

CITY OF UNION
Special Business Meeting
August 6, 2018

Regular Business

The meeting was called to order at 7:00 PM on August 6, 2018 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 Bryan Miller, Commissioner John Mefford, and Commissioner Eric Dulaney. Commissioner Jeremy Ramage was absent.

Also present:

City Attorney-Greg Voss, Esq.

City Engineer-Barry Burke

City Administrator-David Plummer

City Communications and Operations Director-Melissa Stark Hinkle

City Clerk Donna Wahoff

City Treasurer David Baker

Approval of Minutes

Mayor Solomon asked for approval of the July 11 meeting minutes. Commissioner Mefford noted that a meeting minute typo, then moved to approve the July 11, 2018 business meeting minutes with said correction. Commissioner Dulaney seconded that motion. **Motion approved 3-0.**

Financial Reports

The Commission reviewed the Budget/Spend Comparison report from through July 31, 2018; and also reviewed bills for payment through July 31. Commissioner Miller moved to approve the City's monthly financial statement in total. Commissioner Dulaney seconded. **Motion approved 3-0.**

Mayoral Report

Mayor Solomon thanked the commission and city staff for sending a flower arrangement to the funeral of his father-in-law the week prior. He noted that he and his family were very touched and appreciated the support during a difficult family time.

Solomon also noted that he had done a Facebook Live interview with Boone County Clerk Kenny Brown earlier in the week, which had been viewed more than 2,800 times on social media. The five-minute interview gave an overview of construction and development activities in Union.

Solomon wanted to recognize the Public Works Committee during the interview, but due to time constraints, was unable to do so. He noted the recent completion of many public works projects, including the repaving of much of Old US 42 (Old Union Road) in the last month, and that more projects were ongoing. He thanked Commissioner Dulaney, Engineer Burke and staff members for being responsible stewards of the taxpayer money and for developing a sound capital improvements plan that continues to address the infrastructure needs of the city for the long-term.

Solomon updated on the Kroger development. He spoke with Lisa Ammons of Kroger who manages external development, to get an update on the development at both the Old and New Kroger sites. With a new president coming to the Cincinnati/Northern Kentucky region, work at the Old Kroger has not been proceeding as fast as hoped, but that with the new president coming to the region very soon, progress on the Old Kroger site is expected to pick up. The site has been slated to be a Click-List store, but Ammons would not confirm any plans in specific. The previous president of this region has been promoted to the Atlanta region, and a replacement will be named shortly. Solomon will continue to follow up to learn more about developments at the old store.

Work at the new store out lots is proceeding, with Story Point, Panera Bread, Central Bank and the two multi-tenant buildings now underway. Grading work has also been completed to the parcel between the store and the Library, but no tenants have been confirmed to build at that location. The grading has helped to address some drainage and runoff issues for the store location area, until further construction begins.

Solomon noted that the construction trailer at the corner of Frogtown and US 42, where an IGA Express had been planned, has been moved and the city has brokered an agreement that the trailer will not return to the location. The trailer had become a site of frequent vandalism and inappropriate graffiti in recent months, and all parties agreed that it needed to be removed.

Solomon updated on the recent Judge and 3 Mayors meeting, noting the increased cooperation among the cities of Florence, Walton and Union and Boone County. He has been pleased with the continued communication and participation efforts by all of the county elected officials, noting the participation of Union officials in the Florence Memorial Day parade, and Florence officials in the Union Celebrates America event. Solomon deferred to Administrator Plummer to update on coming infrastructure projects discussed at the meeting. Plummer updated the group on three upcoming projects which will affect the Union area.

- The first is the construction of a “Jug Handle” interchange at the corner of US 42 and Weaver/Hopeful Church. This construction, set to begin in the late summer of 2018, will address the congestion in the area by creating a new left-turn traffic pattern. This “Jug Handle” will be the first of its kind in Northern Kentucky, but the design is popular in many Eastern states.
- The second project will be the construction of a Double-Diamond Interchange at Mt. Zion and Interstate 71-75. This project, similar to the exchange in Louisville, will help alleviate traffic issues at the intersection and increase the traffic capabilities in the area. In conjunction with this project, an access road from Mt. Zion to Mall Road will be widened and improved. This project is also slated to begin in early spring of 2019.

- The final project is the construction of another Double-Diamond Interchange at Richwood Road and Interstate 71-75. This project will be of similar design and address more congestion in that area, particularly from Amazon and Fed Ex warehouses in the Richwood area. This project will begin in late 2019. Plummer asked residents to be patient as this will create a lot of construction zones, but once completed, will improve traffic and flow to the area and create the opportunity for greater economic development in the city and county.

