

City of Crittenden
City Council Meeting
January 12th, 2020 @ 7pm
Meeting Minutes

Meeting Was Held In-person

Attendees:	
Mayor Jim Purcell	Councilperson Danny Martin
Councilperson Joe Dusing	Councilperson Todd Roberts
Councilperson: Michelle Bohman	Councilperson Paula Lowery
City Clerk / Treasurer Shawn McHolland	Guest: Amanda Roberts
Guest: Adam Lantner	Guest: Carolyn Horn
Guest: Wayne Horn	Guest: Roger Humphrey
Guest: Lee Burton	Guest: Jennifer Thurman-Humphrey
Guest: Ken Little – Dry Ridge Administrator	Guest: City of Dry Ridge Mayor Brockman
Guest: Sherriff Brian Mains	Guest: Jerry Stephenson
Guest: Wayne Spencil	Guest: Jim Morris

Call to Order - Mayor Purcell

Pledge of Allegiance to the U.S flag

Invocation

Welcome Guest

Agenda - Approval, subject to additions or deletions.

- No additions

Jan 12th, 2021 Agenda Approval	
Motion: Councilperson lowery	Seconded: Councilperson Martin
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Open Seat
Motion carried	

Minutes – December 10th, 2020 Council Meeting to be approved.

- No additions / modifications

Dec 8th, 2020 Meeting Minutes Approval	
Motion: Councilperson Roberts	Seconded: Councilperson Martin

Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson: Yes
Motion carried	

Treasurers Report - December 2020 to be approved.

- No additions / modifications

December 2020 Treasurer's Report Approval	
Motion: Councilperson Lowery	Seconded: Councilperson Bohman
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Open Seat
Motion carried	

Appoint Councilperson for Open Seat:

- City Council Members appointed Jennifer Thurman-Humphrey
- No discussion

Jan 12th, 2020 Jennifer Thurman-Humphrey	
Approval For Open Council Member Position	
Motion: Councilperson Lowery	Seconded: Councilperson Dusing
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Open Seat
Motion carried	

- Jennifer Thurman-Humphrey was sworn in by Clerk / Treasurer Shawn McHolland (Notary)

Order of New Business:

- Law Enforcement Report: Report will be sent to Clerk / Treasurer McHolland from Sheriff Maines
- Fire Department Report: Report was provided to Clerk / Treasurer McHolland – sent via email to Council / hard copy provided.
- Economic Recovery Fund Ordinance 290-2021 – 1st Reading
 - a. Motion - To Be Adopted: Lowery
 - b. Second: Bohman
 - c. 1st Reading was provided by Mayor Purcell

d. Discussion:

- i. Humphrey: The monies not budgeted – this aid will come straight from the grant?
- ii. Purcell: Yes, the same process as before. The initial monies will be provided by the City and will be reimbursed through the CRF process w/ the Commonwealth of Kentucky.
- iii. 1st reading is approved.

Jan 12th, 2021 – 1st Reading - Ordinance 290-2021	
Motion: Councilperson lowery	Seconded: Councilperson Martin
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

• Ambulance Service District Ordinance 289-2021 – 1st Reading

- a. Motion To Be Adopted: Lowery
- b. Second: Roberts
- c. 1st Reading was provided by Mayor Purcell

Jan 12th, 2021 – 1st Reading - Ordinance 289-2021	
Motion: Councilperson lowery	Seconded: Councilperson Roberts
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

d. Discussion:

- i. Martin: Why is there an increase of costs?
 1. Ken Little – City of Dry Ridge Administrator:
 - a. Increased cost – employees, employee retirement and fuel.
- ii. Dusing: I along with Jennifer Humphrey viewed the original presentations from the City of Dry Ridge:
 1. The approach was to look at each amount of runs per city = per % of contract value.
 - a. Ken Little: Agreed
 2. Has the amount doubled since the last meeting?
 - a. Little: COVID related runs has increased the qty.
 - b. Little: Cautions us to think 2021 will any be better.
- iii. Mayor Brockman – the City of Dry Ridge:
 1. The team did not bring numbers to review.
 2. We would be happy to bring the figures to the next meeting.
- iv. Dusing: We also sat through the AMR presentations during the process. I was not impressed with AMR.

