

**CITY OF UNION  
SPECIAL Meeting  
June 8, 2017**

**Special Meeting.**

The meeting was called to order at 1:00 PM on June 8, 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, and Commissioner John Mefford. Commissioner Jeremy Ramage was absent.

**Also present.**

City Attorney-Greg Voss, Esq.

City Engineer-Barry Burke, PE, PLS

City Communications and Operations Director Melissa Stark Hinkle

Administrative Assistant Christy Everman

**Mayoral Report.**

Mayor Solomon reported that budget planning for fiscal year 2017-2018 went well, and complimented Administrative Assistant Everman and Director Hinkle on their work in preparing the budget documentation for planning purposes.

Mayor Solomon clarified some numbers from Commissioner Ramage's presentation regarding the Community Building on June 5. He clarified that total cost of paying the Community Center loan was \$690.4k. The building was purchased for \$375k in 2008; a loan from KLC with pre-payment penalties was procured by the previous administration with monthly payments of \$2,150 until 2034. Solomon noted that the building was purchased well above market value when the city acquired the property.

**Public Comment.**

No members of the public came forward with comment.

**Public Works.**

Commissioner Dulaney led the charge to hang Heroin Addiction and Treatment flyers on every door throughout the city. The drive was reported on several local news stations, and received notable online coverage from print media outlets as well. The City of Union is the first city in Boone County to conduct such a drive. Dulaney thanked volunteers Sandra Moore, Phyllis Sparks, Donna Wahoff, Melissa Hinkle, Brian Hinkle and Sabrina Hinkle for their time in helping with the campaign throughout the city.

Dulaney next reported a request by the Union Fire Protection District to remove six trees impeding vision onto Route 42, because when on calls every second counts. These vision impeding trees are located in the median directly south of the Fire Station. He presented a proposal from A&A Landscaping to remove the trees in the interest of public safety, which was approved by the Public Works Committee because the cost was less than \$1k. The full Commission concurred with this decision.

Dulaney also reported on a request from members of the Farmview HOA regarding removing six Bradford Pear trees located in the Union portion of the roadway entrance to Farmview Estates. He will be attending the HOA meeting in the next week and will report his findings at the next commission.

City Engineer Report.

City Engineer Barry Burke reported on the scope of the 2017 Union Street Repairs program. On May 25, 2017, bids presented to the Public Works Committee (PWC) via the official bid process. After a thorough review with the of all bids presented, the PWC recommended...1) awarding Phase A-Parts 1&2 and Phases C and D of the contract to Bluegrass Paving, Inc. for a total bid cost of \$159,897.20; 2) awarding Phase B-Parts 1 &2 to Len Riegler Blacktop, Inc. for a total bid cost of \$63,739.00...by awarding two contracts, the city can maximize cost savings and bring the project in for an estimated total cost of \$216,000...\$9,000 under the initial budgeted amount; and, 3) not awarding Phase E, the striping project located on Farmview Road, because the lowest bidder declined the project...Engineer Burke will seek quotes from qualified vendors and select a vendor to perform the work in a timely fashion. Presuming Phase E is less than \$1k, the PWC will approve and move forward with this project phase.

Engineer Burke brought forth a recommendation from the PWC for the FY 2017-2022 Capital Improvements Plan (CIP) to plan to budget \$175,000-200,000 for each of the next four fiscal years for planned infrastructure repairs. The Commission will review this proposal.

Burke also reported on the mowing and trimming contract with A&A Landscaping, and the PWC will continue to monitor the scope of the work being performed to ensure compliance with the contract documents. He also confirmed that new signs for Halleck Way and Penrose Way along Arbor Springs Boulevard have been installed, along with new signs for Soaring Breezes and Evening Star. Advanced Warning Signs for the speed hump along Sonata Court have also been installed by Boone County Public Works-Sign Division and his on-site observations showed these projects have been satisfactorily completed.

