

**City of Crittenden**  
**City Council Meeting**  
**February 9th, 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 Jennifer Thurman-Humphrey
Councilperson: Open Seat	City Clerk / Treasurer Shawn McHolland
Guest: Adam Lantner	Guest: Lee Burton
Guest: Deputy Cummins	Guest: Amanda Roberts
Guest: Jim Morris	Guest: Bobby Tanner

**Call to Order** - Mayor Purcell

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

**Invocation**

**Welcome Guest**

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

Additions:

- Old Business: 208 Property – Equipment rental to bush hogg – Martin
- Old Business: Tour of city properties – Roberts

<b>Feb 9th, 2021 Agenda Approval</b>	
Motion: Councilperson Dusing	Seconded: Councilperson Bohman
Roll Call	
Councilperson Bohman: Yes	Councilperson Thurman: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Open Seat
Motion carried	

**Minutes:** To be Approved

- M-1-12-21 – January 12<sup>th</sup>, 2021
- M-1-26-21 – January 26<sup>th</sup>, 2021
- M-SM-1-14-21 – January 14<sup>th</sup>, 2021
- M-SM-2-1-21 – February 1<sup>st</sup>, 2021

<b>Meeting Minutes 1/12/21, 1/14/21, 1/26/21 &amp; 2/1/21 Approval</b>	
Motion: Councilperson Dusing	Seconded: Councilperson Humphrey
Roll Call	
Councilperson Bohman: Yes	Councilperson Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Open Seat
Motion carried	

**Treasurers Report** - January 2021 to be approved.

Discussion:

- Councilperson Humphrey: Downtown Development & Improvement Committee:
  - The committee is meeting on Thursday (2/11/21 @ 7pm): We will need a budget amount for the current FY20-21.
  - McHolland to work w/ Humphrey on potential budget amount.

<b>January 2021 Treasurer's Report Approval</b>	
Motion: Councilperson Humphrey	Seconded: Councilperson Bohman
Roll Call	
Councilperson Bohman: Yes	Councilperson Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Open Seat
Motion carried	

**Order of New Business:**

1. Law Enforcement Report:
  - a. Report was given by the Deputy Cummins – report received and shared w/ Council (hard copy and email).
  - b. Martin: the number of warrants on the list seems high, is this the number of actual warrants served in January?
    - i. Deputy Cummins stated it is just the number of warrants worked on by the Sheriffs Dept., not the exact number served.
2. Fire Department Report:
  - a. Report was given by the Fire Chief Burton– report received and shared w/ Council (hard copy and email).
  - b. Improved/lower numbers in January, good weather contributing factor.
  - c. Humphrey: How is staffing?
    - i. Burton:
      1. Not very good at this point. Many volunteers are concerned w/ COVID.
      2. Only about 50% of the staff have taken the vaccine. Many people are fearful of the vaccine.
    - ii. Latest training class only included 4 people.
  - d. Firehouse repairs are still needed. I will talk w/ Council about this topic later on in the meeting.

3. Ordinance No. 289-2021: Emergency Service Ambulance District – 2<sup>nd</sup> Reading
  - a. Ordinance No. 289-2021 – 2<sup>nd</sup> Reading completed by McHolland
  - b. Motion to discussion: Roberts
  - c. Second: Dusing
  - d. Discussion:
    - i. Dusing: Mayor Purcell, please clarify the set rate for Council and our residents:
      1. Mayor Purcell:
        - a. The Ordinance stipulates a \$.05 per \$100 of assessed value on your property.
        - b. Potential increases / decreases on an annual basis that increase or decrease greater than 4% would take a public hearing.
        - c. GC PVA administrator gave us some estimates of revenue by using the property values for 2020:
          - i. \$.05 tax would generate approx. ~\$85k per year.
          - ii. \$.10 tax would generate approx. ~\$170k per year.
        - d. This Ordinance will create a separate taxing district lead by an independent Board of Directors. The Board of Directors will include individuals with expertise in the field. With this expertise, the District will be able to provide the City of Crittenden with a strong EMS service for the best possible cost.
      - ii. Roberts: I would like to proceed with the new taxing district, but is \$.05 enough or should we go w/ \$.10?
        1. Purcell: Increasing the tax rate from \$.05 to \$.10 would take years at a 4% increase per year.
      - iii. Chief Lee Burton: I am not for it or against the taxing district. I believe it should be a county wide district. If we do this, we should go all in as a city.
      - iv. Bohman: Did we receive clarification from Dry Ridge? Did the City of Dry Ridge receive help from COVID relief fund?
        1. Dusing: Dry Ridge Cost breakdown:
          - a. \$1.67 m for Fire & EMS: 50% was EMS / ~ \$835k.
          - b. Total runs did not increase in Crittenden over the past 3 years = ~ 400 per year.
          - c. The added expenses come from lack of travel accidents. Travel accidents normally generate the best revenue.
          - d. Medicare / Medicaid patients: Dry Ridge is paid less for each run.
        2. Dusing / Crittenden: FY20-21 = \$122,307 (\$30,577 per quarter)
          - a. FY21-22: City of Crittenden could see an increase of \$60,000 per year or higher.
        3. Dusing: The City of Crittenden is not charged per run, but it is the simplest way to understand the shared % between Crittenden, Williamstown, Corinth, Grant County and the City of Dry Ridge.
        4. Humphrey: One factor in the increased expenses is the rising retirement costs seen for EMS.
        5. Burton: AMR stopped servicing Grant Co. They only run hospital to hospital runs.

