

## **MINUTES FROM APRIL 14, 2016 BANCROFT MEETING**

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Jeff Magers at 7:00 P.M. on Thursday, April 14, 2016 at Episcopal Church Home. Those present: Mayor Jeff Magers, Commissioner Mary Jude Constable, Commissioner Matt Tungate, Commissioner Bryan Berman, Commissioner Ed Evers, Treasurer Arnold Shaikun, Clerk Shannon Tuthill, Police Chief Anthony Yeager, Attorney Katherine Dozier. residents Jennifer and Dennis Roberts.

Mayor Magers proceeded to review the March meeting minutes. Commissioner Constable made a motion to approve the minutes. Commissioner Tungate seconded, all were in favor and the minutes were approved.

Mayor Magers proceeded to address the Mr. and Mrs. Roberts who attended the meeting to discuss the shed that was erected in their yard. The plans for the shed were emailed to commission prior to meeting and then reviewed at the meeting. Commissioner Evers made a motion to approve the shed as erected. Commissioner Berman seconded, all were in favor and the motion passed unanimously. The Roberts' shed will stay in place as erected.

### **REPORTS:**

#### **Clerk**

Clerk Tuthill reported that the first quarter 2016 payroll taxes are complete and have been mailed out. We also have finally received 100% of the 2015 property taxes paid. As the one resident we have been dealing with for failure to pay finally mailed us two checks with late fees assessed.

Clerk Tuthill that she received an email from resident Cam Ly Phu that resides at 2313 Tavener Drive complaining that someone is dumping something white in the sewer behind their house and they would like to put up a no dumping sign. Clerk will forward this email to Mayor Magers.

Nothing else to report.

#### **City Maintenance**

Commissioner Berman reported that he received an email from Clerk Tuthill about an entrance street sign becoming detached on Keisler. He further reported that he looked at it and it does need to be repaired and he will repair this weekend. Chief Yeager added that another sign was down on Wesleyan Court and Commissioner Berman will look into that as well.

Mayor Magers received a call from the Mayor of Old Brownsboro Place. Someone saw a 20 mph sign in the ditch and thought it might be one of ours but we do not have signs like this so he will let him know that it is not ours.

## **Communication and Public Outreach**

Commissioner Tungate reported that last year we bought 8 URLs for the city website at the cost of \$115.00 and these are now up for renewal. GoDaddy™ has given us three options for payment. Credit card, checking account or an account that we put money in and deduct funds when it is time for renewal. Commissioner Tungate's recommendation is that the clerk set up automatic renewals to draft from the city checking account. He believes we have until May 15 to renew the URL's. Clerk and commissioner Tungate will work on setting this up for renewal.

Mayor Magers asked if the cost for the renewals is in the current budget. Treasurer stated our budget for this department is \$1500. We have only spent approximately \$500 and therefore this should not be a problem.

Commissioner Tungate made a motion to set up automatic draft from city checking account for automatic renewal of URL's for city website. Commissioner Evers seconded, all were in favor and the motion passed.

Mayor Magers added that he has been receiving phishing emails on the new city email address and wanted to make everyone aware of this.

## **Public Services**

Commissioner Constable had nothing new to report.

## **Police Department**

Mayor Magers handed out his report and asked if there were any questions.

Chief Yeagers read the following report for the month of March. There were 174 patrols of the city. There were 172 Radar/Traffic zones set up for high Police visibility. There were 58 visits to resident's homes for our "House Watch" program. There were 9 Traffic stops. There were 2 Solicitors stopped with warnings issued. There were 5 warnings issued for traffic offenses. There were 4 state citations issued. There was a shed put up on Maria Ct., warning issued for not getting permission. I later delivered a letter asking them to ask for permission and show the city a diagram which they have done. I received a dispatch call on Turkeys, which actually is on Graymoor and they handled the Turkeys. There was some construction mess on the Maria, and I contacted MSD and they cleaned that mess up. Graymoor requested backup on a known Gang member. I backed them up. I backed Metro up on a burglar alarm on Wesboro. I stood by at a home in the 7500 block of Greenlawn Drive to keep the peace as the former spouse got his belongings from his old home. There was a possible ordinance violation at a home in the 7500 block of Maria Avenue. A resident complained of plastic over a back window of a neighbor's home. When contacted the homeowner stated they had a leak and they were in the process of fixing the leak. I backed up Graymoor on 3 prowlers who had a cancelled license plate on a black Ford pickup truck.

There were no questions.

## **Finance and Administration**

Commissioner Evers had nothing new to report.

Treasurer Shaikun wanted to commend Commissioner Tungate for his many hours of work setting up the budgets for everyone to be able to receive and review.

No other questions regarding the financial statements for the month of March.

## **IN OLD BUSINESS:**

### **Google Fiber Update**

Commissioner Evers reported that he attended the Jefferson County League of Cities meeting on March 24<sup>th</sup> and there is nothing else to report, except that the franchise bids have been submitted and from this point on it will be handled by the City of Louisville until franchise agreements have been finalized.

