

City of Crittenden
City Council Meeting
March 9th, 2021 @ 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: Bobby Tanner	City Clerk / Treasurer Shawn McHolland
Guest: Adam Lantner	Guest: Lee Burton
Guest: Deputy Cummins	Guest: Amanda Roberts
Guest: Roger Humphrey	Guest: J. Stephenson

Call to Order - Mayor Purcell

Pledge of Allegiance to the U.S flag

Invocation

Welcome Guest

Agenda - Approval, subject to additions or deletions.

Additions:

- New Business:
 - City bldg. review - Roberts
- Old Business:
 - None Added

March 9th, 2021 Agenda Approval	
Motion: Councilperson Humphrey	Seconded: Councilperson Dusing
Roll Call	
Councilperson Bohman: Yes	Councilperson Thurman: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Tanner: Yes
Motion carried	

Minutes: To be Approved

- M-2-9-21 – February 9th, 2021

Meeting Minutes 2/9/21 Approval	
Motion: Councilperson Dusing	Seconded: Councilperson Martin

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

Treasurers Report - February 2021 to be approved.

Discussion:

- Roberts: Oil Change – why are we not doing this in house?
 - Mayor Purcell: I believe we do not have the equipment in house, but I will check with JD.
- No further questions.

February 2021 Treasurer’s Report Approval	
Motion: Councilperson Humphrey	Seconded: Councilperson Roberts
Roll Call	
Councilperson Bohman: Yes	Councilperson Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Tanner: Yes
Motion carried	

Order of New Business:

1. Law Enforcement Report:
 - a. Mains: Report provided in the Council packet. Total incidents in Crittenden: 225
 - b. Mains: Checked w/ the system admin to ensure all calls located in Crittenden are captured. They believe it is checked and covered.
 - c. Citations: Traffic stops - 38 total. 23 of the 38 were cited. 61 total traffic violations.
 - d. Roberts: 18 extra patrol requests seem high.
 - i. Mains: standard call in from patrol to ensure coverage.
 - e. Mains: Are cars still not permitted to park on the street?
 - i. Roberts / Martin: Correct
 - f. Tanner: I am concerned that certain neighborhoods are not designed to allow more than 2 cars in the drive way.
 - g. Resident of the Harvesters:
 - i. If the Grant County Sherriff would like to park an unmarked car behind the post office box area they can park near my home.
 - ii. Mains: Thank you for your offer. We do not have an unmarked car in our fleet.
2. Fire Department Report:
 - a. Burton: Report provided in the Council packet.
 - b. Burton: Overdose / Poison is now broken down into 3 categories.
 - c. Humphrey: Is the crew healthier?
 - i. Burton: Yes, receiving calls for Covid, but people are frightened about the multiple strands.
 - d. Sunday night: Daylight Savings / Time Change: Spring Forward.

3. General Items – Purcell
 - a. Building Access / Key Assignments
 - b. McHolland: 4 Council Members signed out keys. Dusing & Tanner turned down the offer and did not receive keys.
4. School Bus Stop Shelters – Constable Dan Sanders: Cancelled
5. Bullock Pen – Land Transfer – Charles Givens / Brian Simpson
 - a. Brian Simpson handed out a drawing showing the land area that is needed.
 - b. Installing an equalization basin – overflow - feeds treatment plant. 208 gallons per minute.
 - c. Installing the basin above the pit is the best design.
 - d. The basin is needed to cross the existing land constraints.
 - e. .30 acres of land is needed from the city.
 - f. Dusing: Does the EQ basin have a liner?
 - i. Simpson – buried / steel – not galvanized. I have not seen the specs.
 - g. Roberts: Is this open top?
 - i. Simpson – Yes, it is open top.
 - h. Roberts: Will this be maintained better on the odor factor?
 - i. Givens: Sulfuric gas will be released; we believe with this layout will be improved.
 - i. Simpson: this is essentially a holding plant to help balance the flow. The plant is growing beyond the capacity.
 - j. Tanner: Which subdivisions feed this plant?
 - i. Givens: All of Crittenden feeds into this one plant.
 - k. Givens: Bullock Pen is applying for grants to assist in paying for the plant.
 - l. Dusing: Is this an activated slug process?
 - i. Simpson: Yes.
 - m. Roberts: Do we have a need for this property?
 - i. Simpson: The area is basically unusable for residential or commercial expansion. On a hill side leading to the creek. The land on the other side of creek is owned by Bullock Pen.
 - n. Martin: Future growth is potential? Can you add to the capacity beyond this new holding plant?
 - i. Givens: Future expansion would be Bullock Pen adding a separate, second plant on the other side of the creek.

