

## MINUTES FROM AUGUST 9, 2018 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, August 9, 2018 at Episcopal Church Home. Those present: Mayor Jeff Magers, Commissioner Ed Evers, Commissioner Rick Rittenhouse, Commissioner Mike Borders, Commissioner Matt Tungate, Clerk Shannon Tuthill, Treasurer Arnold Shaikun, Police Chief Anthony Yeager, Attorney Richard Schiller and Charlie Veeneman, CPA.

### **REVIEW MEETING MINUTES:**

Mayor Magers proceeded to review the July meeting minutes. Commissioner Evers made a motion to approve the minutes. Commissioner Borders seconded, all were in favor and the minutes were then approved.

### **REPORTS:**

#### Clerk

Clerk Tuthill reported that she has complied with the auditors second list of needs for preparing the audit. We are waiting for the tax bills from the PVA to begin sending them out to residents.

Clerk reported that she has completed the KLC Insurance Final Self Audit adjusting the payroll schedules for all employees for the current fiscal year and will mail the form in after approval tonight.

#### Mayor's Report

Mayor Magers had nothing new to report. He did add that we have a new agreement with our attorney Schiller Barnes Maloney for the new fiscal year to be effective August 1, 2018 through July 30, 2019. Our auditor informed us that we had not received a new agreement from the one that expired June 30, 2018. Mayor Magers made a motion to accept the new agreement. Commissioner Evers seconded. All were in favor and the motion passed unanimously.

#### City Maintenance

Commissioner Borders reported that the pothole on Bancroft Lane has been repaired. The fence has not yet been repaired despite several phone calls. Tree work should begin soon as our deposit has been paid to Alterna-Green.

Clerk to add to new business on the agenda next month discussion of future road repair. We should invite City Engineer Chuck Woods to attend and give his opinion.

#### Communication and Public Outreach

Commissioner Tungate reported Saturday, September 29 will be the city picnic with September 30 to be the rain date. Clerk will place this date in the September newsletter.

Commissioner Tungate has been working on problem with the housewatch form on our website. It worked on four of the five computers it was tested on. For now, we will leave in newsletter to ask people to just email information to chief but not fill out the form.

Commissioner Tungate also advised commission that he is not going to run for another term.

## **Public Services**

Commissioner Rittenhouse had nothing new to report. Rumpke has been running smoothly with no new complaints.

## **Police Department**

Chief Yeager submitted the following report. There were 158 patrols of the city. There were 156 Radar/Traffic zones set up for high Police visibility. There were 49 visits to resident's homes for our "House Watch" program. There were 8 traffic stops. There were 0 Solicitors stopped. There were 6 warnings issued. There were 2 state citations issued. I backed up the Graymoor-Devondale Police Department 2 times. I backed up Northfield Police 2 times. I walked into a theft in progress at the Thornton's at 42 and 22. The suspect was wanted, and I assisted Northfield Police with the arrest. I followed up a complaint on high grass and a short time later, the complainant withdrew his complaint.

Chief Yeager added that there have been parking wars between residents as some complain of wanting to park on street and others complaining about the cars parked on the streets. There have also been many trailers appearing up in the city. One RV was in a driveway with someone living it. He has not given any tickets but has supplied copies of ordinances to the homeowners. All have been removed by the owners.

Mayor Magers added that he gave Chief Yeager funds to buy black spray paint to cover up graffiti on the back of stop signs. If anyone notices more graffiti let him know as he has more paint to cover it.

## **Finance and Administration**

Commissioner Evers reported that we will correct the ordinance that we passed giving it a third column setting out the road fund as recommended by the auditor. The invoice for Charles Veeneman for the audit was given to Clerk Tuthill in the amount of \$4080. We need to pay him \$3080.00 immediately with the balance to be paid after the audit is final.

## **OLD BUSINESS**

### **1. Update on the City Audit**

Our city auditor Charlie Veeneman was present to discuss the draft audit report. Mr. Veeneman met with Commissioner Evers, Mayor Magers and Treasurer Shaikun prior to meeting and has his preliminary report ready to discuss. He has the draft letter "To Those That Govern" as well. He explained that after the meeting tonight he will have the final report ready for filing and to be send to residents.

Mr. Veeneman explained that there are three opinions given in audit report. He said are statements are clearly presented, KRS laws are fine in that area, we are in compliance on budget and in general control of city.

KRS requires cities to have audit done by standards of ARCPA. The budget is balanced, revenue equals expenses so that we have less likelihood of going over. He noted there was no distinction between road fund and general fund. His recommendation is that we breakdown road fund and general fund into their own budgets.

Mr. Veeneman's second recommendation is with our two primary sources of income, property taxes and insurance tax. From PVA we could take the list from the PVA report to what we expect to see on the general ledger. Second recommendation in dealing with the Department of Insurance Premium Tax. This

is an annual report that is available to the city every year. They prepare report on a calendar year basis. He recommends that on an annual basis get the report from the Department of Insurance and reconcile it to the actual amount received.

Mr. Veeneman's opinion is on page 4 of his report and reads as follows:

***Opinions***

“In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the City of BANCROFT, KENTUCKY, as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.”

Mr. Veeneman also advised that the law passed Senate Bill 91 so that in 2019 audit you will have to audit two years both 2018 and 2019.

2. **Update on the Sale of Police Vehicle**

Mayor Magers prepared the ad for Govdeals to post the online auction. The ad was placed in the Courier Journal on Wednesday 8/8/18 and the auction will go live ten days after notice in the paper.

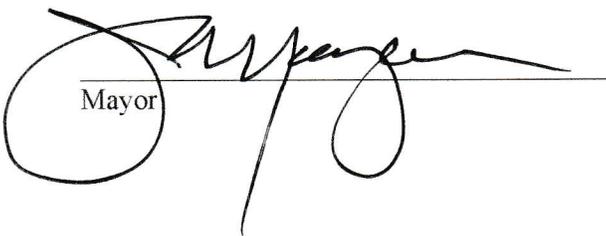
The police vehicle still in the Eighth Division parking lot and Chief has been checking on it and it is ready to go. The starting bid is \$200 with increments of \$25. Hoping to receive at least \$2000.

The Courier Journal ad was at a cost of \$183 for a one-time publishing in the paper. Everything hopefully should be completed on the sale by September.

**NEW BUSINESS**

Open records proof of receipt was passed out for all members of commission to sign. Clerk will keep copies on file and mail the necessary page to the Attorney General's Office of Kentucky.

Commissioner Evers made a motion to adjourn the meeting and Commissioner Tungate seconded. All in favor and the meeting was adjourned at 9:08 pm.

  
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Mayor

  
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City Clerk