

**City of Crittenden**  
**City Council Meeting**

**December 8th, 2020 @ 7pm**

Meeting Was Held In-person w/ Facebook Live Availability / Conference Call

Attendees:	
Mayor Jim Purcell	Councilperson Danny Martin
Councilperson Joe Dusing	Councilperson Todd Roberts
Councilperson Jennifer Thurman-Humphrey	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	
Conference Call / Facebook Live:	
Councilperson: Michelle Bohman	

**Call to Order** - Mayor Purcell

**Pledge of Allegiance to the U.S flag was conducted**

**Invocation**

**Welcome Guest**

**Agenda** – Approval, subject to additions or deletions.

- New Business Added
  - Welcome package to the community
  - Cleaning service for the city bldg. - Lowery
  - Long Term Planning – Martin
- Old Business Added
  - Christmas Parade – 12/19
  - Timesheet for hourly employees - Roberts
  - Bush Hog 208 / Pinning (Stake) - Roberts

Dec 8th, 2020 Agenda Approval	
Motion: Councilperson Martin	Seconded: Councilperson Lowery
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

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

- Approval, subject to additions or deletions.
  - Lowery: 5. M: KRS superseded the city ordinance. Change was made – McHolland
  - Humphrey: Request a copy of 11/12/2020 minutes plus, additional meeting minutes from SM & Hearing.
  - Lowery: Change abstain to Yes on 11/10/2020 minutes. Change was made – McHolland
  - Humphrey: New Business: Budget Amended – add \$\$ - Change was made - McHolland

<b>November 10, 2020 Meeting Minutes Approval</b>	
Motion: Councilperson Humphrey	Seconded: Councilperson Lowery
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

Street signs – allocation of monies from signage purchase. 1/3 distributed among 3 line items.

**Treasurers Report - November 2020 to be approved.**

- Summary provide Clerk / Treasurer McHolland
  - Lowery: Beautification budget was only \$500. I felt the budget was set at \$3,500.
    - Humphrey: The budget was cut to allow for additional EMS monies needed for FY20-21.
- Advertising budget needs to be amended – line item is over budget
  - McHolland reported the amount of publications in the Grant County News is the reason for added expenses. This line needs to be amended.
- McHolland explained the matured CD movement to the Money Market Fund at Forcht Bank. The CD rates are very low - .30% as quoted by Forcht Bank. The Platinum Money Market Fund was quoted at .65% APR. The move was approved by Mayor Purcell. The MM Fund allows the City of Crittenden the flexibility to cover the monies back into a CD when the rates return to better levels.
- Street sign monies allocated in the budget was split between the three line items evenly. The signs purchased cover additional signage needed elsewhere in the city. This budget amendment will be reallocated to Street Maintenance budget line item.

<b>November 10, 2020 Treasurer’s Report Approval</b>	
Motion: Councilperson Humphrey	Seconded: Councilperson Lowery
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

**Order of New Business:**

1. Law Enforcement Report – no attendance
2. Fire Department Report – Lee Burton
  - a. ISO 2000 inspection will take place in early 2021
  - b. Dry Ridge / Williamstown / Walton – 4 rating
  - c. Crittenden – 5 rating
  - d. Crittenden is pushing for a 4 rating this year
  - e. Run volume is picking up
  - f. ISO rating sets your rates for multiple reasons: \$173 spent per household is current level.
  - g. 10 is lowest rating / 1 is the best
3. General Items – Purcell
  - a. Roberts – Street Database is in process.
  - b. Roberts – Speaker purchase request
    - i. JBL monitor speaker to assist project voices throughout the room – greatly improve sound clarity for each meeting.
    - ii. \$274 for 10” speakers through Amazon
    - iii. Discussion: Zero installation costs plus extension wire per Roberts
    - iv. Can you mount them to the ceiling? Roberts to evaluate
    - v. Budget allocation? McHolland / Purcell will evaluate

<b>December 8th, 2020 Approval To Purchase</b>	
Motion: Councilperson Humphrey	Seconded: Councilperson Lowery
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

- c. Purchased monitor – installed by Roberts
  - i. Complete
  - ii. Budget Allocation? Office Expense per McHolland
- d. JD Dezarn – timesheets:
  - i. McHolland to ensure the timesheets are filed and up to date.
- e. Equipment purchase request – Trimmers (Quote Provided)
  - i. Discussion:
    1. Lowery: Zero turn mower replacement?
    2. JD Dezarn thinks we are good

<b>December 8th, 2020 Approval To Purchase</b>	
Motion: Councilperson Martin	Seconded: Councilperson Lowery
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes

Motion carried

- f. City SUV:
  - i. No payments on it
  - ii. We are paying for insurance.
  - iii. Mileage will be paid to employees for use of personal vehicle at the current IRS mileage rate (reported annually).

