

CITY OF UNION
Special Business Meeting
January 3, 2017

Regular Business

The meeting was called to order at 7:00 PM on January 3, 2017 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 Eric Dulaney, Commissioner Bryan Miller (via Skype), and Commissioner Jeremy Ramage. Commissioner Mefford was not in attendance.

Also present:

City Attorney-Greg Voss, Esq.

City Administrator-Matthew Dowling

City Clerk/Treasurer-Kathy Porter

City Engineer-Barry Burke, PE, PLS

City Communications Coordinator-Melissa Stark Hinkle

Approval of Minutes

Engineer Burke requested a minor change to the public portion of the December minutes regarding the speed humps in Cedarwood. Commissioner Ramage moved to approve the December minutes as amended, and Commissioner Miller seconded that motion. **Motion passed 3-0.**

Financial Report

The commission reviewed the monthly reports, including the Profit & Loss Budget versus Actual Budget Report. Mayor Solomon reported that a mid-year budget review will be conducted with the Finance Committee to look Budget line items. This review will identify which line items we will plan to overspend and which line items that we will under spend to compensate over spent line items. This review will be conducted in mid-January.

The Commission reviewed the Balance Statement from November 26, 2016 to December 29, 2016; the Budget/Spend Comparison report from November 26, 2016 to December 29, 2016; and also reviewed bills for payment through December 29, 2016. Commissioner Miller moved to approve the four financial matters as presented in total, Commissioner Ramage second. **Motion approved 3-0.**

Public Comment

No members of the public came forward with comment.

Mayoral Report

Mayor Solomon gave a report on the KY 536(Mt. Zion) Road Construction Project. There were four points of update received from the Construction Manager/Communications Department of Kentucky Transportation Cabinet:

- Clearing and grubbing activities will continue for approximately another 4 weeks.
- Grading on new alignment (in the Union core) to follow.
- Duke Energy is splitting their work into two sections. The area from Gunpowder Road to I-75 will be their priority section with the remainder of the project to immediately follow. Utility relocations by the various utility companies is to be complete by Aug. 1, 2017. Cincinnati Bell and cable television will follow on the new Duke poles.
- Harper Construction (the prime contractor) is having bi-weekly meetings with the utility companies until the companies have completed their work.
- Once utilities are clear (the east end being 1st), then the contractor will start the part-width construction. Grading work will start along the north side of KY 536.

Mayor Solomon also updated on the issue of funding allocation for the Boone County Planning Commission. The principles within this letter of direction were agreed to by the Boone County (BC) Judge Executive and Mayors of the three BC cities (Florence, Union, and Walton) at their last quarterly meeting on November 8. The letter of direction was written by BC Judge Executive Gary Moore for the other governmental funding entities.

This new funding agreement will insure that proration to each funding entity will be in compliance with KRS 100.127(1) that states..."Combined planning operations shall be jointly financed, and the agreement shall state the method of proration of financial support." The proration (or proportion of the total BCPC annual budget each funding member pays) shall be based on a "base rate" calculation using 2016-17 funding member amounts. Solomon said that the City of Union paid 6.8% or \$73k of the \$1,078k BCPC funding contribution in 2016-17, and this will serve as the base rate until 2020-21. Any approved increases in BCPC future funding budgets above \$1,078k (if any) will be prorated to each funding entity "per capita" amount (per capita meaning each entity's percentage of total BC population). For example, if next year funding members agree to a \$10k overall budget increase, Union will pay 4.5% of that \$10k increase. Union population is 4.5% of total BC population. Solomon said that this takes the arbitrary and capriciousness out of next year's BCPC funding each governmental funding entity.

Additionally, funding members also agreed to the following principles...

- "Special projects" that go above-and-beyond the normal scope of work and support services shall not be included in annual BCPC funding. If a special project just applies to one government funding entity, then a separate proposal shall be developed between BCPC and that funding entity.

- The four governmental funding entities shall review the next year's annual BCPC budget at their quarterly Judge/3 Mayors' meeting. Once their budget is aligned with the government funding entities, BCPC can complete the approval process as normal with the Planning Commission.

