

**City of Bancroft**  
**Monday, July 10, 2023**  
**Pre-Budget Hearing - 7:00 pm**  
**Regular Council Meeting - 8:00 pm**  
**Location: Bancroft City Hall 95 S. Main St.**

Mayor: LuCus H. Spencer

Council Members: Rick Hatch, Trent Jensen, Joseph Perry, Eric Christensen

**Pre-Budget Hearing Agenda**

1. Agenda Approval
2. Review Fund and Account Balances
3. Review Bank Balances
4. Adjournment

**Regular Meeting Agenda**

1. Meeting to Order-Roll Call
2. Prayer
3. Pledge
4. Approve Agenda-Action Item

**Action Items**

5. Minutes
6. Accounts Payables
7. Freight Route Report-Engineer/Aaron Swenson
8. Development Agreement
9. Building Permits-Kathie Berry, Terri White, Max Butcher
10. Comprehensive Plan
11. Review Land Use Ordinance Draft
12. Items for Publishing
13. Council and Staff Reports
14. Public Comment
15. Adjournment

Any persons needing special accommodations to participate in the above noticed meeting should contact the City Office 24-hours prior to the meeting

<p>Business Hours: 8 a.m. to 4 p.m., Monday – Thursday Closed for lunch from 12:30 to 1:00 (unless otherwise posted) City Hall (208) 648-7648</p>
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# Regular Council Meeting 8:00 pm

[illegible]

Bancroft City Council  
Monday, July 10, 2023  
Meeting Minutes of the Mayor and City Council for Bancroft, Idaho

Roll call showed the following council members present:

Cp, Rick P. Hatch, Joseph Perry, Eric Christensen, Trent Jensen, and Mayor Spencer

Others: Sheriff Mabey, City Engineers, James Ackerman, Michael Ackerman, Casey Moreland

Call to Order: Mayor Spencer called the meeting to order at 8:08 p.m.

Pledge: Mayor Spencer

Prayer: Cm, Eric Christensen

Item: 1 Agenda

Cp, Rick Hatch made a motion to accept the agenda as stated.

Cm, Trent Jensen 2<sup>nd</sup> the motion. Motion passed 4-0.

Item: 2 Minutes-Pre-Budget Hearing 6-12-2023

Cm, Joseph Perry made a motion to accept the minutes from July 10, 2023.

Cm, Trent Jensen 2<sup>nd</sup> the motion. Motion passed 4-0.

Item: 3 Minutes-Regular Council Meeting 6-12-23

Cm, Eric Christensen made a motion to approve the minutes from the July 10, 2023.

Cp, Rick Hatch 2<sup>nd</sup> the motion. Motion passed 4-0.

Item: 4 Accounts Payables

Cm, Trent Jensen asked how the skid steer window was broken. It was broken loading sidewalk concrete into the dump truck. The contractor will let the city use his grapple going forward.

Cp, Rick Hatch made a motion to pay the Accounts Payable for June 2023.

Cm, Trent Jensen 2<sup>nd</sup> the motion. Motion passed 4-0.

Item: 5 Forsgren Associates

Aaron has a few items he would like to discuss with the council.

**1) Connection Fees**

The city has asked the engineers to do a study on water and sewer connection fees. Aaron explained the process for determining the proper fee amount. Aaron stated that they will look at the systems value taking into consideration the depreciation values and then divide that by the number of connections. Aaron explained the reason cities have connection fees. The system was built and the residents that have lived here before have paid for that and have been paying for the bond. Then someone new moves in and connects to the system that all the residents have been paying for. The connection fee is like a buy in fee to pay back what others have paid. Aaron reminded council that they may be doing the capital sewer lining project in the near future which will change the sewer rates substantially. Aaron suggested that they can either do the rate study now or wait until the sewer project is done. Cm, Eric Christensen that the reason for doing the study now is because there is a large subdivision getting ready to develop and the current rates do not cover the basic supplies needed for the connection. Aaron asked if the city or the developer is going to be responsible for putting in the connection. Mayor Spencer informed Aaron that the property owner or developer will be responsible for the connection fee. Aaron stated that the connection fees do not include parts or labor just the buy in fee. Aaron informed the council that it is common for cities to charge \$6-\$8,000 for each. The city is paying on a 30-year water bond; which will make a difference in rates.

