



Minutes of the Albion City Council Meeting Held April 01, 2025

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

OPENING CEREMONIES – Councilperson Tolman led the Pledge of Allegiance.

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

OTHERS IN ATTENDANCE – Earl Warthen, Brandi Perry, Dave Perry, Ginna Hall, John Davis, Leroy Robinson, Karla Robinson, Corey Gardner, Lorena Gardner, Linda Prefontaine, Ryan McEuen, and Others in attendance did not sign in and were not immediately recognized.

APPROVAL OF MINUTES—With no questions or corrections, Carlson motioned to approve the Minutes of the Regular Council Meeting held on March 04, 2025. Tolman seconded the motion, which was carried with a vote of Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

APPROVAL OF BILLS- The Council Members reviewed the bills and there being no questions, a motion was made to approve them as presented by Lloyd, seconded by Winder, with a vote of Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye.

LAW ENFORCEMENT REPORT

Law Enforcement representative Tanner Allred read the report for the month of March: (1) Fire Alarm, (1) Structure Fire, (3) Traffic stops; with zero citations issued, (2) SRO Calls, (1) Civil Paper Service, (Suspicious Incident, (1) Administrative, (1) 911 Hang Up Prank Call, (1) Fight in Progress (1) Civil.

MAINTENANCE DIRECTOR REPORT

Maintenance Director Brad Woodrow first thanked everyone from the community for their support and assistance in the process of cleaning up the sandbags and debris that were left behind from the flooding. Woodrow stated that Whitman Street has re-opened but it is in bad shape and asked everyone please avoid using it if possible.

CLERKS REPORT

There were no pertinent issues to report at this time.

GENERAL PUBLIC COMMENTS/CITIZEN'S ISSUES

Earl Warthen introduced himself and asked the council what is being done with the Impact areas bordering the city. Mayor Loveland stated that we have been discussing this & have until the end of the year to discuss with citizens and the County to decide on needed changes for the future.

Karla Robinson announced that the Albion Community Preparedness Group will hold a Preparedness Fair at the Albion Elementary School on Friday, April 4th, from 4:00 pm to 8:00 pm. The fair will feature information on emergency communication devices, generators, CPR, and first aid, along with ideas for food storage and more. Everyone is invited to come to the fair.

Ryan McEuen said he is planning to potentially have a professionally organized Patriotic music festival in celebration of America's 250th birthday on July 4th next year with the anticipation of approximately 15,000 attendees to be held on the outskirts of Albion.

AGENDA ITEMS

1 –Review/Authorize Mayor to sign “Proclamation of Fair Housing” for April, 2025 (Mayor)

The Mayor said that April is Fair Housing Month. The annual federal program needs to be signed by the mayor for the city to remain compliant with grant funding sources. He asked the council for approval to sign the Proclamation of Fair Housing for

the City. A motion was made for the Mayor to sign and officially proclaim April as Fair Housing Month by Lloyd and seconded by Tolman with a vote of Lloyd – aye, Carlson – aye, Winder – aye, and Tolman – aye.

2- Review/Authorize Mayor to Sign” Arbor Day Celebration Proclamation” for April 28th – 30th, 2025 (Mayor)

Mayor Loveland stated that the city would like to Proclaim “Arbor Day Celebration” as April 28th – 30th, 2025. The council approved to Proclaim Arbor Day Celebration as April 28th – April 30th, 2025 to be signed by the Mayor. A Motion was made by Winder and seconded by Carlson with a unanimous vote of aye from all Council members.

3 – Review Revisions to City Code Regarding Tiny Homes and Make Any Appropriate Approvals (Attorney, Mayor)

Attorney McMurray read over revisions to the Tiny Home Ordinance. The definition per 2018 residential code is a minimum 400 sq. ft. for a single- family dwelling within the state and federal law codes and must comply with Albion City code. All zoning ordinances must abide by and be in accordance with all setbacks, have 2 off- street parking spaces available, and must use rules of access per dwelling on at least a 1/3 acre lot. McMurray said the next step for the Tiny Homes ordinance is to publish a public hearing, scheduled for May 6th, 2025, at next month’s City Council Meeting.

