



## Minutes of the Albion City Council Meeting August 1, 2023

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

OPENING CEREMONIES – The Pledge of Allegiance was led by Council President Kevin Lloyd

ROLL CALL – Roll call by City Clerk-Treasurer- Linda Hutchison. Present: Mayor Isaac Loveland, Council President Kevin Lloyd, Councilpersons Dallan Doc Carlson, Wayne Winder and Tyson Tolman. City Clerk-Treasurer Linda Hutchison, Deputy Clerk Deric Bell, Maintenance Director Brad Woodrow, and City Attorney Kerry McMurray.

OTHERS IN ATTENDANCE – John Davis, Ginna Hall, Bunny Johnson, Linda Prefontaine, Tony Prescott, Giselle Prescott, Lance Holman, Corey Gardner, Lorena Gardner.

APPROVAL OF MINUTES- Upon motion made by Carlson & seconded by Tolman, and unanimously carried with the following vote: Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye, the Council moved to approve the Minutes of the August 1, 2023, City Council Meeting.

APPROVAL OF BILLS – Upon motion made by Lloyd & seconded by Carlson, and unanimously carried, with the following vote Lloyd-aye, Carlson-aye, Winder-aye and Tolman-aye, the Council moved to approve payment of the bills as presented.

### LAW ENFORCEMENT REPORT

No Report was given.

### MAINTENANCE DIRECTOR REPORT

Brad Woodrow reported issues with who is responsible for repairs on water system – at what point on the meter is it the City responsibility? Council asked Kerry if we could get a more precise definition; Kerry said he would get the definition fine-tuned and clear to know whose responsibility each instance would bear the responsibility. Brad will be updating & replacing chevron road signs around the city & reported that he has ordered more asphalt cold -patch for cracks and holes on the streets and will be completing a street repair training course offered by Sage Supply Inc. Brad noted that we have had some IT communication problems with SCADA system losing power; he said that ATC is working on fixing the issues. There were no reported animal problems.

### GENERAL PUBLIC COMMENTS/ CITIZEN'S ISSUES

Virginia Hall asked if we had a contractor for the Pavilion Kitchenet & Bathroom project; she had asked a local contractor who is licensed and bonded and said he would be interested in the job. Brad noted that he also contacted a contractor who would be interested. Lloyd said it would be best to get a bid from both contractors to make the best decision.

### AGENDA ITEMS

#### **1 - Public Hearing Regarding the Adoption of Proposed 2023/2024 Budget and Adopt Resolution 2023-07 – Reservation of Foregone Increase for Future Use**

The Public Hearing opened at 7:10 p.m. The Mayor announced the start of the 2023/2024 Budget Hearing. The Mayor explained that the budget is broken down into different funds. This is a balanced budget at approximately 1 million which is the same as the previous year, with 2.1 million in grant money going in and out; but does not include loan proceeds from USDA. It was asked if the public had any comments for or against the proposed budget. There being none, Mayor Loveland opened it to the Council for discussion. Lloyd asked if grants included all the city projects- Yes it does but may need to be adjusted for actual costs when done. Lloyd said he liked the new format of the documents; Mayor explained it will be able to track better using this format. Lloyd asked about the franchise fund- Bell explained that we need to keep this in the budget in case it is ever needed. The council was all in agreement to Adopt Resolution 2023-07 regarding the reservation of forgone increase for future use. Motion to adopt Resolution 2023-07 was made by Carlson and seconded by Lloyd and unanimously carried with a vote of Lloyd aye, Carlson aye, Winder aye, and Tolman aye. Motion was then made to accept & approve the Proposed 2023-2024 F/Y Budget by Carlson and seconded by Tolman with unanimous vote of Lloyd aye, Winder aye, Carlson aye, and Tolman aye. The Public Hearing closed at 7:19 p.m.