Mayor Spencer informed the engineers that Craig with IRWA did a rate study for the city this last year. Aaron asked how far out the development is from needing the connections. Cp, Hatch commented that

things have been moving slow due to the city not having land use codes. The city attorneys are working with the city to get the proper codes in place so things can move forward.

Aaron asked what the current connection fees are. The connection fee for water is \$800 and the connection for the sewer is \$1,000. Aaron advised the council to take the allowed increase each year when budgeting to prepare for the capital project to line the ponds.

The engineers will review the subdivisions plat plans and sign off on them when completed.

## **2) Road Grants issued by Idaho Governor**

Aaron informed the council the Idaho Governor just released 50 million dollars for rural and urban roads in the last couple of weeks. They are dividing the money into 2-million-dollar projects. Aaron stated that the projects they are looking to fund need to be specific, high priority projects. Bancroft will be hard pressed to find a 2-million-dollar project and may have to submit a smaller dollar amount project. They are looking for projects that are already designed due to need. The engineers are willing to do a rushed preliminary design but caution that it is not a guarantee of funds. The project application is very intensive and time consuming. They specified that they do not want applications asking to chip seal all the roads. The cost for a preliminary design would be approximately \$7-\$8,000. The engineers will accept \$2,500 payments.

Aaron stated that this type of grant will be very competitive due to the amount of money and type of funds. The applications will be rated on a point system which makes it a little harder for Bancroft to achieve. Aaron asked for ideas of high priority projects that Bancroft needs completed.

Cp, Hatch asked what types of projects they looking for. Aaron explained that the projects have usually had a study done, a GIS report, a survey completed, etc. Aaron explained that it is difficult for the engineers to give recommendations due to this being such a rare type of funding that they are not familiar with. Cm, Eric Christensen suggested pulling funds from a savings account if necessary. Council agrees that it would be worth checking into.

Aaron recommended doing all 4 blocks of 1<sup>st</sup> West or capital drainage project.

Mayor Spencer asked if it would be possible to add 2<sup>nd</sup> West. Aaron will check the guidelines but isn't sure if that would be considered a high priority project.

Cm, Eric Christensen asked they would include the sidewalks, curb, and gutter with the submitted proposal due to drainage problems on that street. Aaron will include those items in the grant application.

Cp, Hatch stated that the city would be further ahead to have the engineers do the study and prepare a priority project design so it is ready when grants of this nature come along. Council members agree to have the engineers go forward with the doing a study and design for the application. Aaron stated that in the last 20 years the city has received funds from stimulus, surplus, and possibly this grant.

Aaron suggested also considering doing a big drainage project.

Cm, Eric Christensen made a motion to have the engineers start the grant application process for the purpose of redoing all four (4) blocks of 1<sup>st</sup> West, including the sidewalks, curb and gutter.

Cp, Rick Hatch 2<sup>nd</sup> the motion. Motion passed 4-0.

## **3) TAC meetings/Transportation Freight Route Study**

The engineers have been meeting the cities TAC (Transportation Advisory Committee to discuss priority projects relating to streets.

- a) Preliminary Design of 1<sup>st</sup> W. emphasizing drainage
- b) Rebuild 4th South in front of the church due having heavy bus traffic and drainage issues
- c) Freight Route Survey-A designated truck route to minimize road damage (funding is available)

The engineers received 2 surveys back from the locals. One of them requested the city add airport as a designated freight route. The other survey suggested down 1<sup>st</sup> South then East to the granary, or going

down 4<sup>th</sup> South to 2<sup>nd</sup> East. The engineers commented that 1<sup>st</sup> East is a better built road and less of a residential area.

Cm, Trent Jensen suggested having trucks go all the way through town. There is plenty of room for them to turn around in the big open acreage by Parson's residence. Mayor Spencer asked if the freight route could be extended over the tracks to 2<sup>nd</sup> North. He is concerned that a lot of trucks are crossing the tracks and going up East 2<sup>nd</sup> North to the Mill and then back out the same way. Aaron stated that this would be good to help qualify for the grant where they are looking for corridors. Aaron stated that most city roads are not built for heavy truck traffic. The engineers agree to add 2<sup>nd</sup> North to the freight route.

The engineers commented that about 7 years ago the city did a new chip seal project on East 1<sup>st</sup> North and the following summer a farmer drove a disc down the road causing a lot of damage.

