

MINUTES FROM FEBRUARY 13, 2020 BANCROFT 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, February 13, 2020 at Episcopal Church Home. 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, City Engineer Chuck Woods. Also present were resident Alex Hale, Jeffersontown Mayor Bill Dieruf, PNC representatives Mark Snyder and Kevin Blair.

REVIEW MEETING MINUTES:

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

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

REPORTS:

Clerk

Clerk Tuthill reported that while preparing tax paid list to give to Treasurer realized there are still two unpaid property tax parcels. Letters were written and mailed to both homeowners giving them the new tax due amount with 12% interest and penalty.

The DLG and KLC renewal survey completed and mailed. Payroll taxes w-2 and 1099 completed and mailed.

When preparing January month end reports for treasurer my printer went completely out. At the July 2019 meeting, I reported trouble with current printer and commission gave me permission to purchase new printer. At that time, I was able to repair printer. But the second time it stopped working I was unable to complete month end checks and reports, so I purchased a new printer at Costco and new ink. Purchased from Costco because better warranty and the ink is refillable there.

Mayor Magers asked that I look into why we are receiving more KLEFPF reimbursement per month than by law we are supposed to received. I called Jennifer Duerson and she said Ed had called last week but that he did not have the roster verification to view. I receive the roster verification page every month. She explained to me that the additional \$5.74 that we receive is Administrative Expense Reimbursement and should be deducted from the amount sent to the officer. I did not know to deduct this amount but have been reimbursing the total to Chief Yeager every month. Going forward I will deposit the entire amount in our bank account but only reimburse the \$333 to Chief. We need to discuss whether I need to deduct additional money from his KLEFPF check to cover the overpayments from the last 18 months (since August 2018).

Also received ballots for board of elections. Send to Commissioner Schapker to place in newsletter.

Commissioner Evers mentioned the KLEFPF discrepancy and said to keep it legal we need to stop paying that administrative amount to Chief Yeager. Mayor Magers said we do not need to go back and take the money back from Chief Yeager, but we should not pay the administrative reimbursement to Chief Yeager from this point forward.

Mayor's Report

Mayor will send in census map to verify boundaries. Personnel policy mayor asked if everyone wanted to review or he will just send to commissioner Evers.

1. We need to send mailed newsletters to anyone not signed up for emailed newsletters.
2. U.S. Census City Map validation was received. March 1st is the deadline for responding. The Map I received does not show Bancroft Lane on the city map. I will note the correction, but since we have no residents on Bancroft Lane, this will have no consequences on U.S. Census process.
3. We received a report of a ladder remaining up for three months at the rear of a residence on Wesleyan Place. The complainant was concerned about the safety hazard. The ladder is not visible from the street. I agreed to check on the situation, but I asked if the complainant had contacted the homeowner directly to request the removal of the ladder. He said he would try that before I intervene. Chief Yeager was in in-service training that week. I will follow up.
4. We received the 1st draft of the city personnel policies prepared by the Kentucky League of Cities. This draft must be thoroughly reviewed for necessary changes.

City Maintenance

Commissioner Borders reported that he authorized repairs to the fence on Bancroft Lane damaged with a fallen limb. He also authorized additional cleanup of undesirable plants, limbs, growth on Bancroft Lane. This is being done to enhance sunlight, prepare for future plantings, and to improve the quality of plants presented.

LG&E is still exploring options on making electricity available on Bancroft Lane.

Received a quote to landscape the remaining entrances to the City of Bancroft. Looking for something modest but better than a simple sign. Planning to spend less than \$5,000 for the project.

Trees that were installed on Bancroft Lane look to be in good condition. I would like our arborist to present a long-range plan at an upcoming meeting. Our progress is excellent, but it will take several years for the new trees to make an impact. The flowering trees first then the canopy trees.

Mayor to place on agenda the beautification of all entrances to Bancroft

Communication and Public Outreach

Commissioner Schapker sent the following report.