Motion To Approve Providing Land To Bullock Pen For Expansion	
Motion: Councilperson Roberts	Seconded: Councilperson Tanner
Roll Call	
Councilperson Bohman: Yes	Councilperson Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Tanner: Yes
Motion carried	

- o. Discussion: EQ pond is critical per Joe Dusing
- p. Bullock Pen will start the process and will work w/ the Clerk.
6. Street Snow Removal – Bobby Tanner – Continue to research this item – table the discussion.
7. Ordinance No. 293-2021 – Part Time Code Enforcement Officer – 1st Reading
 - a. Read by Mayor Purcell
 - b. Discussion:

- i. Martin: Hourly position and the Mayor will determine the number of hours needed.
- ii. Purcell: Yes, it is hourly – part time.
- iii. Humphrey: Will we need a new job description for this role.
- iv. Purcell: The law does state the responsibility. Council can certainly write the new job description. Mayor will monitor the hours.
- v. Humphrey: Concerned with the processes and letters.
- vi. Purcell: We need someone that understands the rules and have some common sense.
- vii. McHolland: Standardized letters for each process is necessary.
- viii. Dusing: Concerned with the timing of this role, but we can budget for this role for FY21-22.
- ix. McHolland: We will need to understand & monitor mileage for the person.
- x. Burton: How do you handle the hourly wage?
- xi. Humphrey: Log timesheets and the clerk will track it.
- xii. Purcell – 2nd will take place during the April 13th Council Meeting.
- xiii. Humphrey: Nominates Michelle Bohman to write the job description.
 - 1. Bohman accepted the role.

8. Municipal Order No. 01-2021 – Emergency Services Ambulance District – Purcell:

a. Discussion:

- i. 2nd Reading of the Ordinance was on Feb 9th, 2021.
- ii. Director: Roberts nominated Lee Burton (2-year term)
 - 1. Lee Burton accepted the nomination
- iii. Second: Humphrey

Municipal Order No. 01-2021: Emergency Services Ambulance District: Chairman Nomination – Lee Burton	
Motion: Councilperson Roberts	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	

b. Purcell: I believe Adam Lantman is not able to do both roles to include Trustee for the district due to his current position.

c. Lee Burton has 2 suggestions as Trustees:

- 1. Coy Lunsford – Williamstown Fire Dept / EMT & Fire: 2 year Term

Municipal Order No. 01-2021: Emergency Services Ambulance District: Trustee Nomination – Coy Lunsford – 2 year term	
Motion: Councilperson Martin	Seconded: Councilperson Roberts
Roll Call	
Councilperson Bohman: Yes	Councilperson Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Tanner: Yes
Motion carried	

- 2. Jonathan Morrissey – Fire dept / EMT: 1 year

Municipal Order No. 01-2021: Emergency Services Ambulance District:
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Trustee Nomination – Jonathan Morrisey – 1 year term	
Motion: Councilperson Martin	Seconded: Councilperson Roberts
Roll Call	
Councilperson Bohman: Yes	Councilperson Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Tanner: Yes
Motion carried	

9. Review of the City Bldgs – Roberts
 - a. Roberts:
 - i. Ride along program w/ JD Dezarn
 - ii. Provide input that Council would like to see done.
 - iii. Salt Bldg to be emptied and give it back to the Fire Dept for use.
 1. Move the equipment and materials to allow for space.
 - iv. DR Equipment: City of Crittenden owns this equipment.
 1. 208 property can be maintained by using the DR Equipment after the bush hogging is complete.
 - v. We need inventory list provided for budget purposes. We need the equipment in hand to do the work necessary.
 - vi. We have Mayor Purcell’s support to see the action items completed.
 - vii. Scag Equipment: 36” wide walk behind is in bad shape. Not sure if it operable.
 - b. Purcell: I will ask JD to take the SKAG down for repair. Also, service the DR at B&D Mowers.
 - c. Martin: We need the salt bldg. space for the fire dept.
 - d. Purcell: Bobby Tanner is reviewing the space and potential future need.

