

**ALBION CITY COUNCIL MEETING
MINUTES DECEMBER 4, 2018.**

CALL TO ORDER – The meeting was called to order at 7:00 p.m. in the Albion Civic Center by Mayor Isaac Loveland.

OPENING CEREMONIES – Pledge of Allegiance led by Councilperson Zack Alexander.

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

OTHERS IN ATTENDANCE – Jeff Poulsen, from Poulsen Van Leuven & Catmull, Gene Pitchford, John and Anna Marie Davis, Dallan Carlson, Mary Lynne Bristol, Resident Deputy Jason Lynch, Ty and Paetyn Harris, Robert Murphy, David Chatterly, Paul Baumgartner, Pat Asher, and Dave Eckblad.

APPROVAL OF MINUTES – Upon motion made by Alexander, seconded by Lloyd, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, and Manderscheid-aye, the Council moved to approve the Minutes of the November 13, 2018 Council Meeting as presented.

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

LAW ENFORCEMENT REPORT – Resident Deputy Jason Lynch reported to the Council for the month of November he had thirteen (13) Traffic Stops, which resulted in ten (10) Citations, and three (3) Verbal Warnings. Lynch also reported doing one (1) Warrant Service, responding to one (1) Minor Accident, doing one (1) Business Check, responding to one (1) Suspicious Incident, responding to one (1) Public Relations, doing one (1) Civil Paper Service, and doing one (1) VIN Inspection. Deputy Lynch asked the Council if they had any questions or concerns, there were none. The Council thanked Deputy Lynch for his report.

ANIMAL CONTROL REPORT – Bryan Day, from the Maintenance Department, told the Council he had nothing to report.

AGENDA BUSINESS ITEMS

APPOINTMENT OF NEW COUNCILPERSON AND SWEARING IN OF NEW COUNCILPERSON

Mayor Isaac Loveland reported to the Council he was contacted by one (1) person interested in serving on the Council. The Mayor told the Council the person is involved in the community, he is a volunteer for the Fire Department, and helped tremendously

during the flood, even though his house was not threatened. Loveland told the Council he feels this shows great character. Mayor Loveland presented the name of Dallan Carlson to the Council to fill the vacancy on the Council.

Upon motion made by Alexander, seconded by Lloyd, and unanimously carried, with the following roll call vote: Alexander-aye, Lloyd-aye, and Manderscheid-aye, the Council moved to accept the nomination of Dallan Carlson, and appointed him as the new Councilperson for the City.

City Clerk Mary Yeaman asked Dallan to come forward, and administered him the Oath of Office, swearing him in as the new Councilperson for the City of Albion. Yeaman congratulated Carlson on his appointment.

WATER USAGE QUESTION – TY AND PAETYN HARRIS

Ty Harris reported to the Council they were charged for one hundred and sixty-two thousand (162,000) gallons of water for one (1) month, and the next month they were charged for one hundred ninety-six thousand (196,000) gallons of water. Harris reported to the Council he feels they were overcharged, and they are requesting a refund of one hundred sixty-seven (\$167) dollars. Harris told the Council the month they were charged for one hundred ninety-six thousand (196,000) gallons, Paetyn was the only person home, and the Sprinkler System has been turned off. Harris told the Council they had Bryan come check the meter, and the old meter was changed out for a new meter. Harris reported since the new meter was installed the usage has been sixty-eight thousand (68,000) gallons for one (1) month, and fifty-eight thousand (58,000) gallons for the next month. Harris told the Council they had a Sprinkler guy from Burley check the System, and no problems were found.

Councilperson Zack Alexander reported his water usage was really high this summer also, and he cut back on watering his lawn.

Councilperson Kevin Lloyd told Harris he will check to see what the water usage was when he lived in the house, with a much larger family, and compare to their water usage. Lloyd told Harris he will get back to him on this issue.

2017-2018 ANNUAL AUDIT REPORT – POULSEN VAN LEUVEN & CATMULL

Jeff Poulsen, from Poulsen Van Leuven & Catmull, reported to the Council it is good to be back in Albion, it has been several years since I have been involved with the City's Audit. Poulsen thanked the Clerk for all of her help in providing all the requested information, and for answering questions. Poulsen reported to the Council the 2017-2018 Audit is a clean Audit. Poulsen reviewed the Graphs in the back of the Audit packet. Poulsen reported the General Fund cash decreased about seventeen thousand (\$17,000) dollars, but the Revenues went up about seventy thousand (\$70,000) dollars, due to the Grant the City received. The General Fund Expenses went up about sixty-two thousand (\$62,000) dollars, and the Expenses were higher than the Revenues. The Electric Fund Revenues were down, but the Expenses were up. The Electric Fund has one hundred thousand (\$100,000) dollars in reserves. The Water Fund Revenues were down, and the Expenses were up. The Water Fund has three hundred thousand

(\$300,000) dollars in reserves. The Sewer Fund Revenues were up, and the Expenses were up, this is due to the Lagoon Repairs. Poulsen reported overall the Revenues and Expenses break even. The City has a total of nine hundred sixty thousand (\$960,000) dollars in reserves. Poulsen reported the City is fortunate the Law Enforcement is only two percent (2%) of the Budget, most Cities have a lot higher percentage rate for Law Enforcement.