## **2 – Proposal to the City Council for Use of the City Park/Pavilion for Community Garage Sale**

Mayor Loveland announced there was a request for a community yard sale at the City Park; he thought this was a great idea and asked the Council to review. Linda Prefontaine explained her proposal for using the City Park and Pavilion for a one-day community garage sale event on September 16<sup>th</sup>. This would be a fundraiser for the 4<sup>th</sup> of July Committee by charging a fee for a space to participate. The event would be advertised online by themselves with all the information. Attorney McMurray explained they would need a license to do this or would have to be approved as a 'community event' by the council. The council had no problems with letting the group hold the community garage sale. Motion was made to approve use of the City Park and Pavilion for the Community Garage Sale by Lloyd and seconded by Winder which was unanimously carried with a vote of Lloyd aye, Winder aye, Carlson aye, and Tolman aye.

## **3 – Discussion of Possible Fee Increase for Park Pavilion Rental for Non-Resident Use**

The current fee is \$200 or \$300 with alcohol. Mayor Loveland said some improvements at the park are needed such as an added restroom and kitchenette area and to offset the cost of these improvements raising the cost of the rental fee would help and it seems that if the rental is set at a higher fee people are more likely to take better care of the facility. Lloyd asked what comparable prices were available? Hutchison mentioned someone had said maybe as high as \$600 but not for sure. The Office will investigate this and have comparable prices at the next meeting.

## **4 – Changes & Potential Adoption of Ordinance 2023-08-01 Regarding Catering Permit Applications**

Attorney McMurray explained that the new language of the ordinance would move the burden of getting the approval signatures from the County and the Sheriff's Department from the City to the applicant so making the final step of the application to be the applicant bring all signed approvals to the city office to verify the needed signatures to then approve and grant the Catering Permit. The Council reviewed the documents. Attorney McMurray stated that because we will be adding subsection #6 in 5a and 6 & 7 would be 7 & 8. The other change would be to change the language for responsibility. McMurray read the header of Ordinance 2023-08-01. The motion to waive the 3 reads and read just once was made by Carlson and seconded by Lloyd with a roll call vote Tolman – aye, Winder – aye, Lloyd -aye, and Carlson- aye. A motion was then made to Adopt the revised Ordinance 2023-08-01. Motion made by Carlson and seconded by Winder with unanimous vote of all ayes. Attorney McMurray explained that there is a summary that must be signed by the mayor & published. Motion to approve summary was made by Lloyd and seconded by Tolman with vote of Carlson-aye, Winder – aye, Lloyd– aye, and Tolman - aye.

## **5 – Approval for Spending on Flow Meter for Well #1**

Well 1's flow meter needs to be replaced. The cost will be \$3,000 to \$5,000 for a digital meter. Woodrow noted that he will be getting a quote from Butte Irrigation and will have the price quote at next month's meeting for approval. The mayor reminded him that we have vendor municipality rules and regulations regarding water quality certifications when seeking vendor quotes.

## **6 – Water Project Contract Authorization/Approval**

Attorney McMurray stated that he has not received a Water Project standardization contract from Keller Associates. This will need to be added to next month's agenda for review.

## **7 – Fee Implementation, Amounts, Structures and Type Consideration Discussion**

Attorney McMurray asked for a master list of all City fees for review & possible adjustments. A list will be compiled, and this will need to be added to next month's agenda.

## **8 – Discussion of Additions, Deletions and Revisions on Subdivision Ordinance**

Mayor Loveland reviewed the documents and had issues with definition of 'small subdivision' – versus 'subdivision'. McMurray recommended removing 'small subdivision' to make it one item. Mayor Loveland also had concerns with how many splits are allowed and proposed to possibly follow the county subdivision codes. Mayor Loveland recommended to the council to review and come up with the numbers for parcel splits and divisions to use and consider conditional use permits to accompany the subdivision application. Conditional use would allow a zone for certain rules that would be different from a zone in other areas. Tolman asked about the difference of splits on parcels and subdividing. If someone owned 5 sections, they could divide it 2 times. If you split one piece of property into two, that would be 2 splits & a subdivision would occur. The City's laws trump the County's; the county is four lots. Linda Prefontaine said her city property is the only property that could have a subdivision. Mayor Loveland feels that we should fill up the empty lots before we expand. Carlson said we should have the freedom on our own land to decide. Linda Prefontaine said we need to have smart future planning and there needs to be a strong balance. McMurray explained the county rules for splits & divides which could be an option for the city to follow. McMurray will put

together a rough draft for next month's meeting to review. Mayor asked if this all made sense. Linda Prefontaine wanted to note that purchasing large property is an investment & in retirement it can provide income or family home locations.

