

MINUTES FROM AUGUST 12, 2021 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor at 7:00 pm on Thursday, August 12, 2021 at The Churchill Downs building, 600 N. Hurstbourne Lane, Louisville, Kentucky. Jeff Magers. Those present: Mayor Jeff Magers, Commissioner Ed Evers, Commissioner Jaimie Schapker, Commissioner Mike Borders, Treasurer Arnold Shaikun, Police Chief David Mudd, resident Kurt Weigle and attorney Megan Adkins from Schiller, Barnes, Mahoney.

REVIEW MEETING MINUTES:

Mayor Magers proceeded to review the July meeting minutes. Commissioner Evers made a motion to approve the minutes. Commissioner Schapker seconded. All in favor with Mayor Magers abstaining because he was not in attendance and the minutes were approved.

REPORTS:

Clerk

Clerk Tuthill reported that we received a check issued by the State of Kentucky in the amount of \$66293.50 for the American Relief Fund Act. This was deposited into our general account for now and will be allocated to a separate account when we have that set up.

Attorney Schiller sent clerk a lease agreement with Lock-N-Save storage. This is to store the bricks for the nuisance abatement for home on Old Salem. Mayor signed and clerk mailed with a check for \$350 for six months.

I met Commissioner Schapker at storage unit to store signs, flags, easter supplies.

I have set up Kentucky payroll taxes to electronically pay. I was mailing them a check every month since January when they changed their system requiring electronically filing report. Every month I would get a notice that payment was not received and there was a late charge. Then I would get a second notice that payment was received, and late charge removed. I have spoken with them and best to set up electronic payment.

I have sent letter to PVA asking for tax bills to be printed.

I received a check from Bluegrass Land Title for payment of 2021 taxes on a home closing. The check was in the amount of the 2020 taxes were of course already paid. I returned the check and informed that the 2021 tax bills were not yet issued and I could not accept the payment.

Chief Mudd was given a pay raise on July 1 that was set out in the new hire plan from January. I missed the first two pay checks at the new rate and therefore, I issued a separate paycheck for the difference of 160 hours at \$1.00 per hour.

Mayor's Report

Mayor Magers gave the following report.

1. The City of Bancroft received \$66,293.50 in federal grant funding under the American Rescue Plan Act (ARP). There are limitations on the use of the funds. The funding can be expended for eligible uses over the next four years. In coming months, we will be exploring our options for expenditures. At the end of the grant period any unused funds must be returned to the federal

government. The Kentucky League of Cities (KLC), Department of Local Government (DLG), and the Kentucky Regional Planning and Development (KIPDA) is providing continually updated guidance from the federal government on how these funds may be spent. Currently, we have two organizations in Jefferson County that have requested cities they serve to contribute some ARP funds to their organizations. The requesting organizations are the St. Matthews Fire Department (provides our fire service), and the Kentucky Association of Health care Facilities/Kentucky Center for Assisted Living. Decisions on use of the funds will be made after careful determination of permissible uses and what benefits the residents of the City of Bancroft.

2. The Kentucky Regional Planning and Development Agency (KIPDA) sent an email to cities in their region offering to provide ARP administration services for cities for a 1% administrative fee. The services would include:

- Adherence to all draw requests required by US Treasury Interim and Final Guidance (Treasury Guidance)
- Submission of all quarterly and final reports as required by Treasury Guidance
- Coordinating receipt, validation and payment of all contracts associated with projects including Architectural, Engineering and Construction
- Advising on any environmental requirements associated with Treasury Guidance
- Advising and providing guidance on any requirements associated with prevailing wages
- Communicating on a continuing basis of status of the project and address any questions.

3. On Saturday, August 7th, I attended Councilwoman Paula McCraney's public meeting for residents of Metro Council District 7. Metro Departments represented at the meeting included LMPD, Public Works, Planning and Design, and Codes and Regulations. Topics of discussion were the VA hospital development, the Providence Pointe Apartment Complex development on Herr Lane, Herr Lane Road projects (intersections reconfiguration at KY 22 and Westport Road, and widening with a turn lane near Providence Pointe), and District 7 sidewalk projects (Whipps Mill Road & Hurstbourne Lane and Lagrange Road). LMPD Sergeant Tulio Tourinho and a St. Matthews Police officer discussed the limited staffing at the 8th Division. Councilwoman McCraney encourages District 7 residents to sign up for her weekly newsletter send by email.

4. In response to inquiries for Bancroft residents, I contacted Ellen Call, governmental affairs representative for Charter/Spectrum. I was inquiring about 1G fiber optic capability for Bancroft. She explained that 1G fiber optic broadband is available to nearly all home in Jefferson County, including Bancroft. AT&T 1G fiber optic broadband is not yet available in Bancroft.

City Maintenance

Commissioner Borders reported that water bags were installed for newer trees. Deep root fertilizer for trees that are a few years old. Need to remind Matt Meiners to weed care-de-sacs. Removed paper and tape on our city signage.

Communication and Public Outreach

Commissioner Schapker gave the following report. Food truck next week. Permit information to be given to clerk. Also, a local guitarist to play music.

Need to get tax exempt form for Amazon and anywhere else items are purchased for the city.

Public Services

Commissioner Chumbley gave the following report. The yard waste will be collected weekly through December.

