

## MINUTES FROM JANUARY 9, 2020 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Jeff Magers at 7:01 P.M. on Thursday, January 9, 2019 at Episcopal Church Home. Those present: Mayor Jeff Magers, Commissioner Ed Evers, Commissioner Jaimie Schapker, Commissioner Mike Borders, Commissioner Paul Chumbley, Clerk Shannon Tuthill, Treasurer Arnold Shaikun, Police Chief Anthony Yeager, and attorney Chapin Fausel. Resident Jeremy Angermeier:

### **REVIEW MEETING MINUTES:**

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

### **REPORTS (Submitted in writing by each person):**

#### Clerk

Clerk Tuthill reported The Netmotion renewal for the police chief was mailed to the address on file for Insight but it was incorrect. I called and they said they would locate the check and apply to the right account. They did not do so. They mailed a refund check again. I then issued a second check and mailed to the correct address.

The ordinance packet was mailed to every address we have on file for the City of Bancroft. This included printing the ordinances, stuffing envelopes, stamping and mailing labels for each. I was short on the number of packets and had to return to the UPS store to print 9 more sets. Possibly they miscounted when printing. I then printed the December newsletter and mailed separately to the homeowners that had requested and for any new residents. Ordinances have also been sent to American Legal for updating our Ordinance book.

The December payment on the Thornton's credit card for the chief's police vehicle, was signed and dated December 1, 2019 but was never received. Wex Bank/Thornton's sent the January statement with a past due amount of \$227.31 with a \$75 late fee. I called them immediately upon receipt and they did a search and did not have our check. I asked that they remove the late fee and I would make payment immediately. I was informed that once the payment was received in full, they would then issue a \$75 credit on the account. I then used their automated bill payment with our bank account and routing number to make immediate payment for both months. Contacted Commissioner Evers and the Mayor about whether we should stop payment on the original check. It was decided that we would wait, if they receive the other check they will just post that as a credit on our account as well.

The 4th quarter 2019 police revenue check was received and deposited.

Six refund checks were mailed to homeowners that had paid duplicate payment of their property taxes. The mortgage company had also paid the taxes. Clerk sent a letter with the check explaining the duplicate payment received.

Quarterly payroll taxes have been mailed. W2 forms have been purchased but Clerk has not yet completed the W2's for employees. Clerk will be on vacation from January 16 – January 23.

#### Mayor's Report

1. A complaint was received from a resident regarding a fence and shed recently approved by the city commission.

2. District 7 Councilwoman Paula McCraney held another public meeting at the Walden School, 4238 Westport Road on December 14, 2019 from 10:00-11:30 AM. Other agencies attending this event include: EMS, Fire and Rescue, St. Matthews Police Department, Louisville Metro Codes and regulations, Office for Safe and Healthy Neighborhoods, and the department of Public Health and Welfare. Representatives from each group made a brief presentation. St. Matthews Police Chief Barry Wilkerson emphasized the area-wide problem of thefts from vehicles and offered crime prevention tips. St. Matthews Mayor Rick Tonini and I were the only mayors in attendance and were asked to speak briefly before the assembled group.
3. Mayor Magers received a letter William Huff, Executive Director of the Jefferson County League of Cities Cable Commission indicating the executive board had approved a model communications franchise ordinance (all companies) and a 10-year cable franchise agreement with Charter/Spectrum. The letter included the material for member cities (includes Bancroft) to enact an ordinance and enter into a franchise agreement with Charter/Spectrum. The letter included instructions for member cities to pass ordinances to approve the franchise agreements. The letter will be given to Commissioner Paul Chumbley to examine for potential action at a future city commission meeting.
4. I received this notice from KLC regarding the deadline for candidate filing for 2020 non-primary, nonpartisan elections. June 2, 2020 is the deadline to file for candidacy for City Commissioner in the City of Bancroft general election. This is two months earlier than in previous election years. All four city commissioner positions will be on the ballot in 2020. The mayor's position is not on the ballot until 2022.
5. KLC sent a notice that for 2020, the IRS lowered the reimbursement rate for mileage to 57.5 cents per mile.

### **City Maintenance**

Commissioner Borders sent following report.

Approved payment for holiday décor but we should not pay the tax so will need to adjust the payment amount.

