

MINUTES FROM MAY 14, 2015 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Dimeny at 7:00 P.M. on Thursday, May 14, 2015 at Jefferson Manor. Those present: Mayor Melissa Dimeny, Commissioner Mary Jude Constable, Commissioner Bryan Berman, Commissioner Matt Tungate, Clerk Shannon Tuthill, Police Chief Anthony Yeager, Attorney Katherine Dozier and City Engineer Charles Wood

Mayor Dimeny asked if everyone had a chance to review the minutes from the April, 2015 meeting. Commissioner Constable made a motion to accept the minutes as final, Commissioner Tungate seconded the motion, all were in favor and the minutes were approved.

REPORTS:

Clerk

Clerk Tuthill advised everyone that the new directory has been completed and delivered to every resident. She has also been responding to a large number of requests for tax information. She reported she is still working on getting better rates on moving some CDs and will update at the next meeting. She also worked to get Mayor Dimeny all necessary information for preparing the new and amended budgets.

City Maintenance

Commissioner Berman received information in the mail from Hall Construction that they have been awarded to do work on streets. He gave this information to Clerk Tuthill who will send a .pdf document to everyone and place on agenda under new business. Mayor Dimeny asked Clerk Tuthill to verify when last time roads were paved and to place that on the agenda for next meeting.

Mayor Dimeny asked City Engineer Woods his opinion of the city's roads. He said we were still a couple years away from needing to repave them but recommended Maintenance and he walk the streets to review the condition.

Commissioner Berman noted residents on Maria Ct. complained of weeds in the island. He reported there was a dead tree in the island of Old Orchard Circle. He asked whether the Commission should approve the tree be removed. The Commission agreed it should be removed. Commissioner Berman noted other cul-de-sacs also could use beautification and requested the Commission put this on the agenda for discussion next month.

Mayor Dimeny advised she had not yet signed the contract with Flynn Brothers for the repair on Keisler because she wanted to discuss it with the Commission. She asked Engineer Wood to provide an update. Mr. Wood stated that Flynn Brothers had done an assessment. He met with Richard Linkler who recommended filling in the hole with concrete and backfill. He stated that the fix was a 95% fix and Mr. Wood believed the recommendation was logical. Mr. Linkler provided the Commission with a complete report. Flynn Brothers provided the city a quote for the repair at a little over \$12,000. He was pleasantly surprised at the cost but noted it likely did not include the cost of renting the barricades and the initial cost of labor for the day they came

out. In his opinion Flynn Brothers had presented a very good plan and price. Mayor Dimeny stated she would verify that the costs for the initial dig and signs were not included. She stated if it were not, she would let the rest of the Commission know. She noted that time was of the essence as it was not good to leave the hole open. Mayor Dimeny moved to accept the Flynn Brothers contract pending clarification that sign rental and geotechnical engineer was or was not included. Commissioner Berman seconded, all in favor and motion passed unanimously.

Communication and Public Outreach

Commissioner Tungate said in terms of community outreach there are some things we have the opportunity to do. He recommended posting the agenda, minutes and financial reports to the website once it's up and running. He also noted the city has a growing Facebook page. He wanted to know what to do when people had questions on ordinances- whether he should answer those questions or send the answer to the commissioner in charge of the specific area.

Mayor Dimeny said as far as answering questions on Facebook we need to have a media policy in place. We all have different expertise. Let's get website done and then we will decide how to handle it. She noted if there is a question on the ordinance, it should go to Administration and Finance. Attorney Dozier suggested we post on Facebook all the departments and who to contact in each department.

Police Department

Commissioner Magers handed out information for his report for the month. He added that a first aid kit is needed for police vehicle. He stated he would be able to put kit together at a reasonable cost and asked whether those figures could be added to the amended budget. Mayor Dimeny suggested add \$200 to police budget. Commissioner Mager made motion to amend budget to include \$200 for expenses as listed. Commissioner Tungate seconded and all were in favor.

Chief Yeager received a letter from Resident June Jefferson commending him for his action in removing the snake from her kitchen. Mayor Dimeny asked this be an addendum in the minutes. Commissioner Magers wanted to commend Chief Yeager for going above and beyond his duty.

The Jefferson County Clerk's office sent a letter to the city in which an individual requested expungement of his record. The record in question involved a ticket written by former officer Gary Abbott. Mayor Dimeny asked that Clerk Tuthill notify Jefferson County Clerk's office that the city's mailing address is the P.O. Box.