4 – Review Quotes Received On City Skid Steer Lease/Purchase (Maintenance Director, Mayor)

Maintenance Director Woodrow received some quotes for lease or purchase options from different companies with the price range from \$69,000.00 to \$97,000.00 and monthly lease payment options from \$1,000.00 to 1,500.00. Mayor Loveland thinks a lease program would be best for the city. Carlson said he thinks we need more information on each option to make an educated decision and the decision was made to discuss this further at next month’s meeting.

5- Discuss Potential Property Vacate City Property With Possible Change to City Easement. (Justin Silcock Mayor)

Mayor Loveland stated that the property owner, Justin Silcock, would like to petition to vacate a 20-foot alley between his and his neighbor’s property, the Babbitts', to turn this into a drainage/utility easement by filling in the ditch and installing a culvert. Attorney McMurray advised the applicant to complete all necessary steps with the city office staff & said we will need to schedule a public hearing for next month’s council meeting on May 6th to review the petition to vacate for potential approval.

6- Discuss Current City Electric Rates and Determine any Needs for Electric Rates Increase. (Mayor)

Mayor Loveland stated that the price the city pays for Electric Power will see a significant increase when our current contract ends in 2028. The last price hike occurred in 2015, and with other associated costs rising for the city, it is causing us to fall behind in Electric revenues. Therefore, a rate increase will be necessary in the near future.

7- Presentation on Potential Billing Software Changeover to Provide More Effective Tools and Lower Expenses (Deputy Clerk, Mayor)

Mayor Loveland announced that the city is currently checking on different billing software providers to be more effective and efficient for the city. We are waiting for more information on this and will need to discuss it at a later date.

8- EXECUTIVE SESSION AS NEEDED PURSUANT TO IDAHO CODE 74-206 (1) (a), (b), (c), (d), (f), or (i)

No Executive Session was Held

COUNCIL COMMENTS/INFORMATION FROM OFFICIALS & STAFF, AND FINAL THOUGHTS

Attorney McMurray stated he has prepared a proposal for a City Sewer regulation for the council to review and possibly approve at next month’s meeting. Loveland suggested that the regulations require construction and installation by a licensed plumber. This should be added to next month’s agenda for Sewer Regulation.

Winder inquired if assistance was needed to fix the potholes in the streets, mentioning that he could potentially bring a work crew to help for a day if necessary.

Mayor Loveland noted that we need to add to the agenda for May’s council meeting a discussion on treatment options for the lift station.

Carlson Asked if the fire hydrant by Jon Davis’s residence is scheduled for repairs, Woodrow commented that yes, Catmull Plumbing is just waiting for better weather and will address this soon. He also inquired about the status of paving Whitman Street and suggested that we also need to fix or replace the current culvert to avoid problems later with a newly paved street, emphasizing that we need to address the culvert and street issues, not just the road paving. Carlson also mentioned

that the culverts on Main Street, where the cement is, are breaking apart and need repairs. Mayor Loveland suggested we might consider a right-of-way alley on Whitman Street instead of a paved road. Carlson announced that plans are needed for creating an Emergency Plan Coordinator. He believes the city should establish a preventative plan for potential emergency incidents and have a crisis manager in place. Calson has been trained in all areas for this position.

