

City of Crittenden
City Council Meeting
June 14th, 2022 @ 7pm
Meeting Minutes

Call to Order - Mayor Purcell

Pledge of Allegiance to the U.S flag

Invocation

Welcome Guest

Attendees:	
Mayor Jim Purcell	Councilperson Joe Dusing
Councilperson: Bobby Tanner	Councilperson: Bobby Newman
Councilperson: Michelle Bohman	Councilperson Greg Livingood
Councilperson Jennifer Thurman-Humphrey	City Clerk / Treasurer Shawn McHolland
Guest: Chief Lee Burton	Guest: Adam Lantman
Guest: Ed McLaughlin	Guest: Lance Robinson
Guest: Jerry Steph	Guest: JJ Miller
Guest: Trevor Miller	Guest: Todd Roberts

Agenda - Approval, subject to additions or deletions.

- Old Business:
 - None
- New Business:
 - None

June 14th, 2022 Agenda Approval	
Motion: Councilperson Livingood	Second: Councilperson Humphrey
Roll Call	
Councilperson Bohman: Yes	Councilperson Thurman-Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Tanner: Yes
Councilperson Newman: Yes	Councilperson Livingood: Yes
Motion carried	

Minutes: To be Approved

- M-5-10-22 – May 10th, 2022

Corrections / Additions:

- Correct Jennifer Thurman to Jennifer Thurman-Humphrey in the meeting minutes.

May 14th, 2022 Meeting Minutes Approval	
Motion: Councilperson Dusing	Second: Councilperson Livingood
Roll Call	
Councilperson Bohman: Yes	Councilperson Thurman-Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Tanner: Yes
Councilperson Newman: Yes	Councilperson Livingood: Yes
Motion carried	

Treasurers Report - May 2022 to be approved.

Discussion:

- McHolland will provide an amended FY21-22 budget for City Council’s consideration during the July 12th meeting.

May 2022 Treasurer’s Report Approval	
Motion: Councilperson Humphrey	Seconded: Councilperson Bohman
Roll Call	
Councilperson Bohman: Yes	Councilperson Thurman-Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Tanner: Yes
Councilperson Newman: Yes	Councilperson Livingood: Yes
Motion carried	

Order of New Business:

1. Law Enforcement Report
 - a. Report was provided to Council prior to the meeting for review by Sheriff Maines.
 - b. Sheriff Maines was not in attendance.
 - c. No comments from Council.
2. Fire Department Report
 - a. Report was provided to Council prior to the meeting for review by Chief Burton
 - b. Very low amount of burn calls during the month of May per Chief Burton.
3. KLC Investment Pool Fund Resolution – Purcell
 - a. Purcell: Read Resolution 001-2022. He also provided a summary of previous discussions and our eligibility under KRS65.240.
 - b. Discussion:
 - i. Livingood:
 1. Who would manage the fund?
 - a. McHolland: KLC has partnered with PNC Asset Management.
 - ii. Purcell: \$250,000 will be the initial investment.

Resolution 001-2022 Approval To Enter Into The KLC Investment Program	
Motion: Councilperson: Bohman	Seconded: Councilperson: Dusing
Roll Call	
Councilperson Bohman: Yes	Councilperson Thurman-Humphrey: Yes

Councilperson Dusing: Yes	Councilperson Tanner: Yes
Councilperson Newman: Yes	Councilperson Livingood: Yes
Motion carried	

4. Zoning Changes:

- a. Case 25 LLC – Ordinance No. 304-2022 (1st Reading)
- b. N Main St – Ordinance No. 304-2022 (1st Reading)
- c. Mayor Purcell conducted the 1st Reading of both Ordinances.
- d. Motion: Dusing to proceed with the 1st Reading.
- e. Second: Bohman
- f. Discussion:
 - i. Dusing gave some background and did ask for a quick turnaround of a meeting to conduct the 2nd Reading.
 - ii. Purcell: Next meeting could be 6/28 or even set up a Special Meeting at an earlier date.
 1. Dusing / Bohman: Tuesday: 6/21 – 5:30pm as a Special Meeting.
 2. Special Notice will be provided by the clerk.
- g. Tuesday (6/28) meeting will be cancelled.

