

**CITY OF UNION, KENTUCKY
REGULAR BUSINESS MEETING
MINUTES
Monday, July 6, 2015**

CALL TO ORDER REGULAR BUSINESS MEETING

Mayor Larry Solomon called the Monthly Business Meeting of the Union City Commission to order at 7:00 p.m. Monday, July 6, 2015.

LOCATION

The Warren S. Moore Union City Building, 1843 Mt. Zion Road, Union, KY 41091

ROLL CALL

A quorum was present:

- Mayor Larry Solomon
- Commissioner Ken Heil
- Commissioner Bryan Miller
- Commissioner John Mefford

Also Present Were:

City Attorney - Greg Voss, Esq.
City Clerk/Treasurer – Kathy Porter
City Administrator – David Martin
City Engineer - Barry J. Burke, PE PLS
Communication-Adm. Coordinator – Misty Ezell

Absent Were:

Commissioner Jeremy Ramage

PLEDGE OF ALLEGIANCE

Mayor Solomon led the audience in the Pledge of Allegiance to the flag.

APPROVAL OF MINUTES

Prior to meeting, City Commissioners were provided a copy of the minutes of the Regular Business Meeting from June 1st, 2015. Commissioner Mefford made a motion to dispense with the reading of the Regular Business Meeting Minutes and approve them. Commissioner Miller seconded the motion. **Motion Carried 4-0.**

FINANCIAL BALANCE SHEET SUMMARY REPORT

Commissioner Miller moved to accept the Treasurer's Balance Summary Report as of June 30th, 2015. Commissioner Mefford seconded the motion. **Motion carried 3-0.**

BILLS FOR PAYMENT

Commissioner Miller asked City Clerk/Treasurer Kathy Porter if the city budgets for insurance bills and was told the amount was budgeted for. Commissioner Heil made the motion to pay the bills. Commissioner Miller seconded the motion. **Motion carried 3-0.**

MAYOR'S REPORT

Mayor Solomon reviewed the State of the Union....Union, KY, that is update.

- Changed look by changing city logo and more recently painting office and purchasing new furniture.
- City Administrator was hired in January
- Built cooperation among Commissioners. Assigned two Commissioners to committees as representatives.
- Working with Administrative Staff...initiated employee evaluations linked to pay increases.
- Revised the Economic Development Committee.
- Working with Boone County to expand the Union Pool area to the Union Park.
- Made some hard decisions concerning the Old Firehouse building.
 - The cost to renovate the building to bring to code to become a community building would be \$350,000 beyond what the city already owes for the building. The decision was to revert the building back to its original intended purpose which is a garage and to find a tenant to possibly lease the building.
- Requested BCPC revise its Inter-Local Agreement (initiated 1966; revised last 10/1/1976), because Union is underrepresented and to give more checks and balances to BCPC.
- Created Public Works Team (Administrator Martin, Engineer Burke and Commissioner Heil) and gave them greater autonomy.
 - Given approval to accept projects up to \$1,000.
- Created Communications Committee.
 - Travis Schraffenberger appointed as the chairman. Amy Lutes appointed as member.

The key issues in progress...

- The Route 536/Mt. Zion Road project.
 - The project is ongoing and in the states hands.
- The New Kroger.
 - Attorney Voss stated that on Monday, July 6th the city received the order from the appellate court denying the motion for a discretionary review, which should bring this case to an end and allow the Kroger to be built.

VISITORS AND GUESTS WISHING TO SPEAK...(around 3 Minutes per speaker)

Mayor Solomon opened the floor at this time to anyone who would like to address the commission.

- Weed control. Current HOA president of the Villas of Fowlers Creek, Wes Shaw, stated the builder had turned a retention pond into an overly weeded detention pond. It was determined the issue lies with builders that are still in the back of the complex. Attorney Voss stated for Mr. Shaw to give City Administrator Martin the contact information and he would contact the builder about compliance.
- Cutting grass along Route 42. Mr. Shaw also asked about the maintenance of the sidewalks along US 42. The area needs to have the weeds cut. City Administrator Martin stated that the city's mowing contractor has been contacted about the area.

