

City of Crittenden
City Council Meeting
November 14th, 2023 @ 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 Leo Saylor	Councilperson Ange Morris
Councilperson Bobby Tanner	Councilperson Michelle Bohman
Councilperson Greg Livingood	City Clerk / Treasurer Shawn McHolland
Guest: Jerry Stevenson	Guest: Michelle Tanner
Guest: Debby Lucas Angel	

Agenda - Approval, subject to additions or deletions.

- New Business – Additions:
 - Rachel Robinson – Landscape Design Proposal
 - Flag Pole – Post Office
 - Code Enforcement Board – Add an Alternate Member
 - 208 Property Clean Up Proposal
- Old Business - Addition:
 - Nature Park

November 14th, 2023 Agenda Approval	
Motion: Councilperson Bohman	Second: Councilperson Livingood
Roll Call	
Councilperson Bohman: Yes	Councilperson Morris: Yes
Councilperson Livingood: Yes	Councilperson Tanner: Yes
Councilperson Dusing: Yes	Councilperson Saylor: Yes
Motion carried	

Minutes: To be Approved

- M-10-10-23 – October 10th, 2023

Corrections / Additions:

- None

October 10th, 2023 Meeting Minutes Approval	
Motion: Councilperson Saylor	Second: Councilperson Livingood
Roll Call	
Councilperson Bohman: Yes	Councilperson Morris: Yes
Councilperson Livingood: Yes	Councilperson Tanner: Yes
Councilperson Dusing: Yes	Councilperson Saylor: Yes
Motion carried	

Treasurers Report – October 2023 to be approved.

Discussion:

- Dusing:
 - The project this year went really well, did you see any significant change orders on any of the projects?
 - McHolland: Minimal change orders for any of the projects. Oakwood Drive and the Nature Park had a couple small City requested changes. No added costs were seen for the Street Rehab Project.
- Livingood:
 - Could you please provide a summary on remaining ARPA funds?

October 2023 Treasurer’s Report Approval	
Motion: Councilperson Bohman	Seconded: Councilperson Morris
Roll Call	
Councilperson Bohman: Yes	Councilperson Morris: Yes
Councilperson Livingood: Yes	Councilperson Tanner: Yes
Councilperson Dusing: Yes	Councilperson Saylor: Yes
Motion carried	

Order of New Business:

1. Law Enforcement Report
 - a. Report was not provided by the Sheriff’s Dept. prior to the meeting. We assume they are having the same software issue.
 - b. No discussion.
2. Fire Department / Crittenden AMB Tax District Report
 - a. Fire Dept report was provided during the meeting.
 - i. Fire Dept Christmas Parade will be held on December 16th, 2023 this year.
 - ii. Fire Dept made the request for approval to use the city streets for the parade.
 1. Council gave their approval, but the only question was do you have all of the permits?
 - a. Burton: Yes, we have everything covered!
 - b. Crittenden AMB Tax District Report was provided at the meeting.
 - i. Burton: Next meeting on Monday (11/20) as normally planned.

- ii. First check from City of Crittenden collection was provided on 10/31/23. 2nd check will be provided tomorrow (11/15).
 - iii. County Wide Emergency District?
 - 1. Purcell - Any update on this from the County?
 - 2. Burton – No sir, no update from the County.
- 3. Grant County Economic Development Report – Baker
 - a. Brownfield Federal Grant: Crittenden: Barrett Paving property and the downtown vacant building (Barnhill bldg.) have been included.
 - b. Tourism grant funds for the Nature Park from Grant County Tourism may be available to the City of Crittenden. Application was given to the City of Crittenden today for submittal.
 - c. Industrial Park Sign at Miller Drive. We are looking at a new sign for the Industrial Park.
 - d. Grant from Duke Energy (\$25k) to enhance the community development is available. This was publicized on the City website.
 - e. Grant County community calendar will be coming soon for 2024.
 - f. Heritage Trail progression and coordination has continued, the grant process is cumbersome and we are coordinating with KYTC District 6. Coordination with KYTC District 6 is due to the state project of widening of US 25.
 - g. Kiwana’s Auction is coming up in December.
- 4. ORDINANCE NO. 323-2023 – Zoning Change R3 to HC – 2nd Reading – Purcell
 - a. Discussion: None

ORDINANCE NO. 323-2023 – Zoning Change – R3 to HC - Approval	
Motion: Councilperson Dusing	Seconded: Councilperson Bohman
Roll Call	
Councilperson Bohman: Yes	Councilperson Morris: Yes
Councilperson Livingood: Yes	Councilperson Tanner: Yes
Councilperson Dusing: Yes	Councilperson Saylor: Yes
Motion carried	

