

MINUTES FROM MARCH 10, 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, March 10, 2016 at Jefferson Manor. Those present: Mayor Jeff Magers, Commissioner Mary Jude Constable, Commissioner Matt Tungate, Commissioner Bryan Berman, Commissioner Ed Evers, Treasurer Arnold Shaikun, Clerk Shannon Tuthill, Police Chief Anthony Yeager and Attorney Katherine Dozier.

Mayor Magers proceeded to review the February minutes. Commissioner Evers made a motion to approve the minutes. Commissioner Tungate seconded. All in favor and minutes were approved.

REPORTS:

Clerk

Clerk Tuthill reported that the 2015 audit report has been mailed to all residents. We had one resident request a copy of the full report and clerk was able to send to her electronically.

Clerk Tuthill received a quote from the Courier Journal to publish the Ordinance that is to be read this evening. The quote was for \$701.65. It cost us \$184.54 to mail the audit report (3 pages) and letter. Should be about the same for one page Ordinance.

Clerk advised the commission that we have one homeowner that has not paid their property taxes. Several calls have been made and a letter was sent. This is a situation where it is a living trust and the daughter has been living out of state. She called to tell me she has been unable to work because of an illness but would try to send some money. It was explained that we would have to place a lien on the property if it was not paid. She told Clerk Tuthill she was sending a money order but it has not been received yet.

Our version of QuickBooks is apparently becoming obsolete. We received an email from QuickBooks that after May 30, 2016, the version we are using will not work with QuickBooks payroll. We need to purchase the 2016 version of QuickBooks for \$219.95.

The new directory has not yet been finalized. Clerk Tuthill was waiting for the ordinance changing the meeting location and also need a photo of Mr. Evers. If anyone would like to change their photo let Clerk Tuthill know.

City Maintenance

Commissioner Berman contacted Bob Ray about the Ash Borer treatment. Their estimate is \$500 more than Limbwalkers at \$2330.00. They would like to reevaluate when the trees leaf out. Limbwalkers was \$1828.00. They believe last time this was done was about four years ago at least. Mayor asked about what time of year this needs to be done. Limbwalkers said late April or early May.

Commissioner Berman walked the lane and removed a lot of trash. He also noticed there are three or four damaged or missing caps on the fence posts on the Lane. He believes someone may have fence parts stored in their basement. Will check on this.

The fence is very dirty again and we may want to consider having the same company that powerwashed the fence do it again or possibly place on a maintenance schedule.

Communication and Public Outreach

Commissioner Tungate reported website is still up and running. There was some trouble with the mailservers but it is back up and working.

Mayor Magers reported regarding the emails. He didn't realize that the emails were changed in newsletter. We need to change the email addresses in the newsletter as this falls under Public Outreach.

Chief Yeager asked if we could supply a welcome letter when he sees someone moving into the city. He would be able to hand this to them.

Clerk and Tungate will work together to revise the welcome letter and we will give copies to Chief Yeager to hand out when he sees people moving in.

Commissioner Evers will check MLS and find out about homes for sale and will pass that information along.

Public Services

Commissioner Constable reported that the garbage contract will be up for renewal in June of this year. Our contact person has changed and the new person Chris Parsons will look into a price or extension of contract so that we do not have to put out for a bid.

Question was raised as to whether we would still be able to renew the contract without putting out for bid. Attorney Dozier will research this question and let us know. We need to have the discussion of whether or not we want to put out for bid and if we have to.

Police Department

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

Chief Yeagers reported that he had trouble with resident erecting a shed without asking permission from the city. They followed City of Louisville requirements and not City of Bancroft. Mayor Magers said there is nothing directly addressing sheds in our Ordinance, but our Ordinances do address erecting buildings needing permission from the city.

Mayor's suggestion is that in the future we ask the homeowners to address commission for approval prior to erecting the shed. Should we ask this homeowner to ask for permission retroactively to set a precedent or should we just let it go? It is already up.