**INFORMATION FROM CITY OFFICIALS, STANDING SUBJECTS, GENERAL QUESTIONS AND HOC COMMITTEES**

Deputy Clerk Bell stated that (1) the City will soon offer autopay for the convenience of residents to pay utility bills at no cost to them. (2) City has started using e-statement for customers to receive the utility billing via email. This is a new process, and we are making a few needed adjustments. (3) The city would like to save on paper usage and have the documents needed for the council's review in digital form; We will be able to purchase iPads for use at the meetings for \$396.

**PRESENTATION OF BILLS**

PAYEE	DESCRIPTION - NOTES	AMOUNT
Mayor and Council Salaries*		1,700.00
Linda Hutchison - City Clerk/Treasurer *		2,490.82
Deric Bell – Deputy Clerk*		1,382.93
Brad Woodrow - Maintenance Director*		4,383.04
Kerry McMurray*	Legal Services Aug. 2023*	
PERSI*	Employer Remittance- 8/1/23 –8/31/2023*	2,220.33
DL Evans Bank- IRS*	EFTPS 941 Tax Aug. 2023*	2,407.92
Select Health*	Insurance*	2,117.00
Beam Insurance *	Dental/Vision Policy*	332.84
Ace Hardware	Manit. Supplies	67.13
ATC Communications	Internet Service	533.77
Bonneville Power Administration	Electric Power Purchase	8,505.00
AT &T Prepaid *	Yearly cell phone service – Maintenance Director*	307.50
C-A-L Ranch Store	Maint. Supplies	25.98
Catmull Plumbing	Water meter service Acct. .# 051– remove ,replace coil section	757.50
Creekside Store	Maintenance Fuel	200.00
ETS	Email License	58.00
GEM state dairy supply	Chlorine	236.88
ICRMP	Risk management Insurance (6 mo.)	5,347.00
Isaac Loveland	Reimbursement for Mayors Roundtable	446.38
Keller Associates	Monthly Fee & Engineering & Survey Service	4,450.00
Lamont Young	Back-Up Operator Fee	300.00
Magic Valley Labs	Water testing	200.00
NORCO Inc.		43.00
Ooma Office*	phone service *	89.32
Raft River Electric*	Electric System Maintenance & Service work	00.00
Stokes	Maint. Supplies – Road cold patch	419.80
Tru Green	Lawn service (chemical)	239.62
Costco *	Office supplies- Paper, Battery backup*	207.48
Best Buy*	Office Supplies - My Cloud 4TB backup	201.39
UAMPS	General A&G Expenses	50.90
Valley Wide AG*	Weed control Chemicals	754.88
Visa – #2580 L. Hutchison	Quick Books online pmnt., Tech supplies, Battery backup, iPads	569.41
Visa - #3554 B. Woodrow	D&B Supply-post hole auger ,	294.10
Western Waste Services	City Dumpster	87.00
K D Company	Lawn Mowing Service	700.00
Platt * electric	Park Pavilion Lights	85.74
Times News	Publish Advertisement for bids	261.62
<b>TOTAL</b>		<b>42,474.28</b>

**COUNCIL ENTERS INTO AN EXECUTIVE SESSION**

A motion was made at 8:23 pm to enter Executive Session pursuant to Idaho Code 74-206 (1)(f) to communicate with legal counsel by Lloyd, seconded by Tolman and the session was entered with the following roll call vote: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

**COUNCIL LEAVES EXECUTIVE SESSION**

The Council returned from Executive Session at 8:42 pm and a motion to leave the session was made by Lloyd, seconded by Tolman, and approved with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

The matter is to be taken under advisement.

**COUNCIL ADJOURNS**

There being no further business brought before the Council, a motion to adjourn was made by Carlson, seconded by Lloyd, and carried with a vote of: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye. Adjournment was at 8:45pm.

---

Isaac Loveland / Mayor

---

Linda Hutchison / City Clerk-Treasurer