

**City of Crittenden**  
**City Council Meeting**  
**April 13th, 2021 @ 7pm**  
**Meeting Minutes**

Meeting Was Held In-person

**Call to Order** - Mayor Purcell

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

**Invocation**

**Welcome Guest**

**Attendance:**

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 Lantman	Guest: Fire Chief Lee Burton
Guest: Sheriff Brian Maines	Guest: Amanda Roberts
Guest: Roger Humphrey	Guest: Carolyn Horn

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

Additions:

- New Business:
  - Clarification of the taxing process for the Emergency Services Ambulance District – Dusing
  - Downtown Development Committee: Budget adjustment request for \$30,000 for FY20-21 – Humphrey
  - Temporary mowing of city properties (Interim City Worker) - Roberts
- Old Business:
  - City of Crittenden litigation status – Dusing
  - Land for Bullock Pen / Sewer District - Purcell

<b>April 13th, 2021 Agenda Approval</b>	
Motion: Councilperson Dusing	Seconded: Councilperson Martin
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-3-9-21 – March 9<sup>th</sup>, 2021

Corrections / Additions:

- No corrections or additions were given.

<b>Meeting Minutes 3/9/21 Approval</b>	
Motion: Councilperson Dusing	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	

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

Discussion:

- McHolland:
  - Update - 2020 tax bill payments received:
    - 94.23% collected through (4/9/21)
    - 63 outstanding property tax bills for 2020.
    - The city is still working through the unpaid tax bills from previous years (2019 – 2010).
  - Credit card statements for the Council Member packets:
    - Clerk McHolland asked if he can start submitting the credit card statements and receipts via email for Council review instead of creating 7 copies; save on paper / time. Council gave their approval.
    - Each financial report going forward will still include the spreadsheet detailing the expenses along with the Forcht Bank credit card statement.
- No further questions.

<b>March 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 Tanner: Yes
Motion carried	

**Order of New Business:**

1. Law Enforcement Report
  - a. Sheriff Maines' report was provided via email and included in the Council packets.
  - b. Sheriff's department received 224 total calls for the City of Crittenden in the month of March.
  - c. 22 traffic stops = 42 charges / citations with one warning.

- d. 8 criminal charges
- e. 14 arrests in Crittenden for the month of March 2021
- f. Roberts: What are you seeing in drug related activity?
  - i. Maines: Similar to previous months
    - 1. NKY drug force has been in the area - 3 times in Grant County for arrests. None of the arrests took place in Crittenden.

2. Fire Department Report

- a. Fire Chief Burton’s report was provided via email and included in the Council packets.
- b. Burton: Flat trend in total runs for the month of March.
- c. Meth is on the increase on the EMS side
- d. Fire – structure fires of late
- e. We are still under a burn ban until May 1<sup>st</sup>, 2021. You may burn after 6pm, but you must have the means to distinguish the fire available and ready.
- f. Started the latest academy class:
  - i. 22 original participants
  - ii. 11 of the 22 passed background checks.
  - iii. 5 of the 11 actually started the academy
  - iv. Goal is to graduate at least 3 new firefighters.

3. Ordinance No. 293-2021 – Part Time Code Enforcement Officer – 2<sup>nd</sup> Reading

- a. Read by Clerk McHolland
- b. Discussion: None

<b>Ordinance No. 293-2021 – Part Time Code Enforcement Officer: 2<sup>nd</sup> Reading</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 Tanner: Yes
Motion carried	

- c. Approved Ordinance will be provided to the GC News for publication.

4. Ordinance No. 294-2021 – Relating To Non-Elected City Officials – 1<sup>st</sup> Reading

- a. Read by Mayor Purcell
- b. Discussion: None
- c. 2<sup>nd</sup> Reading will take place during the meeting on April 27<sup>th</sup>, 2021.

5. Ordinance No. 295-2021 – Code Enforcement Office / ABC Administrator Combined Roles – 1<sup>st</sup> Reading

- a. Read by Mayor Purcell
- b. Discussion: None
- c. 2<sup>nd</sup> Reading will take place during the meeting on April 27<sup>th</sup>, 2021.
- d. Removal of previous ABC Administrator was completed on April 12, 2021 – letter sent to Camilla “Kay” Patton.

6. General Items – Purcell

- a. B&D Mower: Mowing city properties in JD Dezarn’s absence.
  - i. Discussion:
    - 1. Roberts: Does that include trash pick up?
      - a. B&D Mower (Boyd): Yes, only the areas where he mows.
    - 2. \$200 bid from B&D Mower - first run.