<b>December 8th, 2020 Approval To Sell</b>	
Motion: Councilperson Lowery	Seconded: Councilperson Roberts
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

- g. Westlaw Subscription:
  - i. Access to the law of state of KY / Access to all
  - ii. \$60 per month / 2-year obligation / In Jim Purcell's name
  - iii. In an individual's name / while Jim is on the bar. If it was for the city it would be over \$200 per month.

<b>December 8th, 2020 Approval To Purchase</b>	
Motion: Councilperson Motion	Seconded: Councilperson Dusing
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

- h. Unemployment Insurance Hearing Disposition:
  - i. Megan Simpson: 11/23/2020
  - ii. Claim is dismissed.
  - iii. McHolland to send a copy to Council
- i. City Decoration Proposal – Lowery
  - i. Décor Group: Proposed about \$2900 to put lights on the city bldg. / city sign
  - ii. Current cost is not reasonable at this point.
  - iii. Purchasing lights / install by city council & fire department
  - iv. Working on July 4<sup>th</sup> decoration proposal now
  - v. Work w/ city businesses to donate prizes for the best decorations done by a home owner.
  - vi. Lowery is talking w/ KLC to help upgrade look of downtown. KLC grants for beautification / parks.

- vii. Amazon: \$35 for every 50' - \$174.95 plus tax
  - 1. Discussion: Big Lots / Wal-Mart had a roll out for \$25
  - 2. Humphrey said thanks!

<b>December 8th, 2020 Approval To Purchase</b>	
Motion: Councilperson Roberts	Seconded: Councilperson Lowery
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

- j. City Attorney Status:
  - i. Alex Edmondson was terminated by Mayor Purcell
  - ii. Brandon Voelker / Jack Gatlin – City Council: \$1,200 per month or \$150 per hour (8 hrs). Retainer: Month to month or \$150 per hour.

<b>December 8th, 2020 Approval To Proceed – Hourly Rate</b>	
Motion: Councilperson Roberts	Seconded: Councilperson Martin
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Abstain
Motion carried	

- k. Request for additional street lamp – Sayer Street
  - i. Add one in the middle of street / Where the water ponds badly
  - ii. Roberts: Common walking path from the neighborhood.
  - iii. Duke Energy would be the provider.

<b>December 8th, 2020 Approval To Look Into The Feasibility To Install</b>	
Motion: Councilperson Roberts	Seconded: Councilperson Martin
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

- l. Post Office Bldg:
  - i. Slab / entry to PO – base is washing out badly
    - 1. Purcell: The city needs to find a contractor to access / bid the work

<b>December 8th, 2020 Approval To Proceed To Bid The Project</b>	
Motion: Councilperson Lowery	Seconded: Councilperson Humphrey
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

- ii. Exterior Door: water leaking through door into mailroom
  - 1. Rebuilding the frame around the door / to stop the water flowing in. Seeking recommendations.
  - 2. Would like to investigate the costs of the project.
  - 3. Discussions:
    - a. Dusing – we need to look at water proofing company.
    - b. Bohman – epoxy seal may be a good solution

<b>December 8th, 2020 Approval To Proceed To Bid The Project</b>	
Motion: Councilperson Martin	Seconded: Councilperson Roberts
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

- 4. Added: Welcome package to the community – New Business
  - a. Dusing: Just new resident employee packet
  - b. Purcell: Who would you like to lead it?
  - c. Humphrey: To Contact Grant County News

<b>December 8th, 2020 Approval To Proceed</b>	
Motion: Councilperson Humphrey	Seconded: Councilperson Lowery
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

- 5. Additional: Cleaning service for the city bldg. – New Business
  - a. Check into cleaning services
  - b. Grant County Clerk’s Offices

<b>December 8th, 2020 Approval To Proceed To Investigate - Lowery</b>	
Motion: Councilperson Lowery	Seconded: Councilperson Martin

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

6. Missing items:

- a. Roberts / Humphrey:
  - i. Missing badges: city purchased the badges
  - ii. Remote: we cannot find it or replace it.
  - iii. Manuals: May half to download the manual
- b. RIC Security / Training
- c. Ordinance books: Are they signed out?
- d. Ordinance book: For each / every book.
- e. Old computers – Martin: Where are they located?