Commissioner Magers also reminded everyone this police memorial week and he made a motion to recognize Chief Yeager for his service, Commissioner Tungate seconded and all were in favor.

Magers attended a law enforcement council meeting this morning. He stated the police officer Bill of Rights KRS 15.520 has been revised by the KY General Assembly. He wanted direction on whether a complaint against police officer should be addressed in the Bancroft Police SOP or in a personnel manual.

Attorney Dozier's recommends there be two separate manuals. One manual will apply to the Bancroft Police Department and address actions which occur within his line of duty. There can be a separate personnel policy manual to address all city employees.

Chief Yeager read his report for the month and added that there has been a lot of increased traffic on Glen Arbor because of Hwy 22 being closed.

Public Services

Commissioner Constable reported that new Rumpke contract will be signed and effective July 1.

Finance and Administration

Treasurer Shaikun reviewed the April financial statements and asked whether there were any questions. Commissioner Tungate asked about the total amount in CDs and whether this amount is what Bancroft would use to fund paving the roads. Treasurer Shikun and Mayor Dimeny indicated this was the amount. Mayor Dimeny stated the general fund had over \$230,000 and that we needed to move some of that money into additional CDs.

OLD BUSINESS:

Possible new location for meeting

No new information from Wilder or any other school.

Commissioner Tungate has spoken to Portland Christian School. He was told he could tour it and they would not charge us for meeting there. He believed this might be a good location as someone is always there. Mayor Dimeny also asked if anyone had contacted the Jewish Temple? Commissioner Tungate stated but he would also contact them.

Creation of city website

Commissioner Tungate has a list of URLs that we now own. He will need to be reimbursed for purchasing. City of Bancroft KY.org, City of Bancroft KY.net, City of Bancroft.info. etc. City of Bancroft KY.net is Tungate recommendation it looks more professional and formal. GoDaddy has a platform that we can use to create website. Wordpress owns 23% of websites. For additional amounts you can get increase storage, security, email addresses. It needs to be a platform that is very easy for anyone to take care of. Mayor Dimeny asked for three different services to compare and review at next meeting.

Review/approval of the Police Domestic Violence Response SOP for KLEFPF Certification

Mayor Dimeny reviewed Commissioner Magers draft policy and then sent it to Attorney Dozier for review. Attorney Dozier stated it was approved. Commissioner Magers made a motion to accept Bancroft Police Department SOP No. 1 on Domestic Violence. Mayor Dimeny seconded and all were in favor. Commissioner Magers will send off immediately.

Possible blocking off of Hollen Road on Sunday May 31 for party

Mayor Dimeny has asked residents affected if they had any concerns and there were none. Motion made by Commissioner Berman to allow blocking off, Commissioner Constable seconded all in favor. Clerk Tuthill will contact resident that requested permission.

Discussion of benefits for Chief Yeager

Commissioner Magers handed out proposed benefits plan for everyone to review. He noted it would be advisable to increase the uniform budget to uniforms as needed. Commissioner Magers recommended providing 8 sick hours per month which can be accumulated up to 80 hours if the officer has worked continuously for the city for 5 years or more. He recommended 6 holidays per year (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day). He recommended 3 personal days per year after the first year of employment. He also recommended after one year of employment 5 vacation days, then after 2 years of employment 10 days and after 5 years of employment 15 days. He recommended 3 days for bereavement leave. Commissioner Magers provided documentation of other police departments (Prospect, Graymoor, Indian Hills and Anchorage) which showed similar benefits for time off.

Mayor Dimeny noted that if one included all twelve sick days plus bereavement that would be 36 days a year. Less bereavement leave it would be 33 days a year. While she was in favor of providing paid time off, she would like the Commission to review the proposal and discuss at the next meeting. She stated Memorial Day would occur prior to the next meeting and noted the issue may not be resolved prior to the July. Accordingly, Mayor Dimeny made a motion that we give Chief Yeager Memorial Day and Independence Day as holidays. Commissioner Magers seconded motion all in favor and motion passed. Chief Yeager added that every year he has taken a vacation unpaid and it has not changed.

Attorney Dozier asked whether the Commission is spending \$400 a year on uniform and requested that Commissioner Magers give the Commission an estimate to replace each of those items. She asked what the Commission's plans were for having an officer when Chief Yeager was provided time off.