Committee Reports

- **Planning and Zoning:** Mayor Solomon reported no significant developments in Planning and Zoning, due to the holiday slowdown. The group will meet the next week.
- **Economic Development:** Pertaining to the new Kroger Marketplace project, Commissioner Ramage reported...
 - The holidays have slowed down development activities across the area.
 - The Kroger project is still listed as behind schedule, but has made good progress....90% of the stone work has been completed and Duke Energy has installed the main natural gas main.
 - The final plans for the restaurant in the building have been approved, and 85% of the roof work and the walk-in freezers are almost complete in the store area.
 - The walls and parking curbs have been poured for the main store, and more grading work will begin in the out lots and surrounding area, weather permitting.
 - Citizen complaints regarding gravel wash into US 42 from the construction in front of the new Kroger have been addressed with the construction company who will be doing more street sweeping work to help minimize this problem.
 - He will meet with Kroger personnel in mid-January and will receive more updates on the out lots and plans for the old Kroger building.

Commissioner Ramage also commented on new members to the EDC to be appointed during the legislative session of the meeting. Randy Barlow (with a two year term) and Jim Collett (with a four year term) will be joining the EDC. Denny Mathis and Brent Gross will be reappointed with four year terms. Matt Apke and Steve Harper are in the middle of their four year terms. All terms will end on December 31...three member terms will end December 31, 2018 and three member terms will end December 31, 2020 to have staggered terms to provide more continuity to the committee. The next scheduled EDC meeting is January 18, 2017.

- **Communications Committee:** Communications Coordinator Hinkle provided a brief update on the Breakfast with Santa event. The event was well received, with an estimated 350 people in attendance. No significant complaints were received, with a large majority of feedback from the community being very positive.

Coordinator Hinkle also reported that the City is being pro-active in communicating with the Kentucky Transportation Cabinet and getting information out on the KY 536/Mt. Zion road project to the residents. Multiple posts have been made to social media, and the staff is sharing the Union Town Center website

section on the construction on various platforms to help alleviate concerns and answer questions. This work will continue throughout the entire construction process.

- Public Works Committee (PWC): Commissioner Eric Dulaney deferred his report to City Administrator Dowling. Dowling reported it had been a quiet month in the city, with few citizen issues. He reported that the mowing and landscaping project is now out to bid, and the Request for Proposal is on the City website for viewing. Bids are due for the project on January 25 at 3 p.m. City Engineer Barry Burke reported that brochures were available from SD1 regarding the Storm Water Pollution Prevention Plan (SWPPP) on what to do with various items of household waste disposal. These brochures are available to citizens in the City Building. Burke also touched on three areas of detention basins and SD1 not so frequent mowing, and if SD1 was responsible for those areas. Following discussion that SD1 owns the basins, SD1 would be responsible for any nuisance. He will review, and make recommendations as to the mowing and if any violations to the nuisance ordinances are reported in those areas.

Engineer Burke also reported on the issue of Boone County Sign Department (BCSD) and the posting of green street signs as opposed to blue signs. The BCSD will not post blue signs per their department policy, but blue signs are not prohibited, as was previously reported. However, blue signs could be installed by the city at their own costs. The Mayor asked Administrator Dowling to research the issue further with BCSD.

The street light extensions are being installed in the Westbrook area, and the City will see an increase of \$9.32 per month for two lights in electrical costs, which are paid by the city via a Duke Energy Agreement. Mayor Solomon or his designee should sign the agreement and return to Duke Energy for processing. Engineer Burke also reported on a meeting with himself and Dowling with Precision Cutting, who does sidewalk cutting and repair to address potential trip issues. The PWC will meet to discuss more details and report on this product and potential benefit to the city at a future meeting.

Commissioner Ramage inquired about power availability in the new KY 536 street medians. As currently planned, it is believed there is not power to every median. Ramage inquired to see if this could be included, to allow for future landscape or holiday décor projects for city beautification in the future. This will be researched to see what costs, if any, may be associated with this addition and reported back to the commission.

