

MINUTES FROM NOVEMBER 10, 2022 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Jeff Magers at 7:02 pm on Thursday, November 10, 2022 at The Churchill Downs Building, 600 N. HurstbGroupourne Lane, Louisville, Kentucky. Those present: Mayor Jeff Magers, Commissioner Ed Evers, Commissioner Paul Chumbley, Commissioner Mike Borders, Commissioner Jaimie Schapker, Resident Gerrie Leppert, Clerk Shannon Tuthill.

REVIEW MEETING MINUTES:

Mayor Magers proceeded to review the October meeting minutes. Commissioner Evers made a motion to approve the minutes. Commissioner Chumbley seconded. Clerk made one correction that the motion to adjourn had been moved out of place but has been corrected. All in favor and the minutes were approved.

REPORTS:

Clerk

Clerk reported that she met with Treasurer Shaikun at his daughters home to sign checks and provide month end reports. Payroll taxes processed.

Created and distributed November newsletter with Mailchimp. The mayor's report was not received until after I sent the newsletter so I provided residents with an amended newsletter including the report. One new subscriber was added to email list for newsletter.

The check was mailed to the Jefferson County Suburban Fire with a cover letter stating it was Bancroft's portion of the ARPA funds for employee premium pay.

Completed final audit survey for workers compensation policy for last fiscal year.

I provided our attorneys with the update lien amounts for the Old Salem foreclosure action. They sent me an affidavit for the clerk's signature. I signed, had notarized and returned to attorney for filing.

Received notification that our storage unit monthly fee has increased again to \$102.00.

I registered to attend the City Officials training in Jeffersontown on December 16.

I will be sending out reminder letters to homeowners that have not paid their property taxes before the December 1 due date.

Mayor's Report

Mayor Magers gave the following report.

1) While at the KLC Annual Conference I inquired about obtaining our liability insurance from the KLC Insurance Services (KLCIS) to replace LAGIT in FY 2023-2024. A follow up conversation from the KLC insurance representative was that we could meet at the beginning of the year to complete an application and new rate would be published in March. We could do this for a premium and coverage comparisons with our current LAGIT insurance.

2) As a reminder, the Kentucky Registry of Elections Finance beginning this election cycle requires all candidates to submit a 30-Day Post-Election Finance Statement. The online reporting period is December 8-12. Candidates must complete the report even if they

did not receive or spend any campaign funds.

3) I submitted the Flock Safety, Inc. license plate reader camera agreement to City Attorney Richard Schiller for review. He reviewed the agreement and indicated there were no specific aspects of the agreement that were cause for rejection. He did suggest we establish a written policy for use of the cameras. A standard operating procedure was already planned to be added to the Police Department SOP.

4) The Kentucky League of Cities is holding their 3-hour City Officials Orientation Training on December 16th at the Jeffersonian in Jeffersontown. January The 2 ½-day City Officials Academy will be held January 18-20 in Lexington, KY and January 25-27 in Bowling Green. The Bancroft City Ordinances require newly elected city commission members to attend KLC City Officials Training after election. The 3-hour orientation training sessions are free. The City Officials Academy registration costs \$249 if registration is completed by January 7th. Attendees at the City officials Academy receive a free City Officials Legal Handbook.

5) Swearing in of city commission members for their new terms of office will occur at the December 8th City Commission meeting. New terms of office will begin on January 1st.

6) With Commissioner Ed Evers assuming the office of mayor in January, we need to work with our IT provider for a transition plan of the mayor's email address, while preserving the existing account in accordance with Kentucky records archive laws.

7) I have been paying the Bancroft Zoom account and asking for reimbursement. Our account currently allows only one host for Zoom events. The designated host needs to be switched to incoming Mayor Evers and the costs paid directly by the city clerk. In making this transition we need to obtain an account that allows for a minimum of two hosts (mayor and mayor pro-tem).

City Maintenance

Commissioner Borders reported upcoming leaf removal for the lane and landscaping. Holiday decorations should be installed late November.

Mayor mentioned there is a broken piece of fence on Bancroft Lane that needs to be repaired.

Commissioner Evers mentioned residents asking about leaf collection for the city. Would this be feasible. Commissioners agreed to look into pricing.

Communication and Public Outreach

Commissioner Schapker had nothing new to report.

Also questions about backing up storage. Is Idrive enough or should we also frequently use thumb drive storage. Clerk should continue backing up QuickBooks to thumb drive or an external backup.

Chief mentioned emergency response class suggested that all cities should have a twitter account for quick information.

Public Services

Commissioner Chumbley reported yard waste collection weekly till the end of the year.

Police Department

Mayor Magers gave the following report.

