

MINUTES FROM JULY 9, 2025 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Ed Evers at 7:04 P.M. on Wednesday, July 9, 2025 at St. Albert the Great School, Louisville, Kentucky. Those present: Mayor Ed Evers, Clerk Shannon Tuthill, Chief David Mudd, Treasurer Arnold Shaikun, Commissioners Gerrie Leppert, Pam Magers, Erick Berryhill and Brad Baker. Residents Debra Hall Payne, Rachel and David Joels.

REVIEW MEETING MINUTES:

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

REPORTS:

Clerk

Clerk Tuthill reported that she met with Treasurer Shaikun to sign checks and provide month end reports. Created and distributed June and July newsletters with Mailchimp. I also met Commissioner Berryhill at storage unit to retrieve Fourth of July supplies. The quarterly census property tax survey has been completed. Quarterly payroll taxes have been paid and forms completed.

Budget and tax rate ordinances have been mailed to all Bancroft residents. Tax rate ordinance and letter prepared to mail to PVA to request they print 2025 tax bills but we need the signed verification page to include which Mayor should have.

Chief Mudd was given his annual retention bonus. Checking account extremely low and we will need to ask commission for permission to move money.

Quarterly payment to police account received from the state and deposited.

Discussion with Treasurer regarding outstanding checks that must have been lost. One check was to Lopez Tree Care from 11/2024 that they never cashed. I contacted them and they confirmed they never received check so voided and reissued.

We need to pay the KLC Insurance premiums for the new fiscal year but until we move money into general account, I do not have enough funds to pay these invoices. For general liability in the amount of \$10585.68 and workers compensation in the amount of \$2841.33.

Clerk added there is still a problem with the offending resident having not paid property taxes. Commission feels we should proceed with filing lien. File lien on both properties that have not paid their city taxes. Motion made by Commissioner Leppert and Commissioner Berryhill seconded to place lien on 7500 Glen Arbor and 7503 Glen Arbor for unpaid taxes. All five in favor and motion passed unanimously.

Mayor's Report

Mayor Evers reported the following. As we enter a new fiscal year, I want you all to know how pleased I am with each of you; commissioners, paid staff, and of course our city attorney as well. I see new ideas developing regularly and open discussion both positive and negative, behind each of those ideas. I believe we work well together for the benefit of the city. It is my honor and please as mayor on this commission.

City Maintenance

Commissioner Leppert reported that she walked the Lane with arborist Russ Stevens and they looked at all the trees. They discussed needs for upcoming fiscal year on maintenance needs for Bancroft Lane. At the most there may be two trees that need to be taken out. Russ will submit proposal in the next couple weeks regarding recommendations for tree removal and ongoing maintenance of the lane. Trees are growing really well. He recommended watering the trees for the end of July. She gave him permission to water through the end of July. All routine maintenance completed.

Communication and Public Outreach

The agenda, meeting minutes, and newsletters have been updated on the city website.

The 4th of July parade was a safe and fun activity for all parties involved despite the early onset heat. Special thanks to Bancroft resident, Bobby Clements, for his assistance with safety along the route. Chief Mudd and I concur, that we would like to see more participation from the residents in regards to cheering on our parade participants, especially members of the council.

I have no current plans for an end of summer potluck; however, I am entertaining the idea of a fall festival. I plan to gauge interest through the city website.

I have also been working on a proposed amendment to the tax lien ordinance in order to strengthen our position should any delinquent taxes result in litigation. That information and proposal has been submitted to the mayor today, 2025-07-08, via email. To be discussed under new business.

Public Services

Commissioner Magers submitted the following report. No remarkable issues with waste collection this month.

Police Department

Chief Mudd gave the following report. There were 15 days of patrol in the city. There were 10 Radar/Stop Sign details performed for high police visibility. There were 3 calls for service. There were 35 traffic stops made for traffic infractions. There were 12 traffic citations issued. There were 0 Written Warnings issued. There were 23 verbal warnings issued. There was 1 motorist assist. There were 0 arrests. There were 0 warnings given for a parking infraction. There were 49 visits to residents' homes for the "House Watch" program. There was 1 vehicle towed. There were 4 assists to other agencies: LPD - 3 NPD - 1. There were 5 ordinance investigations - Soliciting: 4, Nuisance - 1. I attended the June Commission Meeting. I attended annual in-service training. I became a Crisis Intervention certified officer. I issued three citations to unlicensed solicitors. I recovered \$10,000 in restitution for victims on a 2023 Bancroft case. \$10000 restitution was paid to victims. Banner month for solicitors in Bancroft. Flock has an acknowledgement program they want to know how the cameras have helped with criminal activity.