There will be at least four different franchise agreements and we will be able to discuss and modify these agreements when we receive them.

Mayor will attend the Jefferson County League of Cities April meeting next week and will update everyone at the May Commission meeting.

## **NEW BUSINESS**

### **1. Discussion of 2016/2017 Budget**

Commissioner Evers stated that budget must be in place by July 1. He has a timeline to work with that scheduled the first reading of budget in May and the second reading in June. He asked all commissioners for their budgets to be put together. Commissioner Berman asked if we are itemizing. The answer was yes we still need to itemize. Treasurer added there are only going to be five major dollar amounts. But within your department you should break it down.

For example, under police there will be salary, maintenance, equipment.

We are legally required to have at least a minimal increase in our taxes every year.

Everyone must have their budgets to Commissioner Evers right away so we can read at the next meeting.

Commissioner Tungate added he was open to combine some of his budget with other administrative departments so we are less likely to go over on a budget line item. It was noted other cities are minimal on their line items so they do not have to worry about amending the budget

### **2. Renewal of Rumpke Contract or bid for new contracts**

Commissioner Constable stated that the clerk has a signed contract dated June of 2015 and this contract will not expire until June 2017. So we do not have to worry about this for another year.

Attorney Dozier said we will have to put out for bid when the contract does have to be renewed. Any work over \$20,000 is required by law to be put out for bid. This must be published in the newspaper. Clerk should contact Courier Journal to find out how much this ad will cost so that it can be included in our budget for the next year.

Clerk Tuthill is ultimately the person responsible for making sure the bid goes out. We need to plan to start this process in March 2017 so it could be included in the 2017-2018 budget.

Clerk Tuthill addressed the commission on behalf of resident Canter that she expressed concern that we were not using the least expensive bid because we were “loyal to Rumpke”. The commission indicated we are not required to go with the lowest bid if they do not provide all the services provided by other bidding companies.

Attorney Dozier advised that if we want the bid to go out in March 2017 so this should be on the agenda for the February 2017 meeting for discussion.

### **3. Upgrading Quickbooks for City Owned Computers**

A motion was made by Commissioner Tungate to update QuickBooks, which is necessary to stay current with accounting for the city’s finances. Commissioner Evers seconded the motion, all were in favor and the motion passed.

### **4. Trees on Bancroft Lane**

Commissioner Berman addressed that we have two bids to treat trees on Bancroft Lane for Emerald Ash Borer. Limbwalkers treated before and they provided lowest bid. This needs to be done. Commissioner Berman made a motion that we have Limbwalkers Tree Service treat our trees on Bancroft Lane. Commissioner Evers seconded. All in favor and the motion passed.

Commissioner Berman added that we should consider planting a couple new trees and he will be adding this to the new budget.

Commissioner Tungate added that the homes backing up to Bancroft Lane have enjoyment and use of the fence and trees. He feels we should at some point discuss their sharing in expense of this.

Agreement needs to be signed and returned for work to be done by Limbwalkers. Clerk will mail the agreement to Limbwalkers.

### **5. Cleaning and Maintenance of the Bancroft Lane Fence**

Commissioner Berman contacted former Commissioner/Mayor Melissa Dimeny and the Bancroft Lane fence was last cleaned in 2014. Commissioner Berman reached out to Powerwash of Kentucky and they never returned his call. He contacted another company that would do for \$1800.

Commissioner Tungate said before we do again we should see if we can coordinate some type of community service event or possibly boy scouts to clean it.

Mayor Magers asked if we are going to proceed with cleaning should we wait until after the spring rains? We need to ask the company this.

Commissioner Berman made a motion to have Platinum Pressure Washing powerwash the fence on Bancroft Lane. Commissioner Constable seconded. All in favor and motion passed.

### **Announcements**

Mayor Magers reported that Metro Louisville Planning Committee held a meeting regarding short term rentals (Airbnb) proposing that this be allowed in residential areas. This could affect our city and we just need to be aware of this. Louisville Metro is working on a new comprehensive plan titled, Comprehensive Plan 2040 to replace the last comprehensive plan titled, Cornerstone 2020.

Attorney Dozier asked if anyone checked with Ethics Enforcement Officer and City Engineer. Mayor checked with Chuck Woods and he is willing to continue as our City Engineer. Mayor attempted to call Gerrie Leppert about Ethics Enforcement. Number we had was out of service. We found an email and Mayor emailed her but has not heard back.

Mayor Magers made a motion to approve Chuck Woods as city engineer. Commissioner Evers seconded and all in favor.

We may need to place in next newsletter asking for a volunteer for our Ethics Enforcement Officer.

Commissioner Evers asked if we are going to receive any updates on MSD. Mayor Magers said our liaison person has changed as Chester Trowell is no longer there. Chief Yeager has been our advocate out there making sure everything in the construction site has been taken care of. He has done a terrific job of this.

Commissioner Tungate made a motion to adjourn the meeting and Commissioner Constable seconded. The meeting was adjourned at 8:33 pm.

/s/ Jeff Magers  
Mayor

/s/ Shannon Tuthill  
City Clerk