

MINUTES FROM FEBRUARY 11, 2016 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Jeff Magers at 7:00 P.M. on Thursday, February 11, 2016 at The Episcopal Church Home. Those present: Mayor Jeff Magers, Commissioner Matt Tungate, Commissioner Mary Jude Constable, Commissioner Bryan Berman, Commissioner Ed Evers, Treasurer Arnold Shaikun, Clerk Shannon Tuthill, Police Chief Anthony Yeager, Attorney Katherine Dozier and Sue Wohlfeld of Fifth Third Bank.

Fifth Third Securities

Sue Wohlfeld of Fifth Third Securities passed out information on CD rates. She feels rates may go down a bit. Current the best rate for two years is 1.152%. 5 years 2.1%. Last page was information on Bonds. First 5 years 2.25% if not called the interest rate for the next five years is 3.8%. You can sell cds at any time with no penalty per se. She cannot guarantee that it will be called in five years. Addressed this is a cd that acts like a bond. Current list given she said should be good through the 20th of the month. Mayor asked about 3 year options. She offered a 3 years at 1.15%. Commissioner Tungate asked what we originally agreed upon and Mayor Magers answered \$100,000 in 5 year and \$60,000 in a 3 year.

CPA Audit Report

Mayor Magers introduced Charlie Veeneman CPA who completed audit of our city. He presented a letter to the commission that he is required to present, along with a standard letter explaining how the audit was performed. Mr. Venneman presented the significant audit findings. He first noted the insurance premium tax revenues were checked against the Department of Insurance and we were within \$200. He made following suggestions.

1. In the new budget we should have two columns one for General Fund and one for Road Fund.
2. It would be beneficial for city in the Budget Ordinance to budget by function or department total rather than by individual line amounts.
3. City trash contract should have sent out for bid
4. City should report Road Fund activity separately on its monthly report and should pay Road Fund expenses directly from the Road Fund checking.

Mr. Venneman proceeded to hand out completed audit report.

Mr. Venneman noted on page 4 in his opinion the financial statements referred to above were present fairly in all material aspects.

On page 22 relating to Internal Control over Financial Reporting he did not see any deficiencies.

On page 24 relating to Compliance, for year ending June 30, 2015 the city's monies exceeded \$250,000 in an account exceeded the amount insured by FDIC. Mr. Venneman suggested look into collateralization with that bank or moving excess funds to another bank account..

The second finding indicated during the year ending June 30, 2015 the city went over its amended budget in one budget line but did not amend the budget again. He noted the city still spent less than was budgeted overall. The Commission agreed with recommendation and in the future will monitor the budget and amend when needed.

Mr. Venneman made suggestion that we separate CDs identifying them as Road Fund and General Fund so they could be accounted for separately.

Mr. Venneman overall city in good financial shape. He has made mention of a few things to improve on. Report Addendum to minutes.

Commissioner Evers made a motion to accept audit. Commissioner Tungate seconded all in favor five in favor motion passed. Clerk Tuthill was instructed to mail three copies to Department of Local Government. The audit was given to the Treasurer Shaikun. A portion of the audit must be mailed to all city residents, including the budget sheets and the auditor's letter with his findings.

Treasurer Shaikun said use auditors recommendation for our future budgets.

Commissioner Tungate asked where our reserve looks compared to other small cities. Mr. Venneman indicated we were comparable to other similar cities like ours. Cities are benefiting from the insurance premium tax. We need to keep reminding residents to let insurance company know they are a resident of city of Bancroft.

A question was raised if there is any way to know what homeowners have Bancroft listed on insurance policy. Notices are posted in Bancroft newsletters to ask their insurance companies to note they are City of Bancroft residents.

Mayor Magers asked the auditor about other cities publishing their budget information on the city website. He said yes many do and many publish the monthly report on website but he was not sure in how much detail.

