

Bancroft City Council
Monday, February 10, 2025
Meeting Minutes of the Mayor and City Council for Bancroft, Idaho

Roll call showed the following council and staff members present:
Rick Hatch, Jessica Vawser, Eric Christensen, Nate W. Eiman, Mayor Spencer, and Clerk Swensen

Others in attendance: James Ackerman, Jill Kern, Maintenance Moreland and Page

Call to Order: Mayor Spencer called the meeting to order at 8:00 p.m.

Pledge: Mayor Spencer

Prayer: Cp, Rick Hatch

Item: 1 Agenda

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

Cm, Eric Christensen 2nd the motion. Motion passed 4-0.

Item: 2 Minutes-Public Hearing 1/13/2025

Cp, Rick Hatch made a motion to approve the minutes from the Public Hearing on January 13, 2025.

Cm, Nate Eiman 2nd the motion. The motion passed 4-0.

Item: 3 Minutes-Regular Council 1/13/2025

Cp, Rick Hatch made a motion to approve the minutes from Regular Council Meeting January 13, 2025.

Cp, Nate Eiman 2nd the motion. Motion passed 4-0.

Item: 4 Accounts Payable

Cm, Jessica Vawser made a motion to pay the Accounts Payable for January 2025.

Cm, Eric Christensen 2nd the motion. Motion passed 4-0.

Cm, Vawser asked about a couple of the purchases that were made in January. Cm, Christensen asked about the coverall purchase and the coverall rentals from Alasco.

Mayor Spencer informed council that the new riding lawn mower has come in and is over at the city shop.

Item: 5 Truck Repairs-Two Ton Truck

Mayor Spencer asked maintenance if they were able to get the transmission in the 2-ton truck pulled.

Maintenance will start pulling it as soon as possible. Moreland explained that it was separated from the

motor. Mayor Spencer explained that while maintenance was plowing this winter the 2-ton truck

completely stopped driving. Mayor Spencer had maintenance pull the top off to see if it was a fork issue.

They found broken bolts from the bell housing and the clutch was separated from the engine. Mayor

Spencer suggested possibly hiring someone to put in a new clutch when they put a new transmission back

in. Mayor Spencer suggested that if the cost of replacing the transmission is too high the city consider

purchasing a different truck.

Resident, James Ackerman offered maintenance the counties transmission jack if needed. James informed

council that the county may also have a clutch that will work in the truck. Mayor Spencer asked

maintenance to contact the county regarding the clutch. Mayor Spencer informed council that a

transmission will cost between \$1500 and \$1800.

Item: 5 Computer Upgrade/Replacement

The cities IT ran tests and checked the computers for compatibility before the new software programs are

integrated. He reported that one of the computers is not compatible with the new software and the other is

just barely going to run the programs if it stays up and running. Both computers are over ten years old and

the IT suggested replacing both systems at the same time. He is concerned that if one of the systems goes

down and needs repairs, the city will need a way to continue with daily and critical functions. Clerk Swensen gave council members a copy of the estimate for two new systems.

Cm, Eric Christensen made a motion to replace both systems due to age.

Cm, Jessica Vawser 2nd the motion. Motion passed 4-0.

Item: 6 Kennel License Applications and Fees

Council reviewed the Kennel License Applications that were returned. The majority of applications have come back and the residents are in good standing with their neighbors. Council hopes to have all fees and applications for 2025 in and books closed in the next couple weeks.

Item: 7 New Budget Line Item

Cm, Eric Christensen updated council on the discussions that were held during the January council meeting regarding the importance of staff and employee recognition. Council would like to add a new line item to the upcoming budget as a reminder.

Item: 8 Building Permit-James Ackerman Shed Removal and Replacement

Council asked James a few questions regarding materials type and placement. James informed council that the shed is heavy duty and 12x12 each panel weighing 40 lbs. James is planning to wait until the snow melts to bring the shed in. Cp, Hatch will make a visit to the proposed site to check the setbacks. Council would like to table the permit until the site visit is complete.

