**MINUTES FROM AUGUST 13, 2020 BANCROFT SPECIAL MEETING**

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Jeff Magers at 7:01 P.M. on Thursday, August 13, 2020 by Zoom videoconferencing Louisville, Kentucky. Those present: Mayor Jeff Magers, Commissioner Ed Evers, Commissioner Jaimie Schapker, Commissioner Mike Borders, Commissioner Paul Chumbley, Clerk Shannon Tuthill, Treasurer Arnold Shaikun, Police Chief Anthony Yeager, attorney Richard Schiller, resident Valerie Wood and city engineer Chuck Woods, Charles Veeneman, City Auditor.

Mayor Jeff Magers has determined that the Bancroft City Commission must continue to provide critical public services to sustain and protect life and life-sustaining businesses during the present public health crisis caused by the COVID-19 virus. Teleconferencing has recently been permitted by the Kentucky Attorney General without the identification of a primary physical location so long as the public is permitted to see and hear all participating members. The mechanism by which teleconference is being conducted is Zoom.

**REVIEW MEETING MINUTES:**

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

With no physical meeting taking place, the Kentucky League of Cities advised that the Mayor can just sign final page of minutes, scan and send to clerk to sign, file and forward to Commissioner Schapker.

**Clerk Report**

Clerk Tuthill reported that provided city auditor with another list of documents with some documents retrieved from storage unit. Retrieved file on former police employee from storage to comply with an open records request. US Census quarterly survey completed and submitted. New resident welcome packet sent to residents at 7401 Maria. Preliminary tax information updated and provided to Corelogic and Wells Fargo. Quarterly insurance premium tax revenue deposited. Extra key was made for the UPS mailbox. Pay increase was given to Treasurer on July paycheck. Clerk will be on vacation from August 19th – 27th. This should not affect normal city activities other than needing help with retrieving city mail during those dates. Commissioner Evers to pick up mail.

**Mayor’s Report**

1. We received an Open Records request related to a former Bancroft Police.
2. Registered for the Kentucky league of Cities (KLC) annual conference September 22-25. The fee is $200.00 this year since the conference will be conducted by Zoom. Topic covered will include: Advanced budgeting, legal issues, ethics for city officials, insurance premium taxes, city problem-solving, succession planning, GASB update, open records/open meetings updates, and cybersecurity.
3. I was notified I will receive the Level II Excellence in City Governance Award from the Kentucky League of Cities for attending KLC City Officials Training during FY 2019-2021.
4. City Attorney Rich Schiller advised he received the briefs from four other suburban cities in the HB 246 case that is before the Kentucky Supreme Court.
5. I found an IRS mileage reimbursement form that I distributed to all city officials and employees. Use this form provides a more formal documentation of mileage claimed for reimbursement.
6. I submitted a reimbursement form for our two months Zoom subscription. I currently have the Zoom account in my name on a month to month basis.
7. Worked with City Engineer Chuck Wood and Commissioner Mike Borders on overseeing the paving project.

Added that City Attorney Schiller would be present to discuss four briefs from other parties on the appeal case. Nothing much to report but the small cities took the approach that the state statute is constitutional, and Louisville Metro contends the state statute is not constitutional because Louisville Metro was treated differently from other cities.

**City Maintenance**

1. Trees on Bancroft Lane have been trimmed for this year, with two trees removed.

2. I informed Matt Meiner that I would like him to take over removing weeds from cul-de-sacs and branch on Adler. He is dependable.

3. I personally removed weeds from multiple cul-de-sacs.

4. Work on drainage issues at the end of Maria is being repaired with concrete drains to be poured. The drainage was blocked and totally eroded away on one side and broken in half on the other. Neither side functioned and the water pooled on both sides. The repair should allow for proper drainage and prevent early failure of the new road work.

5. Special thanks to Chuck Wood for all his work on the road paving project. His efforts were above and beyond.

6. With my sons help, I threw away rollers some contractor left behind.

7. Line King is more expensive on the hydrostatic painting of lines because of material costs.

8. The erosion at the end of Maria is fixed. New gutters are to be poured using rebar on a solid surface to replace the damaged ones. I was advised to remove the trees growing into wall, so the wall isn’t compromised over time. I don’t think that is urgent, but important.

9. Matt Meiners has been out spraying weeds.

**Communication and Public Outreach**

The newsletter went out early because of vacation.

Chief’s Yeager’s Bancroft email folder is missing after the email switch over. Will check with Trevor Emonds to recover the email messages in this folder.