Commissioner Tungate added that if there is nothing in the ordinance directly against sheds. If we don't have keywords when the ordinances are searched online we can't expect it to be

known. Asked Attorney Dozier what the risk would be if we did not enforce this now will we have trouble later when someone else erects a shed and we try to enforce the ordinance. If we feel this shed meets all requirements we could approve it after the fact. This could be a gray area. Does this shed qualify as a prefab garage? Tungate said maybe we would be better off asking them to submit something. Chief Yeager said the violation was that they did not ask permission. He has spoken to them and said they should go ahead and draw up a diagram of where the fence is and this is already in progress.

Attorney Dozier asked commission to consider amending the ordinance to include sheds? She suggested we go ahead and have resident submit the plans to be approved at the next meeting.

Finance and Administration

Commissioner Evers visited six different banks. All in 1% range on a 5 year CD. Central Bank came out with 1.65 on 5 year CD. Commonwealth Bank had exactly the same as Fifth Third HSBC money market 2.25%. Fifth Third was offering 1.8% on 5 year. To go ahead with Fifth Third we just need signatures. They are offering us the best rates.

Budget ordinance needs to be read in April and May. Commissioner Tungate asked if we were going to need to amend the budget. Not if we are under on line items. Only need to amend if we go over.

Mayor Magers said what we need is each department needs a budget estimate for coming year. Treasurer Shaikun said we are not going to come up with a detailed budget anymore. Other sixth class cities use broader categories. Attorney added that departments need to get numbers to Commissioner Evers before the next meeting so he can prepare the budget.

Mayor Magers said we planned last year to raise the Chief salary again this year to make it more comparable to the hourly pay of other small city officers in Jefferson County.

Regarding the fruit basket for Jefferson Manor this was instructed in prior years for clerk to do this as a thank you for using the space.

IN OLD BUSINESS:

Decision on Investment of City Funds

According to Commissioner Evers research, Fifth Third still has best rates for CDs. Mayor Magers there to sign documents to transfer the funds.

Second Reading of Proposed Ordinance Changing Location for City Meeting

Attorney Dozier proceeded with the Second Reading of Ordinance No. 1, Series 2016 – An Ordinance Amending The City of Bancroft, Code of Ordinances, Ordinance 32.16 “Meetings”.

Commissioner Tungate made a motion to adopt the new Ordinance. Constable seconded all in favor and ordinance was adopted.

Google Fiber Update

Mayor Magers reported that he went to League of Cities and everything is going well. AT&T has sued the city as they claim they are already using fiber optics. If Google Fiber moves forward they will be able to move the lines on the poles and AT&T does not like that. They are going to try and move forward with a franchise agreement that we will have to approve at two meetings. The next Jefferson County League of City meeting is next Thursday. Mayor Magers will be unable to attend. Commissioner Evers will attend.

Posting City Financial Information on Website

Commissioner Tungate said he has been working with Treasurer Shaikun regarding how he prepares and distributes financial statements. They could be sent out as one PDF that would be easier to read. We could put on a page on our website. He added that what got him interested in coming to the meetings before joining commission was how the city was spending money. Putting this information on website makes it available for anyone to see.

One problem is what if someone took this information and used it in a harmful way. Putting the information on the web makes us no more vulnerable. If they want to get our information they are going to get it anyway.

We need to put the information out there we have nothing to hide. Commissioner Tungate's recommendation is to post the financial statements as soon as he has them fine-tuned in the format that will work online. He will add a page to the website for this information.

Chief Yeager asked if we are consistently adding to Treasurer's workload. Treasurer Shaikun feels that it is just changing the way it is done but shouldn't take any more time.

Commissioner Tungate made a motion that we post city financial information given to commissioners on the city website before each commission meeting. Commissioner Evers seconded the motion with the question as to whether it is okay to post pre-meeting. Treasurer Shaikun said only problem is for someone to see what our cash accounts are. Tungate wants information on website prior to meeting so that if someone has a problem with it they would be able to come to the meeting to discuss it. All were in favor and the motion passed.

NEW BUSINESS

Duration of newsletter delivery

Our newsletter delivery person does a wonderful job and it is quite a bit of work for \$30 a month. She will be out of the country all summer and we will have to find someone else to do it. Several residents have mentioned that since they receive electronically they do not want a paper version. It is impossible for her to select which houses to give and which ones not.

Since we have a working website Clerk Tuthill just wanted to make the suggestion that we deliver a newsletter less frequently maybe once a quarter or seasonally. Some of our older residents may not like that though.

