

Bancroft City Council
Monday, March 13, 2023
Meeting Minutes of the Mayor and City Council for Bancroft, Idaho

Roll call showed the following council and staff members present:

Cp, Rick Hatch, Joseph Perry, Eric Christensen, Trent Jensen, Mayor Spencer, and Clerk Swensen

Others in attendance: Mike Ackerman, James Ackerman, Dusti Spencer, Eric Hobson, Lyle Fuller, Ethan Rawlins, Deputy Roper, and John Russell/City Auditor

Call to Order: Mayor Spencer called the meeting to order at 8:00 pm

Pledge of Allegiance: Mayor Spencer

Prayer: Cp, Rick Hatch

Item: 1 Agenda Approval

Cm, Eric Christensen made a motion to approve the agenda as stated.

Cp, Rick Hatch 2nd the motion. Motion passed 3-0.

Item: 2 Minutes (2 sets)

The council meeting scheduled for February 13, 2023 was cancelled due to not having a full quorum.

Public Hearing Cp, Rick Hatch made a motion to approve the minutes from the hearing 1-9-2023.

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

Regular Council Meeting Cp, Rick Hatch made a motion to approve the minutes from regular council meeting on January 9, 2023.

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

Item: 3 Hazard Mitigation Plan-Eric Hobson/Caribou Co. EMS

Mr. Hobson updated the city regarding the purpose of having a hazard mitigation plan with the county.

Cities are required by FEMA and the Stanford Act to have a hazard mitigation plan in order to get grants.

FEMA has requested that cities get more involved in the beginning of the process. The city and county will work together and bring ideas to the table for funding. The city will need to send representation when the planning meetings begin.

Eric asked that the city send a letter stating the intent to be a part of the mitigation plan. Eric will let the city know when they start to have meetings to plan for mitigation funding opportunities and go through grant applications. Eric noted that they are still in the application period

FEMA and it may be a long process before they start the meetings.

Item: 4 Accounts Payables

January-Cm, Eric Christensen made a motion to approve the accounts payable for January 2023.

Cp, Rick Hatch 2nd the motion. Motion passed 3-0.

February-Cm, Joe Perry made a motion to approve the accounts payable for February 2023.

Cp, Hatch 2nd the motion. Motion passed 3-0.

Item: 5 New Council Appointment

Mayor Spencer asked the city council for a vote of support in appointing Trenton Jensen as council member. The vacant seat was previously held by Mickelle O'Brien. Mayor Spencer read the oath of office

A roll call vote as follows:

Cm, Eric Christensen=YES

Cp, Rick P. Hatch=YES

Cm, Joseph Perry=YES

Item: 6 Airport Lease-George Hulse

\$464,000 The city has approximately 19 to 20 months of reserves. Looking at the profit and loss section, the other revenue column shows \$301,000 due to grant or miscellaneous money received from the state. Expenses-Total expenditures sit in a positive position. The city was under budget by \$140,000.

Parks and recreation fund was slightly over budget but the overall fund was under.

The cash balance on the books shows a balance of \$564,000. The bank shows a balance of \$566,000 the difference being outstanding checks that haven't cleared. The savings/cd's have earned some interest.

The benefits section and paid time off numbers have decreased. This is good due to paid time off not being used creates a liability.

Capital Assets- The table provided shows governmental activities in the General Fund including parks, streets, and other tax supported activities. The assets are kept at historical cost and depreciate over time.

Business assets-The table provided shows the water, sewer, and sanitation funds.

When the fiscal year ended the city had approximately \$6,504 in deferred property taxes. This is the amount that was owed to the city but not received by the November 30th deadline. The city cannot control when the tax payments are made. The county relinquishes the funds as they receive them. John commented that the majority of the General Fund revenues are generated from taxes and user fees.

Proprietary Funds-Water, Sewer, and Sanitary funds are self-supporting funds based on user fees

Water Fund-The water fund has a positive net position but the reserves are negative. John expects that the fund will have a healthy reserve built back up within 5 years.

Sewer Fund-Looking at the unrestricted net position shows about 43 months reserves. Overall, the fund is in a positive net position but council was advised to keep a larger reserve for expensive emergencies.

