

City of Crittenden
City Council Meeting
April 27th, 2021 @ 8pm
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

Agenda - Approval, subject to additions or deletions.

Additions:

- New Business:
 - Personal policy update is needed to include job descriptions - Roberts
 - Stop Sign / Street Sign Proposal - Purcell
 - City building cleaning quotes – Purcell
 - Bullock Pen complete minor repairs in the city – Purcell
 - Spring Clean Up (Grant County Solid Waste Management) - McHolland
- Old Business:

April 27th, 2021 Agenda Approval	
Motion: Councilperson Bohman	Seconded: Councilperson Humphrey
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-4-13-21 – April 13th, 2021

Corrections / Additions:

- None

April 13th, 2021 Meeting Minutes Approval	
Motion: Councilperson Roberts	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	

Order of New Business:

1. Ordinance No. 294-2021 – Relating To Non-Elected City Officials – 2nd Reading
 - a. Read by Mayor Purcell
 - b. Discussion:
 - i. Roberts: What is the pay grade?
 - ii. Humphrey: I believe the pay in the past was in the range of \$13-\$14 per hour.
 - iii. Tanner: \$16 x 99 hrs. per month: under \$1600.00
 - c. Motion: Humphrey – Pay Grade 30: Starting salary will be set at \$16.05 per hour.

Ordinance No. 294-2021 – Relating To Non-Elected City Officials: 2nd Reading	
Motion: Councilperson Humphrey	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	

2. Ordinance No. 295-2021 – Code Enforcement Office / ABC Administrator Combined Roles – 2nd Reading
 - a. Read by Mayor Purcell
 - b. Discussion:
 - c. Dusing: I want to wait until the litigation is complete.
 - d. Purcell: I understand, but we need to move on this action. Items are getting backed up and issues are growing in the city.
 - e. Bohman: We will cap the hours per month at 99 hours. This total of 99 hours is for each role combined? Part Time only?
 - f. Purcell: Yes.
 - g. Dusing: Is our intention to keep the same board for Code Enforcement?
 - h. Purcell: Adam Lantman is on it, the other 2 members have resigned.
 - i. Purcell: If you have suggestions for board members please provide them.

- j. Martin: Will this person report to the Mayor?
- k. Purcell: Yes
- l. Roberts: Will the employee come to meetings?
- m. Purcell: Yes.

Ordinance No. 295-2021 – Code Enforcement / ABC Administrator Combined Roles: 2nd Reading	
Motion: Councilperson Roberts	Seconded: Councilperson Martin
Roll Call	
Councilperson Bohman: Yes	Councilperson Humphrey: Yes
Councilperson Dusing: No	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Tanner: Yes
Motion carried	

3. Ordinance No. 296-2021 – Budget Amendments for FY20-21 – 1st Reading
 - a. Read by Clerk / Treasurer McHolland
 - b. Discussion:
 - i. McHolland:
 1. The meeting on April 20th, 2021 between Mayor Purcell, Council Members Humphrey & Dusing along with Clerk / Treasurer McHolland produced the report.
 2. The Ordinance provides the original dollar for revenue and expenses on the left column. The amended budget amounts are listed for each on the right column.
 3. The Excel spreadsheet was also sent to the entire Council for review on April 23rd, 2021 for review.
 - ii. No comments or concerns were provided.
4. General Items – Purcell
 - a. Post Office: Parking Lot / Loading Dock Asphalt Replacement Update
 - i. Work is complete and reported back to US Postal Service – Purcell
 - ii. The post office employees are happy and thankful – McHolland
 - iii. Fence repair is needed on the side of the building. The fence was hit by a motor vehicle. The proposal will be provided by Mills Fence – Purcell
 - iv. Humphrey - Concrete curbs / bumpers need to be straightened out
 1. Mayor Purcell will look into it.
 - b. Stop Sign / Street Sign Proposal – Purcell
 - i. Decorative street sign posts / signs were discussed.
 - ii. Per Mayor Purcell, no proposal is ready to share with Council, but he would like the group to investigate the idea.
 - c. City building cleaning quotes – Purcell
 - i. 2 Quotes were received by the Clerk.
 1. A Million Times Cleaner:
 - a. 2 Cleanings per month @ \$120 per cleaning - \$240 per month.
 2. KY Bluebird Cleaning:
 - a. \$25 per hour / 2.5 hrs. per cleaning - \$62.50 per cleaning or \$125 per month for 2 cleanings.