Public Comment

Ms. Andrea Moore, of 9765 Cobalt Way, came forward representing a group of eleven resident(s) in the Symphony/Cobalt area of the Harmony Subdivision. The group came forward to request the City advocate with the Transportation Cabinet to install a light at the intersection of Symphony and US 42, adjacent to the Harmony entrance and the Union Fire Protection District Station. The amount of traffic on US 42 has increased, making it very difficult for residents on the west side to turn north onto US 42. Ms. Moore also noted that the Fire District has also complained that it is difficult for them to exit the street to respond to emergency calls.

Administrator Plummer noted that it has been almost a year since the city requested a traffic study on US 42 to address the potential to lower the speed limit on the road to 45, and that this light could be addressed in a new request for both a speed and traffic study to the cabinet. The commission supported the recommendation to again request a speed and traffic study to the cabinet, and to contact the Fire Protection District to see if they would like to sign on as a co-requester for this study, or to issue a letter of support for the installation of a light in the interest of public safety and response. The Mayor said he will oversee this request and make it a priority.

The resident group also asked about the possibility of installation of a sidewalk on Old US 42 for the subdivision. This issue is currently being studied by both the City and Boone County as a possible partnership project, and the city will continue to update as this study moves forward. Residents also asked about if the city had a city payroll tax, and they were informed that Union does not at this time, but that the issue may be addressed in the future if the need for additional funding is identified.

Audit Report

Mr. John R. Chamberlin, CPA, MBA of the Van Gorder, Walker & Co., Inc. public accountancy firm reported to the commission on the 2016-2017 Fiscal Year Audit. Mr. Chamberlain reviewed the report in detail, noting the city's positive financial management, and strong financial position, with a reserve fund in place and lack of deficit spending. He advised that his team encountered no significant difficulties in conducting and managing the audit, and that four internal control issues pointed out in the audit had been fully addressed and corrected by city management prior to the presentation. His most significant recommendation was that the city transfer from cash-based accounting practices to accrual-based accounting, as that is the accepted method for governmental accounting. While cash-basis accounting worked when Union was a smaller town, Chamberlain noted that accrual-based methods were needed for the continued growth of the city to ensure proper

financial management and compliance with accepted accounting procedures. City Treasurer David Baker, along with Administrative Assistant Christy Everman, has transitioned the accounting practices of Union from cash to accrual and made the appropriate adjustments to the funding items and accounting software to reflect these changes as required. The commission commended Baker and Everman on their diligence in completing this transition in a timely and efficient manner and thanked Chamberlain for a thorough report.

Economic Development

City Administrator Plummer updated on behalf of Commissioner Ramage, who was absent. Plummer noted that Steve Harper attended his first Boone County Planning Commission meeting last week, and while it was short, it was productive. Plummer also updated on the Union Town Center Plan. 28 Acres of land in the UTC zone has been listed for sale with a local realty company, Huff, and this is the first parcel of privately-owned land in the area to come up for sale to the open market. Representatives from Huff will attend the next EDC meeting on August 14 at 6 p.m. to update on this property and to answer questions and get feedback from the committee on the project. Plummer invited the other members of the commission to attend this meeting if available. Plummer also updated on a meeting sponsored by the BCPC with representatives from Pizzuti, who developed the original UTC plan. This meeting was to review the plan and discuss methods to modernize and update the plan to meet both current resident, developer and business owner needs in the changing retail and commercial environment. Plummer noted this was a very productive discussion, and that the EDC will be considering recommendations from this meeting on the 14th for further action.

Public Works

Commissioner Dulaney updated on the Mt. Zion road project. As expected, the project has been delayed, with a summer 2019 completion for the entire project. Commissioner Miller inquired about traffic on portions of the new road, and Dulaney did confirm that the Transportation Cabinet does expect to divert traffic onto some portions of the new construction this year, but that the entire road will not be open to traffic until next summer. Miller inquired about the city responsibility for the right-of-way and medians, but Dulaney noted that the construction was not far enough along yet to have a good handle on what the city will be responsible for and what those areas will look like for maintenance as far as grade and slope. With the road not being completed until summer of 2019, it is highly unlikely that the city will receive any responsibility for the new road until winter of 2019, as the road remains the KYTC's responsibility until 90 days after the final inspections are completed. He and Administrator Plummer will continue to remain in contact with KYTC and try to develop plans for maintenance as the road construction becomes more finalized.

Dulaney also noted the earlier construction update by Plummer of the 42 Jug Handle and Double Diamond Interchanges as to be on the radar for the city. Dulaney also noted that Engineer Burke is drafting a letter to State Representative Sal Santoro on behalf of the city to ask for funding for repairs to the Clarkston Road bridge through the legislature. The letter under Mayor Solomon's signature will be sent out shortly. (Note...as of writing of these minutes, said document has been sent to Representative Santoro.)