5. Street Renovation Advertisement For Bid – Purcell

- a. Announced by Mayor Purcell
 - i. This package will include the following streets:
 1. Martin Court
 2. Leehi Court
 3. Pinhook Place / Mallard / Timberwood
 4. Eagle Creek Drive
 - ii. The bid will be priced as 1 complete package, but we will also seek individual pricing in case the costs do not fall within our budget.
- b. Motion to proceed with the bid process: Dusing
- c. Second: Bohman
- d. Council Member vote:
 - i. Yes: 6
 - ii. No: 0

Order of Old Business:

1. Oakwood Drive Project Status – Purcell

- a. Mayor Purcell:
 - i. History:
 1. Original 2 bids were rejected.
 2. Competitive Negotiations were conducted.
 - a. A new bid from Kyle Beach was accepted by Council
 - b. Engineer is Pre-Qualified by the Commonwealth
 - c. Contractor is Pre-Qualified by the Commonwealth as a vendor, but not as a contractor.
 - d. State received the application package on Monday (6/13).
 - e. The mayor will follow up with the state to expedite the approval process.
 3. Bohman: Was the contractor comfortable with the bid breakdown?

- a. Purcell: Yes, he stated he was comfortable with his bid details / breakdown.
 - 2. Proposals for Snow / De-ice Coverage for the City of Crittenden – Purcell
 - a. Mayor Purcell announced the city received 2 bids for this service.
 - i. City Council was provided the pricing from each vendor.
 - b. Motion: Bohman moved to accept Pro Innovations bid
 - c. Second: Newman
 - d. Discussion:
 - i. Livingood asked about the contract details.
 - 1. Purcell: The RFP will be the contract for Pro Innovations. Pro Innovations will provide the following services for the City of Crittenden roads:
 - a. Salt / Cinder spreading without plowing (Pre-Treatment) per round.
 - b. Salt / Cinder spreading in conjunction with plowing per round.
 - c. Services / readiness for winter conditions will begin October 1st, 2022 and extend through May 31st, 2023.
 - d. The city officials will rely on the vendor’s expertise for each winter event. City officials will be in constant communication w/ the vendor.
 - ii. Vote:
 - 1. Yes = 6 / No = 0.
 - iii. Salt bid / auction through the Commonwealth of Kentucky:
 - 1. City of Crittenden is on the bid list for 100 tons.
 - 2. Rates per ton:
 - a. Early Fill – prior to November each year: \$92.50 per ton.
 - b. Seasonal Fill – November through April each year: \$92.75 per ton.
 - 3. The salt building will be the storage facility. The fire department will clear out the store equipment.
 - 4. Mayor Purcell will contact Pro Innovations about storage assistance w/ a bobcat to push the salt into the building.
 - 5. This salt delivery will be on hand in case of a salt shortage to ensure our city roads are covered.
3. Post Office Dock – Purcell
 - a. Mayor Purcell referred to the proposal from the Contractor (Eric Walters Services) to fix the dock at the Post office.
 - b. The contract can start tomorrow (6/15).
 - c. The dock repair will include concrete work & fencing. A lift will not be installed by the city. The city has contacted USPS multiple times to understand what is needed. No feedback from USPS.
 - d. Motion to proceed with Eric Walters Services’ proposal: Livingood
 - e. Second: Bohman
 - f. Vote:
 - i. Yes = 6 / No = 0.
4. Completed Projects:
 - a. Mayor Purcell announced the completion of the following projects:
 - i. Street Signage Project – Phase 2
 - ii. 34 Pinhook Place Project Complete
 - iii. Decorative Seated Wall – City Building

