

City of Crittenden
City Council Meeting

September 14th, 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 Todd Cummins	Guest: Carolyn Horn
Guest: Jim Morris	Guest: J Stephenson

Agenda - Approval, subject to additions or deletions.

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

September 14th, 2021 Agenda Approval	
Motion: Councilperson Martin	Seconded: Councilperson Roberts
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-8-24-21 – August 24th, 2021

Corrections / Additions:

- None

Meeting Minutes 8/24/21 Approval	
Motion: Councilperson Dusing	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 - August 2021 to be approved.

Discussion:

- Humphrey - Budget questions – closeout of FY20-21
 - McHolland: Waiting for open expenses – audit costs / downtown development grant
- Humphrey - Audit status:
 - McHolland: Still waiting on Bramel Ackley.
 - McHolland: Bramel Ackley’s issue is the open response letters from the attorneys.
 - Mayor Purcell has called to push the CPA firm to complete the audit.
- McHolland - Moved monies to MM Fund
 - The Money Market Fund at Forcht Bank has a higher interest rate than the General Fund. The city has move \$500,000 to the MM Fund.
- Dusing – Does the Municipality Insurance Taxes come in all-in-one month?
 - McHolland: By law, each Insurance company is obligated to report collections each quarter throughout the calendar year. The latest quarter (2nd qtr) was May – June 2021. All payments came in at the end of July / early August. Qtr 3 (July – Sept) – payments will come into the office at the end of Oct / early Nov.

August 2021 Treasurer’s Report Approval	
Motion: Councilperson Bohman	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. Deputy Sheriff Cummins
 - i. FB Post read by Deputy Chief Cummins
 - ii. 911 call was made for a burglary – suspicious entry call made, not a burglary call.
 - iii. If the residents of Crittenden have an issue call the Sheriff asap instead of posting it to FB.
 - iv. 292 calls in the city of Crittenden last month.
 - v. Mayor Purcell asked who made this post?
 1. Cummins: Facebook post was made by Council Member Roberts

- vi. Mayor Purcell – I believe we need to review / discuss social media use for the City of Crittenden.
- vii. Martin: Was the car was ever located?
 - 1. Cummins: The resident never called 911 dispatch.
- 2. Fire Department Report
 - a. Chief Burton:
 - i. Significant increase in Covid cases – adult & child
 - ii. The CFD will continue tracking these numbers.
- 3. General Items – Purcell:
 - a. Code Enforcement / ABC Officer Resignation – Purcell
 - i. Resignation letter from Mandy Kinley was read by Mayor Purcell
 - ii. Motion to accept the resignation:
 - 1. Motion: Humphrey
 - 2. Second: Bohman
 - iii. All 6 Council Members voted: Yes
 - b. ARPA Zoom Meeting – KLC: 9/15/21 @ 2pm-4pm – McHolland
 - i. Mayor Purcell announced the meeting and McHolland described the intent behind the meeting.
 - c. Street / Sidewalk Repairs:
 - i. Sidewalk on Pinhook – Purcell
 - 1. Work should be done this week.

Order of Old Business:

- 1. Ordinance No. 297-2021: 2021 Property Tax Rates – 2nd Reading
 - a. Ready by Mayor Purcell.
 - b. Discussion:
 - i. Bohman: Does this rate include the Compensating Rate plus 4%?
 - ii. Purcell: No, this rate for Real Property tax and Tangible (Personal) Property tax are the compensating rate as determined by the NKADD.
 - 1. Real Property Tax Rate for 2021: .173
 - 2. Tangible (Personal) Tax Rate for 2021: .181
 - iii. McHolland: This tax ordinance does not include the Crittenden Ambulance Tax District.

Ordinance No. 297-2021: 2021 Property Tax Rates – 2nd Reading	
Motion: Councilperson Dusing	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	

- 2. Road Resurfacing Project Status: Harlan / Russell / Harvesters Speed Humps – Purcell
 - a. Letter of intent was signed by Eaton Asphalt
 - b. Martin: Please add project / schedule to the city website when it is available.
- 3. Crittenden Ambulance District – Burton