- Newsletter: Added two new contacts for a total of 198 contacts
 - 116 opens (61%)
 - 25 clicks (13.2%)
 - Top clicks: Meeting agenda (16), Meeting Minutes (13), Rumpke information (8)
- Propose a motion to upgrade email services effective for the new budget FY2021
 - As we discussed at the meeting, the city is hindered by lack of features with webmail. There is also spam that is a problem. Switching to G-Suite will give the city users a much more streamlined user experience for webmail, as well as connecting to all other devices. The DNS settings will work correctly without warnings. The spam scrubbing will be at a

much higher level as well. The city could also use GSuite Docs/Sheets/Drive for document retention if there was a need.

Accounts: Chief, Clerk, Communications, Finance, Maintenance, Mayor, Police, Public Services, Treasurer, Trevor (this is for administrative purposes)

- GSuite White Paper on Security:
<https://static.googleusercontent.com/media/gsuite.google.com/en/files/google-apps-security-and-compliance-whitepaper.pdf>
- Data is encrypted at rest, backups encrypted. There are no ads in paid for services as well.
- GSuite Pricing: \$6 per user per month
- 10 accounts = \$60/mo Billed monthly
- I am willing to bill you bi-monthly for your g-suite services that way no city member has to use a personal card. There will be a \$10 monthly administrative fee.
- Data Transition Plan
- At the meeting it was desired that I would be contracted to download all emails. This project would follow the following steps.
 - Create new account with G-suite
 - Setup user boxes on G-Suite
 - Communicate with city users for user/pass combinations
 - Begin backups
 - Begin uploads
 - Switch DNS records to G-suite
 - Communicate with city users for new access/setup
 - I am uncertain of the exact amounts of times as I don't know the size of the email boxes. There is however considerable time in setting up 9 different configurations. I will do this project for \$750.00
- Total monthly cost: \$70
- One-time transition fee: \$750

Public Services

Commissioner Chumbley reported

1/15/20: Following the special meeting, where the new contract with Rumpke was approved, I texted a picture of the signed contract to Chris Pierce with Rumpke.

- 1/20/20: Anytime missed trash at 7409 Maria Avenue.
- 1/27/20: Rumpke delivered trash/recycling cans to homes in Bancroft. One house on Glen Arbor advised that they did not receive a trash can. I contacted Chris Pierce at Rumpke, who advised that a few recycling cans still needed to be delivered and that he would make sure the resident received their trash can. I followed up with the resident the next day, who confirmed receipt of the trash can. o Rhonda Poston at Anytime informed me that there were six (6) homes whose carts were not collected; Chief Yeager took care of locating and making these cans available for collection by Anytime. Anytime, via email from Rhonda, confirmed on 1/28/20 that all cans had been collected.
- 2/1/20: I met with Mayor Magers to have him sign the Bancroft/Anytime Release on behalf of the City of Bancroft. I notarized his signature and forwarded it to Rich Schiller via email on 2/3/20.
- 2/3/20: Rumpke began its waste collection in Bancroft (trash only). Chris Pierce advised that some homes set their recycling bins at the curb. I asked Commissioner Schapker and Mayor Magers to post a reminder online about the recycling dates. Mayor Magers confirmed this had been done. CABLE FRANCHISE - 2/12/20: Emailed Linda Ain of the Jefferson County League of Cities Cable Commission with questions regarding the proposed franchise agreement/ordinance.

Police Department

Chief Yeager submitted the following report. There were 176 patrols of the city. There were 177 Radar/Traffic zones set up for high Police visibility. There were 60 visits to resident's homes for our "House Watch" program. There were 6 traffic stops. There were 0 Solicitors stopped. There were 7 warnings issued for: 3 disregarding stop signs, one for speeding, one for littering, one for leaking contents from motor vehicle, and code enforcement on a trailer. There was a burglar alarm on Old Salem Ct. It was false. There was an open door at a house watch. It was okay as the resident came back weeks early. I had several meetings in regard to the windows 7 issue. The Mobile Data Terminal use requires windows 7. Windows 7 is no longer supported. I backed up the Graymoor-Devondale Police Department one time. I made sure Anytime Garbage swept up the glass that was left on the street from the stops where they compacted the recycling.

