

City of Crittenden
 City Council Meeting
 Crittenden City Meeting
 September 1st, 2020
 7 pm

Council for the City of Crittenden met for its regular meeting in person while abiding by COVID-19 restrictions.

Attendees:	
Mayor Camilla “Kay” Patton	Councilperson Danny Martin
Councilperson Joe Dusing	Councilperson Todd Roberts
Councilperson Jim Purcell	City Attorney Alex Edmondson
City Clerk / Treasurer Shawn McHolland	Maintenance Supervisor James Dezarn
Guest: Michelle Bohman	Guest: Lance Robinson
Guest: Jerry Stephenson	Guest: Debbie Steinhauser
Guest: Chief Deputy Sherriff - Todd Cummins	Guest: Fred Spanier
Guest: Amanda Roberts	
Absent From The Meeting For Personal Reasons:	
Councilperson Jennifer Thurman-Humphrey	Councilperson Paula Lowery

Mayor Patton **Called the Meeting to Order** at 7pm

Mayor Patton led the room in the **Pledge of Allegiance to the U.S flag**

Invocation was provided by Shawn McHolland

Guests were welcomed and asked to sign in as attendees.

Agenda Approval – September 1st, 2020: Subject to additions or deletions:

- New Business: Additions:
 - Stop Signs – Todd Roberts
 - New Business / Planning meeting – Danny Martin
 - Productivity Reports – Todd Roberts
- Old Business: Additions:
 - 2020-2021 budget – Danny Martin
 - Mayor / ABC Coordinator Dual Role Concern – Jim Purcell

Sept 1st, 2020 Agenda Approval	
Motion: Councilperson Purcell	Seconded: Councilperson Roberts
Roll Call	
Councilperson Danny Martin: Yes	Councilperson Dusing: Yes
Councilperson Thurman-Humphrey: absent	Councilperson Lowery: absent

Motion carried

Meeting Minutes - Approval: August 4th, 2020: Subject to additions or deletions:

- 208 Property: add a comment section 1.a.iv:
 - Martin stated the bush hog process will not see the existing stakes. The city needs to add poles over the stakes so the bush hog vendor will not run over them.
 - Mayor Patton asked James Dezarn to install the poles / spray paint them a color so it is obvious to the vendor at each location.
 - Mayor Patton will contact Jim Simpson for coordination purposes.
- Motion to seek ouster & criminal charges against Mayor Patton:
 - Martin stated, the term Civil needs to be added to the title of the motion.
 - During Roll Call – Mr. Dusing presented the motion and his name was incorrectly entered twice. Mr. Martin should be listed under the roll call with an answer of “yes”.
- Oakwood Drive Project:
 - Section 3.a.i.: Martin requested to add the following details to the meeting note: June 26th was changed to June 29th without public notice.

August 4 th , 2020 Meeting Minutes Approval With Additions	
Motion: Councilperson Martin	Seconded: Councilperson Purcell
Roll Call	
Councilperson Roberts: Yes	Councilperson Dusing: Yes
Councilperson Thurman-Humphrey: absent	Councilperson Lowery: absent
Motion carried	

Treasurers Report: Delivered by City Clerk / Treasurer McHolland

- Balances of both accounts: General and Road Aid were provided.
- Total of the Certificates of Deposit was provided – unchanged from July ’20. Maturity dates did not expire.
- Open discussion took place over the reconciled register for the General Fund. No concerns went unanswered, no issues to research.
- City credit card statement was provided with a summary sheet. McHolland explained a couple of the expenses. No issues to research.
 - Budget FY21: McHolland described the current status of the budget updates. The format required by council is clear – additional line item details and tracking on a monthly basis. McHolland needs some clarification on a few items, a separate meeting will be held on September 8th, 2020 at 7pm. This meeting will

be open, but the lead people in the meeting will be City Clerk / Treasurer McHolland, Councilperson Dusing, Councilperson Humphrey and Mayor Patton. The goal of the meeting is to ensure accuracy, line by line, since the current clerk was not present during the development of the requested changes.

