

Bancroft City Council
Monday, October 9, 2023
Meeting Minutes of the Mayor and City Council for Bancroft, Idaho

Roll call showed the following council and staff members present:
Joseph Perry, Nate (Walt) Eiman, Eric Christensen, Mayor Spencer, and Clerk Swensen
Absent: Cp, Rick Hatch
Others in attendance: Eric Hobson, Lyle Fuller, Maintenance Moreland, MaLissa Barfuss
James Ackerman, Michael Ackerman,

Mayor Spencer called the meeting to order at 8:02 p.m.
Pledge: Mayor Spencer
Prayer: Cm, Eric Christensen

Item: 1 Agenda

Cm, Eric Christensen made a motion to accept the agenda.
Cm, Joe Perry 2nd the motion. Motion passed 3-0.

Item: 2 Eric Hobson-Caribou Co. EMS

Eric Hobson is putting together an EMT class for certification. Eric asked the city council if they would help recruit new members.

Eric informed council members that the Caribou County Emergency System has been half staffed for approximately 16 years and continues to decline in numbers. They are budgeted for 60 members and are currently sitting at 24.

The training will be held on Tuesday nights from 6-10pm. The class will run for 18 weeks for a total of 166 hours. Eric hopes to be ready to start the class in November or December. Classes will be in person and online. Due to the cost of the training materials, they ask that new members commit to staying for at least 2 years. The cost of training for each individual is approximately \$1,400. This will cover the cost for books, instructors, and the online program fees. Eric informed council that they are now allowing students age 16 and 17 to get certified.

Cm, Nate Eiman stated that has been corresponding with the Idaho Stated Department of Education regarding the Advanced Opportunity Funds. These are funds allocated to each student in the amount of \$4,500. The funds must be used for students to obtain certifications, take classes, or working towards getting an Associate's Degree while in high school. The state will cover the course as long as it is an Idaho Recognized Educational Institution and proper licensing and required criteria has been met.

Cm, Eiman would like to get the school set up for the training as an extracurricular class. Cm, Eiman will contact Eric at his office to work out the details.

Anyone interested in joining the Caribou County EMS can contact Eric for more details or to sign up for the classes.

Item: 3 Minutes

Special Meeting 9-11-2023

Cm, Eric Christensen made a motion to approve the minutes from the special meeting on September 11, 2023. Cm, Joseph Perry 2nd the motion. Motion passed 3-0.

Public Hearing 9-11-2023

Cm, Nate Eiman made a motion to approve the public Hearing minutes from September 11, 2023.
Cm, Joseph Perry 2nd the motion. Motion passed 3-0.

Regular Council Meeting 9-11-2023

Cm, Eric Christensen made a motion to approve the minutes from the regular meeting on 9/11/2023.

Cm, Walter (Nate) Eiman 2nd the motion. Motion passed 3-0.

Item: 4 Accounts Payable

Cm, Walt (Nate) Eiman made a motion to pay the accounts payable for September 2023.

Cm, Eric Christensen 2nd the motion. Motion passed 3-0.

Item: 5 Building Permits

- 1.) Annette Hogan

The resident did not return the building permit application she picked up.

- 2.) Dan Baker submitted an application to build a metal lean-to cover for the purpose of housing his camper. Mayor Spencer went to Dan's property to inspect the set-backs and other specifications.

The design meets all city code requirements.

Cm, Joseph Perry made a motion to approve the permit for Dan Baker.

Cm, Eric Christensen 2nd the motion. Motion passed 3-0.

Item: 6 Water & Sewer Connection Fees Increase

Cm, Eiman has a few questions regarding the connection fee draft fees. He concerned that if the city charges a connection fee of \$3,500 per unit and a facility like the Gem Motel has 8 units, would the connection fee be the total of the \$3,500 times 8 units. Cm, Eiman does not agree that this large of fee will not encourage community growth.

Cm, Perry asked how many meters the Gem Motel has and how they are metered. Mayor Spencer explained that the motel has 1 meter and a 2" water line. The city uses a multi-dwelling rate for the apartments, motels, or any other type of facility with more than one (1) living unit.

Cm, Joe Perry agrees that the city wants to attract growth, but at the same time the city has to be able to afford to maintain the systems.

The city attorney commented that the draft can be more detailed to clarify the connection fees. Council will need to review the draft making any corrections or updates they would like and send them to the attorney or the clerk so they can be added before the hearing.

