

MINUTES FROM MAY 13, 2021 BANCROFT SPECIAL MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Jeff Magers at 7:05 P.M. on Thursday, May 13, 2021 by Zoom videoconferencing Louisville, Kentucky. Those present: Mayor Jeff Magers, Commissioner Ed Evers, Commissioner Paul Chumbley, Commissioner Jaimie Schapker, Clerk Shannon Tuthill, Treasurer Arnold Shaikun, and Police Chief David Mudd.

Mayor Jeff Magers has determined that the Bancroft City Commission must continue to provide critical public services to sustain and protect life and life-sustaining businesses during the present public health crisis caused by the COVID-19 virus. Teleconferencing has recently been permitted by the Kentucky Attorney General without the identification of a primary physical location so long as the public is permitted to see and hear all participating members. The mechanism by which teleconference is being conducted is Zoom.

REVIEW MEETING MINUTES:

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

With no physical meeting taking place, the Kentucky League of Cities advised that the Mayor can just sign final page of minutes, scan and send to clerk to sign, file and forward to Commissioner Schapker.

Clerk

Clerk Tuthill reported that we need to file a lien on one property that has still not paid their 2020 taxes.

Transferred \$2360.00 and \$2345.00 from the road fund to the general fund to cover snow removal invoices from Matt Meiners.

I delivered mail addressed to police chief to Chief Mudd directly.

Chief Mudd was reimbursed for uniform and training expenses.

I will be out of the country for the meeting but should be able to still join from my phone or tablet.

Commissioner Borders had questions on unpaid maintenance invoices, but I have checked on everything. We had one outstanding bill from Twisted Nature for watering over the summer that was somehow misplaced. That bill has now been paid.

Mayor's Report

1. On May 11, 2021, I attended a KLC sponsored, one-hour information session on Cybersecurity. Recommendations were made for municipalities to tighten up security on email, websites, and other areas of vulnerability for cyber criminals to exploit.
2. The American Rescue Plan (ARP), federal funding for states and municipalities, is starting to be published. This is a dynamic situation with information being received daily this week. When full guidance is received, we determine what, if anything, we are eligible to receive.
3. Prior to the meeting I received information from Linda Ain, executive director of the Kentucky Association of Telecommunications Officers & Advisors, regarding the Federal Emergency Broadband Benefit Program. This program would provide discounts on broadband service for eligible households. This is a temporary program requiring individuals to sign up for the benefits. More information will be received and published.

4. On April 20, 2021, I attended a special meeting of the Jefferson County League of Cities (JCLC) regarding proposed changes to the Land Development Code. The proposed changes would change the rules for requesting approval for Accessory Dwelling Units (ADU). Currently conditional use permits are required to be received at a public hearing. In home rule cities, mayors and clerks in a city where an ADU is requested must be notified. Under the proposed changes home rule cities will not be notified of an ADU application prior to the public hearing. The JCLC opposes this proposed change in the Land Development Code.
5. I received an inquiry from a new resident on the procedure for submitting a building permit application for a shed. The residents were directed to the city website for the form to submit the application.

City Maintenance

Commissioner Borders was not present but left the following report. My budget proposal for next year is \$45,800. Details provided last month. See below. I left the snow removal estimate at \$2,100 even though this year we exceeded that amount. My budget is less predictable than some as you can't always predict the next sink hole, snow fall, dead tree, or windstorm. Grass cutting and mulch is pretty predictable.

The proposed removal of the rotten trees at the front of the lane is \$3,800 which includes stump removal. I think we should proceed with their removal. We've had problems with branches falling and so far, we haven't had any reported damage from cars or people.

Some ornamental grass was planted by the guard rail at the end of Maria. This work was supposed to be done last fall. I apologize for the delay.

Streets have a few cracks and normal wear. I think we might want to schedule a formal review near the warranty expiration.

Landscaping and trees look good and healthy. Fertilizer and annual mulch are coming up.

I'm out of town.

Communication and Public Outreach

Commissioner Schapker gave the following report. Community Outreach and Communications notes

Newsletter analytics - 62% open rate, 13% open rate

I bought 48 flags to set out for Memorial Day and looking at doing it along Greenlawn.

We are a month out from the yard sale. I will purchase an ad in CJ, post on our Facebook page, send out an additional newsletter, and post on Facebook swap groups.

I have budgeted and am planning to do a 4th of July bike parade near the holiday. We would buy items for anyone, old or young, to decorate their bikes. We can figure out a "parade route" and end with some snacks or hotdogs, etc.

Also starting plans for August/September block party.

Public Services

1. WASTE SERVICE

Contacted Rumpke to inquire about potential contract extension and subsequent rate increase, if any. Have not heard back about either.