MINUTES:

Mayor Magers proceeded to review the February minutes. Commissioner Tungate made a suggested change to wording and it was noted that Mary Jude's name was omitted from attendance. Commissioner Evers made a motion to approve the February minutes with changes. Commissioner Constable seconded, all were in favor, the motion passed and the minutes were approved.

REPORTS:

Clerk

Clerk Tuthill reported she has completed the State of Kentucky City Officials Update form and send to Jefferson County and the state.

Reported she was asked last month how many residents have signed up for Reach Alert. There are 105 accounts.

Also reported that she has been working as time allows to scan in old records. She has eliminated one entire box but have overworked the shredder and it has quit working. But scanning has been working great.

Reported she will be out of the country from tomorrow morning, Friday through Wednesday February 17. If needed texting is the best way to reach me. I have instructions for sending a Reach Alert if someone would like to volunteer to take them just in case it is needed.

Commissioner Tungate offered to be in charge of Reach Alert and will take instructions.

Nothing else to report.

City Maintenance

Commissioner Berman reported that Matt Meiners has filled the potholes discussed as well as a third one on Hollen Road.

Ed Evers said a light on Maria has become hard to see because a tree is covering it. Asked if it is the homeowner's responsibility to trim the tree or should the city take care of it. Commissioner Berman will look into this.

Communication and Public Outreach

Commissioner Tungate reported everyone should have their new email addresses. Apologized for the delay because there was trouble with interface and he had to switch to a different interface.

Commissioner Tungate wants to make sure everyone is able to get their email before we publish it and send out as our new address. We also need to know what each other's emails are right away so we can use them. He asked to have a March 1 deadline for emails to be setup and then we will be able to publish new email addresses in newsletter.

On website there is a comment section. This is setup to go directly to clerk email. She can then forward to the appropriate person.

Police Department

Mayor Magers handed out his report and asked if there were any questions.

Chief Yeager gave the following report. There were 158 patrols of the city. There were 156 rad/traffic zones set up for high police visibility. There were 54 visits to resident's homes for our "House Watch" program. There were 10 traffic stops. There was 1 solicitor stopped. There were 9 warnings issued. There was 1 state citation issued. I backed up Graymoor Police on a suspicious person, possible break-in on Ocala. I found concrete debris on Maria and warned construction workers that I would be issuing state citations if vehicles were not properly cleaned before getting on Maria. I backed up Graymoor Police on a panic alarm on Dartmoor. I checked

2 individuals on Tavener to make sure they were meter readers. They were training a new person. I backed up Graymoor Police on a prowler inside a person's home.

Public Services

Commissioner Constable had nothing new to report.

Mayor Magers asked when Rumpke's contract is up. It is June 2017. Mr. Venneman, the auditor, suggested we should always go out for a bid. We need to research again if this is necessary.

Finance and Administration

Commissioner Evers reported he has met with auditor and treasurer regarding audit. Mayor added he also met with Commissioner Evers to discuss what all need to be done.

Everyone received the financial report for January and asked if there were any questions. There were no questions.

IN OLD BUSINESS:

Wi-Fi Hot Spot for Police Department

Mayor's understanding is there is \$11,000 in budget for police department. Not including salaries. We have enough in budget to do the hotspot. Verizon offered unlimited data for \$39.99 a month this is through the governmental agreement rate. This would give Chief Yeager the opportunity to use the city hotspot for transmitting reports, citations and emails not using his phones data plan.

Mayor asked that we consider purchasing this agreement. Mayor Magers made a motion to enter into agreement for an unlimited data plan with hotspot in the amount of \$39.99 a month. Commissioner Evers seconded the motion. All five in favor and motion passed.

Question raised about tax amount. They should send us a tax exempt form and we will not have to pay taxes on it.

Fifth Third Bank Financial Advisor

The Advisor was present and gave us options, Mayor Magers asked for any more discussion on what to do with the money.

Commissioner Tungate suggested we not have more discussion but keep the original agreement.