Finance and Administration

Commissioner Baker gave the following report. Arnold confirmed passage of KY House Bill 555 which states that cities that receive or take in less than \$500,000 per year and have no long-term debt are not required to have an annual audit. We must submit an unaudited financial statement by Oct 1st annually.

We may also have to submit an Attestation Engagement every four years. This should save the city a considerable sum of money but we need to discuss it as a commission.

Bancroft ended the fiscal year on June 30th with a before adjustment loss of \$127,460.73 vs. a planned loss of \$25,552.00. However, some of this loss includes non-budgeted expenses and income which shows up on the financials in the budget. I will work with Arnold to separate the budgeted and non-budgeted items in the financials so we can see what the true Cash Basis budget looks like.

The ARPA account was closed out by transferring \$9,146.81 into the general Account.

I have reached out to the KY League of Cities to start working on financial metrics for Bancroft so that we can set the proper Tax Rates when the new Property Tax Assessments for Bancroft kick in. We want to be conservative and have a reasonable amount in the bank but also do not want to hold too much of our resident's money. I will share data as I receive information from the state.

Motion made by Mayor Evers to move \$40,000 from the PNC general investment account into the PNC general checking account because the balance of the general account is extremely low. Commissioner Baker seconded. All in favor and the motion passed unanimously.

OLD BUSINESS

City Lighting Study

Commissioner Magers requested a detailed cost analysis for converting all city lighting to LED, including the total conversion cost and the estimated monthly cost savings after conversion. I have also asked for an updated lighting map of the city. For your reference, I have attached the current information related to these requests. I will provide a complete set of handouts for all commission members at the July 9 meeting. (handout to be attached to minutes)

Commissioner Baker made a motion to approve option 2 for the new lighting plan to replace existing lamps with LED lamps. Commissioner Berryhill seconded. Mayor Evers would like to create a note relating to safety to upgrade the light bulbs. All five in favor and the motion passed unanimously.

NEW BUSINESS

1. 2316-2318 Tavener Fence Construction Agreement

Resident Debra Hall Payne present to discuss the fence construction agreement signed in 2011 with her neighbor at 2318 Tavener. Argument arose two weeks ago with the neighbor and neighbor threatened to call police if they come on property again. Said neighbor purchased a peach tree and they asked she not plant under power line and said she wouldn't but she did. Attorney Schiller acknowledged that they have a right of entry contract. This gives them permission to come within ten feet of fence to maintain. He advised not to remove tree. Attorney Schiller concluded that this is not a government issue.

2. 7501 Adler Way Complaint

Resident David and Rachel Joels attended meeting to address complaints made against them by another resident. This resident lives behind the Joels on Greenlawn. Chief Mudd explained that the they resident that made the complaint has also made complaints against him as police chief. He said that there were multiple stops for very expired plates on their vehicles and were eventually cited for the expired tags.

The same residents made complaints last year about nails protruding through fence and trash in neighbor yard. Chief Mudd investigated and did not see much of a problem.

David Joels added that they do have a privacy fence because they do have a pool. The prior residents behind them had small children and they didn't want there to be a chance of them trying to get in pool. The new resident has installed bay window and also wire on the fence to keep their dog from being able to get through. Also mentioned that he would like to build their own fence.

Chief suggest do formal nuisance investigation and have Chief Mudd take the photos. Mayor Evers will need to ask complaining resident for permission to have Chief Mudd enter property to investigate. Commissioner Baker made a motion to have Chief Mudd perform a nuisance investigation. Commissioner Magers seconded.

Discussion: Commissioner Berryhill said he feels that since we have had issues with this resident in regard to Chief Mudd then we should state that the commission did not feel with the current evidence it warranted an investigation. Attorney Schiller advised that we should go by the book and perform the investigation. Someone other than Chief Mudd could possibly perform the investigation.

