

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

Our Meeting Was Held In Person

**Call to Order** - Mayor Purcell

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

**Invocation**

**Welcome Guest**

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: Elisha Stecht	Guest: Leo Saylor
Guest: Michelle Tanner	Guest: Wayne Horn
Guest: Carolyn Horn	Guest: J Stephenson

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

- New Business:
  - Crittenden Baptist Church Community Center – Elisha Stecht
  - Fire Services - Roberts
- Old Business:
  - 208 Property Status - Dusing

July 13th, 2021 Agenda Approval	
Motion: Councilperson Humphrey	Seconded: Councilperson Bohman
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-6-22-21 – June 22rd, 2021

Corrections / Additions:

- None

<b>Meeting Minutes 6/22/21 Approval</b>	
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	

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

Discussion:

- Humphrey:
  - Is there an update on the draft audit for FY19-20?
    - McHolland: No update provided. June 1<sup>st</sup> estimated date was missed. I will send another follow up email to the CPA.
- McHolland:
  - The budget is updated through 6/30/21 for FY20-21 with actuals, however, some expenses for FY20-21 were paid in July, 2021. Before I close out FY20-21, I need to ensure all open appropriations are closed out.

<b>June 2021 Treasurer's Report Approval</b>	
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. Report provided via email and in the City Council packets
  - b. 989 Calls in June
  - c. Current community issue that took place at the Sunoco gas station. Per Sheriff Maines – Suspect is known and at large. The victim was not injured, but the victim is not known.
2. Fire Department Report
  - a. Report provided during the meeting.
3. Ordinance No. 300-2021 – Four Way Stop Intersection (Harvester Subdivision) – 2nd Reading
  - a. Read by Mayor Purcell.
  - b. Discussion: None

<b>Ordinance No. 300-2021 – Four Way Stop Intersection: 2nd Reading</b>	
Motion: Councilperson Martin	Seconded: Councilperson Roberts

Roll Call	
Councilperson Bohman: Yes	Councilperson Humphrey: Yes
Councilperson Dusing: No	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Tanner: Yes
Motion carried	

4. General Items – Purcell:

- a. Decorative street signs. Materials are received
  - i. Received bids from 3 contractor to install the poles.
    1. 3 bids in hand: 1. \$4,700 2. \$5,000 3. \$ 7,620
    2. Council requested a 4<sup>th</sup> bid from an additional contractor. This contractor will meet w/ Mayor Purcell @ 11am on 7/14/21.
- b. Crittenden Baptist Church Community Center:
  - i. Presentation given during the Council meeting by Elisha Stecht
  - ii. The presentation will be provided to the City Clerk for reference.
  - iii. City assistance is requested:
    1. Mass mailing to the residents of Crittenden to introduce the Youth center activities. The request was for the city office to provide addresses / stamps / envelopes for the mass mailing.
    2. Crosswalk to be installed across US25 linking Russell & Harlan
    3. Questions / Discussions:
      - a. Dusing: Very excited about the community center and youth program. Complements to Elisha and her team.
      - b. Dusing: Fundraising (501c3 is very important) / must pull in the businesses.
        - i. Mayor Purcell: I have 501c3 experience and will provide some help.
      - c. Dusing: Will you partner with Grant County parks & recreation?
        - i. Stecht: Yes, we may in the future after we kick off the program.
      - d. Dusing: Is the program for children only? Will senior citizens be included?
        - i. Stecht: At first, it will be kids focused, but we have had many discussions with Senior members.
      - e. Roberts: What ages will be covered with this group?
        - i. Stecht: 2<sup>nd</sup> grade through 12<sup>th</sup> grade.
    4. Input from a Crittenden resident: Crosswalks are very important! It may be better to have it closer to Melton Real Estate. Better visibility.
      - a. Purcell / McHolland – will call KY District 6 about adding this cross walk.
- c. Fire Services / Emergency Plan – Roberts:
  - i. Roberts: Emergency Plan for the City of Crittenden is necessary to protect the citizens from an event like we had in 2012.
  - ii. Roberts: Chief Burton will provide additional details:
    1. Chief Burton - Propose 2 step program:
      - a. Step 1:

