

MINUTES FROM MARCH 12, 2015 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Dimeny at 7:00 P.M. on Thursday, March 12, 2015 at Jefferson Manor. Those present: Mayor Melissa Dimeny, Commissioner Mary Jude Constable, Commissioner Bryan Berman, Commissioner Matt Tungate, Clerk Shannon Tuthill, Police Chief Anthony Yeager and Attorney Katherine Dozier.

Mayor Dimeny asked if everyone had a chance to review the minutes from the February 12, 2015 meeting. There were no corrections or additions, and the minutes were approved as distributed.

REPORTS:

Clerk

Clerk Tuthill updated the Commission on the status of how many hours a week she was working. When first hired, she was told she could expect to work approximately 10 hours a week at the most. Currently she is working approximately 20 hours per week. Based on her current salary of \$680 she is making \$8.50 an hour.

The City's CDs are currently with Commonwealth Bank and Trust which will expire on 3/15/15 and 3/16/16. Clerk Tuthill spoke with CB&T and they stated they are offering .7% on a 14 month CD. Currently, Bancroft is receiving .4 on the CDs. After discussion, Commissioner Berman made a motion to move the existing CDs into 14 month CDs. Commissioner Constable seconded the motion. The motion passed unanimously.

City Maintenance

Commissioner Berman reported that the water company patched the spot on Greenlawn and Maria where water main broke. Residents were pleased with how well and quickly things have been taken care of. One resident commended Matt Meiners on doing an excellent job. The Commission noted he is very prompt and comes immediately when needed.

Public Services

Commissioner Constable reported that she spoke to Rumpke about renewing the contract for waste removal. She also reported that she has spoken to prior commissioners and when they went with Waste Management it was not a good experience. We have been with Rumpke four years and there has been no increase. There will be an increase this year from 13.60 to 14.20 per house. The new rate will be \$2480 per month and the new contract is due in July.

Clerk Tuthill added the city requested bids in 2009. She passed out a chart showing those estimates and noted 2009 bids were all much higher than Rumpke.

The Commission discussed the current pricing and past bids and agreed that Bancroft should renew the contract with Rumpke. Commissioner Berman moved to keep Rumpke, Commissioner Constable second the motion. The motion passed unanimously.

Bancroft Lane

Commissioner Tungate had nothing to report.

Police Department

Commissioner Magers was not present but left a report that the tread on the front tires of the police car was dangerously thin so he had the tires replaced. He was able to get the state rate of \$295.79. He ordered police chief badges at a cost of \$196.

Chief Yeager read his report for February. There were 142 patrols of the city, 141 radar traffic zones, and 20 visits to residents homes for house watch. He also backed up police on Greenlawn in which a person was reported harassing an individual who was plowing the snow.

Finance and Administration

Treasurer Shaikun and Mayor Dimeny have begun working on the new budget and a new format. Commissioner Tungate asked if it was possible to see a list of every check written as he has seen in other small cities. When there is transparency there is never any question of what something costs. Treasurer Shaikun agreed to runoff the check register prior to the monthly meeting and will run a draft of the February check detail and send out for everyone to review and see if it is acceptable.

Treasurer Shaikun read the monthly financial report and asked if everyone was ok with current setup. This is the style that is given to the CPA at the end of June. Commissioner Tungate questioned why the street maintenance shows an increase of 200% of the budget. Treasurer Shaikun responded Bancroft had unanticipated expenses.

Mayor Dimeny said it was brought to Mayor's attention that Bancroft had given gifts in the past and this was not permitted by state statute. She noted that Mayor Reinhardt was given a service award which was permitted. That fact notwithstanding, Mayor Dimeny reimbursed the city for the expenses of the service award as well as the two occasions in which flowers were sent.

IN OLD BUSINESS:

Review of New Resumes for City Engineer

Charles Wood is still available and willing to volunteer. Commissioner Constable moved to appoint Charles Wood as City Engineer which is a volunteer position. Commissioner Berman seconded the motion, all were in favor and the motion passed. Attorney Dozier confirmed the city's insurance policy with LAGIT covers designated volunteers.