- v. Little: We have mostly part time employees. Dry Ridge wants to hire full time.
 - vi. Humphrey: Retirement costs are paid to shared cities – Covington
 - 1. Little: Correct, we have to pay the primary cities.
 - vii. Lowery: Can you prove to us with a monthly report that is showing the runs w/ addresses?
 - 1. Little: Yes, each city is allowed to review the runs.
 - 2. Little / Mayor of Dry Ridge: Yes, this can be done.
 - viii. Humphrey: Will the county design their own taxing district? Can we leave our agreement?
 - 1. Purcell: Yes, but it may take some time to leave a current contract.
 - ix. Humphrey: The tax amount is adjustable?
 - 1. Purcell: Yes
 - x. Roberts: When Dry Ridge picks up someone on the interstate – do they bill the patient?
 - 1. Little: We do bill each patient.
 - xi. Little: The numbers are open to be viewed / audited.
 - xii. Dusing: Do we have time in February?
 - 1. Purcell: Yes, February will allow the time to turn it around by April 1st.
 - xiii. The current amount of \$121k for this FY20-21 – may double in FY21-22: \$250k. Ken Little could not confirm the final figures for the City of Crittenden, however, Mr. Little did say the costs could double.
 - xiv. PVA est: \$170k - \$175k per year w/ the \$.10 per \$100 of property assessment. The current Ordinance states \$.05 per \$100 of assessment value.
 - xv. Brockman & Little will coordinate a follow up meeting with Council Members Dusing & Humphrey along with Mayor Purcell.
 - xvi. 1st Reading is approved
- Repealing Ordinance 291-2021 – Repealing Ordinance 276-2019 – Procurement – 1st Reading
 - a. Motion To Adopt: Roberts
 - b. Second: Lowery

Jan 12th, 2021 – 1st Reading – Repealing Ordinance 276-2019	
Motion: Councilperson Roberts	Seconded: Councilperson Lowery
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

- c. Discussion:
 - i. Roberts: brings back the discretion the spending to \$30k
 - 1. Purcell: Yes
 - ii. Dusing: Can we modify KRS 45A at any time Council sees fit?
 - 1. Purcell: Yes
 - iii. Humphrey: We are fine w/ this change w/ Purcell as the Mayor.
- d. Humphrey: I am comfortable w/ \$10k

- e. 1st Reading is approved.
- Ordinance 292-2021 - Amending Solid Waste Collection Fee – 1st Reading:
 - a. Motion to adopt: Bohman
 - b. Second: Roberts

Jan 12th, 2021 – 1st Reading Ordinance 290-2021	
Motion: Councilperson Bohman	Seconded: Councilperson Roberts
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

- c. Discussion:
 - i. McHolland:
 - 1. The City of Crittenden is currently losing approx. \$3,400 per month.
- d. 1st Reading is approved.
- Resolution: Downtown Development & Improvement Incentive Grant Program
 - a. Motion: Roberts – move increase the max to \$4000 (city portion)
 - b. Second: Lowery
 - c. Discussion:
 - i. Location / area in the city of Crittenden
 - ii. Grant defines location of downtown
 - iii. Commercial & residential.
 - iv. How should we handle the budget level? The council / committee will manage the amount.
 - d. Motion: Roberts – modify to not exceed \$3000.00 (city portion)
 - e. Second: Bohman

Jan 12th, 2021 – Resolution Downtown Development & Improvement Incentive Grant Program	
Motion: Councilperson Roberts	Seconded: Councilperson Bohman
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

- f. Resolution is approved.
- g. The City Council will develop the committee to oversee the program. Councilperson Humphrey will lead the effort of developing the committee.
- Resolution: SUV Sale
 - a. Motion To Dispose Of The SUV: Lowery
 - b. Second: Roberts

Jan 12th, 2021 – Resolution SUV Sale

Motion: Councilperson Lowery	Seconded: Councilperson Roberts
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

c. Discussion:

- i. 2 Bids: \$3199 and \$8100
- ii. Blue Book: ~\$12,000.
- iii. Purcell: Also recommended Gov Deals is another option.
- iv. Dusing: Would Pyles Chevrolet buy it back?
- v. The Mayor will continue to research the Gov Deals option.