- 1) Chief Mudd attended required, annual in-service training at the Department of Criminal Justice Training in Richmond, KY
- 2) We purchased 4 tires for the police vehicle from Assured Car Care. The cost was \$475.53 (state contract rate).
- 3) Chief Mudd and I have been working on a new police patch. The current police uniform patch is not very distinctive nor professional looking. We all know first impressions are important, and in policing, the uniform portrays a professional appearance as part of the first impression by the public. Over the last eight years I have been working with our previous chief and Chief Mudd to gradually improve the police uniform appearance. Chief Mudd, working with a production company, has submitted a new police patch design. It looks much better than the current patch and the purchase cost is minimal. A proposal for approval of a vendor will be presented during New Business.
- 4) Chief Mudd reported there is a new rental resident at 7415 Maria Avenue. No rental application has been received from the owner of the home.
- 5) There continues to be confusion about the email addresses for the police chief and the commissioner for police. I will recommend changes in the email names to make this clearer to people trying to contact Chief Mudd. Currently, the commissioner for police is police@cityofbancroft.org and Chief Mudd's email address is Chief@cityofbancroft.org. I recommend Chief Mudd's email address change to policechief@cityofbancroft.org provided the email account itself remains the same and no emails are lost. Chief completed firearm certification.

Chief Mudd gave the following report.

There were 19 days of patrol in the city, There were 16 Radar/Stop Sign details performed for high police visibility. Special attention has been given to Bancroft Ln and Old Salem during morning school rush hours. There were no calls for service. There were 58 traffic stops made for traffic infractions. There were 8 traffic citations issued - charges included: Expired Registration Plate:3, Disregarding Stop Sign:2, Careless Driving:1, No Insurance:3, Obstructed Vision (Windshield):1. There was 1 Written Warning issued. There were 50 verbal warnings issued. There were 0 motorist assists. There were no arrests. There were 2 warning given for parking infractions. There was 1 day of bike patrol. There were 30 visits to residents homes for the "House Watch" program. There were 0 vehicles towed. There were 4 assists to other agencies: NPD-1, Lyndon PD-2, LMPD-1. There were 0 ordinance investigations. I attended the October Commission Meeting. I liaised with Flock Cameras to determine best locations for installing LPR cameras. I have designed a new shoulder patch for Bancroft PD for the Commission to consider. I completed a firearms qualification course with Heritage Creek PD to maintain certification. I assisted with Trick or Treating on Halloween with Bike Patrol - passed out candy to kids.

Finance and Administration

Commissioner Evers reported Treasurer Shaikun had knee surgery and having complications so had it adjusted. Will be out for a while longer.

OLD BUSINESS

- 1. Discussion about amending the city ordinance on the location of our city commission meetings to allow for video-conferencing of regular meetings in accordance with recent changes in the open meetings law that will be effective late in 2022.**

Commissioner Evers reported that in July he starting speaking to NTS, that manages the current location about continuing to use the building after his Semonin office moves out. He has finally received a no answer because this room is in possession of Churchill Downs but he will find someone at Churchill

Downs to ask. Still working on this and if we have to we will hold an all Zoom meeting until a location is found.

2. Update from Attorney Richard Schiller regarding 7616 Old Salem

Motion for summary judgment has been filed. Clerk Tuthill filed an affidavit with updated lien amounts.

3. Update on recommended location for Flock license plate reader cameras

Chief provided map on locations for the seven cameras. Solar powered cameras need to be located where they receive enough sun to use. Attorney suggested we have a SOP in place for how the data saved is used. Mayor will sign agreement right away to get cameras installed.

NEW BUSINESS

1. Proposal for a new police uniform patch

Chief suggested considering a change to the uniform patch. He had a possible new design created. Received three quotes for new patch. Made a recommendation for the company that Lyndon uses. Chief will order the new patches.

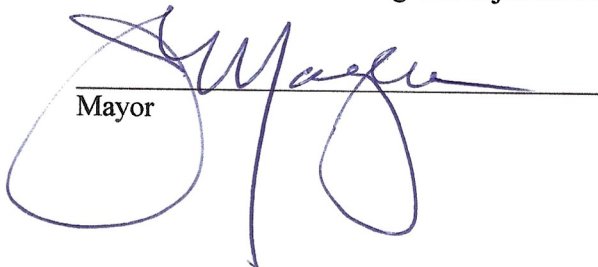
2. Amendment to the FY 2021-2022 Budget based on final reconciliation received in October 2022.

Commissioner Evers presented an amended budget for FY 2021-2022. There were changes in the budget that needed to be corrected. He noted the \$82,730 for police department but actually spent around \$75,000. This was spent out of ARPA funds. We were over in administration because of the legal fees incurred with 7616 Old Salem. This is cause for amending as well.

Commissioner Evers proceeded with first reading of Ordinance No. 5, Series 2022 – An Ordinance Adopting an Amended Budget for the City of Bancroft, Ky for the Fiscal Year Ending June 30, 2022.

This is the first reading, after seconding reading there will be a vote and will be mailed to all residents.

Commissioner Schapker made a motion to adjourn the meeting and Commissioner Chumbley seconded. All in favor and the meeting was adjourned at 8:24 pm.



Mayor

City Clerk