- City Administrator Report: City Administrator Matthew Dowling reported that the work on a new city procurement policy is about 75% complete. He will continue to work on the draft with City Clerk/Treasurer Porter and bring that forward for the February meeting.

City Clerk/Treasurer Report

City Clerk Kathy Porter reported that next month the City Grave Digger contract will be brought to the commission for approval.

City Attorney Report

Attorney Greg Voss brought forth the Maintenance and Traffic Agreement with the Kentucky Transportation Cabinet. This document addresses what is the responsibility of the Department of Transportation and the City of Union regarding streets/highways that are considered Commonwealth property. This does not include subdivision streets, or those streets not considered part of the state highway system. This item was tabled until February, as all Commissioners had not received the letter to review prior to the commission meeting.

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

Municipal Orders:

MUNICIPAL ORDER No. 2017-01 –APPOINTING BRYAN MILLER AND JOHN MEFFORD MAYOR PRO TEM FOR THE CITY OF UNION, KENTUCKY. Commissioner Dulaney moved to approve, Ramage seconded. **Motion carried 3-0, with Mayor Solomon voting aye, and Commissioner Miller abstaining.**

MUNICIPAL ORDER No. 2017-02 –APPOINTING BRYAN MILLER AS THE COMMISSIONER OF FISCAL PLANNING FOR THE CITY OF UNION, KENTUCKY. Commissioner Dulaney moved to approve, Ramage seconded. **Motion carried 3-0, with Mayor Solomon voting aye, and Commissioner Miller abstaining.**

MUNICIPAL ORDER No. 2017-03 –APPOINTING ERIC DULANEY AS THE COMMISSIONER OF PUBLIC WORKS FOR THE CITY OF UNION, KENTUCKY. Commissioner Miller moved to approve, Ramage seconded. **Motion carried 3-0, with Mayor Solomon voting aye, and Commissioner Dulaney abstaining.**

MUNICIPAL ORDER No. 2017-04 –APPOINTING JIM COLLETT AND RANDY BARLOW TO THE ECONOMIC DEVELOPMENT COMMITTEE ON BEHALF OF THE CITIZENS OF THE CITY OF UNION, KENTUCKY. Commissioner Ramage moved to approve, Dulaney seconded. **Motion carried 3-0.**

MUNICIPAL ORDER No. 2017-05 –REAPPOINTING DENNIS “DENNY” MATHIS AND BRENT GROSS TO SERVE ON THE ECONOMIC DEVELOPMENT COMMITTEE ON BEHALF OF THE CITIZENS OF THE CITY OF UNION, KENTUCKY. Commissioner Ramage moved to approve, Dulaney seconded. **Motion carried 3-0.**

MUNICIPAL ORDER No. 2017-06 –APPOINTING KEN HEIL, ELIZABETH GORDON AND DENNIS BARKER TO SERVE ON THE CITY OF UNION, KENTUCKY CODE ENFORCEMENT BOARD. Commissioner Dulaney moved to approve, Ramage seconded. **Motion carried 3-0, with Mayor Solomon voting aye, and Commissioner Miller abstaining.**

MUNICIPAL ORDER No. 2017-07 –CREATING TABLE OF ADMINISTRATIVE STAFF FOR THE CITY OF UNION, KENTUCKY. Commissioner Ramage moved to approve, Dulaney seconded. **Motion carried 3-0.**

Announcements:

Mayor Solomon announced that the City Building will be closed on January 16, for the observance of Dr. Martin Luther King, Jr. Day.

The next regular business meeting will be held on February 6, 2017, at 7 p.m.

Adjournment

Motion to adjourn was made by Commissioner Ramage. Seconded by Commissioner Dulaney. **Motion carried 3-0.** Meeting adjourned at 8:11 p.m.

APPROVED:

ATTEST:

Larry Solomon, Mayor

Kathy Porter, City Clerk/Treasurer