Mayor said he will perform a nuisance investigation with pictures. This will be prepared and ready for the next meeting. All five in favor and motion passed unanimously.

3. Proposed amendment to § 150.03 CONSTRUCTION, USE, AND MAINTENANCE OF PROPERTY.

Commissioner Berryhill asked that this topic be added to the agenda because he has an eight-year-old neighbor that would like the ordinance amended to possibly allow up to six chickens. Commission not currently interested in entertaining an ordinance update that allows chickens. This can be added to agenda again and discussed further at a later meeting.

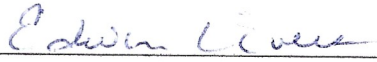
4. Proposal for new city event space

Commissioner Berryhill presented supporting documentation to be added as attachment to meeting minutes. This will be further discussed at the next meeting.


5. Items for next month Agenda

Commission raised another question about action to be taken when taxes are paid after discount but they still take discount. Derek Miles an attorney and resident was present last month in regard to not allowing people to take discount when they do not pay prior to discount date. This to be discussed further at next meeting.

Commissioner Leppert made a motion to adjourn the meeting and Commissioner Berryhill seconded. All in favor and the meeting was adjourned at 9:00 p.m.



Mayor



City Clerk



Bancroft PublicServices <publicservices@cityofbancroft.org>

Public Services Report July 8, 2025

1 message

Bancroft PublicServices <publicservices@cityofbancroft.org>

Tue, Jul 8, 2025 at 6:17 PM

To: Bancroft Mayor <mayor@cityofbancroft.org>

Bcc: Bancroft Finance <finance@cityofbancroft.org>

No remarkable issues with waste collection this month.

This report summarizes the waste collection for the past month, during which there were no remarkable issues.

I have requested a detailed cost analysis for converting all city lighting to LED, including the total conversion cost and the estimated monthly cost savings after conversion. I have also asked for an updated lighting map of the city. For your reference, I have attached the current information related to these requests.

I will provide a complete set of handouts for all commission members at the July 9 meeting.

Pamela Magers
Public Services Commissioner
City of Bancroft
(502) 762-4333

2 attachments

 **BancroftLighting Study Map.docx**
4122K

 **BancroftLight LED Conversion study.docx**
15K

Rates for switching to all LED lights in the City. We have two options when it comes to converting the lights