Burke went into detail regarding an encroachment permit request regarding a non-mountable median on Fowler Oaks Lane at Old Union Road, which will create a right turn in, right turn out restricted access at that intersection. After approval of the initial encroachment permit, flood waters pooling in the area required a revision to the initial permit and additional work for the installation of an off-street rock channel to mitigate the excess water will be required. This will be installed at no cost to the city. Additional work to install a stabilized rock channel of sufficient width and depth around and outside of the "right-turn-in only" traffic restriction within the public right of way, thereby improving safety for vehicles entering the private development, due to deterioration of the off road area in that vicinity. The contractor will provide a cost

estimate on this work as it is beyond the responsibility of the Developer or HOA and within the City right of way. In addition, a “No Left Turn” sign will be installed and mounted within the media to further discourage left-turn movements into the site from Old Union Road. Burke will continue to advise the commission on this issue.

Finally, Commissioner Dulaney presented a proposal developed by City Clerk Donna Wahoff for the purchase of additional storage cabinets for the storage closet area to further improve the storage, organization and proper retention of city documents as required by Kentucky Statute. Wahoff contacted several potential sources, and requested approval for purchase. Commissioner Miller requested that she research the possibility of purchasing used equipment if such could be located. Mayor Larry Solomon presented a motion to allow for the purchase of cabinets, up to the amount of \$1,700 for the City Building. Commissioner Dulaney second. **Motion Approved, 4-0.**

#### **Communications and Events Report.**

Communications and Operations Director Hinkle updated the commission on the continuing work on Union Celebrates America. Food vendors have been secured from the Cincinnati Food Trucks Association, and Braxton Brewing will also be on hand selling craft beers. The parade is on pace to have more entries than the 2016 parade, and two vendors have been secured for the event. All permits from the Kentucky Transportation Cabinet regarding the parade and street closures have been received and approved and the applicable fireworks permits have also been approved.

#### **Office Administration Report.**

Communications and Operations Director Hinkle and Administrative Assistant Everman reported on the work to bring the files on the Sewer Tap In Assessments and Streetlight Assessments up to date. A few inconsistencies were identified in individual files regarding payments and some documentation. Attorney Voss will review the individual information and provide a legal recommendation regarding disposition of these few cases.

#### **City Attorney Report**

Attorney Voss had no report.

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

##### **Municipal Orders:**

**MUNICIPAL ORDER No. 2017-21-** -A MUNICIPAL ORDER ACCEPTING THE CONTRACT OF BLUEGRASS PAVING, INC. FOR THE 2017 STREET REPAIR PROGRAM WITHIN THE CITY OF UNION, KENTUCKY, AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT. Commissioner Mefford moved to approve, Dulaney seconded.

**Motion carried 4-0.**

**MUNICIPAL ORDER No. 2017-22**—A MUNICIPAL ORDER ACCEPTING THE CONTRACT OF LEN RIEGLER BLACKTOP, INC. FOR THE 2017 STREET REPAIR PROGRAM WITHIN THE CITY OF UNION, KENTUCKY, AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT. Commissioner Miller moved to approve, Mefford seconded. **Motion carried 4-0.**

Ordinances:

**ORDINANCE No. 2017-06** –AN ORDINANCE ADOPTING AN ANNUAL BUDGET FOR THE FISCAL YEAR JULY 1, 2017 THROUGH JUNE 30, 2018 BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT FOR THE CITY OF UNION, KENTUCKY. Commissioner Dulaney moved to approve, Miller seconded. **Motion carried 4-0.**

**ORDINANCE No. 2017-08** –AN ORDINANCE AMENDING ORDINANCE NO. 2017-01 AND CREATING THE FULL-TIME POSITION OF COMMUNICATIONS AND OPERATIONS DIRECTOR FOR THE CITY OF UNION, KENTUCKY SPECIFYING POWERS AND DUTIES OF THE POSITION. Commissioner Mefford moved to approve, Miller seconded. **Motion carried 4-0.**

Announcements:

The next regular business meeting will be held on July 5, 2017, at 7 p.m.

Adjournment

Motion to adjourn was made by Commissioner Dulaney. Seconded by Commissioner Mefford. **Motion carried 4-0.** Meeting adjourned at 2:44 p.m.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Larry Solomon, Mayor

\_\_\_\_\_  
Melissa Hinkle, Interim City Clerk/Treasurer