- iv. New City Website
 - 1. www.cityofcrittendenky.com
 - 2. McHolland showed the new website on the screen for Council and our guests.
 - 3. McHolland reported that all meetings / agendas are now loaded. Our budget documents are now loaded. We will continue to ensure all records are available for Council's use as well as the public's use.
- 5. City of Crittenden Zoning / Economic Development Update – Dusing
 - a. 2 active points:
 - i. 491 Corp – A1 to Highway Commercial
 - 1. Neighboring address information was sent to the city attorney – Brandon Voelker on May 27th, 2022.
 - ii. Wolf Steel expansion:
 - 1. The city met with Paul Klinzing (Wolf Steel), Jamie Baker (Grant County IDA) and a representative from BVC Farms (Eichhorn) on May 27th, 2022 about a potential expansion of the existing plant for Wolf Steel.
 - 2. Mr. Klinzing will meet with one of the owners of Wolf Steel at the end of June in the plant here in Crittenden. He will reach out to the city if he needs anything further. Wolf Steel expressed how thankful they were for the support.
- 6. Part Time Maintenance Support – Purcell
 - a. Purcell:
 - i. I believe we need a part time maintenance support – on an hourly basis.
 - ii. The lake project is my primary focus / dam side – trees must be addressed.
 - iii. Asking for approval to add a person up to 20 hours per week:
 - 1. Motion to approve the added maintenance support: Bohman
 - 2. Second: Livingood
 - 3. Discussion:
 - a. Dusing: Who would this additional employee report to – Mayor or Maintenance Supervisor?
 - i. Purcell: The personnel policy would indicate the new employee would report to the Maintenance Supervisor.
 - b. Dusing: Reporting directly to the mayor is my preference.
 - i. Humphrey: I agree with Joe Dusing's preference – report to the mayor directly.
 - c. Dusing: Can this person utilize the prisoners?
 - i. Purcell: Yes
 - d. Humphrey: Will this person work w/ JD when needed as well.
 - i. Purcell: Yes, they will certainly will work together.
 - e. Livingood: Chain of command is going to be key.
 - f. Dusing: Will this person use his own truck?
 - i. Purcell: No
 - g. Purcell: This person will be used while JD is out or on vacation as well to fill in the gaps.
 - h. Bohman: Do we need to discuss salary?
 - i. Purcell: We were looking at \$27 per hour. No additional benefits will be included.

4. Vote:
 - a. Livingood / Humphrey / Bohman / Dusing: Yes
 - b. Newman / Tanner: No
 - c. Motion Carried
5. Humphrey:
 - a. Vacation time should be spread out throughout the year. The maintenance supervisor should not utilize more than 2 weeks per year during the mowing season.
 - i. Purcell agreed.
 - b. McHolland explained the current vacation benefit to full time employees and the timing of the vacation days that are awarded each year.
 - i. Humphrey: Vacation accrual needs to be reviewed. If employees receive 5 weeks of vacation in January, then that person quits in February, the city is stuck to pay out the benefit.
 - ii. Newman: the vacation benefit matches the Commonwealth of Kentucky employee benefits.
 - iii. Livingood: The IRS has the employee accrue the days throughout the year.

7. Meeting schedule:

- a. June 21st, 2022: Special Meeting was called by City Council. Meeting time: 5:30pm.
- b. June 28th, 2022: Meeting was cancelled.
- c. July 12th, 2022: Council meeting as required – 2nd Tuesday of each month.

Guest Question:

- Lance Robinson: Please explain the Hicks & Mann property on Violet Road that was given to the City of Crittenden.
 - Mayor Purcell: Provided the background of the donation of the land to the City of Crittenden. The city owns the Violet Road frontage and a portion of the lake on the south side & the south west corner of the lake along Waller Road.
 - The Lake project may be included into the Heritage Trail Project.
 - Architectural rendering was provided.
 - Details are in the works.
 - Fishing is open to the public.
 - Physical access to the lake is on the south / southwest side of the lake.
 - The surface of the entire lake is open to the public – standard state laws covering lake usage.
 - However, the public cannot access the lake or enter the private property / land on the north and northwest side of the lake – private property.
 - Mayor Purcell is meeting with Game & Wildlife later this week – 6/16/22.

Adjournment of meeting

Motion To Adjournment	
Motion: Councilperson Humphrey	Seconded: Councilperson Bohman
Roll Call	
Councilperson Bohman: Yes	Councilperson Thurman-Humphrey: Yes

Councilperson Dusing: Yes	Councilperson Tanner: Yes
Councilperson Newman: Yes	Councilperson Livingood: Yes

City Council Members Decided On The Following Meeting Schedule:

- **Special Meeting Called: June 21st, 2022 @ 5:30pm**
- **June 28th, 2022 Meeting was cancelled**
- **July 12th, 2022 meeting will be held as scheduled at 7:00pm**

Respectfully, Mayor Purcell

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