows how to repair the Bell, and will let the Mayor know when he has a cost for the repair.

Mayor Isaac Loveland reported to the Council he and Bryan met with the Idaho Transportation Department (ITD), and walked around town, pointing out locations for Crosswalks. The Mayor reported the State of Idaho is against putting Crosswalks on State Highways, but the City can put the Crosswalks there if they choose to do so.

Troy Mortensen told the Council there are Ag Grants for Flood Irrigation.


#### PRESENTATION OF BILLS

Mayor and Council Salaries *	1700.00
Salaries – Clerk *	2756.82
Deric Bell – Deputy Clerk *	853.04
Bryan Day – Maintenance Department *	3384.00
Ravyn Pawson – Maintenance Department *	1925.00

PERSI – Employer Remittance (07/16-07/31/19) *	1257.03
DL Evans Bank – EFTPS 941 Employer Remittance (July 19) *	2300.74
PERSI – Employer Remittance (08/01-08/15/19) *	862.94
Raft River Electric – Water Tank-45.28/Service Work-1152.33 *	1197.61
SelectHealth – Insurance (September 2019) *	1412.00
A.M.I Supply, Inc. – Shop Supplies/Tools	287.84
Ace Hardware – Maintenance Supplies	61.91
ATC Communications – Phone, Fax, Internet, & Lift Station	478.96
Bonneville Power Administration – Transmission/Power (July 19)	10988.00
Burley Reminder – Consumer Ledger Sheets/Reminder Notices	235.60
Carquest of Burley – Vehicle Cleaning Supplies	42.97
Creekside Store – Maintenance Fuel (Aug. 19)	306.18
Ferguson Waterworks – Maintenance Supplies	3184.35
Gem State Dairy Supply – Chlorine	313.50
Greenlon, Inc. – Lawn Fertilization Program	500.00
Higley's Lumber – Shop Shelves Supplies	93.50
Isaac Loveland – August Travel Claim/Lodging Reimbursement	368.72
K & R Rentals, Inc. – Wood Chipper Rental	108.00
Kerry McMurray – Legal Services (Aug. 19)	1275.00
Lamont Young – Back-Up Operator Fee (Aug. 19)	150.00
Magic Valley Labs – Water Tests	607.00
Stukenholtz - Crop Sample	56.00
The Book Store & Office Supply – Fire File, File Cabinet & Supp.	2365.03
The Sprinkler Shop – Hose for Trash Pump (Shop)	350.00
The Times News – Public Hearing New Fee City Inspections	138.86
UAMPS – General A&G Expenses	50.60
VISA - #1475 M. Yeaman Aug. 2019 Statement	268.22
VISA - #3522 B. Day Aug. 2019 Statement	20.00
Young Powersports – 4-Wheeler Repair & Maintenance	<u>1137.61</u>
TOTAL	\$41,037.03

**COUNCIL ADJOURNS**

There being no further business brought before the Council, motion to adjourn was made by Lloyd, seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Manderscheid-aye. Adjournment was at 9:03 p.m.

  
 Isaac Loveland, Mayor

  
 Mary Yeaman, City Clerk-Treasurer