- 5. Office Holiday Schedule – Thanksgiving / Christmas / New Years – Purcell
 - a. Thanksgiving Holiday: Closed 11/23 (Thursday) and 11/24 (Friday).
 - b. Christmas Holiday: Closed 12/22/23 (Friday) and Closed 12/25/23 (Monday).
 - c. New Year's Day: Closed 12/29/23 (Friday) and 1/1/24 (Monday).
- 6. Rachel Robinson Design Landscape Architect (RRDLA) Proposal
 - a. Purcell: The proposal was forwarded to all City Council members for review.
 - b. Livingood:
 - i. What is the goal for the City under this proposal?
 - ii. Purcell: Develop a Master Plan for completion of the park. This plan could spread over years.
 - 1. Boone County Arboretum was a goal that I mentioned to Mrs. Robinson.
 - c. Dusing:
 - i. I am concerned with paying the architect for work that was already performed by Hicks & Mann. For example: Phases 2-4 in the proposal.
 - ii. I think a lot of the work can be done by using Google Earth.
 - iii. I am concerned we will receive another KLC packet that we cannot use for construction.
 - d. Livingood:
 - i. Is she willing to negotiate the scope / cost of the proposal?

- ii. I do believe using an expert is a good idea to create a solid plan.
 - e. Purcell:
 - i. Any further discussion?
 - ii. Bohman:
 - 1. Are we looking to implement a plan over years or have it completed in the next year.
 - iii. Purcell:
 - 1. The property is owned by the City. Today, the city could sell the property tomorrow for a development.
 - 2. Or, this council can make this a permanent park. This is a consideration that needs to be set going forward.
 - iv. To summarize:
 - 1. I will contact Mrs. Robinson and ask her to revise her proposal: keep phases 1 and 5, but remove phases 2, 3 and 4.
 - 2. I will also seek another landscape architect for a comparison proposal.
 - 3. Lastly, Council needs to provide direction on how we should handle the park going forward:
 - a. Make it an official park to include as a taxing district with a board.
 - b. Or just keep it as it is today?
 - f. Saylor: Are we doing snow removal for the walkway? Parking lot?
 - i. Purcell: At this time, the park has not been added to the scope of the vendor. We do not intend to clear the walkway.
 - ii. Should we check with the City of Dry Ridge to see what is provided by the city?
7. Flag Pole – Post Office:
 - a. Proposal from Speier - hard copy of the proposal was provided by Mayor Purcell. Cost: \$2,085.95.
 - b. Discussion included the history of maintenance issues with the current flagpole.
 - c. Approval to proceed was received by City Council
 - d. The open question is, what should we do with the existing pole and base? Mayor Purcell will research options.
8. Code Enforcement Board – Add an Alternate Member for The Board.
 - a. Joseph Spahn was the suggestion of Mayor Purcell:
 - i. Retired law enforcement officer. He has lived in the city for 20+ years.
 - ii. Motion to appointed Joseph Spahn as the add an alternate to the board: Morris
 - iii. Second: Saylor
 - iv. Council approved by signature. Vote: 6-0 Yes – Motion Carried
9. 208 Property Clean Up Proposal from Pro Innovations: \$22k – Hard copy provided by Mayor Purcell.
 - a. Motion: Bohman to approve 22-975 proposal.
 - b. Second: Saylor
 - c. 6-0 Yes - Motion carried.

Order of Old Business:

- 1. Oakwood Drive Project Update – Purcell
 - a. The project is complete.
 - b. Excellent project by Reigler Blacktop.
 - c. The city office received numerous positive calls from the residents on Oakwood Drive.
 - d. Final invoicing is not complete - McHolland
- 2. Crittenden Nature Park Project Update – Purcell
 - a. Project (Phase 1) is complete.
 - b. Excellent project by Pro Innovations.

- c. Final invoice was just received and paid.
- 3. Duke Energy LED Decorative Lighting Project Update – Purcell
 - a. Revised bid proposal was received from Duke Energy for the LED change out for the decorative street Lights.
 - b. The original bid in 2021 was \$67k. The current bid in 2023 was \$48k.
 - c. Motion to proceed with this project from Duke Energy: Bohman
 - d. Seconded: Morris
 - e. 6-0 = Yes – Motion Carried.
- 4. Nature Park:
 - a. Purcell – We have a few tasks to accomplish in the near future:
 - i. Trash Can / Bench Installations – I will gather costs and notify council.
 - ii. Add / Install Barrier to keep vehicles from entering park with their motor vehicles – I will gather costs and notify council.

Next City Council Meeting November 28th, 2023 @ 7pm:

- City Council determined this meeting is not necessary. 11/28 meeting was cancelled.
- Next City Council meeting will be held on December 12th, 2023 @ 7pm:
 - Motion: Dusing
 - Second: Livingood
 - All 6 Council Members voted: Yes

Adjournment of meeting

Motion To Adjournment	
Motion: Councilperson Livingood	Seconded: Councilperson Morris
Roll Call	
Councilperson Bohman: Yes	Councilperson Morris: Yes
Councilperson Livingood: Yes	Councilperson Tanner: Yes
Councilperson Dusing: Yes	Councilperson Saylor: Yes
Motion Carried	

Respectfully,

Mayor Purcell

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