

CITY OF UNION
Regular Business Meeting
MINUTES
March 7, 2016

Call to Order

The meeting was called to order at 7:01 PM on March 7, 2016 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 Ken Heil

Commissioner John Mefford

Commissioner Bryan Miller (via Skype)

Commissioner Jeremy Ramage

Also present:

City Attorney- Greg Voss, Esq.

City Clerk- Kathy Porter

City Administrator- David Martin

City Engineer- Barry Burke, PE PLS

Approval of Minutes

Commissioners had reviewed copies of the minutes from the February 1, 2016, Regular Business Meeting prior to the meeting and no changes were requested.

Commissioner Miller moved to approve the minutes. Commissioner Mefford seconded the motion. **Motion carried 4-0.**

Financial Balance Sheet Summary Report (as of February 29, 2016)

With no questions on the summary balance sheet, Commissioner Mefford moved to accept the Financial Balance Sheet Summary Report as presented. Commissioner Heil seconded. **The motion carried 4-0.**

Bills for Payment

Clerk Porter stated that the cemetery membership dues listed with the bills for payment to be paid out of the Rice Cemetery account rather than the General Fund so the commissioners should disregard that line item.

Snow removal costs totaled \$104,670. Clerk Porter and Mayor Solomon then suggested using the Municipal Road Aid fund to cover the cost of snow removal incurred to date for the 2015-2016 winter season. This transfer would allow General Funds monies for other purposes, because Municipal Road Aid funds are designated specifically for road usage. Commissioner Heil moved to transfer \$104,670 from the Municipal Road Aid fund into the General Fund to cover the cost of snow removal. Commissioner Mefford provided the second and the motion passed. **The motion passed 4-0.**

Commissioner Mefford noticed that several bills were for Fall of 2015 bills. Administrator Martin confirmed the bills were correct and said he talked to the contractor and said that he would bill for services provided in a timely manner in the future. With all concerns resolved, Commissioner Heil made a motion to approve all bills, Commissioner Miller seconded. **The motion carried 4-0.**

Visitors and Guests

Wes Shaw, President of the Fowler Creek Homeowners Association, rose to address the commissioners. He asked about the process for having a private road turned over to the city so that the city would provide road maintenance and snow removal services. Mayor Solomon asked Barry Burke, City Engineer, to explain the process. Engineer Burke explained the process for a private road to become a public road...

- The first step is the issuance of a public right-of-way. If there are encroachments to the public-right-of-way such as sidewalks not set-back far enough from the roadbed, those encroachments have to be corrected. In lieu of correcting any encroachments found, the Board of Adjustments could provide a variance to allow for them.
- Once the public right-of-way is secured, the city will conduct a study of the actual roadbed to determine whether or not it meets minimum requirements set forth for public roads. This study would be conducted at the expense of the homeowner's association. Any deficiencies found in the roadbed would have to be corrected before the city would take over the road. Mr. Shaw questioned whether the permits issued at the time the development was approved would insure all those requirements were met. Engineer Burke explained that since the development was a "private" community, the permits did not involve a process for inspecting the road as it was being built. Because no inspections were conducted, the road bed would need to be inspected by core drilling at various points. Deficiencies found in the roadbed would have to be remediated at the homeowner association's expense before the city would accept the road as a public street.
- Lastly, it is up to the City Commission whether or not the requested these private roads become public roads.

Mr. Shaw will contact Engineer Burke to get names and contact information of engineering firms and contractors familiar with this process at such time that the homeowner's association is ready to move forward. Between now and next month the Commissioners will consider whether or not they want to make the requested roads public.

Before yielding the floor, Mr. Shaw brought up the issue of traffic cutting through the Fowler Creek community to go from the Orleans subdivision to "new" Route 42. Mr. Shaw asked if a gate could be installed to block traffic. Mayor Solomon stated that as long as the roads were private a gate was permissible, but as

soon as the roads through the community become public, gates could not block through-traffic. With his questions answered, Mr. Shaw yielded the floor.

Nathan Jasper rose to inform the commissioners that members of Boy Scout Troop 702 were in the audience and would be meeting with Engineer Burke after the meeting to work on a Communications Badge. Troop members present were Nathan Jasper, Spencer McKinney, Paul Deis, Seth McKinney, Kade Hagrend, and Noah Richardson. Mayor Solomon and the commissioners welcomed the scouts and spoke briefly with them about their badge project.

Mayor Comments

Mayor Solomon had nothing to report.

Committee and Audit Reports

Communications Committee

Chairman Shraffenberger presented the new website to the Commissioners for their approval. He said the new website will go live as soon as possible and will serve as the new platform to improve communications with city residents. The Mayor and all Commissioners thought the Communications Committee did a fine job in developing the new City of Union website and thanked them for all their hard work.

