City of Crittenden

City Council Meeting

September 8th, 2026 @ 7pm

Meeting Minutes

Call to Order - Mayor Purcell

Pledge of Allegiance to the U.S flag

Invocation

Welcome Guest

Attendees:	
Mayor Jim Purcell	Councilperson Ange Morris
Councilperson Bobby Tanner	Councilperson Michelle Bohman
Councilperson Leo Saylor	Councilperson Joe Dusing
City Clerk & Treasurer Shawn McHolland	Guest: Fire Chief Alex Cole
Guest: Blake Madden	Guest: Joe Taylor
Guest: Jean Centers	Guest: Terry Centers
Councilperson Bobby Newman (Absent)	

Agenda - Approval, subject to additions or deletions.

- New Business:
    - Municipal Order # 01-2026: Employee Handbook Section 7 – Add Maternity Leave Policy
- Old Business:
    - None

September 8th, 2026 Agenda Approval	
Motion: Councilperson Morris	Seconded: Councilperson Saylor
Roll Call	
Councilperson Bohman: Yes	Councilperson Morris: Yes
Councilperson Newman: Absent	Councilperson Tanner: Yes
Councilperson Dusing: Yes	Councilperson Saylor: Yes
Motion carried	

Minutes: To be Approved

- M-SM-8-27-26 – August 27th, 2026
    - Corrections / Additions:
        - None

August 27th, 2026 Special Meeting Minutes Approval	
Motion: Councilperson Saylor	Seconded: Councilperson Bohman
Roll Call	
Councilperson Bohman: Yes	Councilperson Morris: Yes
Councilperson Newman: Absent	Councilperson Tanner: Yes
Councilperson Dusing: Yes	Councilperson Saylor: Yes
Motion carried	

Treasurer's Report: August 2026 to be approved.

- Discussion:
  - McHolland:
    - The Certificate of Deposit at Forcht Bank will mature next month (October 2026).
      - If the interest rate stays the same or even goes up, we would like to roll it over into a new 5-month CD. Keep the money in the local bank.
  - Dusing: Are you still happy with the investment fund through KLC & PNC Bank?
    - McHolland: Yes sir, we are very happy with the investment fund!
      - Dusing: That was an excellent idea!

August 2026 Treasurer's Report Approval	
Motion: Councilperson Dusing	Seconded: Councilperson Morris
Roll Call	
Councilperson Bohman: Yes	Councilperson Morris: Yes
Councilperson Newman: Absent	Councilperson Tanner: Yes
Councilperson Dusing: Yes	Councilperson Saylor: Yes
Motion carried	

Order of New Business:

1. Fire Rescue Report
   a. Report was provided to council prior to the meeting.
   b. No questions from City Council.
   c. Chief Cole - Christmas Parade:
      1. We need a letter written by the city to the Crittenden Fire Rescue team giving us permission to conduct the parade.
         a. Proposed Date: 12/17/2026 @ 7pm.
         b. Starting Point: We are trying to start the parade in the Harvester's subdivision. But, we may have to fall back to Miller Drive. We are working out the details.
2. Crittenden AMB Tax District Report
   a. Financial report was provided to council prior to the meeting.
   b. No questions / no updates
3. Resolution 01-2026: Land and Water Conservation Fund Grant
   a. Resolution was read by Mayor Purcell.
   b. Blake Madden from NKADD was introduced by Mayor Purcell.
      i. Madden:

1. I am the lead on the grant creation and submittal for NKADD. I will be working with the city throughout the grant process.

ii. McHolland:

1. The grants will aid in the completion of the park.
    a. We plan to complete Phases 3, 4 and 5 through this grant process.
    b. The grant approval can take up to 1 year and the release of the money can take 18 to 24 months.
    c. Our plan is to finish Phase 2 construction this calendar year. The money spent in Phase 2 cannot be used in this grant process.
    d. We will start the final leg of engineering on Phase 3 (Phases 3-5).
    e. We will take the design to a bid package level, but we will pause at that point and stop spending money on engineering until the grant is released.
    f. Once the money is released will have a fixed amount of time to complete the project for reimbursement. The timing could be 12 – 24 months.
        i. Bid package completion, bid process and contract completion can take up to 3 months.

c. Motion to approve Resolution 01-2026: Bohman

d. Seconded: Dusing

i. Roll Call:

1. Dusing: Yes
2. Tanner: Yes
3. Morris: Yes
4. Bohman: Yes
5. Saylor: Yes
6. Newman: Absent

4. Trick or Treat Date – 10/31/2026?
    a. City of Crittenden City Council agrees to align with the county and cities on Saturday, October 31st, 2026, from 6pm – 8pm.
5. Personnel Planning
    a. Mayor Purcell opened the discussion.
        i. We want to add one full-time maintenance worker to aid Keith (Maintenance Supervisor) in maintaining the new park, streets, parking lots and land maintenance.
        ii. We have a new potential applicant that we are very interested in at this point.
        iii. The applicant is female and we have found an unknown omission in our employee handbook through discussions with Keith over her employment benefits. Maternity leave is not addressed in the handbook.
    b. Municipal Order # 01-2026: Employee Handbook Section 7 – Add Maternity Leave Policy
        i. Purcell: I drafted this order for your review and comment. I did pull language from a couple sources that included KLC.
            1. Your vote is not required tonight, please review it and let us know your thoughts.
    c. McHolland asked for feedback about the discussion that took place in July regarding the City Manage or City Administrator Role.
        i. City council has not released formal findings as of yet. Several members are in favor of continuing to discuss the topic.

ii. Long term planning needs to include having a plan set to ensure the city does not face the issues we faced in 2020. We should have a long-term plan for my replacement (McHolland) in say ~ 10 years.
    1. Maintenance was mentioned earlier and should be a priority.
    2. Code Enforcement is in great hands today, but he is also only a part-time employee.
iii. Planning needs to include timing, financial support and we to build systems for redundancy and to protect the city long-term.

d. Dusing
    i. I do agree with the Mayor and Clerk that we need to invest our time in creating a plan for the city.
    ii. I propose that we create a committee to gather information and bring it back to council for discussion. Our goal will be to address each role and start developing a plan to protect the city for the long term. City Manager role will be researched first, we will reach out to KLC for support.
    iii. I will volunteer for the proposed committee, and I will ask for assistance from the Mayor & Clerk.

Order of Old Business:

1. Legal Topics – Update
    a. Mayor Purcell:
        i. City attorney update – I released Gatlin & Voelker from the role of City Attorney.
        ii. Replacement: Ed Massey will become the City Attorney. Along with Mr. Massey, Joe Taylor will assist Ed in the legal activities.
        iii. Ed Massey will be meeting with Mayor Purcell and staff on Friday (9/11/26).

Next City Council Meeting:

- **Council Decision:**
    - 2nd Tuesday, October 13th, 2026 @ 7pm

Adjournment of meeting

Motion To Adjournment	
Motion: Councilperson Morris	Seconded: Councilperson Bohman
Roll Call	
Councilperson Bohman: Yes	Councilperson Morris: Yes
Councilperson Newman: Absent	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.