Police Department

1. The police cruiser is at the dealership for warranty repair of a transmission problem. Hopefully, the parts for the repair we expected by August 12th. Hopefully, the repair will not take much longer. Chief Mudd has been patrolling on his bicycle whenever possible.
2. When not on his police bike, Chief Mudd has been working on a much-needed complete revision of the Bancroft Police Department Standard Operating Procedures (SOP). In the past we took a more piecemeal approach to policy revisions. This time we took a more comprehensive approach. Using the Kentucky League of Cities (KLC) model policies as a guide, the proposed revisions are ready for consideration for approval by the city commission. There will be more needed additions to SOP in the near future to make it a more comprehensive document. This may seem like a considerable amount of work for a one-officer police department, but having legally defensible police policies is important regardless of the size of the department. The proposed SOP will be reviewed and approved at this this meeting (See New Business).
3. I received a notice from Verizon that we were eligible for a free upgrade in the police iPhone to an iPhone 12. The phone was received and Chief Mudd is working on the transferring of information to the new phone.
4. There is a reported effort by LMPD to reduce police services to cities that have existing police departments. There has been no public announcement on this issue. The reported changes would be referring residents wishing to make police reports on non-violent crime to the LMPD Telephone Reporting Unit and no LMPD follow-up investigations on property crimes reported in these suburban cities. It is our contention this is in contradiction with the 2003 City-County merger legislation. Louisville Metro took over the governmental responsibilities of Jefferson County government, including the providing of police services to all areas of Jefferson County. This included police service support to suburban cities. No changes have yet occurred. I have discussed the issue with Mayor Bonnie Jung (Douglas Hills), president of the Jefferson County League of Cities (JCLC). We will continue to monitor the situation for any changes.
5. On Wednesday, August 11th, Chief Mudd and I represented the City of Bancroft in attending the funeral for Jefferson County Sheriff's Deputy Brandon Shirley, who was murdered working a part-time security job. On behalf of the City of Bancroft, I want to express our sincere condolences to Deputy Shirley's family, friends, and his JCSO colleagues.
6. See Chief Mudd's End of Month report for other police activity.

Finance and Administration

Commissioner Evers reported that he spoke to Charles Veeneman, city auditor and was provided a letter of engagement. The letter states he is capped at \$6300 to prepare audit which must be prepared every other year and sent to state.

Commissioner Evers made a motion to accept the letter of engagement for Charles Veeneman to proceed with the audit for the city. Commissioner Borders seconded. All in favor and the motion passed. Mayor Magers proceeded to sign the engagement letter.

We have deposited ARP money to general fund. We are in the process of moving to account with Kentucky League of Cities. Subaccounts within the account. \$66294 ARP, road fund \$167,000, general account \$100,000. All current accounts with PNC Bank need to have all four named signers.

Motion made by Commissioners to approve Mayor Jeff Magers, Clerk Shannon Tuthill, Finance Commissioner Ed Evers, Treasurer Arnold Shaikun to be authorized to sign on all city bank accounts including all PNC Accounts. Mayor Jeff Magers seconded. All in favor and the motion passed unanimously.

Regarding KLC funds, we can only send \$300,000 at this time.

The ARP funds must be included in our budget so the budget ordinance will need to be revised at the next meeting.

OLD BUSINESS

1. Update on Federal Funding under the American Rescue Plan (ARP)

We have received this money and question now as to what to do with it. We have received a request from St. Matthews Fire Department to provide a portion of our money to them. Also received requests from Kentucky Healthcare facilities and Kentucky Center for Assisted Living.

Received email from KIPDA to every city in their region that received this fund. They are offering at a 1% administrative fee to ensure: Adherence to all draw requests required by US Treasury Interim and Final Guidance (Treasury Guidance)

- Submission of all quarterly and final reports as required by Treasury Guidance
- Coordinating receipt, validation and payment of all contracts associated with projects including Architectural, Engineering and Construction
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- Communicating on a continuing basis of status of the project and address any questions.

This is a four-year process. We do not need to do anything now, but we can continue to receive guidance on how to use the funds.

NEW BUSINESS

1. Building Permit Application from Kurt Weigle at 7512 Greenlawn Road for a shed

Resident Kurt Weigle present to request a permit to build a shed at 7512 Greenlawn Road. Explained the plan to install a shed purchased from Costco to place in rear of property. Commissioner Evers made a motion to approve the permit for building shed. Commissioner Chumbley seconded. All in favor and the motion passed unanimously.

2. Review for approval of revised Bancroft Police Department Standard Operating Procedures (SOP)

Current SOP was written by our attorney many years ago. Chief Mudd took the Kentucky League of Cities model police policies and added important wording from our current policy to create an updated policy. Mayor Magers has provided everyone with the proposed new Bancroft Police Department SOP. This is not yet complete. Chief Mudd will continue to work on additional policy sections and hopefully by next month have a completely updated policy.

Mayor Magers made a motion to approve the Bancroft Police Department SOP as submitted. Commissioner Evers seconded. Attorney Adkins indicated she had reviewed all sections of the SOP and there were no identifiable legal issues as written. All in favor and motion passed unanimously.

3. Open Records Policy on Website

We must have an open records policy listed on the website and Mayor Magers presented a draft policy. Attorney Adkins indicated the policy must contain the option to have an in-person meeting to review records if needed. That was added. We need to have a location set aside to review records in person if requested.

Mayor Magers made a motion to accept the open records policy as written. Commissioner Chumbley seconded. All in favor.

The open records policy and the standard open records request form will be given to Commissioner Schapker to place on the Bancroft website, www.cityofbancroftky.org.

In addition to the policy being placed on the Bancroft website, as required by recent changes in the law, it was time to distribute the latest changes in the Open Records Act to all commissioners and employees. Mayor Magers did that electronically. Everyone is required to sign copy of the proof of receipt form. All commissioners and employees signed the proof of receipt forms. Mayor Magers then completed the Notice of Distribution form and it was given to Clerk Tuthill to be mail to the Kentucky Attorney General's Office, as required by law.

Commissioner Chumbley made a motion to adjourn the meeting and Commissioner Schapker seconded. All in favor and the meeting was adjourned at 8:42 pm.



Mayor

City Clerk