Garbage Fund- The garbage fund has a positive net balance. Money generally passes through this fund.

There is a 10-month reserve in the sanitation fund. John reminded council to keep in mind when budgeting to plan for unexpected projects and repairs

Income statement

The change in net profit shows all funds operated at a small profit.

Cash Flow statement

Cash flow operations shows that funds generated a positive cash flow.

Net increase or decrease in cash and cash equivalence which is including all of the debt services and interest are operating at a positive cash flow.

John noted that he was pleased to see employees using their benefits and taking time off to prevent burnout.

Notes Payable

The DEQ water bond loan disclosure shows the principal and interest payments made during the 2022 fiscal year. All payments are up to date. The total debt balance and payoff date was reviewed.

Lyle Fuller asked if the city's fiscal year is October 1 to September 30th. John confirmed those dates are correct.

Some data was lost in the accounting system due to accidentally being backed over. Hard copies were used to restore the data. The issue has been resolved and more manual backups and internal procedures will be practiced going forward.

John does not have any recommendations or changes that need to be made at this time. The accounts are being balanced and look good overall.

Item: 10 Main Street Sidewalk Bids

flat rate for their new water and sewer connections. Lyle informed council that the Idaho law states that new installation charges can be a little more than the actual costs but must be directly related to the system. To raise the fees, the city is required by law to have supporting data, engineered studies, support, and a background or study that shows actual costs. Mr. Fuller explained that the other cities engineer figured the connection costs by taking the overall value of the city's infrastructure and dividing that number by the number of water connections. They also take into consideration the depreciation values. Lyle reminded council that taking an increase in rates over 5 percent would require a public hearing.

Cm, Joe Perry is concerned that the city needs to get the drainage ditch behind the Mabey's cleaned out. Mayor Spencer informed council that he has already asked the maintenance workers to use the skid steer and clean the ditch out as soon as possible before extreme melting starts.

Cm, Eric Christensen asked if the city has addressed the individuals that are dumping snow in the drainage ditch. Mayor Spencer did find the individual that was dumping snow in the ditch and asked them to stop. They did not realize it is a municipal drainage ditch and will stop dumping there. They are willing to come back and remove the snow if needed. The city will put up signs to notify the public.

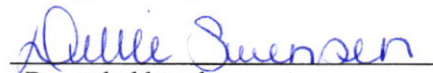
Maintenance Moreland is concerned that the pump the city has for pumping water is not going to be able to handle the amount of melting snow and would like to purchase another pump for backup in case he needs a backup. Council agrees that the city needs to get another pump as soon as possible.

Mayor Spencer asked the attorneys if the city can give gift cards to the individuals that have been helping plow snow and will not accept any pay. The attorneys said it is fine as long as the city does not make a habit of purchasing stacks of cards and giving them out at a whim. Clerk Swensen will pick up the gift cards for the volunteers.

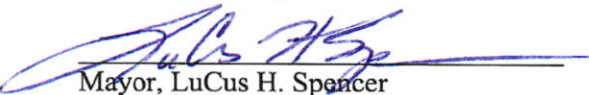
Mayor Spencer would like to go back and discuss the issue with the main shop door. Mayor Spencer does not want to wait for other quotes due to needing to protect items in the shop. Council member Joseph Perry is concerned that the city will be over charged and thinks the city should get a couple of quotes from other vendors. Mayor Spencer informed council that the county uses this company and hasn't had any issues with pricing. Mayor Spencer made the call to have the company do the job as soon as possible.

Mike Ackerman called the county inspector to see if he could set up an inspection and was told that the county inspector does not have a contract with the city for commercial inspections. The city will need to determine what to do with his inspection so he can get occupancy. Mike asked that the city let him know. Cp, Rick Hatch talked informed council that the city of Lava Hot Springs contracts with an inspector out of Pocatello. Rick will get number from Lava and discuss the terms of a contract. The city won't have many commercial inspections but will be doing residential inspections with the development.

Adjournment: Cm, Eric Christensen made a motion to adjourn the meeting at 9:45 pm. The motion was 2nd by Cm, Trent Jensen. Passed 4-0.


Recorded by: ds
City Clerk /Debbie Swensen

4-10-2023
Date Accepted by Council


Mayor, LuCus H. Spencer