- 6. Burton: 40-50% of the runs are Medicare / Medicaid patients. 10% of the runs are for uninsured patients.
- v. Move to motion Roberts: Increase to \$.10
- vi. Purcell: No second to the amendment.
- vii. Jim Morris: Clarification:
  - 1. Is the goal of city council to cover the expense of ambulance costs or will the resident will also be billed by the ambulance carrier?
    - a. Council: The goal of the taxing district is covering the rising expenses in the EMS budget. Plus, the new taxing district will provide the residents a Board of Directors to protect their best interests. Yes, the residents will also be billed for the ambulance run.

<b>Ordinance No. 289-2021 – Emergency Service Ambulance District:</b>	
<b>Motion to Amend &amp; Approve at \$.10 per \$100 of Property Assessment</b>	
Motion: Councilperson Roberts	Seconded: Councilperson Dusing
Roll Call	
Councilperson Bohman: No	Councilperson Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Open Seat
Motion carried at a 4-1 Votes	

- 4. General Items – Purcell
  - a. Monitor for Council Chambers – Roberts
    - i. Roberts: Total cost will be under \$1100.
    - ii. The monitor use will provide the following:
      - 1. Zoom meetings must be seen and heard per KRS.
      - 2. The public can see documents, presentations, drawings and etc on the screen.  
At this point, only Council can see the documents.
  - b. Council gave approval to move forward with the purchase and installation.
- 5. School Bus Stop Shelters – Constable Dan Sanders
  - a. Move forward from the topic – Mr. Sanders could not make it to the meeting tonight.

**Order of Old Business:**

- 1. Oakwood Drive Project Status – Dusing
  - a. Dusing: gave a status update
    - i. Dusing / Purcell / McHolland held a meeting with Robert Yeager on 2/2/2021:
      - 1. 1<sup>st</sup> meeting consisted of introductions
      - 2. Status / history of the project.
      - 3. The grant was shared w/ Yeager and the team talked through the details on the project.
      - 4. The grant monies are still available – confirmed by Mr. Yeager.
      - 5. All monies spent to date are not reimbursable because the Mr. Yeager’s team did not approve the costs.
      - 6. Design change is a possibility, but a pre-qualified engineering firm must present the design changes to the group for review / approval.