**Public Services**

WASTE SERVICE

1. Received no complaints from residents about waste collection service.
2. Yard waste will be collected weekly for the remainder of 2020.
3. There was a report of damage done to the cul-de-sac landscaping on Tavener following trash collection on Monday, July 27. Chief Yeager sent pictures of the damage to me.  I reached out to Rumpke who, after discussing with their driver, accepted responsibility for the damage and sent a maintenance supervisor to repair the same on or about July 31, 2020.
4. I received a question from a resident regarding collection of deck boards that had been placed into 4 feet bundles that Rumpke was refusing to collect when the resident called to inquire. I emailed Chris Pierce with Rumpke who said deck boards were considered construction material and not residential trash; the 4 feet bundle guidelines pertain to yard waste. He requested pictures from the resident and said he would discuss the same with an operations manager to see about getting a pick-up approved.
5. I contacted the resident, who advised they had found a solution for the issue.
6. Emailed Graymoor mayor about any potential findings from the radar setup along Glen Arbor. No response yet.

3. Contacted the District Civil/Small Claims division re: Complaint related to fence damage along Bancroft Lane. They advised the deputies are allowing some people into the Hall of Justice, but the preferred manner of filing claims is to either use the drop box in front of the courthouse or to mail the documents to them directly. Filing fee is $65.50 with a $12.35 fee for service via certified mail or a $60.00 fee for service via Jefferson County Sheriff.  I have drafted the Complaint and will discuss costs at the August meeting.

4. Spoke with Bill Huff of the Jefferson County League of Cities regarding the proposed telecommunications ordinance.

1. He advised approximately 70% of member cities have passed the ordinance and the JCLC is moving forward with putting out a bid announcement on behalf of these cities.
2. That said, they intend to put a second bid together on behalf of the remaining cities and wanted to gauge Bancroft’s interest.
3. Advised that we would discuss the ordinance at the August meeting, with tentative passage of the ordinance set for our October meeting, presuming the support of the Commission.

5. With regard to the Ballantrae home with tree causing damage to the lane. Has not been to courthouse in five months. Preferred method to file suit is through mail. Filing fee and sheriff fee to have served is $90.20. We need a business check to send in with the suit. Mayor asked how much we are hoping to gain from this suit? $500??? And could ask for court cost and attorneys fees. But no guarantee. Clerk will prepare check once Commissioner Chumbley confirms amount and payee.

**Police Department**

1. There were no building permit applications submitted for consideration at the August 2020 City Commission meeting.
2. Rumpke damaged the center plants of one of the cul-de-sacs on Tavener. This has happened several times in the last year. Anytime Trash Services and Rumpke both caused damage during this time frame. We believe parked cars in the circle are at least partially the reason for the damage. The trucks have to avoid the park cars and then run through the plants in the cul-de-sac when they are unable to negotiate the turn. We have started asking residents to voluntarily avoid parking in cul-de-sac on trash days. Voluntary compliance is preferred, but if that does not work, we make need to consider adding “no parking in the cul-de-sacs on trash day” to our city ordinances. Chief Yeager has started asking residents who parked in the cul-de-sac the morning of trash day to move their cars to avoid damage to their cars or to city property.
3. On August 6, 2020, PSI Paving was paving a driveway at 2303 Tavener. The job required removing the old asphalt. PSI dug up the old asphalt and dumped it in the street damaging the newly paved road. Chief Yeager wrote three citations for violations of Bancroft ordinances 94.02, 94.03, 94.04. I contacted PSI Paving the next day to put them on notice to not dump asphalt in the road if they have future jobs in Bancroft. That notice will be followed up in writing.
4. I ordered a box of protective gloves for Chief Yeager. His supply was running low.
5. Chief Yeager to the police car to obtain an oil change. Cost $33.95.
6. The Chief’s June 2020 monthly patrol report is provided as a separate report.

PSI Paving did paving in a resident driveway and was dumping asphalt into our street. Chief Yeager cited company for this and he had to call for backup as it became an agitated situation.

Rumpke did damage on Tavener to the cul-de-sac. Asking residents not to park there on trash day to help hold down the damage.

Chief Yeager gave the following report: There were 152 patrols of the city. There were 156 Radar/Traffic zones set up for high Police visibility. There were 23 visits to resident’s homes for our “House Watch” program. There was one Solicitors stopped, Aptive Pest Control. There were warnings issued for: disregarding stop sign-3, Speeding -1, Parking in paving zone-2, overweight trucks on Bancroft lane-3, failure to yield right of way-1, trailer in the street-1. There was one state citations issued for: failure to use turn signal and disregarding stop sign. I backed up the Graymoor-Devondale Police Department 3 times. I backed up the Northfield Police once. I had my temperature taken daily. I helped with traffic during the paving process. I had an Audit from the State for the police department. We passed. I was dispatched to a burglar alarm. It was false.