Aaron reminded council that the goal here is not to identify all the roads that have truck traffic but to develop a corridor for a designated truck route.

#### **4) Pedestrian Improvements**

- a) Complete Main Street Sidewalks
- b) Create a safer route from the school to the store and park
- c) Create a safe route from the seminary to the school
- d) Storm water master plan (identifying storm drainage, infiltrators, retention ponds, etc.)

The engineers will get hard copies for the council when completed. Council was advised to focus on the remaining service life of the roads, posts, signs, Surface conditions, etc.

Council would like the engineers to go ahead and submit a contract/application for the Governors grant money.

#### **Item: 6 Sheriff Mabey**

Sheriff Mabey informed the council that the Sheriff's department is working hard to respond to calls in the area. They don't get as many calls from Bancroft as the other cities. Sheriff Mabey read the most recent statistics including the number of incidents that required investigations. Dispatch took 90 calls that required service in Bancroft. The rest of the county was 576 in total. There were no arrests in Bancroft and 4 throughout the county. There were 63 traffic stops in the area around Bancroft.

Sheriff Mabey wanted the city to know that he has had people calling to complain that the Sheriff's office is not doing enough in Bancroft. Sheriff Mabey stated that the Sheriff's Department has no obligation to provide law enforcement for the City of Bancroft. Sheriff Mabey is doing everything he can to prevent contracts within the cities within the county. Sheriff Mabey stated that the city needs to take care of problems within their codes. The Sheriff's Department has had a shortage of officers. Sheriff Mabey is looking for officers that have a rural mentality, that can bs with people instead of giving them a ticket. The Sheriff's Department has been applying for grants and working on their fiscal year budget. One of the grants they have applied for is called a rural road enforcement. It is designed to cover the cost associated with patrolling the gravel roads. They applied for a grant to allow the police department to patrol on Wood Canyon and Trail Road heading to the mines. On the new budget they are asking for 2 more resource officers. One for Grace school and one for Bancroft. Soda Springs has a resource officer. Sheriff Mabey has lost several officers recently, but is working on getting fully staffed again. The Sheriff has told his officers that he doesn't care who it is, if they deserve a ticket then give them a ticket and if its not deserved then don't give it. People will usually admit that they deserved the ticket when asked.

Cm, Trent Jensen commented that having police presence in Bancroft is a good thing. There were no other questions or comments.

#### **Item: 7 Building Permits**

- 1. Max Butcher submitted a permit to build a lean-to for his 4 wheelers. There are no issues with boundaries.
- 2. Charlie and Terri White submitted a permit to bring in a pergola for yard shade. All boundaries were checked and approved.

3. Kathie Berry submitted a permit to close her back porch in adding a laundry room. Boundaries are good.

Cm, Eric Christensen made a motion to approve all building permits.

Cm, Joseph Perry 2<sup>nd</sup> the motion. Motion passed 4-0.

#### Item: 8 Comprehensive Plan

Council reviewed the comprehensive plan taking out specific numbers and data as recommended by the city attorneys.

Cm, Eric Christensen made a motion to send the comprehensive plan to SICOG for review and get the hearing date set.

Cm, Eric Christensen made a motion to have SICOG review the plan and get the hearing date set.

Cm, Trent Jensen 2<sup>nd</sup> the motion. Motion passed 4-0.

#### Item: 9 Land Use

Cp, Hatch made a motion to table the land use topic until the comprehensive plan is finalized.

Cm, Eric Christensen 2<sup>nd</sup> the motion. Motion passed 4-0.

#### Item: 10 Publishing Items

Council asked clerk Swensen to hang a notice reminding residents to water at night.

#### Council and Staff Reports

Due to the July 24<sup>th</sup> Celebration coming up, council would like the letters out in the next day or two. The violation notices include non-running vehicles, tall weeds or grass. The city has had many complaints regarding the unsightly yards. Mayor Spencer informed council that they can contact the code enforcement officer at any time so he can get letters out. Cm, Trent Jensen and Cm, Christensen offered to help the code enforcement officer anytime if he has any trouble delivering the letters.

Maintenance Moreland asked council where he should put the metal park bench that was donated by the family of a former resident that passed away. Council members suggested putting the bench towards the back of the Teuscher Square Pavilion.

Cm, Eric Christensen commented that his family had a gathering at the city's Teuscher Square. Eric commented that the square has developed nicely and their family really enjoyed their get together there.

