

MINUTES FROM DECEMBER 10, 2020 BANCROFT SPECIAL MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Jeff Magers at 7:02 P.M. on Thursday, December 10, 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 and resident Hope Storck.

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 November meeting minutes. Commissioner Evers made a motion to approve the minutes. Mayor Magers seconded. All five 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

Clerk Tuthill reported that tax due reminders were mailed to all residents that had not paid their property taxes. We have now received tax payments for all but two properties. One resident mailed their payment but took the October 15 discount even though payment was not received until December 1. I have mailed a letter to resident requesting the balance.

Survey request received from the Kentucky State Police for number of law enforcement officers. Sent request to chief and mayor they completed survey and I submitted it promptly.

I have been working on updating the City Directory to print in January. This will be the 2021 Directory. I have added and removed many names and have contacted residents that I have email addresses for but no phone numbers to see if I can add a phone number to the Directory. A draft of the Directory is attached.

City Officials Update form is almost complete and ready to send to DLG.

Commissioner Evers asked to make some changes and additions to Directory. Will send changes to Clerk. Commissioner Schapker will email a notice requesting update to the directory information.

Mayor's Report

1. We need to appoint the City Ethics Enforcement Agent and the City Engineer for 2021. Tom Heavrin has agreed to reappointment as the Ethics Enforcement Agent. Chuck Wood asked that we not reappoint him as City Engineer in 2020. Chuck has been the City Engineer for the last six years. We thank him for his service to the city. During that time, he oversaw the repair of two sinkholes on Bancroft streets and the paving of all city streets in 2020. Chuck has been a valuable asset to the City of Bancroft. We are grateful for your service. We will start a search for a new

City Engineer. If we do not find another professional engineer to volunteer, we will have to contract with an engineering firm, like many cities do.

2. The Kentucky League of Cities will be holding City Officials Training virtual sessions in December. It is highly recommended all city commissioners and the mayor attend one of these sessions. There is no cost involved. The Bancroft City Ordinance section 31.05 states "All newly-elected officials of the city shall attend the Kentucky League of Cities Training Program for newly-elected city officials as soon as practical after their installment as officers. Any associated fees shall be paid by the city." The date/time of training for the Louisville area is December 18, 2020, from 9:00-11:30 AM. Other dates are available on December 14, 15, 16, 17. The sessions on December 14, 16, and 17 are early evening hours. There is no cost for this training. I plan to attend the December 18th session. City officials need to register at the following website.
<https://www.klc.org/News/9334/virtual-city-officials-orientations---five-sessions-dec-14-18>
3. After a discussion with Commissioner Evers and Clerk Tuthill we plan to publish a 2021 City Directory in January. The last directory was published in late 2019.
4. District 7 Councilwoman Paula McCraney will be holding a virtual meeting this Saturday morning. There will be a representative from Hagan Properties making a presentation on the proposed Providence Pointe development on Herr Lane. Also, Police Chief Yvette Gentry will also make a presentation. I plan to attend and report on the event.

City Maintenance

Commissioner Borders reported Holiday decorations are installed. Tree near the entrance sign decorated. Tree installation and landscaping work is targeted for this week. Leaves on Bancroft Lane removed. Commissioner Schapker noted that on Greenlawn the light pole the garland has fallen down and needs to be rehung.

Communication and Public Outreach

Commissioner Schapker had nothing new to report. 60% open rate on newsletter.

Clerk needs to contact American Legal to update ordinances on website. Currently only updated through December 2019.

Public Services

Commissioner Chumbley reported yard waste picked up second Monday of the month January-March. Emailed Rumpke about fee for additional bins. Contract says Rumpke will only provide one of each bin garbage and recycling. Rumpke can bill residents if they want an additional bin.

Police Department

1. Mayor Magers reported the following We began the search for a new police chief. We have one resume submitted so far. We have not officially advertised yet, other than verbally.
2. The Kentucky State Police has instituted a new system for submitting fingerprint cards and requesting criminal histories for perspective new employees. The system just began this week. Chief Yeager is working to get us online with the system. As with any new program or computer system there are some glitches. We are working through those to get online. There is a \$18 fee associated with each request. The system works by credit card. Unless we require applicants to

pay for their own fees, we need to obtain a city credit card to participate in this new fingerprint/criminal history program.

3. There is no new information regarding a resolution of the building and code violations at 7616 Old Salem Road.

Mayor noted that as he continues to watch crime reports there is a lot happening in the general area, but Bancroft has managed to avoid this in our area.

Chief Yeager gave the following monthly patrol report. There were 130 patrols of the city. There were 131 Radar/Traffic zones set up for high Police visibility. There were 18 visits to resident's homes for our "House Watch" program. I backed up the Northfield Police Department 2 times. I warned the tree trimmers on Bancroft lane to do traffic control while blocking the lane. I made sure that no major damage was done to our paved road on Hollen road while a large crane delivered a swimming pool over a house. I inspected a completed new fence on Glen Arbor, and it was in compliance. I did 3 follow-ups on the house on Old Salem in which Louisville metro code enforcement had put a stop work order on. As time of this report, it is appearing to be abandoned due to no activity to improve the nuisance of high weeds, building materials on pallets, unfinished construction and unpermitted construction. I had the oil changed on the police car. I had our mobile data computer recertified thru the state of Kentucky which in turn allows us to operate thru Metro safe and the Jefferson County Sheriff's office dispatch.