Resident Mike Ackerman stated that the connection fees should be determined by the size of the line and the water usage. Mike stated that larger lines will use more water than smaller ones.

Cm, Joe Perry agrees with Mike that fees should be set by the size of the line. Cm, Eric Christensen agrees with Mike and also stated that the city is losing a lot of money by not metering the water. Cm, Joe Perry commented that Lava Hot Springs charges approximately \$6,500. Cm, Eric stated that most of the city has a 3/4" line. James Ackerman stated that the school and church might have a 2" line. Michael Ackerman informed council that the building he bought had an existing water line that is 3/4" and the new water he recently added is a 1" line.

Cm, Perry stated that business or apartment owners with larger lines should have to pay a higher fee. Cm, Christensen stated that the city should charge for any additional water usage as well. Cm, Perry commented that if the city isn't metering water how would you determine the usage. Cm, Christensen stated that this is why you would need to charge by the size of the line.

Cm, Eric Christensen suggested changing the resolution to state that additional lines and larger lines have a higher cost.

Cm, Eric Christensen suggested not setting the fees under \$7,500. Cm, Nate Eiman suggested seeing what other towns are charging and commented that the city will still be doubling what the current charges are.

Cm, Eric Christensen stated that he talks to other cities and Bancroft rates are way too low. Council members discussed what other cities close by are charging.

Cm, Eric Christensen asked what the city of Preston increased their fees to. The city attorney stated that Preston went to \$7,500 for each utility and Franklin City went to \$15,000 for water and \$12,000 for sewer.

Cm, Eric Christensen suggested increasing fees to at least \$11,000 but a minimum of \$7,500.

Eric stated that the cost of repairs and the supplies is the same for everyone, no matter where you live. Cm, Eric Christensen stated that a new home on average will cost \$700,000 to build, according to statistics. Council members voiced their opinions on what fees should be. Cm, Eric Christensen suggested setting the fee for homes at \$8,000 and businesses higher.

The attorney stated that if the fees are raised more than 4.99% a public hearing would be required to hear public opinion.

The attorney advised council that connection fees are completely different than monthly utility fees.

A connection fee is paid up front by the property owner before connecting to the city's water system. Connection fees are based on several statistics including the value of the infrastructure, the age of the system, the number of connections, maintenance cost, and depreciation values. Attorney Fuller stated that residents who have been paying for the water system since it was built, usually don't want to pay for the new development or their connection fees.

The attorney explained that connection fees have to be justified legally, which is why the city should have their licensed engineers do a rate study. The attorney commented that he isn't familiar with the cities line sizes or tank capacities, but depending on the amount of growth the city could eventually need larger lines and larger tanks. The engineers will be able to determine the needs and costs using the rate study.

Cm, Perry would like to meter a few homes and businesses to get an idea of the actual water usage and cost. Mayor Spencer explained that the city doesn't know if all the meters work due to their age. The other issues are that the city doesn't have the compatible meter readers, tablets, or software for collecting the data. The city is looking for grants that would help with the costs.

Attorney Fuller asked that council decide what changes they would like him to make on the fee resolution draft and get back with him as soon as possible. Mayor Spencer asked council members to have all change requests to the attorney or city clerk by November 1st.

Council members agreed to get any changes submitted by November 1, 2023.

Cm, Perry commented that council has been re-visiting this topic long enough and needs to move forward with setting the fees so they don't lose any more money

Council discussed times and dates for a hearing. Due to the holidays and busy schedules council would like to schedule the hearing the same day as the regular council meeting. Attorney Fuller commented that it is legal to have multiple meetings on the same day.

Cm, Eric Christensen made a motion to set the hearing date for the water and sewer fees separately on the 13th of November 2023.

Cm, Joe Perry 2nd the motion. Motion passed 3-0.

Item: 7 Title 11 Subdivision Regulations

The attorney noted that some cities have a provision stating that the developer is responsible for any fees acquired in conjunction to the development are passed on to the developer. For example: cost to city engineers, the attorney, surveyors, etc.

The attorney pointed out that there are a few drawings contained in the draft that are specific to another cities system but can be made specific for the needs of Bancroft. The cities engineers would need to draft the drawings and list the supporting requirements. The attorney gave a couple of examples of items other cities have listed as requirements for their new developments. Sidewalk concrete thickness, concrete collars around the manholes, who maintains what, resident requirements for yards, cars, parking, etc. Council can read the sample drawing and decide what they want to have for requirements.