Jan 12th, 2021 – Resolution SUV Sale – Reject Both Current Bids	
Motion: Councilperson Lowery	Seconded: Councilperson Humphrey
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

- Memorandum of Agreement: City of Crittenden and Crittenden Mt Zion Elementary:

Jan 12th, 2021 – Resolution MOA between City of Crittenden & CMZ Elementary	
Motion: Councilperson Martin	Seconded: Councilperson Roberts
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

- Economic Recovery Grant (CARES Act) Update – McHolland

- a. Purcell: Gave a background of the committees approved agreement.
- b. McHolland:
 - i. Business list and monies breakdown:
 1. Laundromutt Pet Grooming: \$ 11,236.38
 2. Tasty Subs: \$ 11,236.38
 3. Case Family Chiropractic: \$ 6,500.00
 4. Encore Technologies – 36 Chromebooks / Charging Cart / Licenses: \$ 11,027.24
 5. Total monies distributed: \$ 40,000.00

Jan 12th, 2021 – CARES Act Committee Recommended Recipients	
Motion: Councilperson Lowery	Seconded: Councilperson Dusing

Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

- General Items – Purcell

- a. Proposal: 2 Meetings Per Month:

- i. Purcell: Each special meeting costs \$\$ from an advertising expense.

Jan 12th, 2021 – Ordinance 20.208C Amended – Modify Council Meeting Schedule	
Motion: Councilperson Lowery	Seconded: Councilperson Humphrey
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

- ii. Discussion:

- 1. Purcell: No cost to cancel the meeting.

- 2. Proposed:

- a. 2nd Tuesday @ 7pm

- b. 4th Tuesday @ 8pm

- 3. Martin: Can we use the website / FB Group to update meetings?

- a. Purcell: Yes

- iii. 1st Reading is approved.

- b. Monitor for Council Chambers:

- i. Purcell: AG office is now saying to participate to you have to hear but you have to visually see the person speak as well.

- ii. Purcell: Asked Todd Roberts to look into the meeting.

- iii. Roberts: Checking costs:

- 1. Best Buy: 75" Smart TV for \$600

- 2. Budget amount: Approx \$1500

Jan 12th, 2021 – Motion To Investigate TV & Installation For Council Chambers	
Motion: Councilperson Lowery	Seconded: Councilperson Dusing
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

- c. Desk Top Computer / Docking Station for the Mayors Office:
 - i. Purcell: Spent approx. \$150
 - ii. No concerns from City Council.
- d. Information regarding Street Surfacing / Sign Replacements:
 - i. Purcell: Sign replacement project status.
 - ii. Purcell told Dezarn to stop installing them at this point because numerous signs have been stolen.
 - iii. Humphrey: Are they stealing stop signs?
 - 1. Purcell: Street signs only at this point.
 - iv. Roberts: put on hold for now.
 - v. Mains:
 - 1. The scrap yards will not take a street sign as scrap.
 - 2. Recommend going higher like the county.
 - vi. Roberts / Dezarn: tandem drive buys.
 - vii. Street Surfacing – Purcell / Dezarn
 - 1. Purcell:
 - a. Asked Logan Murphy (Hicks & Mann) to look at the projects and start bid packages.
 - 2. Humphrey: We have the budget for street repair.
 - 3. Dusing: The past efforts at black top repair were poor – we need to find strong quality contractors.
 - 4. Grinding does not work well w/ concrete roads per Logan.
- e. Shawn McHolland – 180 days probationary period is complete. Pay increase + Benefit package.
 - i. Motion: Martin to raise his pay his to \$23.50 per hour plus family insurance package.
 - ii. Motion: Dusing is looking at \$26 per hour.
 - iii. Discussion:
 - 1. City Council will review the policies and have an offer ready by the next meeting.

