

CITY OF UNION
Regular Business Meeting
MINUTES
November 2, 2015

Call to Order

The meeting was called to order at 7:00 PM on November 2, 2015 by Mayor Larry Solomon.

Pledge of Allegiance

Mayor Solomon led all attendees in the pledge to the flag.

Roll Call

A quorum was present:

Mayor Larry Solomon

Commissioner John Mefford

Commissioner Bryan Miller

Also present:

City Attorney - Greg Voss, Esq.

City Clerk - Kathy Porter

City Administrator - David Martin

City Engineer - Barry Burke, PE PLS

Approval of Minutes

Prior to the meeting, the commissioners had been provided the opportunity to review the minutes from the October 5, 2015, Regular Business Meeting. Commissioner Miller requested that a correction be made to add Commissioner John Mefford's name to the list of city officials that participated in the Adopt-A-Unit 5K Run. Commissioner Mefford moved to approve the minutes as amended. Commissioner Miller seconded the motion. **Motion carried 3-0.**

Financial Balance Sheet Summary Report (as of October 31, 2015)

Mayor Solomon pointed out that the balance sheet shows additional income from rental payments on the old firehouse. City Administrator Martin added that the city has estimated to generate more income after one year of renting out the bays for storage than it has brought in over the past seven years of ownership. Administrator Martin stated that the city is on a good path towards becoming revenue neutral on the building. Mayor Solomon stated that if we follow our current plan for the building, we will be revenue neutral in regard to the building.

Commissioner Miller moved to accept the Financial Balance Sheet Summary Report. Commissioner Mefford seconded. **The motion carried 3-0.**

Bills for Payment

After reviewing the bills for payment, Mayor Solomon stated that he still needed to review the mileage reimbursements so those bills would be reviewed before being paid. Commissioner Miller made a motion to approve all bills presented for payment. Commissioner Mefford seconded. **Motion carried 3-0.**

Mayor Comments

Mayor Solomon urged everyone to get out and vote in the statewide election being held the next day. He also announced that he would be out of town from November 19 until December 1, 2015. He called on Commissioner John Mefford to take his turn serving as Mayor Pro Tem during the absence. Mayor Solomon did state that he will be back to attend the next Commission meeting on December 7, 2015.

Visitors and Guests Wishing To Speak

No visitors rose to speak.

Committee Reports

Economic Development Committee

The Economic Development Committee is concentrating on one area of development at a time and is currently working on the Drees property adjacent to the Harmony community. The committee is working with residents from the Harmony community to get input on the types of development the City wants for that property. Resident representatives have been invited to the next EDC meeting to begin discussions.

Communications Committee

City Administrator David Martin gave the report for the Communications Committee and said that work on the development of the new website is still moving forward. He and the Communications Coordinator Amy Lutes will be trained on the use of the website and hopefully, the new site will be rolled out by the end of the year. Committee membership has been established and Chairman Travis Schraffenberger has asked members to begin creating content for inclusion in the new website.

Building Committee

City Administrator David Martin stated that the Boone County Planning Commission voted unanimously to recommend approval of the City of Union's text amendment request. This request was to allow "commercial parking facilities and commercial recreational parking facilities" as a permitted use along the southern portion of Old Union Road. Currently, about 50% of the building expenses are being recouped by the rental payments totaling \$1,400. Administrator Martin also mentioned that if the city were to increase the incoming revenue by \$1,000, the building would then be very close to becoming a net-neutral item on the balance sheet.

Annual Budget/Five Year Fiscal Planning

Commissioner Miller presented a demographic report to the commission that showed changes over time. The report showed that people continue to move into Union, demonstrated by the increase in the value of our property tax base. The report also showed projections of the City budget and revenue and there is projected to be a slight drop in income which could be due in part to the number of residents that are eligible for and

taking the Homestead exemption which reduces property taxes for older residents. However, as homes continue to be built, it is anticipated that City income will remain even and possibly increase. In any case, expenses are under control and the city is in good financial shape. (If residents want a copy of Commissioner Miller's report, please contact Administrator Martin at the Union City Building.)

Commissioner Miller also reported that the committee has considered putting our banking service out for bid. One issue of concern is that our current bank, PNC Bank, is actually within the Florence city boundaries so the City of Florence earns around \$300/year from PNC on the funds the City of Union has deposited there. A PNC representative met with Commissioner Miller and City Clerk Kathy Porter and indicated they will be coming back with an offer of incentives to make up for that \$300 in order to keep the city's business. PNC will present that offer in December. A bid package has been created but the decision to release it will not be made until after the incentive package comes back from PNC. City Clerk Kathy Porter also stated that PNC said the City needed an investment policy. City Attorney Greg Voss has drafted that policy and it will be shared soon.

Planning & Zoning

Representative Jim Longano reported that the P&Z Commission had the first reading recommending an additional conditional use to be added to the Union Town Center area. This new Conditional Use language will allow for the storage of large vehicles along Old US 42. The City will receive a packet from P&Z after the amendment is approved next month and action will need to be taken by the City Commission.