7. Bush Hog 208 / Pinning (Stake) – Old Business – Roberts

- a. Back half of the property needs to be bush hogged – Billy Catlett / Taking bids
- b. JD will work on the stakes

8. Timesheets – Hourly Employees

- a. Timesheets will be generated by each employee and filed by the Clerk.

9. Buy a new Printer – Brother – McHolland: \$229 on Amazon

December 8th, 2020 Approval To Purchase	
Motion: Councilperson Martin	Seconded: Councilperson Roberts
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

10. Salt Building (Old) – owned by city – can it be used by the Fire Department.

- a. Table for next month (January 2021).

11. Community Meeting – Martin – will continue at 6:30 pm before each City Council Mtg. (2<sup>nd</sup> Tuesday of each month).

**Order of Old Business:**

1. Oakwood Drive Project Status – Dusing

- a. Status given by Dusing.
- b. Approval of \$171K – 13 catch basins + 6 yard basins + performance bond
- c. Down from the \$222k – removing larger driveway rework.
  - i. 3 Issues found:
    - 1. LF of 4” pipe: 40 LF more: \$1k
    - 2. Blacktop patching increase: ~\$2500

- 3. Unit cost discrepancy between \$3.15 per SF vs \$11 per SF
  - ii. Calibre Engineering:
    - 1. New full set of drawings will be provided by Jan 1<sup>st</sup>, 2021
    - 2. Complete estimate of quantities
  - iii. Brass Eagle:
    - 1. Bid has expired – over 60 days.
    - 2. Brass Eagle still wants the project
    - 3. Rick Carr provided a list of road contractors for the city to use in the future.
  - iv. Contract:
    - 1. Needs to be finalized.
    - 2. Drawings were incomplete / final scope was not clear.
  - v. Revision control of drawing changes was not managed well by the Engineering company – Calibre Engineering.
  - vi. Scope review will be necessary
    - 1. Larger scope / larger cost
    - 2. Cut it back to the crest of the hill and not the complete street.
  - d. Open floor:
    - i. Lowery – can we do the contract at this point. No – Purcell / Dusing.
    - ii. Lowery - Will costs increase? Possibly, but at this point, we cannot provide you the final design.
    - iii. Purcell – hopefully we are ready at January or before.
2. Economic Recovery Grant (CARES Act) – McHolland:
- a. Second Round: \$87,266 – New MOA
    - i. Motion: Can the Mayor / Treasurer work w/ Frankfort & the small businesses – Give the committee to meet.
    - ii. Should we proceed and talk w/ the local businesses?

<b>December 8th, 2020 Approval To Investigate / Research</b>	
Motion: Councilperson Humphrey	Seconded: Councilperson Lowery
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

- 3. Additional: Christmas Parade – 12/19 – Old Business – Roberts
  - a. City will tour the city on both ends – to the park - toward Eagle Creek to CMZ
  - b. Candy Donation is requested by Roberts.
  - c. Dollar General / Dollar Store – write a letter to each business to say thanks / costs.
- 4. Additional: Long Term Planning:
  - a. 3 Councilpersons to lead committee: Martin / Roberts / Bohman
  - b. Financial support to be provided by City Clerk / Treasurer

**Adjournment of meeting**



<b>December 8th, 2020 Adjournment of Meeting</b>	
Motion: Councilperson Lowery	Seconded: Councilperson Martin
Roll Call	
Councilperson Humphrey: Yes	Councilperson Lowery: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Bohman: Yes
Motion carried	

**Next City Council Meeting January 12th, 2021 @ 7pm**

**Respectfully,**

**Mayor Purcell**