- Farm house. Mr. Shaw asked about a farmhouse that backs up to the HOA property. The residents are throwing brush behind the area which is a breeding ground for rodents. Attorney Voss stated that this would be included in the revised nuisance ordinance that will be discussed later in the meeting. City Administrator Martin will get the information of the resident and will contact them about the situation.

CITY ADOPT-A-UNIT.

Kim Voss gave a brief description of how the unit was formed. They were formed five years ago and were matched up with the HHT 1-32nd, 1BCT, 101st Airborne Division from Fort Campbell, KY. The division was deployed shortly after being matched with us. The Adopt-A-Unit has supported the division through two (2) deployments, two (2) training missions and several visits to Union. The unit has been honored with the Points of Light Foundation award and National recognition from Americans supporting Americans.

On September 27th, 2015 the Adopt-A-Unit will be sponsoring the SPC Zachary Salmon Soldier Run at the Boone County Arboretum at Central Park. SPC Salmon was killed in action in Afghanistan on January 12, 2011. The 5K race will begin at 9:00 am for anyone from the casual walker to the serious runner. The Adopt-A-Unit has requested the mayor and commission to come be a part of the celebration.

The Unit also has a memorial challenge coin that was designed in honor of SPC Salmon that was designed by one of the committee members Mr. Mike McFerron. The coins are available for a \$20.00 donation made to the Adopt-A-Unit. All money raised from the race and coins will go towards support of the Adopt-A-Unit.

Ms. Voss introduced the Adopt-A-Unit committee members in attendance. The members were: Mike and Robbie McFerron, Alexis, Bob Maize and Cindy Pollard.

Ms. Voss presented the Mayor and commission a City of Union Adopt-A-Unit Challenge coin.

COMMITTEE /FUNCTION REPORTS

Economic Development Committee (EDC) (Commissioner Ramage).

Mayor Solomon stated the EDC is continuing to focus onto the downtown area, i.e., the Union Pool area expansion (a key to drawing people downtown) and developing each of the downtown are key properties individually. The next meeting will be held on Wednesday July 8th. The Kroger decision will be discussed at that time.

Communications Committee (Mayor Solomon).

Travis Schraffenberger addressed the commission on behalf of this committee. Mr. Schraffenberger gave the committee an update on what the committee has discussed. He first introduced the committee, Amy Lutes, Commissioner Mefford, Misty Ezell, Administrator Martin and Mayor Solomon.

The first thing the committee wanted to work on is what the vision and mission of the city should be. Specifically, the group believed the city needs to deliver timely and relevant information to the appropriate stakeholders. The committee identified four key audiences to which customized or

segmented information needs to be distributed...1) current residents, 2) future residents, 3) current businesses, and 4) other interested parties.

Functionally, the group will be focusing on is updating the city website. The committee has been recommended to a group at NKU to revamp the website. If this is not an option there will some free lancers that are willing to bid on the project as well. Commissioner Miller asked if the current website will be used. Mr. Schraffenberger stated that some of the components will be used from the existing website, but a new website will be built in the background and will be flipped on when it is complete. There will not be a change in the web address for the city.

Lastly, the committee will be the future driver of community events...making the three City events (Easter Egg Hunt, Union Celebrates America, Breakfast with Santa) bigger and more attended.

Union Community Building (Old Firehouse). (Administrator Martin).

Administrator Martin recapped what actions the city has taken for the Old Firehouse. During May the city approved the request to place a RFP in the Recorder newspaper to see if the city could lease the building. The first appearance in the Boone County Recorder will be on July 9, 2015 and will be bi-weekly for 120 days. The city will receive closed bids on Wednesday, November 4th and they will have a public bid opening on that day.

Administrator Martin spoke with Michels Construction Company concerning paving the gravel lot beside the building that was approved. He was told that with the weather and the workload they are behind schedule and they are looking to do some prep work on the lot later this week.

Commissioner Ramage had come to the mayor and Administrator Martin about the possibility of leasing the bays for possible storage. Administrator Martin stated the staff is currently reviewing the proposal and will be able to give more information at the next commission meeting.