Item: 9 Sewer Increase Meeting Dates Discussion

Cp, Hatch asked if the city should wait and see what happens with the sewer grant the city is applying for this fall before taking out a bond loan or increasing the utility rates. Mayor Spencer stated that the city has to raise the rates either way due to having to come up with the match for a grant and having to show intent to self-sustain the sewer system. Cm, Christensen commented that the city needs to increase the fees in order to get the grants and to cover the current fees and maintenance. The study performed by the engineers shows that the city will need a substantial increase in order to maintain the sewer system and properly self-sustain the system. Mayor Spencer stressed that the city was advised many times to show that they are taking the initiative to prepare for the high costs associated with re-lining the sewer ponds and bringing them into compliance with standards. Cp, Hatch agrees that raising the monthly rates is the best way to show that the city is actively doing what they can to prepare for the costs associated with the upcoming capital project. Cm, Nate Eiman asked how many meetings and public hearings the city will be required to hold before raising the rates and taking out a sewer bond.

Cm, Christensen would like to contact SICOG and see if they would attend a meeting and answer a few questions regarding requirements for the grants.

Clerk Swensen will contact SICOG and get more information on the legal process of making the increase. Mayor Spencer suggested having another meeting and then setting up the hearings.

Item: 10 Fire Department

Mayor Spencer informed council that the current fire chief is working out of town and cannot serve as the cities fire chief due to time restraints. Council will start visiting with individuals in the community and help find someone to fill the vacancy.

Cm, Vawser asked clerk Swensen about getting a notice put out to the public. Clerk Swensen has a recruitment flyer that can be posted on the city website and hung in public facilities. Cm, Vawser will post the notice on Facebook.

Council and Staff Reports

Cp, Rick Hatch had a resident approach him asking his property taxes increase being so high. Cp, Hatch stated that he had a difficult time knowing how to answer the questions. Council discussed how the city only received the amount approved by the county and the state.

Clerk Swensen suggested having the residents come to City Hall and review the reports that show the increase requested by the city and the state mandated formula including the changing levy rates and property values assessed by the county.

Cm, Vawser feels like the city has slacked off on collecting payments on the overdue utility accounts. Cm, Vawser requested a current report of the account balances.

Clerk Swensen talked to the council about the time frame for submitting the requested list of reports and documents for the integration of the new Accounting, Payroll, and Utility programs. Clerk Swensen explained that the process of getting the reports to the new software company has had to slow down due to this being the busiest time of year for end of month, quarter and end of year reporting. The city is also in the middle of auditing, preparing W-2's and 1099's but plans to resume sending the reports and documents as soon as possible. Jyll Kern, is the person that oversees the bank and budget reports. Jyll explained to council that the conversion of new software is a massive undertaking and will take more time and preparation due to the current software being so old and requiring several reports for each requested document. Councilman Christensen expressed that the software company needs to be aware that there is only one person handling all of the daily operations and in order to have a smooth transition it will take some time. Cm, Christensen agrees that the daily duties and state reporting deadlines have to be met first. Council discussed the options for going live with the new programs. One option would require all of the requested data to be submitted within a couple days. Council does not feel that it is reasonable and opted to wait a few more months for going live.

Maintenance worker, Jim Page reported that Alsco is not picking up their dirty clothes or leaving them clean clothing. Council advised maintenance to reach out to their representative with the issues.

Maintenance will make the contact and get an arrangement for pick up and drop off set up.

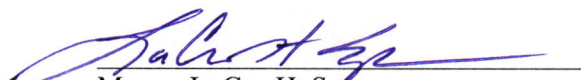
Adjournment

Cp, Rick Hatch made a motion to adjourn.

Cm, Jessie Vawser 2nd the motion. Motion passed 4-0.


Recorded by: ds
City Clerk /Debbie Swensen

3-10-2025
Date Accepted by Council


Mayor, LuCus H. Spencer