- Councilpersons Dusing & Purcell – the meeting on September 8th, 2020 will a continuation meeting of this City Council Meeting.
 - Mayor Patton asked, will votes be taken at the Continuation meeting called by Councilpersons Dusing & Purcell?
 - Councilperson Purcell stated, yes, they will be voting Tuesday night, September 8th, 2020 in the Continuation meeting.
 - Mayor Patton, asked, should this meeting be called a Special Meeting if votes will be taken.
 - Councilperson Purcell stated, you can continue the regular meeting.
 - Resident Lance Robinson asked, is the meeting public so I can attend?
 - Councilperson Purcell answered, yes, it is open to the public.

September 1 st , 2020 Treasurer’s Report Approval With Stipulations	
Motion: Councilperson Dusing	Seconded: Councilperson Purcell
Roll Call	
Councilperson Roberts: Yes	Councilperson Martin: Yes
Councilperson Thurman-Humphrey: absent	Councilperson Lowery: absent
Motion carried with stipulations:	
<p>Motion approved the Revenue and Expenditures portion of the report. Action item / stipulation must be completed within a reasonable amount of time. City Clerk / Treasurer McHolland will meet with the team, clarify any and all questions and/or concerns during the meeting on September 8th, 2020. Post meeting the FY21 Budget will be completed and shared w/ Council, the Mayor and the public including posting the budget in the Grant County News.</p>	

Order of New Business

1. Mayor Patton request to Council:
 - Create an ordinance for an Economic Recovery Fund to assist small businesses located within the city which were effected Covid- 19 crisis.
 - The Mayor is creating a board which consists of:
 - Mayor
 - City Clerk / Treasurer
 - Two (2) members of Crittenden City Council
 - Chamber of Commerce Executive Director
 - One (1) Crittenden Advisory Board Member

- CARES Act: Total value available to the City of Crittenden was \$280,000
 - Previous PPE purchase totaled \$12,000. PPE was purchased by Crittenden for the following entities: Crittenden, Dry Ridge, Williamstown, Corinth and Grant County. Appropriate reimbursement is in process.
- Mayor Patton asked City Council: Would council like to move forward with this gesture for the small business owners in the City of Crittenden?
- Open floor for questions and answers:
 - Martin – Is there any rules that it can be used for?
 - Mayor Patton – yes, the information from the State of Kentucky is well detailed. For example: qualified Small business owners.

 - Martin – Can this include Police, Fire Department and EMS?
 - Mayor Patton – Yes, depending on value of monies already budgeted for such entities.

 - Martin - Is the money in hand from the State of Kentucky?
 - Mayor Patton - City of Crittenden does not have the money in hand. Each city must follow the process and submit the request to the State of Kentucky.
 - McHolland - Added, the requirements are well documented in the current ordinance. The form that each entity is required to fill out and submit demonstrates the hinderance felt by the shut down and details losses incurred.

 - Martin - Who is the administrator of the documents and monies?
 - Mayor Patton – The board mentioned earlier will administer the entire process.
 - Edmondson - The ordinance also details out the percentage breakdown for category.

 - Edmondson - Is there a deadline? Looks like it is first come first serve?
 - Mayor Patton - Funds expire at the end of this year; December 31st, 2020. Unsure on the prioritization order. Percentage breakdown by category will provide a max amount.

 - Dusing - Can we add a paragraph on the flow of information / monies?
 - Mayor Patton – Monies will be provided from the State of Kentucky to the City of Crittenden, then the City will distribute the funds.

- Dusing - Section 3: Strike the entire line. We do not want the flexibility of adding monies to each category.
- McHolland – Section 3 allows each city the flexibility to support its constituents. Meaning, if we have a larger need (more businesses) in one category than another category, then we can move monies to cover the need. The cap or max of \$280,000 total cannot be modified. Section 3 allows the board to be flexible and support the community.

- Roberts - Section 1 – lines #3 and #6 should be removed.
- Mayor Patton & McHolland – McHolland misunderstood the request, lines 3 and 6 are not necessary for our city. Both will be removed.