Order of Old Business:

- 1. Oakwood Drive Project Status – Dusing:
 - a. Dusing: gave an update:
 - i. KY Grant for the Oakwood Project – detailed
 - ii. Grant with the Commonwealth of Kentucky was for \$121k eligible for reimbursement.
 - iii. Design must curb / gutter design
 - iv. Design: Violet Road to the cul de sac design.
 - v. Only licensed design engineers / consultants and approved by District 6:
 - 1. Neither Engineering Companies are not pre-qualified – Calibre Engineering & Richard Carr
 - vi. All costs spent to date may not be reimbursable since it was not pre-approved by the Chief Engineer and district 6.
 - vii. Neither engineering companies have seen this grant.
 - viii. Brass Eagle: We are unsure if they are pre-qualified.
 - ix. Design:
 - 1. Must be done / restart.
 - 2. Standards must follow KY standards.

- x. Chief Engineer for district 6 must approve all contracts.
 - xi. Chief Engineer must approval material purchases.
 - xii. Any Real Estate purchases must be approved by district 6.
 - xiii. If Crittenden wants to be reimbursed for the grant monies, we have to follow the process.
 - xiv. All change orders must be approved by district 6.
 - xv. Grant money is good for 3 years – we have until Oct 2022.
 - xvi. Monies spent to date: ~\$24k per Councilperson Dusing
- b. Purcell: Talked w/ Logan Murphy w/ Hicks & Mann on Friday. Purcell & Dusing will go to District 6 to seek a meeting / help.
- c. Discussion:
- i. Bohman: Gave a personal reference on Logan Murphy w/ Hicks & Mann.
2. City Road Project – Roberts:
- a. No new developments to report.
3. Office Door Project – Roberts:
- a. Install a new interior door in the hallway to divide the council chambers to the office area.
 - b. Key code the exterior door.
 - c. Roberts is searching for a contractor.
 - d. End of February.
4. Downtown Improvement – Lowery:
- a. No report at this time.
5. Recycling Project – Martin:
- a. Location by the industrial Park.
 - b. Martin is working with the 2 local businesses.
 - i. Napoleon & Miami Valley Paper Tube Co. to see if they are willing to help.
6. Open Floor:
- a. EMS tax: Rick Raddiba – resident since '96.
 - i. Tax on property owners – Real & Personal Property.
 - ii. Will they be paying double?
 - 1. Purcell: No
 - 2. Mobile home owner will be paid as personal property.
 - 3. Trailer Park owner will be paying Real Estate property tax.
 - iii. SSK has a better business bureau: F rating
 - iv. Lot rent is being raised.
7. Litigation – KRS 61.810(1)(C)

Motion to step into Executive Session:

Jan 12th, 2021 – Motion For Council To Go Into Executive Session	
Motion: Councilperson Lowery	Seconded: Councilperson Roberts
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

8. Motion to close Executive Session:

Jan 12th, 2021 – Motion To Close Executive Session – Re-Open City Council Public Meeting	
Motion: Councilperson Lowery	Seconded: Councilperson Roberts
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

Proposed Special Meeting – Thursday (1/14/2021) @ 8pm

Adjournment of meeting

Jan 12th, 2021 – Adjournment of Meeting	
Motion: Councilperson Lowery	Seconded: Councilperson Roberts
Roll Call	
Councilperson Bohman: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Humphrey: Yes
Motion carried	

Next City Council Meeting February 9th, 2021 @ 7pm

Respectfully,

Mayor Purcell

Minutes created by City Clerk / Treasurer: Shawn McHolland