Mayor Magers said we have approved how much and what percent. Mayor asked for a motion to proceed with Fifth Third Bank. Commissioner Evers offered to go to other banks before the next meeting and see what they can offer.

Mayor Magers made a motion that Commissioner Evers go to banks that have existing accounts and explore CD rates for three-year and five-year CDs. Upon completion of that research and taking into consideration the Fifth Third information given tonight, the previously agreed upon

amounts of \$100,000 (5 year CD) and \$60,000 (3 year CD) should be invested at the bank with the best rate. Commissioner Tungate seconded. All in favor of the motion and the motion passed.

Commissioner Evers asked for an amendment that he also visit Central Bank of Kentucky. Commissioner Tungate seconded. All five in favor and the motion passed.

Update on Potential Google Fiber Agreement

This was noted yesterday in Courier Journal. Metro Council approved Google Fiber agreement this evening. 90% of the cities have sent in an agreement on Google Fibers. We may have to have a special meeting between the March and April meeting to approve this. Mayor Magers will know after the Jefferson County League of Cities meeting and will report back at March Commission meeting.

NEW BUSINESS

Posting Financial Information on Website

We are just getting started with website. Mayor feels we do not need to make a decision on this right now. If we decide to do it we could start with the new budget. Possibly with the new format that our auditor suggested would be better for viewing. Table discussion for now.

First Reading of Ordinance changing location for city meeting

Mayor Magers asked if everyone was pleased with this location (Episcopal Church Home). There are several rooms available to use.

Commissioner Tungate added that we have been added to the book for both rooms. So if we need the larger room it will always be available.

Attorney Dozier proceeded to read Ordinance No. 1, Series 2016. An Ordinance Amending the City of Bancroft, Code of Ordinances, Ordinance 32.16 "Meetings"

Second reading will be done at the March regularly scheduled meeting.

Attorney Dozier noted we need to find out the price to publish in newspaper for the audit and the ordinance. We are only allowed to mail in place of publishing in paper if it is cheaper. We must receive a quote.

Treating Trees on Bancroft Lane for Emerald Ash Borer and/or other pests

Commissioner Berman contacted Bob Ray but has not yet heard back from them. He contacted a second company that asked if they had been treated before. When he replied yes by Limbwalkers but they were uninterested in offering a bid.

Commissioner Berman will follow up and discuss at the next meeting. He was asked how many trees there are to be treated. There are nine trees. Trees do not need to be treated until spring, late April or early May.

Agreement for Attorney fees for year

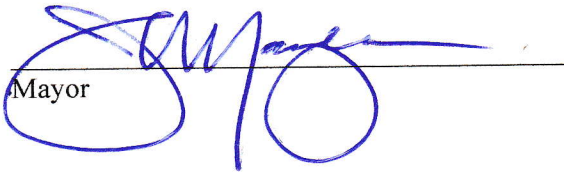
Mayor Magers addressed the bill for Katherine Dozier's attorney's fees for \$3400.00 for her attendance at the monthly meeting. Attorney added that this amount covers attendance at the monthly meeting. Any additional work is charged at \$190.00 an hour.

Commissioner Tungate made a motion to accept the attorney's fee invoice. Commissioner Constable seconded all in favor and motion passed.

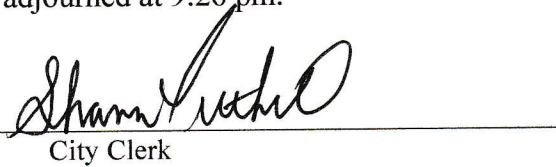
Mayor Magers added invoice for the city audit was \$4,250.00. Commissioner Evers made a motion to pay the invoice for the audit. Commissioner Berman seconded all in favor and the motion passed.

Mayor noted we will be back at Jefferson Manor for the March meeting.

Commissioner Constable moved to adjourn the meeting. Commissioner Tungate seconded the motion. The motion passed, and the meeting was adjourned at 9:26 pm.



Mayor



City Clerk