Chief said may want to consider restrictions on dumping asphalt in street as it may continue to be a problem.

Crime is up with back to back robberies in Graymoor and ongoing problem. Carjacking task force has been created as carjacking is up over 400% in Louisville.

**Finance and Administration**

The 2019 City Audit is complete.

**OLD BUSINESS**

**1.** **Update on Road Paving Project**

Chuck Woods City Engineer reported that Hall Paving has completed all of their work and he is very pleased with their work. Issues came up along the way that were dealt with. There are two warranty issues that they are coming back to repair at no extra charge. One is a bump on Bancroft Lane and the other a patch on 7409 Keisler. We do not expect any more charges or costs from Hall Paving. One homeowners mailbox damaged and Hall is replacing it. $229,943.35 total invoice. Two other issues of come to light. PSI Paving damage on Tavener. Scratches on the new pavement that they definitely made but are incredibly minor. He does not think there is enough damage to affect the ability of the pavement to last. As pavement fades in the next couple years the scratches will go away and not of the opinion that any repair needs to be done at this time.

Question about lines painted at each one of our stop signs. Hall quoted painted lines $40 a piece and $96 for thermal plastic lines. There are other contractors that could do this work and probably would be less.

Attorney Schiller asked about the shared expense with Graymoor Devondale for the part of Hollen that they own. He feels we should send the other cities, Graymoor and Louisville Metro an invoice for their shared cost.

Commissioner Chumbley made a motion to have Hall Paving complete the stop lines with thermal plastic coating at $96 per line. Commissioner Borders seconded. Mayor Magers suggested that we make sure Hall using a subcontractor and we need to make sure it is not PSI Paving. Road fund can also pay for this as part of the road work. All in favor and the motion passed unanimously.

Thanks to Commissioner Schapker for her communicating the work as it was being done. Thanks to Mike Borders as well for walking to check on progress. Mayor Magers thanked everyone for working together to get this done.

**2. Discussion of a Temporary Location for City Commission Meetings Until Permanent Location Is Reopened.**

No indication of any change to go back to in-person meetings. We will discuss this situation when the time comes.

**3. Telecommunication Ordinance**

Commissioner Chumbley said Executive Director Bill Huff or organization reached out to see if we had passed the ordinance. 70% of cities did pass the ordinance. Wanted to gauge our interest in passing. Invited him to attend our meeting next month to address any concerns anyone may have. One of the provisions of the Spectrum agreement is we can receive a fee. Charter feels this fee would be higher than currently receiving. He will try to have ordinance ready for everyone to review at the next meeting. Current agreement with Spectrum has expired and fee we are receiving is from an expired agreement. A. Replacing telecommunications ordinance currently in the Bancroft Code update language and B – Spectrum Franchise agreement that League of Cities negotiated with Spectrum. The point was made that if we pass this ordinance we can still decide participate in the state pool and receive a share of the pool each year rather than charging a specific franchise fee, which would preclude future participation in the state pool.

Mayor would like to place on agenda next month and have the first reading of the ordinance ready.

**NEW BUSINESS**

1. **Audit Report from Charles Veeneman, CPA**

Mr. Veeneman asked if everyone received the audit report. He then proceeded to review report. The city in very good financial shape and a very good year. See Page 4 and 5 is Auditor opinion letter. Another auditor needs to review his work. See Page 24-25 Opinion “City internal control and compliance”. Treasurer Shaikun and Clerk Tuthill were watching over each other related to internal controls. Insurance premium tax remains a good source of revenue. Overall doing very well, city has good financials and is in good financial shape.

Attorney Schiller asked how city is looking in comparison to other cities of similar size. Very strong financial position compared to other cities that he audits or does provides accounting services. Commissioner Evers asked hypothetical for the future, if we substantially cut the tax rate next year how would it affect the following years? It is important to consider the compensating rate. One possible way to proceed would be increase the discount amount for one year and then change it back the next, for example from 15% up to maybe 20%.

Page 11 there has been a change in the classification. Road fund is truly restricted and must be used on the roads. Assigned fund is where a board member or someone says we should set aside a certain amount for insurance. Page 15 and 16 explains this. He asked that everyone send in Fraud Questionnaire if haven’t already done so.

**ADJOURNMENT**

Commissioner Borders made a motion to adjourn the meeting and Commissioner Chumbley seconded. All in favor and the meeting was adjourned at 9:00 pm.

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Mayor City Clerk