The Mayor and the Commissioners discussed the new apartments at the Harmony Subdivision and how they felt were blindsided when the construction began. The apartments were on the original Harmony plan and the 294 apartments were approved in 2008 but there was no communication to the City when the actual construction began. Commissioner Miller asked whether these types of developments are approved in phases and the full Commission agreed that there needed to be better communication between the various Planning and Zoning departments and the City. Engineer Barry Burke stated that it would be a simple matter of those county departments notifying the City when permits are issued. Administrator Martin was asked to contact P&Z Commission and the Building Inspector Office to establish communication practices so all parties can be informed before any future construction takes place.

Public Works/Engineering

City Engineer Barry Burke stated that all action items should be completed within the week. Total spent this year was \$172,000 which is \$11,408 over budget but that he is confident that overages are justified and satisfactory. At this time, there is nothing planned until next spring when a full city street reconnaissance will be performed but that work will be paid for out of next year's budget.

Mandatory Co-Permittee Storm Water Training is scheduled for 11/09/15 and 11/13/15 and the Annual meeting on 11/18/15 at SD1 Board Room. It was decided that Engineer Burke, Commission Heil, and Commissioner Miller should all attend. Engineer Burke will register for three places.

Two (2) other action items involved the Gary Vice property at 1822 Whispering Trails. Payments included a partial 15% payment of Vice' total cost or \$2,982.48 to Gary Vice for Culvert and Driveway repairs; and, a

100% payment of \$1,792 to low bidder Perfection Landscaping and Design for the Rock Lined Channel Repairs, as previously authorized by the city following inspections or observations, which was acknowledged by the commission within the bills for payment.

Ohio-Kentucky-Indiana Regional Council of Governments (OKI)

No meeting so nothing to report.

Union Cares

No meeting so nothing to report.

City Attorney Report

Attorney Voss continues to work in support of the Mayor and the staff. Commissioner Miller pointed out that the challenges to the Kroger rezoning issue cost the taxpayers of Union an additional \$16,000 because of all the extra litigation those challenges caused.

City Administrator Report

The Breakfast with Santa program will be held December 12th at the Union Fire Department from 8:30 AM to 10:30 AM.

City Clerk Report

City Clerk Kathy Porter thanked Engineer Barry Burke for his help in getting all the documentation concerning the city boundary's re-certifications in order and ready to submit to the Ky. Secretary of State Office. She had three (3) additional things to report: Money was transferred from the Adopt-A-Unit account to the City Business Checking Account to cover expenses for the 5K Soldier Run; the payroll conversion from QuickBooks to Midwest Pay Link, Inc. will begin on November 15th, so commissioners should check their next paystub; and the Audit Report for FY Ending June 30, 2015, will be presented at the December meeting.

Legislation: Ordinances/Resolutions/Municipal Orders (prepared by Attorney Greg D. Voss)

ORDINANCES

- ❑ **2nd Reading of ORDINANCE NO. 2015- 19** - AN ORDINANCE SETTING THE COMPENSATION FOR DAVID MARTIN AS THE CITY OF UNION, KENTUCKY'S CITY ADMINISTRATIVE OFFICER. Motion to pass was made by Commissioner John Mefford. Seconded by Bryan Miller. **Motion passed 3-0.**
- ❑ **2nd Reading of ORDINANCE NO. 2015- 20** - AN ORDINANCE HIRING AMY LUTES AS A COMMUNICATIONS SPECIALIST FOR THE CITY OF UNION, KENTUCKY. Motion to pass was made by Commissioner Bryan Miller. Seconded by John Mefford. **Motion passed 3-0.**

RESOLUTIONS

- ❑ **RESOLUTION NO. 2015- 12** - A RESOLUTION AUTHORIZING THE MAYOR FOR THE CITY OF UNION, KENTUCKY TO EXECUTE THE CONTRACT BETWEEN THE CITY OF UNION, KENTUCKY AND AMY LUTES. Motion to pass was made by Commissioner John Mefford. Seconded by Bryan Miller. **Motion passed 3-0.**

Announcements

- Mayor Larry Solomon announced that the Commission has decided to extend the contract between the City and Engineer Barry Burke. An ordinance will be prepared and read next month.
- Mayor Solomon let the Commission know that a resident asked for an additional speed bump on Cherbourg Drive. After Engineer Burke explained the process of getting a speed bump, the Mayor asked him to notify the resident to get a petition together and if $\frac{3}{4}$ of the residents in the area impacted by the speed bump will sign in support, the speed bump will be considered for installation.
- The City Building will be closed on Wednesday, November 11, 2015. The City Building will also be closed Thursday & Friday, November 26 and 27, 2015
- The next regular business meeting will be held on Monday, December 7, 2015
- Mayor Larry Solomon recognized Steven Lee. Steven is a sophomore at Ryle High School and a member of the Boy Scouts, Troop 1. Steven is attending this evening to earn a badge for government.

Adjournment

Motion to adjourn was made by Commissioner Mefford. Seconded by Bryan Miller. **Motion Carried 3-0.**
Meeting adjourned at 8:03 PM.

Signed this 7th day of December, 2015.

APPROVED:

ATTEST:

Larry Solomon, Mayor

Kathy Porter, City Clerk/Treasurer