### **Communication and Public Outreach**

Commissioner Schapker sent the following report. 50th Anniversary logo is completed and added to website, newsletter and Facebook. Invoice has been sent to Shannon.

January newsletter report:

- Added three new residents to the list.
  - 60% open rate
  - 19% click rate
  - Meeting Minutes and meeting Agenda had top number of clicks
- Quote and information for updated e-mail service from Trevor is below. I think we should move forward with this. I have also reached out to Trevor about making sure our website is mobile friendly. The current header photo doesn't convert.

As we discussed at the meeting, the city is hindered by lack of features with webmail. There is also spam that is a problem. Switching to G-Suite will give the city users a much more streamlined user experience for webmail, as well as connecting to all other devices. The DNS settings will work correctly without warnings. The spam scrubbing will be at a much higher level as well. The city could also use GSuite Docs/Sheets/Drive for document retention if there was a need.

Accounts:

Chief

Clerk  
Communications  
Finance  
Maintenance  
Mayor  
Police  
Public Services  
Treasurer  
Trevor (this is for administrative purposes)

GSuite White Paper on Security:

<https://static.googleusercontent.com/media/gsuite.google.com/en//files/google-apps-security-and-compliance-whitepaper.pdf>

Data is encrypted at rest, backups encrypted. There are no ads in paid for services as well.

GSuite Pricing: \$6 per user per month  
10 accounts = \$60/mo Billed monthly

I am willing to bill you bi-monthly for your g-suite services that way no city member has to use a personal card. There will be a \$10 monthly administrative fee.

#### Data Transition Plan

At the meeting it was desired that I would be contracted to download all emails. This project would follow the following steps.

- 1) Create new account with G-suite
- 2) Setup user boxes on G-Suite
- 2) Communicate with city users for user/pass combinations
- 3) Begin backups
- 4) Begin uploads
- 5) Switch DNS records to G-suite
- 6) Communicate with city users for new access/setup

I am uncertain of the exact amounts of times as I don't know the size of the email boxes. There is however considerable time in setting up 9 different configurations. I will do this project for \$750.00

Resident asked that we place status of LG&E work in the newsletter with regard to replacing lines throughout the city.

Mayor asked that we have ordinances updated on website. Clerk to provide scanned copies of new ordinances to Commissioner Schapker to update website.

#### Public Services

Commissioner Chumbley reported - 12/16/19 (All waste)

O No issues observed or reported to me.

- 12/23/19 (No recycling)

O Resident reported debris left along the roadway on Wesleyan Court.

O No other service issues reported.

- 12/30/19 (All waste)

O No service issues reported to me.

O Rhonda from Anytime notified me that an Anytime truck – again – drove through the landscaping on Tavener in the same location as 12/2. Chief Yeager prepared another incident report.

Anytime repaired this damage on 1/8/20.

- 1/7/20 (No recycling)

O A resident reported finding broken glass on the street along Tavener.

O No other service issues reported.

- Consulted with the City Attorney to address Anytime’s service issues and compliance with our contract.

### **Police Department**

Chief Yeager submitted the following report. There were 158 patrols of the city. There were 155 Radar/Traffic zones set up for high Police visibility. There were 38 visits to resident’s homes for our “House Watch” program. There were 2 traffic stops. There were 0 Solicitors stopped. There were 5 warnings issued for: Trailer in a yard-one, disregarding a stop sign-one, improper registration-one, leaving the scene of an accident-two. There were 2 state reports issued for: damage to property auto accident. Note- Anytime garbage destroyed city landscaping two different times by two different drivers. I backed up the Graymoor-Devondale Police Department 2 times. I had the oil changed in the police car.

#### Mayors Police Report

1. The Police Chief’s monthly patrol report is provided as a separate report.
2. On December 30th there was damage to the landscaping on one of the cul du sacs on Tavener. The damaged was caused by an Anytime Waste Systems trash truck. This was a second offense. A police report was made by Chief Yeager.
3. We are continuing to provide residents with crime prevention to avoid being a victim of theft. Two major problems for everyone in our area is “porch pirates” stealing packages delivered by UPS, FEDEX, and Amazon and the continuing problem of thefts from vehicles.