- i. Procure / install backup generator at the city bldg. and the fire station.
    - ii. Both locations would become a command center type of outlets during a potential crisis that may occur.
  - b. Northern CIC – Chief Burton
  - c. 2012 – Emergency Issues during the tornado / processes need to be improved.
  - d. Current command center is in Williamstown.
  - e. Crittenden needs to have a plan so we are prepared.
    - i. Storm driven events / loss of power
    - ii. Crittenden would work in conjunction with county headquarters in Williamstown.
  - f. We have one generator donated to us from Fort Thomas. One new generator would have to be purchased. Both units would need to be installed and connected.
- 2. Chief Burton - Step 2:
  - a. 3 structures / locations would be needed.
  - b. Disposable cell phones
  - c. Portable tower
- iii. Discussions:
  - 1. Dusing - What is Les Whalen's role?
    - a. Burton - Les Whalen has looked into help finding grants that will help the entire county.
    - b. To date, Grant County has not been approved for grant assistance.
- iv. Purcell: We need to move forward w/ a committee of City Council members that can research the situation.
  - 1. Purcell: KRS 39B is a good place to start for this committee.

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

- 1. Crittenden EMS District – Burton
  - a. All paperwork is complete.
  - b. \$0.10 per \$100 of assessment value for Real Property in 2021
  - c. \$0.10 per \$100 of assessment value for Ad Volerum (Motor Vehicles) will start in Jan 2022.
- 2. Downtown Development Committee – Humphrey
  - a. Downtown Development & Incentive Program:
    - i. Packet reviewed during the meeting:
      - 1. Resolution was modified and approved by City Council.
      - 2. Introduction letter was reviewed and dates were set:
        - a. And ad will be placed in Grant County News to run 7/22/21.
        - b. Packets will be sent to all property owners – downtown area of focus:
          - i. N Main Street
          - ii. S Main Street
          - iii. Adjacent streets – within 1 block of Main St.
  - c. Dates / Timing of interest:

- d. Application due date: August 13<sup>th</sup>, 2021 by 4pm. Must be received by City Clerk.
  - e. Committee will review / score each application during the week of August 16<sup>th</sup>, 2021.
  - f. Committee will submit recommendations to City Council during the next meeting: August 27<sup>th</sup>, 2021.
  - g. All applications (approve or rejected) will be notified by letter.
  - h. All projects will have 60 days to complete the project and submit for reimbursement.
- b. Benches / Planters / Trashcans:
  - i. Humphrey will need some dimensions.
    - 1. Mayor Purcell will have JD measure each item.
    - 2. Measurements will be used to develop a plan for placement and installation.
- 3. Downtown Lighting Project – Bohman
  - a. No update
- 4. Oakwood Drive Project Status – Dusing
  - a. Purcell: I Spoke w/ Hicks & Mann:
    - i. Design is in process
    - ii. Working through the design with driveways that do not currently have culverts for water flow.
- 5. City Road Project – Roberts
  - a. Bid package for Harlan / Russell / Speed Humps in Harvesters is out.
    - i. One bid has been received by Hicks & Mann.
    - ii. All bids are due by 7/23/21.
    - iii. Unsealed bids will be opened during the next City Council meeting – 7/27/21.
- 6. 208 Property – Dusing
  - a. Dusing: Marketing has been turned over to the Economic Development Committee in Grant County. Has an update been provided to the city?
    - i. McHolland: I have not received an update.
  - b. Purcell:
    - i. We need to change the zoning first.
    - ii. We need a comprehensive plan.
    - iii. Dusing – is someone working on the comprehensive plan for the City of Crittenden?
  - c. Purcell:
    - i. We will invite the Economic Development Committee Chairperson (Jamie Baker) to our next meeting.
    - ii. I have received some input about Crittenden in general. Some businesses interested in the area are in need for a 10-acre piece of property. This does exist in the city limits at this point. Collaboration will be needed by multiple business owners.
    - iii. Would someone volunteer from City Council to start coordinating with the property owners adjacent to the 208 property?
  - d. Dusing: We need to continue investigating.
- 7. Executive Session pursuant to KRS 810.1C – Purcell
  - a. Motion: Martin
  - b. Second: Roberts

- c. All 6 City Council Members voted: Yes
  - d. Motion to go back into General Session: Tanner
  - e. Second: Roberts
  - f. All 6 City Council Members voted: Yes
8. Lee Burton – Fire Dept:
- a. Mr. Spanier was appointed to attend the board meeting each month to provide the city a representative.
  - b. Mr. Spanier has not attended the meeting over the past 6 months. A new representative is needed to attend.
  - c. Motion to name Adam Lantham as the city representative: Tanner
  - d. Second – Martin
  - e. All 6 City Council Members voted: Yes

**Adjournment of meeting**

<b>Motion To Adjournment</b>	
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

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

**Respectfully,**

**Mayor Purcell**

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