Administrator Martin stated that Doll Plumbing had come out and plugged the drains in the building.

Annual Budget / Five-Year Fiscal Planning (Commissioner Miller).

Each Commissioner was provided a copy of the proposed 2015-2016 Annual Budget. Mayor Solomon briefly went over the new format of the budget. The commission will be able to see each month what money has been spent and the budget amount and the amount left from the budgeted amount.

Boone County Planning Commission Report (Jim Longano).

Mr. Longano mentioned an area at Plantation Pointe where the builder agreed to a clause that the units would be owner occupied. Now they would like to have this clause removed. The planning commission voted on this and it was recommended to deny the request. The request was then forwarded to the City of Union for final approval.

Commissioner Miller asked about the skilled nursing facility that is planned to be built behind St. Timothy's. Mr. Longano stated that he had not heard anything further about the facility.

Board of Adjustment Report (Terry Kidwell).

Mr. Terry Kidwell was not in attendance.

Public Works Report.

City Engineer Report (Engineer Burke).

- Haven Manor / Whispering Trails. Engineer Burke is still waiting on local engineer Brandon Raybourne to complete a plan/sketch for the Vice property (1822 Whispering Trail) to repair/replace the undersized and deteriorated culverts, headwalls and driveway. Once the sketch is received the property owner can send it out to local contractors to get a bid for the necessary work. Engineer Burke has spoken to Mr. Raybourne and was told he was nearing completion of the sketch and will submit to Mr. Vice for submission to a contractor to receive a quote for the repairs.

Also during the on-site meeting it was concluded that the city do some work to reinforce the side slope. Engineer Burke completed a plan to correct this issue. The plan was submitted to five (5) qualified contractors the lowest bid the city received was \$1,792 by Perfection Landscape and Design. The city will pay for the work on the slope, however, Engineer Burke suggested the city holds off on the repairs until the work on the driveway is completed.

- 2015 Street Repairs Program – Public Bids; and Amended Budgets FY 2014-2015 and Original Partial Budget FY 2015-2016. There have been requests on additional infrastructural repairs, curb & Gutter, asphalt base repairs and so forth. Engineer stated these things can be piggybacked onto existing contracts.
- Traffic Control Device Request – 1096 Bayswater Drive (Emily Kroher) - At the May meeting the resident was asked to get additional signatures to place the requested speed hump. No petition has been submitted to date.
- Union Annexation Ordinances processed by the Land Office Division of Secretary of State. Professional Land Surveyor Burke stated that the city has forwarded to the secretary of state information based on a tracing of an annexation based on the corporate limits of the city per Boone County GIS website. The city has been told that this information was not acceptable. It was recommended that Mr. Burke contact Kandie Atkinson who gave him a history of a new process that is being strongly encouraged for the cities to do. The city needs to go back and look at all the city ordinances in terms of boundaries. The corporate boundaries of the City of Union were originally created in 1962 and they were exactly one square mile. And as you add the ordinances there are pieces of puzzles that expand the boundaries. Land Surveyor Burke has completed 17 of the ordinances and still need a few from the staff. Once completed he will give information to Attorney Voss and prepare a new ordinance for the commission to approve. Mayor Solomon stated this is extremely important if in the future the city wishes to expand.

Other Issues.

- Administrator Martin stated that during the June meeting he was asked to facilitate a meeting between residents of Fort Henry Drive (Arbor Springs) and Arlinghaus Builders (Mr. Bob Schroeder). The meeting was held and Administrator Martin stated that Arlinghaus Builders plans on adding to a swale to help with water flow and identify issues around the storm water sewer where the water flows. This meeting concludes City involvement with this issue.
- Mayor Solomon asked if there is any updated on the water basin idea at Whispering Trails Subdivision. Engineer Burke stated he had spoken to Sean Blake with SD1, and was told that he could hire his contractor to review the plan which would cost approximately \$10,000.00 (City's portion \$5,000.00). Engineer Burke stated the cost of these types of projects are quite large. However, there is a large contingency within the consultant's report. One (1) detention basin should be considerable less than the estimate of \$417,000.