Mayors Police Report

1. The Police Chief's monthly patrol report is provided as a separate report.
2. I received a report of a ladder remaining up for three months at the rear of a residence on Wesleyan Place. The complainant was concerned about the safety hazard. The ladder is not visible from the street. I agreed to check on the situation, but I asked if the complainant had contacted the homeowner directly to request the removal of the ladder. He said he would try that before I intervene. Chief Yeager was in in-service training that week. We will follow up.
3. There was a report of a car being egged on Sunday night or early Monday morning, February 9/10th in the vicinity of Greenlawn and Hollen. The report was received on Facebook.
4. Chief Yeager completed his state mandated 40 hours of annual in-service training during the week of February 3-7.
5. Chief Yeager and I reviewed the Police Department expenditures listed in the December 2019 and January 2020 Bancroft Financial Statements. There were several inaccuracies reflected in

these reports. I met with Treasurer Shaikun and Commissioner Evers (Finance and Administration) about the inaccuracies. Most of the inaccuracies were corrected. A few have to be researched to determine the origin of the error. The small overpayment of monthly KLEFPF pay reported by Chief Yeager will be corrected by Clerk Tuthill (see Clerk Report).

Added that with regard to budget ordinance 2020 or 2021 to review how the money is being spent.

Finance and Administration

Commissioner Evers reported that he spoke to Charlie Veeneman and he has entered 2018 and Arnold gave him 2019 information.

OLD BUSINESS

1. Discussion of Road Repaving Plan

Mayor Magers called Jefferson County League of Cities to ask about using cities contract for road repaving. Was told that we would have to bid the job. In speaking to president of KLC he said that we can use their contractor. We need an Interlocal agreement with city that you want to use their contractor.

City Engineer Chuck Woods said Mayor Magers should take care of the contract portion. He will cover repairs and preparing the roads for the repaving. Lots of curb and cutters to repair and low spots that have happened over time. Repairs must be made first. There are 2.8 miles of streets to be covered. They will try to compute amount of asphalt for the job but impossible to say exactly.

The city commission will examine the roads with the city engineer to decide what road repairs need to be made prior to the paving. Flynn, Hall and Louisville Paving are the contractor's other cities are using. Efforts have been made to contact the mayor of Graymoor-Devondale about the paving of Hollen, which is shared between the two cities. Chief Yeager noted still a dip in the road on Keisler where there was a previously repaired sinkhole.

Attorney Schiller will look for previous interlocal agreement and if not found he will prepare a new one. KLC may have sample interlocal agreements available.

Mayor Magers asked if everyone does as planned, we could come back in March with a plan for timing on repaving.

Chuck Woods said, if we are able to piggyback on another city's contract, then the specifications would already be done for us; otherwise, we would have to hire an engineer specializing in that.

Mayor Magers added that we need to have a public meeting before we can proceed. This is to have public input on the process. If we time it with the newsletter, we can notify residents of the meeting. It was asked if it can be the city commission meeting. Mayor Magers said it had to be a separate meeting. Question raised as to whether we could start a public hearing at 6:30 prior to a city commission meeting. That would not likely meet the requirement.

3. Proposed Upgrading of City Information Technology Services

Trevor Emond ran updates to website seems to be running better. Mayor Magers said all the photos are gone from the website. Commissioner Schapker will check on this.

Commissioner Schaper made a motion to upgrade email services effective for the new budget FY2021 at a monthly fee of \$70 and a one time set up fee of \$750. Commissioner Borders seconded. During

discussion, Chief Yeager asked if we added a second police officer someday would it be easy to add another email address. Commissioner Schapker will look into it.