PRESENTATION OF BILLS

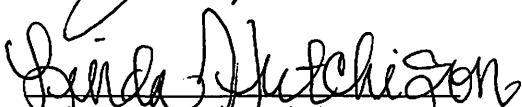
PAYEE	DESCRIPTION & Notes	AMOUNT
Mayor and Council Salaries*	Gross Salary/Payroll*	1,700.00
Linda Hutchison - City Clerk/Treasurer *	Gross Salary/Payroll*	4,004.00
Deric Bell – Deputy Clerk*	Gross Salary/Payroll *	1,422.50
Brad Woodrow - Maintenance Director*	Gross Salary/Payroll*	6,650.00
IRS Direct Debit*	EFTPS 941 Tax (Federal Payroll Tax) *	1,797.17
ACE Hardware	Extra keys -Office, Civic Center & Pavilion- Shelving Unit, Pest control	72.73
Amazon Business*	Smart Thermostats For Civic Center, Networking/Cable Covers* Colored Paper (\$17.49 Still Outstanding)	178.87
ATC Communications	Internet Service & Network Terminals	690.60
Allen Pump Inc.	Repair Lift Station Check Valve	500.00
Beam Insurance *	Employee Benefits - Vison & Dental*	344.34
Bonneville Power Administration	Bulk Electric Power Purchase + Transmission	14,914.00
C-A-L Ranch	Misc. Shop Supplies (Pest Control- Wasp Spray & Saw Blades)	102.82
ETS	Microsoft 365 Subscriptions & Email Boxes	62.00
Ferguson Waterworks	Maintenance Training Class Non-Attendance Fee	45.00
HP Instant Ink	Office Copier Ink Subscription	7.99
Keller Associates*	General Engineer Service For April 2025 \$250 (+ Total Paid Prior 131.51 for Dec 2024 Invoice)*	381.51
Keller Associates	Grants fund - Water system Project (+ Authorize Mayor to Sign Reimburse Request Required)	14,572.00
Kerry McMurray*	City Legal Services (Retainer, Vacate, Sewer, Tiny Home, Amendments, Property Purch) *	1,547.00
Lamont Young	Backup Licenses- Water, Water Chemicals & Wastewater (3 @ \$50/ea.)	150.00
Magicvalley.com*	NOH Publication For Amendment to City Code- Tiny Homes (2 @ \$61.77/ea.) *	123.54
Magicvalley.com*	NOH Publication for Silcock Petition to Vacate (Has Already Been Reimbursed by Applicant) *	180.69
Magic Valley Labs	Water Tests- Well #1 & Well #2 IOC Testing, & Drinking Water Bacteria	526.00
Magic Valley Private Utility Locates	Electric Line Locates (15 Invoices)	1,000.00
Mountain Land Supply Co.	Water System Equipment- Ford Coil Pits	4,257.78
NASASP - Federal Surplus Property Program*	Annual Membership + CC Fee for Govn't Surplus Property Membership*	40.25
NORCO Inc.*	Rental of Welder Materials*	14.26
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OOMA Inc.*	City Office & Shop Phone Service (2 Separate Invoices) *	90.25
PERSI*	Employer Remittance- Retirement Contribution*	2,577.08
Pollard Water	Lift Station - Ultra-Grease Block	211.10

Raft River Electric*	Lagoon/Water Tank Power & Power Restoration From Downed Tree*	3790.01
Raft River Electric	May Lagoon/Water Tank Power & Service Work (Breakdown Not Received Yet)	2551.38
Raft River Electric	Silcock Power Install- Whitman St. Project (\$9,344.63 of the Total Billable to Customer)	12864.63
Select Health*	Employee Benefits - Health Insurance*	2,592.00
Standard Plumbing	Water System Equipment- Hose Barb Tee	4.00
Staples*	Paper For City Office Use*	93.98
Stokes Market	Line Locate Paint & Park Fertilizer	118.46
Terry's Tree Outlet*	Trees for City Park (up to \$350 Reimbursable With Received Arbor Day Grant)*	397.50
UAMPS	General A&G Expenses	50.50
Visa - #2580 Linda Hutchison*	Quick Books Online Pmt. (Paid In April) No Charges on Current Stmt*	197.00
Visa- #5228 Deric Bell (Dedicated Fuel)	Maintenance Department Fuel Purchases (Dedicated Card)	363.74
Visa- #1598 Brad Woodrow	Maintenance & Repair Items & IRWA Conference (Hotel for Employee Training Conference)	651.91
Wildcat Waste Service*	Trash Removal- Shop Dumpster (April Service) *	55.00
Wildcat Waste Service*	Trash Removal- Shop Dumpster (May Service) *	55.00
GRAND TOTAL		\$81,962.85
*Denotes Payments Already Made Pending Council Ratification		

COUNCIL ADJOURNS

There being no further business at this time, the motion was made by Lloyd to adjourn the meeting. It was seconded by Carlson, with a vote: Lloyd-aye, Carlson-aye, Winder-aye, and Tolman-aye; the meeting was officially adjourned at 8:50 p.m.


Isaac Loveland / Mayor


Linda Hutchison / City Clerk-Treasurer