Poulsen reported to the Council Line Item Budgeting would be recommended for future Budgeting. This Budgeting format shows each Fund as it stands on its own. Poulsen told the Council he would be happy to help the City implement Line Item Budgeting.

Poulsen reported Budgeting is key to managing a City.

Jeff Poulsen reported to the Council the State Investment Pool offers solid Investments, and you can put money in and take it out as needed. Poulsen reported the October rate was two point twenty-five percent (2.25%), which is up a full percentage from when he checked it last. Poulsen reported he works with several Cities that invest Funds with the State Investment Pool. Poulsen thanked the Council for allowing him time on tonight's Agenda.

Mayor Isaac Loveland and the Council thanked Poulsen for presenting the 2017-2018 Audit Report.

ORDINANCE NO. 2018-12-01 AMEND UTILITY SERVICE LANGUAGE REGARDING HOOK-UP FEES TO PROVIDE FEES SET BY RESOLUTION

City Attorney Kerry McMurray presented Ordinance No. 2018-12-01 AN ORDINANCE OF THE CITY OF ALBION, CASSIA COUNTY, IDAHO, AMENDING ALBION CITY CODE TITLE 4, CHAPTER 5, SECTIONS B,(2) AND C; TITLE 7, CHAPTER 5, SECTION 15 M; AND TITLE 7, CHAPTER 6, SECTION 2A, TO REPEAL LANGUAGE SETTING UTILITY USER SERVICE RATES AND HOOK-UP FEES; AND PROVIDING FOR AMENDING LANGUAGE THAT SUCH RATES AND FEES WILL BE ESTABLISHED BY RESOLUTION OF THE CITY COUNCIL AS DEEMED NECESSARY AND PROVIDING FOR AN EFFECTIVE DATE for Council review and approval.

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 waive the three (3) readings of Ordinance No. 2018-12-01.

Upon motion made by Alexander, 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 adopt Ordinance No. 2018-12.01 as presented.

City Attorney Kerry McMurray reported to the Council he has prepared a Summary of Ordinance No. 2018-12-01 for publication.

RESOLUTION NO. 2018-04 SET WATER, SEWER, AND ELECTRIC HOOK-UP FEES AND GENERAL SERVICE RATES FOR MONTHLY FACILITY CHARGES

City Attorney Kerry McMurray presented Resolution No. 2018-.04 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALBION, IDAHO SETTING CONNECTION OR

HOOK-UP FEES FOR THE CITY UTILITIES OF WATER, SEWER, AND ELECTRICAL, AS WELL AS SETTING THE GENERAL SERVICE RATE FOR MONTHLY FACILITIES CHARGES FOR INTERCONNECTION TO THE CITY'S ELECTRICAL SYSTEM IN ACCORDANCE WITH ALBION CITY CODE, WHICH ADOPTED FEES AND CHARGES ARE EITHER THE SAME AMOUNT OR ARE REDUCTIONS FROM CURRENT FEES AND CHARGES AS HAVE BEEN ESTABLISHED; AND PROVIDING AN EFFECTIVE DATE for Council review and approval.

Councilperson Kevin Lloyd asked if the Fees cover the costs of Hook-Ups, to which Mayor Loveland reported not all the time, but over time the costs are recovered. Lloyd expressed his concern about the costs not being covered by the Fees.

Councilperson Zack Alexander reported we set the Fees for a reason, we want to encourage growth within the City.

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 accept and adopt Resolution No. 2018-04 as presented.

PERMISSION TO MAKE INFRASTRUCTURE CHANGES – PAUL BAUMGARTNER

Councilperson Kevin Lloyd reported to the Council he has spoken to Paul Baumgartner about his desire to develop a Road going into his property. Lloyd reported Baumgartner is hoping to get started on the Road in the Spring. Baumgartner is wanting to know what his responsibility is, as far as developing the Road. Baumgartner reported he is looking at developing an S shaped Road, which should not interfere with anyone's property.