Yard waste will be collected weekly for the remainder of 2021.

I emailed Chris Pearce about potential contract extension. We would like to get on fiscal year cycle if possible. In budget we added 3% for contract increase. We are assuming 6 months. Schapker asked if we are looking at increasing our recycling to every week. No not yet but could discuss in the new contract if we can make that contract with the new fiscal year/

Police Department

I received a verbal nuisance complaint at 7616 Old Salem Road regarding high grass. The resident was told to submit a written complaint to Chief Mudd. The city nuisance ordinance requires a written complaint be filed with the chief.

See Chief Mudd's End of Month report for other police activity.

There were 21 patrols of the city.

There were 23 Radar/Traffic zones set up for high Police visibility.

--Three radar details performed on Bancroft Lane

--Details one hour each: 68 vehicles/35@25mph, 23@30mph, 6@35mph, 4@40+mph

There were 7 days of bike patrol.

There were 24 visits to resident's homes for our "House Watch" program.

There were 35 traffic stops.

--Three citations issued: Speeding 42/25, Exp Plate 10/20, Exp Plate 6/20 + No Insurance

--One arrest: Two FTA warrants served

There were 4 improper parking warnings given.

There were 3 Solicitors stopped.

I backed up the Graymoor-Devondale Police Department 2 times.

I backed up the Northfield Police Department 2 times.

I had the Falcon handheld radar unit calibration certified by PB Electronics.

I enrolled in the American Red Cross Adult and Pediatric First Aid/CPR/AED class.

I attended the April Bancroft Commission meeting.

Finance and Administration

Commissioner Evers reported working on budget.

OLD BUSINESS

Nothing new to report on old business agenda items.

NEW BUSINESS

First Reading of the FY 2021-2022 Budget and Tax Ordinances

Commissioner Evers sent everyone an email with budget options. Four different options for everyone to look at. The first ordinance is the property rate Ordinance where we get the majority of our money. Basic rate is set by the PVA for property rates going up to .345. Without charging residents more we could not stay at .351.

Changed the income expectations and we anticipate a balanced budget. The only possible change that Commissioner Borders is questioning is less than before. Everything he wanted is still there at \$43,700.

This is Commissioner Evers recommendation for budget for new year. Compensating rate is what the rate would be in comparison to previous year based on new assessment given to us. \$8000 difference in collection if we went to 5%. We offer a generous 15% discount if paid by October 15th. This is contract to the 2% Jefferson County gives.

Mayor said he researched that Municipal Road fund expenses could be used to repair and upkeep signs and lights on streets. Not to be used to pay for monthly energy bill. This is according to the City official's legal handbook. It may be a possibility to use for replacing with LED lights.

Commissioner Evers presented four different options for the tax and budget ordinances. The consensus was for the option recommended by Commissioner Evers. The proposed tax rate would be .345 cents per assessed value, down from the .351 cents per \$100 assessed value in previous fiscal year.

Commissioner Evers proceeded with the first reading of Ordinance No.1 Series 2021 – An Ordinance of the City of Bancroft, State of Kentucky, relating to the 2021 real property taxes. The proposed tax rate would be .345 cents per assessed value. The discount rate would be 15% due date October 15, 2021. Taxes not paid by the due date of December 1, 2021, are delinquent and shall be due and payable as follows:

- If paid by December 31, 2021, the full amount of ad valorem (gross tax) plus interest at the rate of twelve percent (12%) per annum from the due date until paid, plus a penalty of two percent (2%) shall be due.

If paid after December 31, 2021, the full amount of the ad valorem (gross tax) plus interest at a rate of twelve percent (12%) per annum from the due date until paid plus an additional penalty of fifteen percent (15%) shall be due

Commissioner Evers proceeded with the first reading of Ordinance No.2 Series 2021 - An Ordinance Adopting s Budget for the City of Bancroft, Kentucky for the Fiscal Year Ending June 30, 2022, with a total budget of \$229,090 (Administration— \$56,400, Maintenance--\$43,700, Community Outreach-- \$3,000, Police--\$81,530, Public Services—\$44,460)

Additional Items Discussed

Mayor Magers asked about house watch form on website, it still has Chief Yeager's name on it. Commissioner Schapker will update.

Mayor Magers also added that when you click on *Ordinances* there is a popup that says searchable. This takes you to American Legal Publishing Corporation website and nothing there unless you click on the *Code Library* link, then select *Kentucky*, followed by *Bancroft*. When someone clicks on *Ordinances* on

our website, they immediately should see a link to click on Bancroft on ordinances. Commissioner Schapker will work on this.

Commissioner Chumbley made a motion to adjourn the meeting and Commissioner Evers seconded. All in favor and the meeting was adjourned at 8:11 pm.

Mayor

City Clerk