Mayor had nothing to add. Anytime ran over the plants in the center of cul-de-sac on Tavener and they repaired.

### **Finance and Administration**

Commissioner Evers reported that some of the Stockyards Bank CDs have been updated to a better version 1.11 rate and can be accessed at any time.

Mayor Magers said that there are items on the police budget that need to be adjusted. Would like to discuss with Arnold and Commissioner Evers at a later time.

## **OLD BUSINESS**

### **1. First reading of revised amendment to the nuisance ordinance, relating to dumpsters being placed on city roadways.**

Attorney Fausel passed out copies of the proposed ordinance No. 9. Minor changes were made and noted.

First reading of Ordinance No.1, Series 2020 “An Ordinance Enacting Section 91.44 in Chapter 91 “Streets and Sidewalks”, subsection .40 Et Seq. “Obstructions” in the City of Bancroft, Code of Ordinances.

Discussion about whether the wording is too vague. Current ordinance does not allow dumpsters, but chief said it is very hard to enforce and takes a lot of time to get it reviewed. This is a safety issue.

Question was raised does this include pods or storage containers and do we need to broaden it. Attorney said we could change the wording to “placement of containers”.

Resident Angermeier mentioned that in the building industry the term “Temporary facility is a broad term that covers any type of dumpster, storage facility, portable toilet. This is included in the Louisville Metro ordinances and we could pull wording from that.

Attorney Fausel will change the wording with the recommendations given.

### **2. Discussion of Anytime Waste Systems Services**

At this time a motion was made pursuant to KRS 61.810 and KRS 61.815 by Mayor Magers, seconded by Commissioner Chumbley, and carried by a majority vote in the open public session to go into Closed Executive session under section C of the Open Meetings Act to discuss proposed litigation involving The City of Bancroft with DM Ventures 1 LLC d/b/a Anytime Waste Systems concerning their repeated inability to comply with the terms and conditions of the May 14, 2019 contract between The City of Bancroft and Anytime Waste Systems.

Closed session was conducted which concluded when Commissioner Borders made a motion to leave executive session, Commissioner Schapker seconded. All in favor and motion passed.

In open session Commissioner Chumbley made a motion to approve the city attorney to pursue a dissolution of our contract with Anytime with a mutual release by all parties. Commissioner Schapker seconded. All in favor and the motion passed.

### **3. Review of city IT services**

Trevor Emonds gave information updating service we would have ten accounts. \$6 per month per user, \$10 monthly administration fee, \$750 setup fee. To transition we would need to create a new account, new users, and considerable time to setup for nine different accounts. Current emails will be moved over. There are no ads, spam scrubbing.

We may want to wait and budget this for the next fiscal year.

Commissioners are considering change the website name for the City of Bancroft. Commissioner Schapker to review what is needed to change the URL. Mayor Magers will place on agenda for next month.

**NEW BUSINESS**

**1. Review and approval of a formal building permit process as allowed under the recent amendment to Ordinance Section 150.03**

Mayor Magers passed out a new draft with the changes that were requested by the commission. Mayor Magers stated the intent of the guidelines is to make clear the requirements for a building permit. Also, that resident can request permission without having to attend the city meeting. Neighbors would have opportunity to state if they are adversely impacted by the construction. Commissioners offered suggestions on wording of a few line items and Mayor Magers made the suggested changes.

Mayor Magers made a motion to accept the building permit process with the suggested changes. Commissioner Chumbley seconded. All in favor and the motion passed.

**2. Reappointment of the City Engineer and City Ethics Officer**

City Engineer Chuck Wood and City Ethics Officer Tom Heavrin have both agreed to continue as officers for the next year.

Mayor Magers made a motion to reappointment City Engineer Chuck Woods and City Ethics Officer Tom Heavrin. Commissioner Borders seconded. All in favor and motion passed unanimously.

**Financial statements to be Completed by Commissioners.**

Mayor Magers indicated that all commissioners must complete the Financial Disclosure Statement as indicated in the city ethics ordinance.

Commissioner Chumbley made a motion to adjourn the meeting and Commissioner Schapker seconded. All in favor and the meeting was adjourned at 9:09 pm.

  
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Mayor

  
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City Clerk