Finance and Administration

Commissioner Evers reported that he will work with clerk on Directory. Treasurer provided clerk with expenditures for the DLG report.

OLD BUSINESS

1. Proposed Municipal Order Related to Authorization of Expenditures.

Mayor Magers made a motion to adopt the municipal order as written. Commissioner Evers seconded. Commissioner Borders stated feels wording is unclear. What is an excessive expenditure? Mayor answered things that are routine administrative and things in the budget would not be included.

Suggested changes to the wording that anything over a certain amount needs prior approval. Commissioner Borders made a motion to amend the proposal striking any major expenditure and change to any contract or written obligation needs to be approved by commission and signed by the Mayor. Commissioner Evers seconded.

Treasurer Shaikun raised a question what if I have an invoice for \$3000 for a new computer or something like that. Mayor Magers said if purchasing something that is not already budgeted and not an emergency expenditure than it should come before the commission for approval.

Mayor Magers added this is not an ordinance and could be changed at any time.

Commissioner Borders amendment is withdrawn.

Commissioner Chumbley made a motion to table the discussion of this municipal order until next month's meeting. We vote on this at the next meeting with any changes submitted in writing by January 7 to the Mayor. Commissioner Evers seconded. The vote was 4 in favor and 1 opposed (Borders, Chumbley, Evers, and Schapker-Yes, Magers-No). Motion passed.

Attorney Schiller recommended a written rewrite.

2. Progress on the Hiring Process for New Police Chief

Chief Yeager has assisted in spreading word that we are hiring a police chief. We have one application already submitted. Fingerprint process has to be done and background check. This cost \$18 per fingerprinting. There are number of steps that have to be taken. Entire commission would have a chance to meet and ask questions of the candidate.

We would need to use a credit card for purchasing fingerprinting. Mayor Magers obtaining a city credit card. Commission feels a possibility but should be a separate discussion.

Commission asked if Chief Yeager had anyone to recommend. He answered that he contacted two candidates and one was not interested at all but the other submitted a resume. Was asked what makes this job unattractive? One major issue is not being able to work other security jobs. We wouldn't want to allow this because it is a liability issue.

We could create a policy that would allow them to work limited hours at another job. We could also ensure insurance coverage with the other job protecting us. It was noted it was best to keep the policy as no off-duty security work. If this seems to be a problem in recruiting a new chief, then we could reconsider.

Attorney Schiller stressed background check is very important, and we shouldn't skip it. Mayor Magers stated that background checks are now required by state law. The Kentucky Law Enforcement Council provides the checklist for required background investigations for hiring of new or lateral police officers. The hiring agency must certify those steps have been taken.

3. Proposed Police Pursuit Policy based on KLC Model Policy to comply with KY HB 298 (2020)

This was a continuation of the discussion of a new police pursuit policy that is required by a newly enacted Kentucky law.

Commissioner Magers made a motion to approve the pursuit policy with the amendments made by Commissioner Chumbley. Commissioner Borders seconded. There were no further questions. Mayor Magers explained this is basically a model policy provided by the Kentucky League of Cities (KLC) with modifications required since we only have one officer. The motion unanimously passed.

NEW BUSINESS

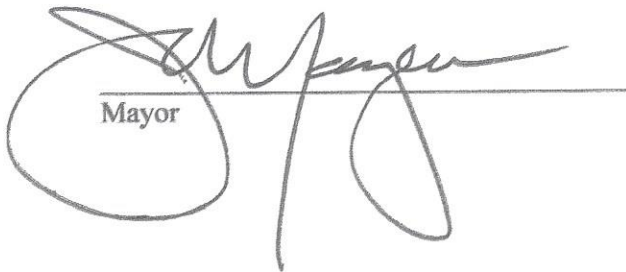
1. Application Permits

Resident Hope Storck, 7508 Maria Avenue requesting permit to build a deck. The current deck is unsafe and needs to be torn down to be created with a composite deck extending the current 8 feet to 16 feet. There will be a lower patio installed as well. Commissioner Borders made a motion to approve the permit. Commissioner Chumbley seconded. The motion unanimously passed.

2. Swearing in of City Commissioners for 2021-2023 terms

Mayor noted that all elected commissioners need to be sworn in before January 1st of the new year. The mayor is allowed by law to swear in the officers. Mayor Magers administered the oath of office to Commissioners Borders, Chumbley, Evers, and Schapker. Mayor Magers thanked commissioners for their service and willingness to continue for the next term. He expressed his appreciation of their work and dedication to the job.

Commissioner Schapker made a motion to adjourn the meeting and Commissioner Borders seconded.
All in favor and the meeting was adjourned at 8:57 pm.



Mayor



City Clerk