City Attorney Kerry McMurray reported to the Council we are talking about platted Roads, not developed or opened up Roads. The City will be responsible to maintain the Roads, once they are developed. The Roads need to meet the standards of the Cassia County Transportation Plan, which the City is a part of. The Roads need to be Engineered, in order to be built to the standards of the Cassi County Transportation Plan. McMurray reported he was told ¼ mile of Gravel Roads will cost between fifteen thousand (\$15,000) dollars to twenty thousand (\$20,000) dollars to develop.

The Council decided for now, the Road will be gravel, and suggested Baumgartner check with Contractors who develop Roads, and go forward by obtaining some Bids.

ELECTRIC INFRASTRUCTURE IN THE CITY

Mayor Isaac Loveland reported to the Council the cul-de-sac on the South end of the Mountain Meadows Subdivision is not on the City's Electrical System. It is on Raft River Electric's System. There are six (6) lots in the cul-de-sac, and there is a home currently being built on two (2) of the lots. The City needs to decide if the Electric System should remain as it is, or if the City wants to extend their Electric System to include the six (6) lots. Mayor Loveland reported he talked with Chad Black and Heath Higley about the cost of extending the City's Electric System, and they said it would cost somewhere between ten thousand (\$10,000) dollars to twenty thousand (\$20,000) dollars.

The Council decided to obtain more information on this issue before making a decision, such as a more definite cost on extending the City's Electric System, and figuring how long it will take to recoup the costs of extending the City's Electric System, versus

leaving the power on Raft River Electric's System. The issue will be discussed further at the next Council meeting.

ROAD REPAIRS

Mayor Isaac Loveland reported to the Council the Grant Application Keller Associates are putting together for the City is almost done, and ready to be submitted. You, as a Council need to decide if you want to camera the Sewer Lines before paving the Roads, or if you want to go ahead and pave the Roads first, and worry about the Sewer Lines later. Councilperson Zack Alexander reported to the Council it makes sense to camera the Sewer Lines first, then pave the Roads. We need to get Quotes in place for the Paving, so we can plan for the cost, and hopefully we can get the Grant to help with the cost to camera the Sewer Lines.

Mayor Isaac Loveland asked the Council what Roads they feel are a priority, to which the Council replied, Market St., West St., Lounsbury, and S. Main St. to the Church. Councilperson Dallan Carlson will put together a List of Paving Companies for the next Council Meeting.

DUMP TRUCK REPAIRS

Bryan Day, from the Maintenance Department, reported to the Council the Dump Truck needs to have a locker put in the rear differential to keep it from spinning out. Day reported he has a verbal Quote, for parts and labor, from Schow's Truck Center, in the amount of three thousand nine hundred (\$3,900) dollars.

Councilperson Dallan Carlson asked what year the Dump Truck is, to which Day reported it is a 1990. Carlson asked if we know what the value of the Truck is, no one knows.

Councilperson Zack Alexander suggested trying to get by for now.

It was suggested that Day check with Barclay Truck Builders to see what price they can Quote for the locker.

DELINQUENT ACCOUNTS REVIEW

Mayor Isaac Loveland and the Council reviewed the List of Delinquent Accounts, and noted the total is a little higher than last month, but it still looks better than it did previously.

INFORMATION FROM CITY OFFICIALS

No information was presented by the City Officials.

PRESENTATION OF BILLS

Mayor and Council Salaries *	1700.00
Salaries – Clerk *	2716.82
Deric Bell – Deputy Clerk *	945.00

with the following roll call vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Manderscheid-aye.

COUNCIL RETURNS TO A REGULAR SESSION

The Executive Session was concluded at 8:50 p.m.

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 is taking the issue under advisement.

COUNCIL ENTERS INTO AN EXECUTIVE SESSION

At 9:52 p.m. motion was made by Alexander to enter into an Executive Session pursuant to Idaho Code 74-206 (1)(a) and (1)(b) regarding personnel issues. The motion was seconded by Manderscheid, and unanimously carried, with the following roll call vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Manderscheid-aye.

COUNCIL RETURNS TO A REGULAR SESSION

The Executive Session was concluded at 9:30 p.m.

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 is taking the issues under advisement.

COUNCIL ADJOURNS

There being no further business brought before the Council, motion to adjourn was made by Alexander, seconded by Lloyd, and unanimously carried, with the following roll call vote: Alexander-aye, Carlson-aye, Lloyd-aye, and Manderscheid-aye. Adjournment was at 9:33 p.m.


Isaac Loveland, Mayor


Mary Yeaman, City Clerk-Treasurer