3. Includes all of the 25 & Violet Rd (up to the Harvestors) – both sides of the road.  
Does not include 208 property.
  4. Motion to proceed with B&D Mower: Tanner
  5. Second: Roberts
  6. All 6 Council Members confirmed the motion.
- b. Post Office: Parking Lot / Loading Dock Asphalt Replacement
- i. Letter written and sent to the U.S. Postal Service on 4/1/2021 by Mayor Purcell. Copy of the letter was provided to each Council Member at the meeting.
  - ii. Jim Evans Blacktop provided an estimate: \$2,300.00. If unknown issues are found under the existing blacktop, additional costs may occur.
  - iii. If approved, asphalt materials will be available as of April 15<sup>th</sup>, 2021. The job will be completed right away if approval is given.
  - iv. Martin: Does this include the rear lot behind the Post Office?
    1. Purcell: No, it did not include the area.
  - v. McHolland: Does the bid include after hours / weekend work?
    1. Purcell: Unsure, I will contact Evans and the Post Office to coordinate the work.
7. Senior Citizen Center – Carolyn Horn
- a. Mrs. Horn will table the topic until May 2021.
    - i. Existing concerns with the building:
      1. Water leaks onto the wall (basement of the Post Office). Needs to be fixed and repairs to the wall will be needed.
      2. 2 Toilets are in the area – both have issues and need to be fixed.
      3. Cleaning the exterior.
      4. Budget monies will be requested to help sponsor events at the Senior Citizen Center.
      5. Possible start in June 2021 or July 2021.
8. Municipal Road Aid Cooperative Program Agreement
- a. Resolution read by Mayor Purcell
  - b. Motion to accept: Martin
  - c. Second: Dusing / All Yes's
  - d. All 6 Council Members confirmed the motion and signed the resolution.
  - e. Clerk McHolland will submit the agreement to the Commonwealth of Kentucky.
9. Clarification of the taxing process for the Emergency Services Ambulance District – Dusing
- a. Purcell: Communication between Crittenden -> GC Fiscal Ct -> GC Clerk is in process.
  - b. Purcell: Lee Burton is now included in the EMS discussions with the county.
  - c. Burton / Purcell:
    - i. Tax collection (\$.10 for every \$100 of assessment value)
    - ii. This includes Real Property, Personal Property, and Tangible Property.
    - iii. 2021 Taxes:
      1. Real, personal and tangible property taxes will be done through the City of Crittenden tax bills.
    - iv. 2022 Taxes:
      1. Ad valorem taxes (cars, trucks, boats & etc) will be done in 2022. The cut off date was January 1<sup>st</sup>, 2021.

- d. Sheriff Maines: The Sheriff's department is not involved in the tax process for the City of Crittenden.
10. Downtown Development Committee: Budget adjustment request for \$30,000 for FY20-21 – Humphrey
- a. Letters were sent out for the initial funding process on April 1<sup>st</sup>.
  - b. Applications due by April 30<sup>th</sup>, 2021.
  - c. Burton – Fire Chief:
    - i. We would like to have a sign for the Fire department along Main Street. Would this fall under the guidelines of the committee?
    - ii. Humphrey: The city owns the firehouse building, the grant would not cover city owned bldgs. However, the Council Members can discuss this need and look into costs associated.
  - d. Grant allocation for FY 20-21 will be spent or allocated by the end of June 2021.
    - i. Motion: Roberts
    - ii. Second: Dusing:
    - iii. All 6 Council Members confirmed the motion
11. Interim City Worker – Roberts
- a. What is the status on mowing the city properties with JD's absence?
    - i. Purcell: Discussed and approved earlier in the meeting – B&D Mower will cover the mowing in the short term.