Administrator Martin reported that the new site will be hosted by the current email provider, NKOL, for \$15 a month. Commissioner Heil moved to “go live” with the new website as soon as possible. Commissioner Mefford seconded. **The motion carried 4-0.**

Monthly Audit Report

Paul Maddox, City Auditor, provided an explanation of the statement of receipts, disbursements, and cash balance report commissioners received. After Mr. Maddox completed his explanation, Mayor Solomon stated that beginning next month, the report would need to be completed each month in time for inclusion in the information packet commissioners receive prior to the monthly business meeting.

Annual Budget/Five Year Fiscal Planning

Mayor Solomon said he will start working on next year’s Budget when Commissioner Miller returns from Florida. Mayor Solomon, Commissioner Miller, Auditor Maddox, Administrator Martin, and Clerk Porter will participate in this year’s Budgeting meetings.

Planning & Zoning

Mayor Solomon reported on a meeting between the three Boone County Mayors (Florence, Union, and Walton) and Boone County Judge Executive. Boone County Planning & Zoning presented their duties. Mayor Solomon was successful to start the process of reviewing BCP&Z Memorandum Of Understanding (or Interlocal Agreement). This document specifies representation, funding, and allows them to market their services to other entities. This MOU had not been revised for almost forty years...October 1, 1976 was the date of this document’s last revision.

Economic Development Committee

Commissioner Ramage reported that the new school at St. Timothy Catholic Church had been approved and work should begin soon.

Mayor Solomon reported on the Route 536/Mt. Zion Road reconstruction timeline. The section of Route 536/Mt. Zion Road between Gunpowder Road and Interstate 75 was added to the FY 2017-2018 budget year of the Six-Year Plan of the Kentucky Transportation Department. However, the remainder of Route 536/Mt. Zion Road from Gunpowder Road to west through the City of Union was pushed back to FY 2020-2021. Judge Moore, Senator Schickel, and Representative Santoro are all working hard to restore to the Route 536/Mt. Zion Road back to the FY 2017-2018 Budget. The Legislature will make their final determination by mid-April 2016.

Building Committee

Administrator Martin reported that Fairhope Community Church will be renting the kitchen area of the Old Firehouse/Community Building for their meetings. They will be signing a one-year lease with a one-month deposit. In preparation to rent, faulty lights were needed to be repaired, area was needed to be repainted and cleaned. Administrator Martin presented two bids for painting the space, one for \$1,400 from Scott Webster and one from CertaPro Painters for \$1,533. Commissioner Mefford moved to accept Scott Webster's \$1,400 bid to repaint the kitchen area. Commissioner Heil seconded. **The motion carried 4-0.**

Public Works/Engineering

Engineer Burke reported that the lane restriping and installation of a new trip wire for the traffic light at the Farmview Road entrance onto Route 42 was completed. He also commented that this painting turned out very well and looks good.

Administrator Martin reported that work continues on getting additional streetlights on Double Eagle Drive at Ryle High School. Commissioner Ramage has investigated a solar option that interested Mayor Solomon. Administrator Martin will look at the options and hopes to have a proposal for lights on Double Eagle Drive by next month.

Engineer Burke is also talking with Duke Energy about streetlights on Route 536. The lights would be the type that are in use at the new Costco on Mall Road. He will also have additional information at the April meeting.

Engineer Burke informed the Commission of an enclosure grate that is flooding parts of Hempstede along Cedarwood Drive. The problem is that this enclosure is being clogged with debris. Some of the debris is coming from residents in the area that are leaving discarded yard waste in the area that drains into the pipe as well as a lot of leaves and wood. Currently, a contractor is paid to clear the grate twice a month from March until November. Next year's contract will extended clearing that grate twice a month year round. Engineer Burke and Administrator Martin are also monitoring the area and working on additional solutions that could include an ordinance against discarding yard waste in drainage areas.

Route 42 and Hicks Pike Intersection Re-Alignment.

Commissioner Heil reported that this re-construction project has also been pushed back. For background, the intersection of Route 42 and Hicks Pike is a bad curve that is responsible for several accidents. Recommended changes will improve the safety of this section of highway.

Ohio Kentucky Indiana Board

No report.

Union Cares

No report.

City Attorney Report

No report.

City Administrator Report

The Annual Easter Egg Hunt will take place on Saturday, March 19th in the yard of the Old Firehouse/Community Center at 10:00 A.M.

City Clerk Report

No report.

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

No legislation at this time.

Announcements

- The City Building will be closed on Friday, March 25th for Good Friday.
- The next regular business meeting will be held on Monday, April 4, 2016.

ADJOURNMENT

Motion to adjourn was made by Commissioner Heil. Seconded by Commissioner Ramage. **The motion carried 4-0.** Meeting adjourned at 8:26 P.M.

Signed this 4th day of April, 2016.

APPROVED:

ATTEST:

Larry Solomon, Mayor

Kathy Porter, City Clerk/Treasurer