- ii. Discussion:
 - 1. Humphrey: We have a maintenance person to clean the building. Why is this not happening?
 - 2. Martin: Do we believe he has time to do this work?
 - a. Purcell: Depends on what time of the year – Summer – maybe not.
 - 3. Martin: Can we ask the companies to clean once per month at first and not twice per month? To see how this works out.
 - a. Purcell: Yes, we can.
 - 4. Roberts: Every person has the job responsibility list to follow – the maintenance person needs to clean the facility.
 - 5. Martin: We should go ahead and offer the role to the cleaning company for once per month and not 2 times per month.
 - 6. Bohman: I believe we need a good deep cleaning once month before the 2nd Tuesday Council meeting.
 - 7. Dusing: We need to manage the job description for each role / employee for each job.
- iii. Motion: Martin: Select KY Bluebird Cleaning
 - 1. One deep cleaning per month prior to the Council Meeting (2nd Tuesday). This would help ensure the Chamber is sanitized for the public.
 - 2. This is contingent on a favorable background check & 2 positive references.
- iv. Second: Tanner
- v. Discussion:
 - 1. Humphrey: We should check references, but with the understanding the Clerk will be on site during her cleaning.
 - 2. Maines: Crittenden to create a background check sheet and she must sign it.
 - 3. Maines: Will provide a blank copy of a form.
 - 4. Bohman: Cap on maximum / \$100 / 4 hours @ \$25 per hour.
- vi. Vote: All 6 Council Members voted – Yes, to proceed.
- d. Bullock Pen complete minor repairs in the city – Purcell
 - i. Bullock Pen will provide some minor construction
 - ii. Work order process will be followed – Clerk McHolland is working on it.
 - iii. Pinhook Place is the first project.
- e. Bullock Pen land expansion is good to go – the survey was reviewed and found to be ok – Martin / Purcell.
- f. Personal policy review:
 - i. All 6 Council Members are reviewing the policy and will provide input.

Order of Old Business:

- 1. Oakwood Drive Project Status – Dusing
 - a. Hicks & Mann: Survey is complete.
 - b. Hicks & Mann is working on the engineering drawings. The drawings will be reviewed w/ City Council then provided to KY Road Engineering – District 6 for review / approval.
- 2. City Road Project – Roberts
 - a. Harvesters – Speed Hump Investigation Update

- i. Plat map was provided to all Council Members. Suggestion of 8 locations was provided by Hicks & Mann.
 - ii. Hicks & Mann will provide a project budget cost.
 - iii. Roberts: Past estimates showed a cost of \$1,200 per speed hump = 8 x \$1200 = \$9,600.
 - iv. Once the city has the estimate cost in hand, the Council will review the project cost and scope.
- 3. Downtown Development Committee – Humphrey
 - a. 4 applications have been received.
 - b. The committee will meet next week. This will allow the committee to report back to City Council during the May 11th Council meeting.
 - c. Humphrey: each contractor will need to have the Occupational License w/ the City of Crittenden.
- 4. Downtown Lighting Project – Bohman
 - a. Duke Energy is working on the request. An engineer has been assigned to the task.
- 5. Senior Center – Humphrey
 - a. I may have a contact to assist us with a grant for the Senior Center.
 - b. I will set up a meeting for next week to review the opportunity.
 - c. I will also invite the Council Members to join the discussion.

Adjournment of meeting:

Motion To Adjournment	
Motion: Councilperson Tanner	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 May 11th, 2021 @ 7pm

Respectfully,

Mayor Purcell

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