Clerk Swensen informed council that Liquid Engineering is coming in the upcoming few weeks to do the robotic water tank cleaning. They will need good road conditions to access the tank.

Mayor Spencer has asked the rodeo committee to call and get permission before making changes to the rodeo grounds due to being city owned and the city pays for the liability insurance, power, garbage, etc. Mayor Spencer had given the 4-H club permission to paint the bucking shoots, but the rodeo committee did not like the colors or paint type and put a stop on the project. Mayor Spencer told the 4-H club that the city would purchase the paint from them. The rodeo committee will call and get on the agenda before they make decisions that will change the aesthetics of the grounds. Clerk Swensen will put the purchase of the paint on the next agenda

Cm, Joe Perry asked if the rodeo committee paid the fee for using the grounds this year. There has not been a payment made so far. Council commented that they donated the fee last year.

Cm, Eric Christensen suggested that the city get the attorney involved due to conflicts and disagreement on who owns what. Council is concerned about who is held responsible if someone were to get hurt. The 4-H has agreed to paint the city's picnic tables.

Mayor Spencer informed council that the sidewalk project is going well. Cp, Perry asked if the water leak has been fixed. Mayor Spencer had maintenance take care of it. When he dug down the ground was dry.

Cm, Joe Perry asked where the budget is at with the sidewalk project. Mayor Spencer informed council that after the school is done the city will have spent approximately \$100,000. Mayor Spencer informed council that the contractor will be working at City Hall next. He will be replacing the stairs and hand rail going into the side entrance of the building and replacing the damaged stairs and handrail on the front of City Hall. The handrails will be replaced with square tubing.

Mayor Spencer asked Michael Ackerman if he has anything for the council.

Mike has been talking to Casey about the water at his building. Mike is going to add another water connection. Mike currently has a meter on the 2-story building with the apartments but would like to put in a separate meter and hook-up on the 1-story building for the restaurant. He would like to do a 1" and will have two utility bills each month. Mike asked if he needs to get a building permit. Council will do some checking and get back with Mike on that. Cm, Eric Christensen asked who is doing the work for him. Mike said city maintenance will have to order the meter and install the saddle and Mike will take it from there. Mike commented that he and the city maintenance worker have identified where it goes into the building.

James Ackerman asked if the cities liability insurance would cover the broken stairs at City Hall. Mayor Spencer stated that the city hasn't looked into doing it that way. Clerk Swensen commented that the engineers recommended using the pedestrian safety grant for the stairs and sidewalks around city hall.

Resident, Adam Mabey informed council that last Thursday his wife was out walking their dogs down 1<sup>st</sup> East when a dog jumped over a fence and out of the yard. The dogs entered the street and attacked his wife and 2 dogs. The 2-year-old dog was able to get out of the way, but the 13-year-old dog was not and got attacked. The city's ordinance covers vicious dogs as a dog that fights which is the same as the state code. There are no provisions if a vicious dog that attacks a domestic animal. Adam commented that the city of Grace has the exact same code. Adam read the code to the council. Adam suggested the city consider changing the ordinance so something can be put in place. It is his opinion that once a dog attacks someone, they will do it again. Adam informed council that a dog in Soda attacked someone's sheep and there wasn't anything the police department could do because of the state code.

Cm, Eric Christensen asked if the city has anything in the codes that would allow the city to take action.

Adam said it is considered a dog at large by Bancroft City Code.

Adam admits that his wife's dogs were not on a leash, but they did have electric collars on. Mayor Spencer suggested that they file a legal complaint. Adam will get a complaint form filled out and returned to the city.

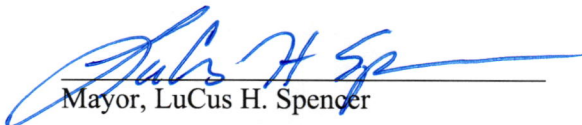
#### Adjournment

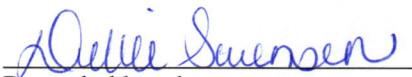
Cm, Trent Jensen made a motion to adjourn.

Cm, Joe Perry 2<sup>nd</sup> the motion. Motion passed 4-0.

14  
8-8-23

Date Accepted by Council

  
Mayor, LuCus H. Spencer

  
Recorded by: ds  
City Clerk /Debbie Swensen