New Location for Meeting Wilder Elementary

Commissioner Tungate spoke with the principal of Wilder who assured him that if we relocate the meetings to Wilder, once the meetings are on the calendar the city would have priority. However, Wilder would not be open for spring break and summer break if the principal is not in town since the custodial staff are not on duty at these times. Attorney Dozier noted that this does not meet the statutory requirements as advised the Commission to look for another meeting

place. Commissioner Berman reported he had asked the Episcopal Home and they were not able to guarantee a meeting room would be available one day every month. Commission Tungate will continue to research options including local fire stations and Lyndon City Hall.

Second Reading of Ordinances

Attorney Dozier proceeded with the second reading of the following:

Ordinance 3 Series 2015. An Ordinance Amending the City of Bancroft, Code of Ordinances, Ordinance 35.01 “Departments Created”.

Ordinance 15 Series 2015. An Ordinance Amending the City of Bancroft, Code of Ordinances, Ordinance 35.41 “Purposes and Powers”.

Ordinance 16 Series 2015. An Ordinance Amending the City of Bancroft, Code of Ordinances, Ordinance 35.11 “Purposes and Powers.”

Ordinance 17 Series 2015. An Ordinance Repealing the City of Bancroft, Code of Ordinances, Ordinance 2, Series 1999 Establishing the Department of Maintenance Exclusively for Bancroft Lane.”

Ordinance 18 Series 2015. An Ordinance Establishing Department of Community Outreach Under Chapter 35, “Departments”, of the City of Bancroft, Code of Ordinances”.

Mayor Dimeny added that by law these new Ordinances need to be mailed within 30 days of being passed to every resident of the city. We will be stuffing envelopes in the next two days to get these mailed out in time.

Creation of City Website

Commissioner Tungate reported that he contacted IT in a Box as requested and spoke with their KLC representative who did not recommend the product for a city of Bancroft’s size because of the cost of \$450 a month. He also spoke extensively about IT needs with the representative who echoed the Commission’s concerns regarding IT security including the need to provide city employees with a city owned computer designated only for city business and avoidance of personal e-mails for city business. The Commission also discussed various document storage options including Office 365 and Google. Commissioner Tungate recommends that we begin as soon as possible and create an initial website and move forward from there. Additionally, House Bill 5 (2013) requires cities to adopt a policy to inform residents when there is an IT security breach.

CPA For Audit

The Commission agreed to move forward with securing the services of Robert Ryan, CPA for the bi-annual audit.

IN NEW BUSINESS:

Commissioners Need To Receive Budgets Before Meeting

Everyone is pleased with new format. Clerk Tuthill will print out the budget from Treasurer Shaikun and then send it to everyone else as a PDF prior to meeting.

Enforcement Adjudication of Nuisance Ordinance

Mayor Dimeny has researched nuisance ordinances in both small and large cities in Kentucky. Per state law, the city has the power to abate a nuisance when the homeowner does not do so. The main requirement is to give notice to the owner and the opportunity for a hearing.

Bancroft's nuisance ordinance differs from most other cities in that the police department investigates the nuisance and hears the appeal. Mayor Dimeny recommended that the Commission hear the appeal. Attorney Dozier also noted that citizens always have the right to appeal the Commission's decision to court. Mayor Dimeny will write a draft ordinance to be reviewed at next meeting.

Amendment of 2014-2015 Budget; 2015-2016 Budget

Mayor Dimeny has completely reviewed the current budget and has confirmed with the Kentucky League of Cities that it is necessary to amend the 2014-2015 budget. She asked everyone to review the information and be prepared to discuss next year's budget at the April meeting. She noted Bancroft has raised taxes every year for at least the last five years and requested the Commission consider whether it was necessary to raise taxes in the next fiscal year.

Continuing Education For Clerks For Open Records

Mayor Dimeny requested for the City Clerk to be able to attend an Open Records webinar on 3/31 at a cost of \$15.00. Commissioner Tungate made a motion for clerk to attend the Continuing education webinar. Mayor Dimeny seconded the motion and all were in favor.

Mayor Dimeny also asked the commission to consider budgeting for next year for training conferences for both the Clerk and Treasurer.

How Money is Spent/Appeal by Commission

Commissioner Tungate raised the point that we need to discuss how money is spent. The commission needs to make decisions and be in agreement moving forward on how the City's money is being spent.

Mayor Dimeny moved to adjourn the meeting. Commissioner Constable seconded the motion. The motion passed, and the meeting was adjourned at 9:33 p.m.

Mayor

City Clerk