- a. Burton: We nearly had an issue with the tax billing process.
 - i. Sheriff Mains found the tax listed on his draft of the tax bill from the software company for 2021.
 - ii. Mayor Purcell / Clerk McHolland clarified the issue with Sheriff Maines.
 - 1. This item will be removed for the county tax bill.
 - iii. Clarification was completed between Grant County Clerk Clemons, Lee Burton, and Clerk / Treasure McHolland
 - iv. City of Crittenden Clerk / Treasurer McHolland will handle the tax bills, collection and distribution for the Crittenden Ambulance District.
 - b. Dusing: Did Dry Ridge get paid for the 1st Quarter of 21-22?
 - i. Burton: No, we have not had our first meeting as of yet.
 - c. Dusing: Is Dry Ridge aware of the timing?
 - d. Burton: They are aware, but I have not talked to Mayor Greg
 - e. Dusing: I believe we owe Mayor Brockman a phone call.
 - f. Burton: I have called Ken Little and I am sure he has notified the Mayor.
4. Downtown Development Committee – Humphrey
- a. Humphrey – general update was provided!
 - b. McHolland – we have not received any requests for reimbursement as of yet.
5. Downtown Lighting Project – Bohman
- a. The City followed up with Duke Energy for timing / progress.
 - b. Duke Energy is in design phase of the project.
 - c. Once Duke is done with the design phase, coordination with KYTC will begin. A permit with KYTC is required for any state road – US25 / KY491.
6. Oakwood Drive Project Status – Dusing
- a. Dusing: Final design was reviewed
 - b. Dusing: We are waiting for District 6 approval for the grant process.
 - c. Humphrey: Do you like the new design package?
 - i. Dusing: It is a much more robust design.
 - d. Humphrey: Any guess on how long it may take?
 - e. Dusing: Concerns over costs and contractor availability!
7. General Items – Purcell:
- a. Decorative street signs – Purcell
 - i. All hardware is on order – estimate eta 9/24/2021.
 - ii. Signs will be ordered once we determine the proper size: 9”x36” may be the size, but we need to check.
 - iii. Black signs / White lettering.
 - b. Post Office Basement Status – Purcell
 - i. Leo Saylor has given us an estimate on basement renovation / bathroom upgrade.
 - ii. McHolland is waiting for Frankfort – follow up end of September.
 - iii. Roberts: is the ramp ADA compliant?
 - 1. Purcell: it is not, but Bias (Frankfort contact) believes an existing ramp does not have to meet ADA standards.
 - iv. Dusing: What is the ROI?
 - 1. How much longer will we own that building?
 - 2. Purcell: Lease w/ USPS until 2025

- 3. McHolland: we should wait on the Frankfort.
- v. Roberts: How fast can Leo Saylor do the project?
 - 1. Purcell: Right away, but he did not give a schedule.
- vi. Purcell: The basement would need to be fixed up for any type of future use, but ADA compliant bathroom may not be necessary.
- vii. Tanner: Do we have the parking spaces available?
 - 1. Purcell: It would be tight and the post office will have to provide spaces.
- viii. Bohman: Look at total cost's vs ADA compliant = ROI evaluation.
- ix. Purcell: Should we pay him for his estimates?
 - 1. Council: Yes, we agree he should be paid for design / estimate work.
- c. LED Bulb Change Out status – McHolland
 - i. Schedule update was provided – should be done by the end of September.
- d. Grant County Planning Commission:
 - i. Mtg minutes were provided.
 - ii. Dusing:
 - 1. Start a sub-committee: Dusing, Roberts & Bohman will be on the sub-committee.
 - iii. The sub committee will bring back suggestions to the Council for consideration.
 - 1. Possible update by next Council meeting. Depending on availability of information.
- e. Christmas Decorations – Roberts
 - i. A&A Safety Christmas Banners estimate was provided by Roberts before the meeting.
 - ii. Qty of 35 / \$64 per flag.
 - iii. Martin: The Veterans Banner hang from May (Before Memorial Day) – Nov (After Veterans Day) 2021
 - iv. Christmas Banners: the supplier will take 10-15 days to make them.
 - v. Sub-committee was created: Humphrey / Bohman / Roberts
 - vi. Humphrey: Downtown Development Budget will cover this cost.
 - vii. Roberts: The sub-committee will have a report on October 12th, 2021.
- f. Harvesters' signage / stop signs – materials were picked up today by JD Dezarn. Installation will take place this week.
- g. Grant County Sheriff Department - Cummins - Radar Trailer is unrepairable

Adjournment of meeting:

Motion To Adjournment	
Motion: Councilperson Tanner	Seconded: Councilperson Martin
Roll Call	
Councilperson Bohman: Yes	Councilperson Humphrey: Yes
Councilperson Dusing: Yes	Councilperson Martin: Yes
Councilperson Roberts: Yes	Councilperson Tanner: Yes

Next City Council Meeting September 28th, 2021 @ 8pm

Respectfully,

Mayor Purcell

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