7. Timing is still ok – 3 years from signature: October 2019 – October 2022.
  8. Next steps – meeting with Bobbi Jo Lewis is required by Mr. Yeager.
  - ii. Dusing / Purcell / McHolland held a meeting with Bobbi Jo Lewis on 2/5/21.
    1. 1<sup>st</sup> meeting introductions
    2. Status / history of the project.
    3. The grant was shared w/ Lewis and the team talked through the details on the project.
    4. The grant monies are still available – confirmed by Mrs. Bobbi Jo Lewis.
    5. None of the money spent to date is reimbursable because they were not approved by the Commonwealth of Kentucky per Mrs. Lewis.
    6. The city of Crittenden must follow the processes set forth to reimburse any expenses. McHolland will work with Lewis on this process going forward.
    7. First step: find a pre-qualified engineer and confirm with Mrs. Lewis.
    8. McHolland will send a request to Lewis to confirm if Hicks & Mann is still a pre-qualified engineering firm.
  - iii. Dusing: Talked about construction coordination – Summer is best because of school bus travel.
  - iv. McHolland confirmed through Lewis that Hicks & Mann is pre-qualified – email confirmation received.
  - v. Hicks & Mann believes the curb / gutter will not work due to the existing street - go w/ ditch design w/ catch basins.
  - vi. McHolland asked Hicks & Mann to provide a design proposal to the City of Crittenden.
    1. Hicks & Mann stated a proposal would be provided by 2/12/21.
    2. Once the proposal is in hand: McHolland will seek approval from Dusing / Purcell then start the process with Mrs. Lewis.
2. City Road Project – Roberts:
    - a. Top 12 streets made his list of needed repairs
    - b. Talk w/ the county for costs on smaller issues.
    - c. McHolland pointed out the City has about \$29k left in the budget for street maintenance for FY20-21. This may cover several smaller projects.
  3. Firehouse Improvements – Roberts
    - a. Looking for contractors to price the project.
  4. Interior Door Project – City Building – Roberts
    - a. Complete.
    - b. Keys for exterior doors must be done by locksmith – McHolland
    - c. Deputy Cummins: recommended we call the jail, an employee their can cut the keys.
  5. Downtown Development & Improvement Committee – Humphrey
    - a. Meeting at 7pm (2/11)
    - b. Bohman / Roberts will be able to attend.
    - c. Jamie Baker is attending as well.
  6. Recycling Project – Martin
    - a. Meeting w/ Napoleon & Miami Valley Paper Tube – to install cameras to help w/ security to protect us from possible dumping issues on their properties.
  7. Economic Recovery Grant (CARES Act) Update – McHolland
    - a. All three businesses received assistance checks in January.

- b. Waiting for the invoice from Encore Technologies for the CMZ chromebooks.
  - c. Once the invoice is in hand, McHolland will submit the CRF to Frankfort.
  - d. McHolland confirmed w/ Frankfort that we have until March 30<sup>th</sup> to submit the CRF.
8. Old Business added: Tour of city properties – Roberts
- a. Need an equipment list for maintenance.
  - b. Post Office
  - c. Firehouse
  - d. Timing: Saturday tour – would work best w/ the Mayor.
9. Old Business added: 208 Property – Equipment rental to bush hogg – Martin
- a. Arts Rental: 1 day Bobcat w/ bush hogging equipment – cost \$540. The equipment is able to cut down 4” diameter trees. The bobcat includes a cab. Pickup and delivery is included.
    - i. McHolland asked if Insurance is required by Arts Rental.
      - 1. Martin: Insurance was not mentioned by Arts Rental.
  - b. Roberts: Can JD Dezarn run a Bobcat?
    - i. Purcell: I am not sure, but I will check on it.
10. Old Business – SUV Sale: McHolland gave the update: \$11k offer was received. Sale / transfer may take place this week.
11. Heating unit – maintenance building. 3 prices provided to Council.
- a. Roberts: will this unit fit?
    - i. Purcell: Per JD is will work fine, just need to remove old unit, place new unit and seal the area around the unit.
  - b. McHolland: If we buy the unit online, we are looking at possible 5-7 days shipping time. Temps are dropping to single digits this weekend. Concerned about pipes freezing. Also, concerned about using space heaters.
  - c. Purcell: Roberts / Council – please review the situation tomorrow and let us know if you want to move forward w/ the purchase.
12. Sherriff’s Department budget discussion - Martin:
- a. Update will be delivered during the budget meeting for FY 21-22.

**Empty Council Member Seat: Nomination of New Council Member**

- Three (3) applications were received by the City Clerk:

<b>Motion To Approve Bobby Tanner As The New City Council Member</b>	
Motion: Councilperson Martin	Seconded: Councilperson Humphrey
Roll Call	
Councilperson Bohman: Yes	Councilperson Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Open Seat
Motion carried	

- Bobby Tanner was sworn into Office by City Clerk / Treasurer McHolland

**Adjournment of meeting**

<b>Motion To Adjournment</b>	
Motion: Councilperson Martin	Seconded: Councilperson Humphrey
Roll Call	
Councilperson Bohman: Yes	Councilperson Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Tanner: Yes
Motion carried	

**Next City Council Meeting February 23rd, 2021 @ 8pm**

**Respectfully,**

**Mayor Purcell**

**Minutes created and distributed for approval by City Clerk / Treasurer: Shawn McHolland**