OKI Board. (Commissioner Miller).

Commissioner Miller stated the last meeting of the OKI Board was held on June 11th, 2015. The budget of the board was discussed. Commissioner Miller gave the commission a copy of map of the proposed Eastern Bypass that is proposed by Mr. Henry Fisher that would alleviate traffic from the Brent Spence Bridge.

Union Cares (Mayor Solomon).

Mr. Denny Mathis was not in attendance and there is no updates at this time.

CITY ATTORNEY REPORT.

Nuisances.

The Commission started to review the proposed Nuisances Ordinance Attorney Voss proposed. After discussion, Commission Mefford suggested tabling this issue and bringing the Commission together with a Special Meeting dedicated just to the Nuisance Ordinance. His motion was passed and the Special Meeting was set for July 15, 2015 at 6 PM. Commissioner Miller seconded the motion. **Motion Carried 3-0.**

CITY ADMINISTRATOR REPORT.

- Union Celebrates America. The parade started at 7:00 PM, however heavy rain fell at the end of the parade causing many attendees to leave. After the rain, a small crowd enjoyed the military band and food. It was decided to postpone fireworks to Saturday, June 27 and inform the community through social media. This turned out to be an excellent idea, several hundred people were in attendance. Commissioner Miller stated that he would like to see the fireworks go approximately 30 minutes next year. Mayor Solomon said he would take it under consideration.
- Recognitions. Administrator Martin wanted to recognize the sponsors for this year's event...1) Candyse Jeffries Orthodontics, 2) Union Pediatric Dentistry. 3) Littlest Angels' Learning Center, 4) Union Skyline, 5) Matt Grimes – Colonial Cottage,) Union Adopt-A-Unit, 7) Boone County Sheriff's Department, 8) David Whitehouse and his staff from the Boone County Parks and Recreation, 9) 100th Army Band from Fort Knox, 10) Mayor and Commissioners. Mayor Solomon thanked the staff, Misty, Kathy and David did a tremendous job with this event.

- Other Issues.
 - On July 18, the Union Fire Department will be holding their Bi-annual Open House. There will be safety demonstrations, Fire Trucks, Food and games.
 - Turner Family Dentistry will be hosting a free day of dentistry with the Dentistry from the Heart Organization on Saturday August 1st from 8:00 am to 4:00 pm. People will be able to register starting at 7:00 am the first 50 people over 18 will get a free cleaning, filling, or extraction.
 - On Friday July 3, Administrator Martin received a phone call from Misty Ezell, concerning a job offer she received with the City of Elsmere to be their city clerk. Misty has put in her two week notice. The Commissioners applauded her work and unanimously agreed that she will be missed.

STAFFING CHANGES.

Mayor Solomon proposed the following staffing changes...

- The City Administrative Officer (CAO)...
 - Will assume the Communications function of the Communications-Adm Coordinator into his duties.
 - Position will become a “full-time” and not be hourly anymore. CERS benefits that would be paid to Communication-Adm Coordinator would be simply applied to the CAO.
- Office Assistant Duties revert back to a “part-time” Union Assistant position.
 - Position work no more than 20 hours per week, so no CERS benefits would apply to this position.
 - Position would assist the City Clerk, transcribe business meeting minutes, and (at the direction of the CAO) help with any Community Center/Old Firehouse duties.
 - Position report to the City Clerk.
- Monies would be included for Temporary Help to assist the CAO primarily and City Clerk secondarily with office duties...
 - CAO primarily for Communications Committee work. Bring-on help as the Communications Committee ramps up its duties.
 - City Clerk secondarily for tax season coming this fall.
- Additionally, we may need additional help for Special Projects.
 - Temporary help monies can be used for this additional help.

Commissioner Mefford stated that he agreed with the proposal. He stated that the city has been continually putting more duties on the Administrator position and with new added duties it is a great time to make the position full time. Commissioner Heil stated that this is good time to make the position full time and given the opportunity to do so without increasing the budget is good. Mayor Solomon asked for a motion to approve the mayor’s proposal to extend the City Administrator’s position to full time. Commissioner Mefford made the motion. Commissioner Heil seconded. **Motion Carried 3-0.** (Mayor Solomon voted; Commission Miller abstained.) Attorney Voss stated the city should vote not to move forward with Ordinance 2015-04 and revise the Ordinance concerning the City Administrator.