### **Order of Old Business:**

1. Oakwood Drive Project Status – Dusing
- a. Engineering firm Hicks & Mann's proposal has been accepted by the City of Crittenden as well as approved by the KY Department of Highways District 6.
  - b. The KY Department of Highways District 6 has given the initial approval on the design change. Follow up meeting / review will take place once design documents are completed
  - c. Hicks & Mann has started on the project including surveying work necessary for the engineering drawings.
  - d. The deed of easement is still an open issue. However, the Assured Title company has contacted the city clerk. Assured Title is closing the business, but she is working on tracking down the original "ink" document that was signed by the Dallas's and Gregory McDowell (attorney for the Dallas's).
    - i. If this document cannot be located, Assured Title feels confident that the Dallas family will sign a new deed of easement.
    - ii. Lastly, either way, the original or the new document will need to be signed by Alex Edmondson. Mr. Edmondson did not sign the original document.
    - iii. If Mr. Edmondson refuses to sign the document, the city will ask the current city attorney, Brandon Voelker, to sign the document.
2. City Road Project – Roberts
- a. Purcell: A meeting will be scheduled w/ Hicks & Mann (Logan Murphy) to review the issue at Harvest Way. Speed hump solution will be the topic – location(s) and quantity.
  - b. Roberts: Eagle Creek Drive:
    - i. Water is eroding a property / driveway on Eagle Creek Drive.
      - 1. Grant County Sewer District coordination (Brian Simpson) is currently underway to review the situation and to provide a solution.

- c. Tanner: Pinhook Drive: Sections of the road is falling in. A possible sink hole type of issue. The area needs to be excavated to find the issue and resolve it.
  - i. Roberts: The issue is on the list.
  - ii. Purcell: We are coordinating the work with a potential contractor, but we are waiting to hear word back from the local contractor.
- d. McHolland: FY20-21 budget for street maintenance still contains about the \$29k.
- 3. Firehouse Improvements – Roberts
  - a. Roof repair is complete. Snow & Ice guards are installed.
  - b. The roof patch work is doing its job, but long-term, the roof will need to be replaced. Potential issue in the next 2-3 years.
  - c. Lighting upgrade is not necessary at this point. Duke replaced bulbs and the situation is greatly improved.
- 4. Duke lighting – City Lighting – Bohman
  - a. Duke has now assigned a work order for the review. WO # \_\_\_\_\_
  - b. Duke will send out an engineer to review downtown lighting situation.
    - i. Can we move forward w/ LED lighting – better coverage and less power usage?
    - ii. Do we need to add additional lights throughout downtown? Change out older bulbs?
  - c. Roberts: The city bldg itself is very dark. Can we have someone look at added lighting?
    - i. Bohman: I will talk with Duke about the area itself.
- 5. Downtown Development Committee – Humphrey
  - a. The committee met and developed the application.
  - b. The letter along w/ the application was provided to the Asst Clerk and she distributed letters to the addresses along North & South Main St.
  - c. Budget modification approval was received earlier in our meeting.
  - d. The city office has already received requests for the application!
- 6. Recycling Project – Martin
  - a. Purcell: Feedback / background from the City of Williamstown & City of Dry Ridge was provided and discussed.
  - b. Purcell: Williamstown discontinued the services because of costs and man hours. Dry Ridge is having a very similar issue.
  - c. Martin: Dry Ridge Mayor pulled the recycle bin.
  - d. Martin: If a resident would like their own recycling bin through Republic Services it would cost the resident \$18.37 every 3 months.
  - e. With the issues seen in neighboring cities, plus the potential costs the City of Crittenden would have to cover. The city will not proceed with this project. Consider this topic closed.
- 7. Litigation Status – Dusing
  - a. Purcell: No further update. Mr. Voelker is monitoring the situation.
- 8. Land for Bullock Pen / Sewer District – Roberts
  - a. Purcell: Working w/ Brian Simpson. Simpson is saying the plat map does not match up with the official survey.
  - b. Simpson will need to verify if additional land is necessary. Simpson will follow up w/ the City of Crittenden.

Open To The Public Discussion:

- Carolyn Horn: Call to police dispatch about the townhomes behind Dalton plaza.

- The address is guiding police to the garage.
- Sheriff Maines: Complaint should be given to Captain Mills with KSP.
  - Experienced dispatcher would have caught this situation.
- Carolyn Horn: Veterans Memorial – Bench / Pavers in front of the city bldg.
  - Need to verify w/ property lines between the City and Dalton Plaza
  - Humphrey - Veterans Memorial is in discussions.
- Roger Humphrey:
  - Recommendation to Clerk McHolland:
    - Contact NKADD about the American Relief Fund monies.
    - It seems that Frankfort is not involved with this round.

**Adjournment of meeting:**

<b>Motion To Adjournment</b>	
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	

**Next City Council Meeting April 27th, 2021 @ 8pm**

**Respectfully,**

**Mayor Purcell**

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