Cm, Eric Christensen wants to make sure the ISPWC regulations are included in Title 11 regarding subdivision requirements.

Attorney Fuller stated that the ISPWC regulations are referenced in section 11-6-1 of the Title 11 draft.

Cm, Eric Christensen made a motion to schedule the Title 11 Subdivision Regulations for Public Hearing on November 13, 2023.

Cm, Joseph Perry 2nd the motion. Motion passed 3-0.

Mayor Spencer asked the attorney how much time he would need to make the changes or updates. Attorney Fuller stated that he has the document set up in word and can make changes fairly quickly after getting the requested changes.

Mayor Spencer and Clerk Swensen informed council that the Caribou County Sun will be closing their doors by the end of October 2023. Council asked the city attorney for advice regarding legal public notices, events, and getting updates to the public.

The attorney suggested sending legal notices to the Idaho State Journal, publishing them on the city's website, posting paper notices at City Hall and the post office, or sending them out with the monthly utility statements. Mayor Spencer and Clerk Swensen explained that the city currently uses post card utility statements that are not mailed in an envelope. The post card statements use a less expensive mailing stamp and only allow for a small 17-character message added at the bottom. Switching to paper statements will require additional cost for regular stamps, envelopes, address labels, and mailing route fees. The paper statements will require more preparation time. Clerk Swensen will contact the program writer to discuss options and get more information regarding the costs to mail paper notices to all residents. Clerk Swensen noted that there are some reports the state is not requiring cities to publish in the paper due to large cost. The quarterly financial report is one of the items the city does not have to publish anymore.

Item: 8 Building Permit Requirements City Code 9-2-3

The attorney explained that on the draft his office used a strike through on items council may want to take out. The attorney added the items following the strike through as a recommendation only. Council can decide what they want to add or delete.

Attorney Fuller suggested the city require property owners to get an inspection for projects requiring electrical or sewer.

Resident Mike Ackerman suggested that the city require residents to get a permit for any sizeable demolition projects.

Resident MaLissa Barfuss, commented that her deck fell in and asked if that would that require a building permit. Council advised that since mother nature was involved with the demolition it would not require a permit, but if she did the demolition herself and then planned to rebuild her deck, she would be required by city code to get a council approved permit.

Council discussed the issue with residents starting and completing projects without a permit.

Council members agree that they need to set a fine for non-compliance of the building code and discussed what amount would encourage residents to get the permit before doing projects.

The city attorney suggested council set the fee by resolution in the regular council meeting following the public hearing meetings in November.

Cm, Eric Christensen asked if the city can change the fee an annual basis. Clerk Swensen informed council that a fee increase or decrease can be changed as needed if under the 4.99% cap. The city attorney added that fees by resolution can be added to a regular meeting agenda for changes.

Cm, Christensen asked what building permits are averaging. The attorney suggested setting the fee at an amount that would encourage a resident to get the permit approved before starting a project.

Resident Mike Ackerman, asked how long a permit is good for. Council advised that permits are valid for 12 months but extensions can be requested from the council.

Cm, Nate Eiman asked how much residents usually pay for inspections on their electrical, water, sewer, etc. Mayor Spencer informed Cm, Eiman that the state does those types of inspections and any costs associated with State inspections are the responsibility of the property owner.

Attorney Fuller advised that modifications to the code do not require a hearing.

Council can modify the information as needed.

Item: 9 Council & Staff Reports

Cm, Eric Christensen asked if the city has paid Shawn for fixing city vehicles and equipment. Mayor Spencer will call the gravel pit and arrange to get Shaun a couple loads of gravel per his request in trade of repairs.

Clerk Swensen asked if any of the council members would like to attend the fall district meeting. None of the council members are available to attend the meeting.

Mayor Spencer informed council that there is a seasonal worker available to help plow snow this year. Mayor Spencer got a call from the sidewalk contractor; he wanted to thank the council for contracting him to build the new sidewalks.

Adjournment

Cm, Eric Christensen made a motion to adjourn the meeting.

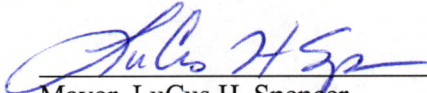
Cm, Joe Perry 2nd the motion. Motion passed 3-0.



Recorded by:
City Clerk, Debbie Swensen

11-13-2023

Date Accepted by Council



Mayor, LuCus H. Spencer