Order of Old Business:

1. Oakwood Drive Project Status – Dusing
 - a. We can change the MOA w/ approval from Transportation Dept. – money, date & scope.
 - b. Met w/ Hicks & Mann: quote / proposal provided to the City of Crittenden.
 - i. Clarification meetings have been done between Dusing & Logan Murphy.
 - ii. Council consensus: Move forward with Hicks & Mann as the Pre-qualified engineering firm for the Oakwood Drive Project.
 - c. Deed of Easement: May 14th, 2020 agreement.
 - i. The deed of easement was not submitted to the Grant County Clerk’s Office.
 - ii. Gregory McDowell was the attorney for the Dallas family.
 1. McDowell caught COVID and passed away in early 2021.
 - d. Martin: Is Oakwood residents notified of the current issues?
 - e. McHolland: general public announcement has not been provided. However, I did speak with Mr. Wilson on the phone last week and I provided him an update. I am not sure if he shared the status with the public.
2. City Road Project – Roberts
 - a. County – Road Dept: Steve will give his opinion on which roads are in need of work: top 10.
 - b. Speed humps: Harvester’s residents that attended the Council Meeting want speed humps installed. Very concerned about safety for their children.
 - i. Evans’s quote: \$1000 per hump – 8 foot deep / 8” high / 18’ wide - asphalt

- ii. Suggestion: 2 humps on Waller. One by the post office box. With our current budget, we can do 2 speed humps in this budget.
 - iii. Harvesters: Martin – adding stop signs at all intersections.
 - 1. Roberts: May have to move the signs up to 10' high.
 - 2. Purcell: Have you reviewed the Nelson County article.
 - a. Roberts: Yes, read the article.
 - 3. Purcell: Should we use a traffic engineer?
 - a. Roberts: I have not talked to a traffic engineer.
 - 4. Council agrees to look for a traffic engineer feedback.
 - a. Material question: concrete vs asphalt?
 - b. Size?
 - c. Location?
 - c. South Main Street Lighting Issue – picture given to show how dark the area is at night.
 - i. Roberts – Can Mrs. Bohman look into the issue w/ Duke Energy? Can we look at LED lighting or at least upgrading the lighting?
 - ii. Bohman – I accept the responsibility to look into the issue and report back my findings during the April 13th Council meeting.
3. Firehouse Improvements – Roberts:
- a. Exterior Lighting: They have never worked.
 - b. Thermostats are complete.
 - c. Duke Energy: Replaced the bulbs today – 3/9/21
 - d. Roofing issue:
 - i. Ice damn keeps the ice and snow from coming off all at once. The firehouse does not have this designed into the bldg.
 - ii. Several roofing issues.
 - iii. Proposal received from Wilhoite’s Roofing - \$2,500 + \$1,500 for snow / ice guards = \$4,000. \$4,154 is remaining in the Public Works budget for the Firehouse Maintenance.

Motion To Approve Firehouse Roof Maintenance Expense	
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	

- e. Lighting Issue: Replace 4 lights in front / add 2 in the back / 1 on the side / replace all 3 above the doors. \$2,200. May need to replace a ground fault receptacle on top of this number.
 - i. Table this item. Roberts will request a formal estimate from a contractor.
 - f. Martin: Are all air tanks replaced?
 - i. Burton: No, but we are good to go for now.
4. Downtown Development Committee – Humphrey
- a. Meeting held on 2/22/2021
 - i. The committee asks themselves, what is Crittenden known for?
 - 1. Turns out we have a lot of recreational activities in Crittenden.
 - ii. We broke down the suggested improvement into 3 categories; Short Term, Long Term, and Code Enforcement issues.

- iii. Finally – there are several “other” items that the group wanted to share but they don’t really fit into the scope of this group work.
 - iv. We want to improve upon our green spaces: flowers & benches
 - v. Graduation Banners to be hung throughout the city as seen in Dry Ridge.
 - vi. Better street lighting (in coordination with Councilperson Roberts)
 - vii. Improving “Welcome to Crittenden” signs.
 - viii. Fence painting at the park
 - ix. Edging the sidewalks
 - x. Building improvements in the downtown area.
 - xi. Creating a veterans / first responder memorial
 - xii. Improved Post Office / Senior Center access
 - b. Next meeting will start the 1 / 3 / 5-year planning
 - c. Next meeting is not set as of yet, but will be in the near future.
5. Recycling Project – Martin
- a. Met w/ Wolfe Steel & Tube – locate the recycling bin at this location. We may be able to use an existing light pole to hang our cameras.
 - b. Dusing: Camera location?
 - i. Martin: The cameras would be tied into a dvr at one of the businesses within their location.
 - c. Roberts: We should place it over the hill by the maintenance bldg.
 - i. Martin: open to the placement.
 - ii. Martin: camera expense would be greatly reduced.
 - d. Williamstown recycle bin has been removed.
 - e. Call Republic and have a walk through on placement.
 - i. Martin will contact Republic.
6. Call Frankfort about the new COVID-19 Funding:
- a. McHolland will follow up w/ Frankfort (Gabe / Billie)

Adjournment of meeting:

Motion To Adjournment	
Motion: Councilperson Martin	Seconded: Councilperson Tanner
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 April 13th, 2021 @ 8pm

Respectfully,

Mayor Purcell

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