Commissioner Schapker also reviewed other domain names if we are still interested in this.

All in favor and the motion passed unanimously.

NEW BUSINESS

1. Presentation of the Kentucky League of Cities Investment Pool (KLCIP)

PNC Asset Management representatives present to discuss why the investment pool is a good idea.

KLC President and mayor of Jeffersontown Bill Dieruf described the House Bill 69 that safeguards investing. KLC is made up of city officials from cities throughout the commonwealth. PNC has been handling funds for KLC for over 15 years. Have the ability to view funds online in real time. KLC wanted to make sure that the cities get the same pricing. Cities will have to change their investment policies and pass an ordinance to amend those policies. In addition, the city commission would enter into an interlocal agreement with KLC allowing them to invest in the pool. Then the city commission would set up an account with PNC and begin investing in KLCIP.

Mark Snyder of PNC Investment said participation in the KLCIP would compliment what we are currently doing with our investment of city funds that are in CDs. Mr. Snyder distributed information for commission to review outlining the five available investment pool options. Commissioner Evers asked if we could move money from accounts every month or whenever needed. Mr. Snyder indicated that yes, money is easily moved back and forth between accounts electronically.

Mayor Magers suggested we should participate in KLCIP. Commissioners should review the KLCIP material and at a subsequent city commission meeting we could move forward with the required steps to participate in the investment pool. As CDs mature, we could transfer a portion of the reserve funds into the KLCIP.

2. First reading of Ordinance No. 1, Series 2020 – An Ordinance Enacting Section 91.44 in Chapter 91 “Streets and Sidewalks”, Subsection .40 et seq “Obstructions” In the City of Bancroft, Code of Ordinances.

Attorney Schiller passed out proposed ordinance for review. This applies dumpsters and temporary containers. Proceeded with first reading of Ordinance No. 1, Series 2020 – An Ordinance Enacting Section 91.44 in Chapter 91 “Streets and Sidewalks”, Subsection .40 et seq “Obstructions” In the City of Bancroft, Code of Ordinances.

3. First reading of Ordinance No. 2, 2020, An Ordinance Repealing and Replacing Ordinance relating to Cable Television Services

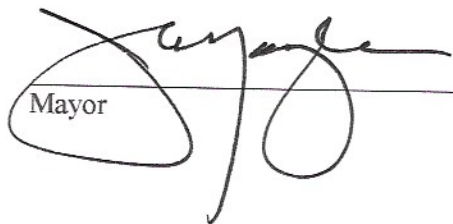
Question is do we want to do this today. Cable franchise agreement with Spectrum is now over. The Jefferson County League of Cities Cable Commission (JCLCC) took on the task negotiating a new cable franchise agreement with Spectrum. Also, they developed a model ordinance for all cities to adopt and that would allow cities to collectively advertise inviting bids from other communications vendors to provide Internet service.

Commissioner Chumbley suggested we move this until next month's meeting. He will do more research about it so he will feel more comfortable and knowledgeable of it. Mayor Magers indicated he would place this on the March agenda.

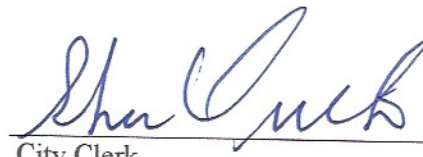
4. **Request for building permit for a fence at 2405 Stayton Way**

Resident Alex Hale asked for a small fence for a new puppy, that would essentially be a dog run. Mayor Magers indicated he has not seen dog runs in the city and asked if anyone on the commission had concerns with it being a dog run. Hearing no concerns, Commissioner Evers made a motion to accept the fence. Commissioner Chumbley seconded. All in favor and the motion passed.

Commissioner Borders made a motion to adjourn the meeting and Commissioner Chumbley seconded. All in favor and the meeting was adjourned at 9:33 pm.



Mayor



City Clerk