- Roberts - Can the city pull together a package of necessary materials to share with Council?
- Mayor Patton – Yes, the CARES Act package is in the office. The Council members are welcome to all materials.

- Martin - Can churches receive support as well - our local churches were shut down (face to face) longer than most business?
- Mayor Patton – I am not sure, but that is a good question, we will check.

2. Stop Signs (new) – Todd Roberts

- Top includes the following areas:
 - Harvesters
 - Greenview Drive
 - Eagle Creek Subdivision
- Roberts:
 - A video was shared on social media that demonstrated the significant speeding issue at the Harvesters.
 - The issue is known and we need to act asap.
- Open floor for questions and answers:
 - Guest: Lance Robinson:
 - Speeding issue was just one example of the blatant issue seen at the Harvesters.
 - Not only is this an illegal act, but are biggest concern is for our children in the area. At any give time, 20+ children are playing in the area. They are taught by their parents to stay out of the street, but kids are kids. We as the parents need help from the City of Crittenden and law enforcement. This is a huge safety issue in our community.

- The main road is an issue, but the back-road area is just as bad as well.
- Roberts - Speed bumps are needed. Possibly removable speed bumps are a solution.
 - Robinson - Speed humps were in the neighbor, but were removed, scraping the bottoms of cars.
 - Martin – possible solution may be the speed strips that rumble the car.
 - McHolland – back to the example of Union, KY, the speed humps are designed like a speed table – include / flat section / decline. General 20 mph to 25 mph, most vehicles have zero issue – when you exceed the limits, then you will scrape the hump. That is the idea behind the installation. I will call the City of Union for advice, design and a potential contractor.
- Robinson – The primary Issues occurs between 5pm – 3am. The normal offenders know when the police officer is on duty sense, we only have one designated for Crittenden.
- Mayor Patton - How many citations are written in Crittenden?
- Chief Deputy Sherriff Cummins – I do have the information in hand, but I will research it and send it to you as soon as I can.
- Mayor Patton – The issue on coverage from the Sheriffs Department is well known, but we need answers and support. We must protect the residents of Crittenden.
- Chief Deputy Sherriff Cummins – We understand your situation Mayor Patton and we are working on the staffing issues. We have hired an experienced officer (~20yrs of experience) and he start soon. Also, we have 2 trainees nearly completion of their training and will add to our staff.
- Dusing – how long is an officer under contract with the Sheriff's department?
- Chief Deputy Sherriff Cummins – 2 years.
- Dusing – Can this be lengthened to 3 or more?
- Chief Deputy Sherriff Cummins – standard timing within most police forces is 2 years. We cannot pay what over counties can afford to pay their officers, so we have a tough finding any experienced officers. If we increase the time period, our staffing issues will get worse.

- Roberts: Reported – costs incurred to date is about \$300. This does not include the costs for the signage. A complete list was provided on total quantities. Estimated, after signage costs, we may have ~\$1,200 remaining in the budget to do speed humps or bumps.

3. Planning & Goal Setting Meeting – Danny Martin:

- Martin – moving forward, I suggest we start setting goals and plans for the future of Crittenden.
- Martin – If a project comes to the attention of Council or the City Office, we need to start coordinating projects together.
 - Mayor Patton - Do you have any examples?
 - Martin – The USPS box cover project is one example.
 - Mayor Patton – The issue was communicated and the City took action to repair a situation that we were legally obligated to resolve.
- Martin – If Council was engaged in that project, we could have assisted.
- Martin – I want the team to start planning for the future projects together.

4. Productivity Reports – Todd Roberts:

- Roberts - New ordinance has been started:
 - Creating the position of Director of Public Works and Setting forth the various responsibilities:
 - 83a.130 – Council by Ordinance can assign duties to furnish a monthly report to Council to address progress.
- Edmondson -
 - For example: The City Clerk / Treasurer has roles spelled out by statutes.
 - The responsibility of the current maintenance role is held by James Dezarn.
- Martin - how does this change the personal policy?
 - Edmondson: This ordinance will provide the framework of each role. As discussed in past City Council meetings, the City Personal Policy truly needs to be updated to meet the current demands and standards of today's environment.
- Mayor Patton – With the additional responsibilities, the city will need to add a part time person to the staff to handle this workload.