Commissioner Tungate asked whether it would be a step back to say replace uniforms as needed instead of giving a set amount. If we know that every year we are spending \$400 then it would be the Chief's discretion.

FY 2014-2015 Budget Amendments

Budget was handed out for everyone to approve.

Commissioner Tungate made a motion to approve the amended budget. Commissioner Constable seconded motion. Mayor Dimeny, Commissioner Magers and Commissioner Berman, Commissioner Constable and Commissioner Tungate voted yes and the motion passed.

FY 2015-2016 Budget

Mayor Dimeny reviewed Kentucky law and the statutory requirement of a compensatory tax rate versus the ability to increase taxes to 4% without a hearing. She reviewed a spreadsheet with a

formula created by the Department of Local Government which provided calculations for how to come up with the compensatory tax rate and the tax rate based on a 4% increase.

Commissioner Berman asked a question about Bancroft's discount. Mayor Dimeny noted although Bancroft has one of the highest tax rate, it also has one of the highest discounts at 15%. She noted other cities only have discounts from 1 to 5 %.

Mayor Dimeny suggested the Commission leave the discount for this year and suggested possibly reviewing whether we wanted to change that next year. She also reviewed the tax rates which Bancroft could charge from .374 (compensatory tax rate) to .38 which would represent the 4% increase. Treasurer Shaikun suggested the city raise taxes the maximum amount because of the need to ensure adequate reserves in the event of unknown problems such as the sinkhole we had this year.

Tungate added if .374 is lowest rate that we can he would like to move for that. Berman agreed with Tungate he has lived here five years they have been raised every year it would be nice not to see it go up. Mayor Dimeny acknowledged Treasurer Shaikun's concern but agreed with Commissioner Berman and Tungate that she would does not want to raise taxes this year. She suggested taking a year to monitor the finances and to explore what amount is a healthy reserve for a city the size of Bancroft. Commissioner Tungate moved to set the tax rate at .374. Mayor Dimeny seconded the motion. Commissioner Tungate, Commissioner Berman, Commissioner Constable, Commissioner Magers and Mayor Dimeny voted in favor of the motion and the tax rate was set at .374, the compensatory tax rate.

Mayor Dimeny reviewed the final budget and asked if there were any changes other than the revision of the estimated revenues due to setting the tax rate at .374. No changes were made. Commissioner Tungate made a motion to approve the 2015-2016 budget. Commissioner Magers seconded the motion. Commissioner Berman, Commissioner Constable, Commissioner Magers, Commissioner Tungate and Mayor Dimeny voted in favor of the motion.

NEW BUSINESS

First Reading of Revised Ordinances

Motion made by Commissioner Tungate to accept revised Ordinance No. 19 and 20. Commissioner Constable seconded all in favor.

Mayor Dimeny read Ordinance No. 19, Series 2015 – An Ordinance Amending the City of Bancroft Code of Ordinances, Ordinance 92.02.

Mayor Dimeny read Ordinance No. 20, Series 2015 – An Ordinance Amending the City of Bancroft Code of Ordinances, Ordinance 92.04.

Mayor Dimeny read changes to Ordinance No. 21, Series 2015 – An Ordinance Amending the City of Bancroft Code of Ordinances, Ordinance 92.05.

Commissioner Tungate raised issued that he does not feel that he should make a determination if neighbors weeds too high or likewise. Attorney said alternative would be a hearing board.

Mayor moved to accept Ordinance 21. Commissioner Constable seconded all in favor and passed.

Mayor read Ordinance No. 22 Series 2015 – An Ordinance Adopting the City of Bancroft, Kentucky Annual Budget Amendment for the Fiscal Year July 1, 2014 Through June 30, 2015.

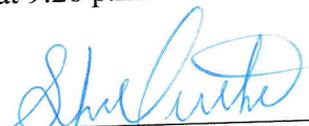
Mayor read Ordinance No. 23 Series 2015 – An Ordinance of the City of Bancroft, Kentucky relating to the 2015 Real Property Taxes

Mayor read Ordinance No. 24 Series 2015 – An Ordinance Adopting a Budget for the City of Bancroft, Kentucky for the Fiscal Year Ending June 30, 2016

Mayor Dimeny moved to adjourn the meeting. Commissioner Constable seconded the motion. The motion passed, and the meeting was adjourned at 9:26 p.m.



Mayor



City Clerk