CITY CLERK/TREASURER REPORT.

City Clerk Porter did not have anything to report.

LEGISLATION: ORDINANCES/RESOLUTIONS/MUNICIPAL ORDERS (prepared by Attorney Greg Voss)
ORDINANCES

- 1st Reading of **ORDINANCE NO. 2015-15** - AN ORDINANCE REPEALING IN ITS ENTIRETY *CHAPTER 92 "NUISANCES"*. *This ordinance was Tabled.*
- 1st Reading of **ORDINANCE NO. 2015-16** - AN ORDINANCE CREATING CHAPTER 92A PROHIBITING *PUBLIC "NUISANCES"*. *This Ordinance was tabled.*
- 2nd Reading of **ORDINANCE NO. 2015-12** - AN ORDINANCE AMENDING ORDINANCE NO. 2014-20 *ABC LICENSES*. *Commissioner Mefford made the motion to approve and Commissioner Miller seconded the motion. Motion Carried 3-0.*
- 2nd Reading of **ORDINANCE NO. 2015-13** - AN ORDINANCE CREATING A *COMMUNICATIONS COMMITTEE*. *Commissioner Heil made the motion to approve and Commissioner Mefford seconded the motion. Motion Carried 3-0.*
- 2nd Reading of **ORDINANCE NO. 2015-14** - AN ORDINANCE RELATING TO THE *CREATION OF THE POSITION OF COMMUNICATIONS / ADMINISTRATIVE COORDINATOR* FOR THE COMMUNICATIONS COMMITTEE FOR THE CITY OF UNION, KENTUCKY SPECIFYING POWERS AND DUTIES OF THE POSITION. No motion for this ordinance. Ordinance died due to lack of a motion.

RESOLUTIONS

- **RESOLUTION NO. 2015-09** - A RESOLUTION OF THE CITY OF UNION, KENTUCKY ADOPTING THE NKADD REGIONAL HAZARD MITIGATION PLAN AND AUTHORIZING MAYOR LARRY K. SOLOMON TO SIGN THE MEMORANDUM AGREEMENT. Commissioner Heil made the motion to approve the resolution and Commissioner Miller seconded the motion. **Motion Carried 3-0.**

MUNICIPAL ORDERS

- **MUNICIPAL ORDER 2015-11** - A MUNICIPAL ORDER APPOINTING MAYOR LARRY SOLOMON AND COMMISSIONER JOHN MEFFORD AS COMMUNICATIONS COMMITTEE LIAISONS FOR THE COMMUNICATIONS COMMITTEE FOR CITY OF UNION, KENTUCKY. Tabled until August 3 2015 meeting.
- **MUNICIPAL ORDER 2015-12** - A MUNICIPAL ORDER APPOINTING THE CITY ADMINISTRATIVE OFFICER AS NUISANCE HEARING BOARD. Tabled until Special Meeting July 15,2015.

EXECUTIVE SESSION: None needed.

ANNOUNCEMENTS:

The next regular city business meeting is scheduled for Monday, August 3, 2015 at 7:00 p.m. Commissioner Mefford asked about scheduling another public meeting to discuss the Nuisance Ordinance. The meeting will be scheduled for Wednesday, July 15th at 6:00 pm.

Commissioner Miller asked if there has been any work completed at the property owned by Dr. Wright. Mr. Jim Longano stated they do not monitor the construction work on that site. Attorney Voss stated that he had received information that the divorce from Dr. Wright has now been finalized and the funding will move forward.

ADJOURNMENT:

With no further business coming before the Commission, Commissioner Mefford moved to adjourn the meeting at 9:04 p.m. Commissioner Miller seconded the motion. **Motion Carried 3-0.**

Signed this 3rd day of August, 2015

APPROVED:

ATTEST:

Larry Solomon, Mayor

Kathy Porter, City Clerk/Treasurer