5. Amendment to Ordinance 20.208B:

- First Reading was completed.
- Background of the amendment: Change the regular City Council meeting night to the 2nd Tuesday of each month at 7pm. Additional details are found within the Ordinance amendment.
- 2nd Reading will take place on October 6th, 2020.

6. Law Enforcement Report:

- Chief Deputy Sherriff Cummins –
 - New candidate was hired. Hiring issue resolution is in the works.
 - Additional experienced deputy is starting this week.
 - The City of Crittenden still has coverage. Deputies are assigned to cover Crittenden on a 24/7 basis. 1 Deputy will be in Crittenden at all time unless an emergency occurs elsewhere that requires assistance.
 - In 8 weeks: Our shortage of 4 deputies will be cleared up and back to budgeted levels.
 - Clerk to provide his email to Sheriff for reporting.
- Dusing: How often do your new candidates complete the 2 year contracted obligation?
 - Chief Deputy Sherriff Cummins: all candidates but 1 have stayed at least 2 years.
 -

7. Fire Department Report: Chief Burton is out sick.

Order of Old Business:

8. Mayor Patton: Opening of the Sealed bids for Recycle Bin Project

- One bid was received:
 - Thumbs Up Construction - \$77,390.
- McHolland - Budget: \$2,000
- Martin – We need look at another location.
 - Martin: Find a location with pre-existing concrete / asphalt.
- Martin: Do we really need a fence?
 - Mayor Patton – building code of Grant County was provide – including a fence.
- Dusing: Are they really recycling the materials? I spoke with a friend of mine who worked in the industry for a long time. Most of sanitation companies provide a feel good mentality for the residents who recycle, but the recycled material normally just goes to the landfill. China is no longer buying recycled materials. Their just not a demand for the materials.
 - Mayor Patton – I spoke with our contact (Tom) at Republic Services. He guaranteed to me that they do send recycled materials to the appropriate locations.

9. Mayor Patton: Opening of Sealed Bids for Oakwood Drive Project.

- One bid was received.
 - Brass Eagle: \$222K
 - Original bid was in the range of \$159k

- We will compare the original bid to new bid.
- This topic is tabled for discussion to the meeting held on September 8th, 2020. This will take place after the budget review.

10. Mayor Patton: Scope of work needed from council on landscaping for 208 property.

- Martin: concerned with how late we are in the season.
- Roberts: bush hog
- This topic is tabled for discussion on September 8th, 2020.

11. Mayor / ABC Coordinator Dual Role Concern – Purcell:

- Purcell - Council met with the Kentucky State Police and the Sheriff’s Department.
- Purcell – Stated, the Kentucky State Police and Sheriff’s Department spoke with the prosecutor, the prosecutor is waiting for a Civil order before they take it to the Grand Jury.
- City Council will bring legal counsel to the September 8th, 2020 to continue this process of Civil and Criminal charges.
- Mayor Patton asked if her personal legal counsel may be present as well.
 - Councilperson Purcell agreed to permit Mayor Patton’s legal counsel presence.
- Purcell – this is not a Special Meeting. The public is able to be in the meeting.
- Mayor Patton informed the Public that the position of A.B.C. Administrator is paid up to \$15,000 per year, I was paid \$3,000 in total for the additional position.

12. 2020-2021 budget – Martin:

- City Clerk / Treasurer McHolland stated his work will continue on the matter. The team (detailed earlier) will meet at 7pm on September 8th, 2020 as a working detail meeting to ensure Council requirements are understood and achieved.

Adjournment of meeting:

September 1 st , 2020 Adjournment of Meeting	
Motion: Councilperson Purcell	Seconded: Councilperson Martin
Roll Call	
Councilperson Roberts: Yes	Councilperson Dusing: Yes
Councilperson Thurman-Humphrey: absent	Councilperson Lowery: absent
Motion carried – Meeting Adjourned at 9pm	

Next Council Meeting October 6, 2020 @ 7pm (**Subject to change depending on the vote of amendment**).