Option 1: Lower Monthly Rate with One Time Conversion Fee

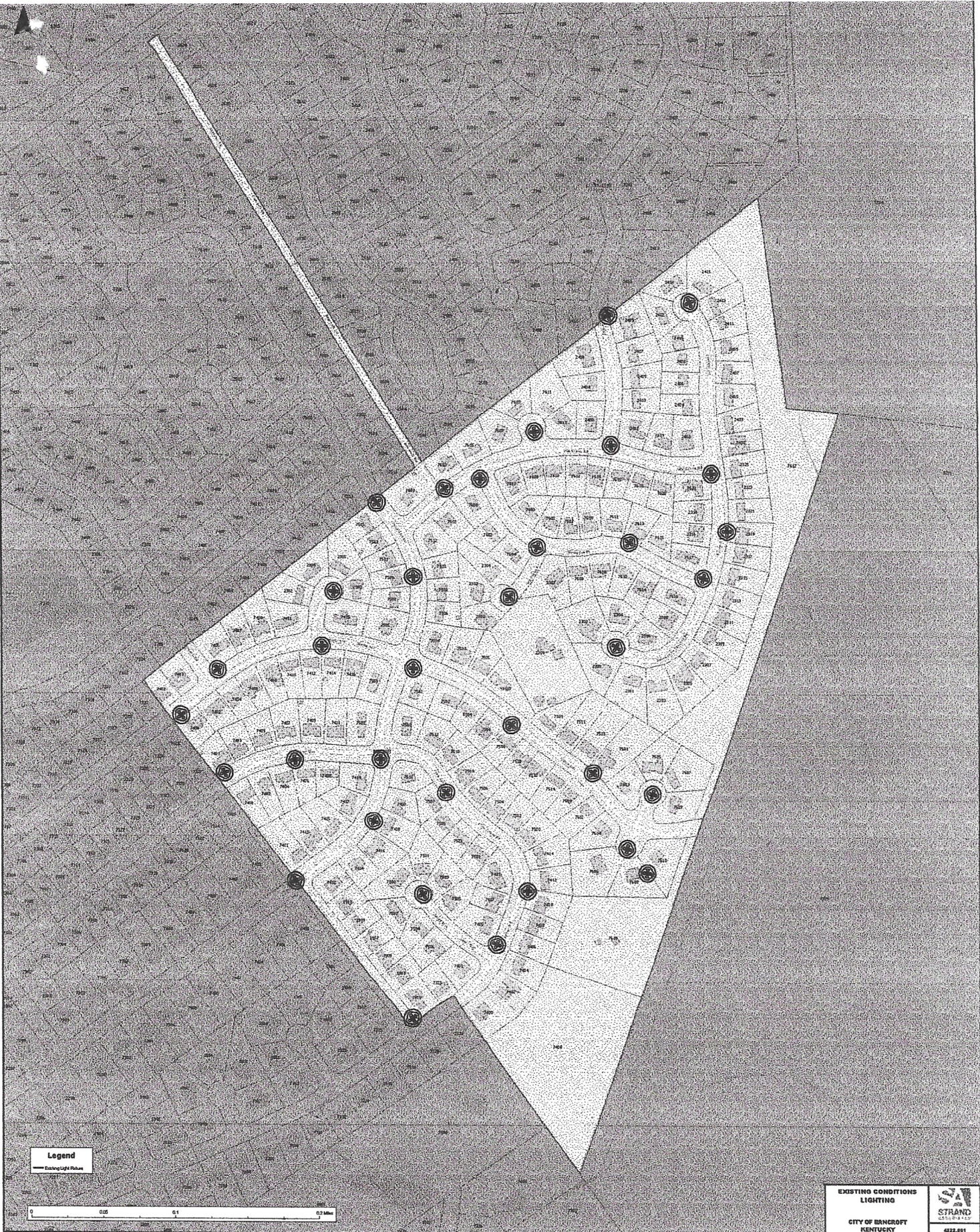
This option requires you to pay a one time fee to convert each light fixture to LED. This fee is \$260 per light which comes out to \$8,580 for all 33 lights. Your monthly cost per light would be \$22.84. If you choose this option, the \$8,580 would be added to the statement after LED lights are installed (probably 6-9 months from now)

Option 2: Higher Monthly Rate with Conversion Fee Baked in

This option assumes the conversion fee to switch to LEDs will be applied over 5 years in your monthly billing. Each light has an additional \$4.62 cost associated with the conversion fee for 5 years. After 2030, your monthly fee would go back down to \$800 since the conversion fee would be paid off.


I've created a table below for easy comparison

	Existing Conditions	Option 1	Option 2
Base Price Monthly Fee	\$673	\$22.84 per light x 35 lights = \$800	\$22.84 per light x 35 lights = \$800
Conversion Fee	\$0	\$260 per light x 33 lights = \$8,580	\$4.62 per light per month x 33 lights = \$152
Total Monthly Bill	\$673	\$800 per month + one time fee of \$8,580	\$952 per month until 2030 and \$800 per month afterwards



Legend
Existing Light Pole

0 0.05 0.1 0.2 Miles

EXISTING CONDITIONS LIGHTING		
CITY OF BANCROFT KENTUCKY		
4022.001		

ADDITIONAL LIGHTING INFORMATION

REVISED (7/9/2-025) LIGHTING SUGGESTED:

- One or two evenly spaced on Hollen
- 2407 Tavenor
- 2008 Tavenor
- 7614 Wesleyan Place (possibly 2)
- 7621 Old Salem
- 7604 Maria
- 7502 Glen Arbor
- Corner of Greenlawn at Old Salem
-

LIGHTS BURNED OUT AT PRESENT:

- 7400 Maria (at Bancroft entrance)
- 2302 Tavenor

\CURRENT EXISTING **LED** LIGHTS:

- 7508 Maria
- 7411 Greenlawn (at Hollen)
-

SUGGEST RE-ASSESSING AFTER ALL LIGHTS ARE CONVERTED TO LED