Dulaney asked the commission for approval of a contract with Tru-Line Striping for striping of speed humps/tables in the City of Union. This item only received one bid in the Street Repair program bid process,

and a more competitive price was obtained from Tru-Line, saving the city approximately \$4,000. Commissioner Miller motioned for approval of the contract with Tru-Line. Commissioner Mefford seconded. **Motion approved, 3-0.**

Dulaney updated on the mowing and snow removal contracts and asked for the commission to approve letting of those contracts for bid in August. Plummer noted that the mowing contract is for two years, and that the Public Works Committee recommends adding an additional one-year contract in 2019 to address the Mt. Zion road maintenance. This will allow both contracts to conclude simultaneously and then be combined into a new contract with both areas in 2020 to be let to bid. Commissioner Dulaney motioned for approval of the mowing and landscaping contract to be let to bid, subject to Commission review. Commissioner Mefford seconded. **Motion approved, 3-0.** Commissioner Dulaney motioned for approval of the snow removal contract to be let to bid, subject to Commission review. Commissioner Mefford seconded. **Motion approved, 3-0.**

Dulaney's final report addressed a review of the City Engineer contract, which is up for renewal in September. Dulaney conducted an extensive salary and task review and concluded that the city has been receiving a high level of service from Engineer Burke, at a cost much lower than cities of comparable size. He noted that Burke has requested a \$10 per hour raise, and has not received a raise since 2014. He recommended the commission approve this raise and review the documentation prior to the renewal of the contract to be presented at the next month's meeting.

Communications/Office Operations Report

Director Hinkle updated the commission on two upcoming community events. The first is the annual Zachary Salmon 5K that will be held on *September 30* at the Boone County Arboretum. This event benefits the Union Adopt-A-Unit at Fort Campbell. Hinkle asked any commission members that wish to participate to let her know so she can complete registration forms.

The second event is the annual Boone County Senior Picnic. For the second year, the City Building is serving as a ticket location, with approximately 15 tickets sold to date by the city. This event will be held on *September 12* at the Boone County Fairgrounds, and she encouraged any available commissioners to attend.

City Administrator Report

Administrator Plummer noted the previous updates on road and commercial construction in the area earlier in the meeting, with no further updates needed on those items.

Plummer advised that Mr. Brent Caldwell is being recommended in the legislation section as a contract employee for the city as a Code Enforcement Officer. Mr. Caldwell is a retired Law Enforcement Officer with the City of Warsaw, and has received extensive yearly training from KLC regarding code enforcement and code issues. He came highly recommended, and has been employed by the City of Walton to represent their city as part of the joint code enforcement efforts by Union and Walton.

City Attorney Report

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

Resolutions.

None

Municipal Orders

Municipal Order No. 2018-12 -- A MUNICIPAL ORDER ACCEPTING THE TERMS OF THE DECLARATION OF TRUST FOR THE KENTUCKY LEAGUE OF CITIES WORKERS' COMPENSATION TRUST AND AUTHORIZING THE MAYOR TO EXECUTE THE DECLARATION OF TRUST. Commissioner Dulaney moved to approve, Mefford Seconded. **Motion approved 3-0.**

Municipal Order No. 2018-13 -- A MUNICIPAL ORDER ACCEPTING THE TERMS OF THE TRUST PARTICIPATION AGREEMENT FOR THE KENTUCKY LEAGUE OF CITIES INSURANCE SERVICES GENERAL INSURANCE TRUST AND AUTHORIZING THE MAYOR TO EXECUTE THE TRUST PARTICIPATION AGREEMENT. Commissioner Mefford moved to approve, Miller Seconded. **Motion approved 3-0.**

Municipal Order No. 2018-14 -- A MUNICIPAL ORDER OF THE CITY OF UNION, KENTUCKY AUTHORIZING THE APPOINTMENT AND APPROVING BRENT CALDWELL AS A NON-LAW ENFORCEMENT CITATION/CODE ENFORCEMENT OFFICER. Commissioner Miller moved to approve, Dulaney Seconded. **Motion approved 3-0.**

Municipal Order No. 2018-15 -- A MUNICIPAL ORDER OF THE CITY OF UNION, KENTUCKY APPROVING PAYMENT OF A WAGE INCREASE FOR EACH REGULAR EMPLOYEE OF THE CITY OF UNION, KENTUCKY EFFECTIVE AUGUST 1, 2018. Commissioner Miller moved to approve, Mefford Seconded. **Motion approved 3-0.**

Ordinances

Ordinance No. 2018-08 – AN ORDINANCE AMENDING THE CITY OF UNION, KENTUCKY AMENDED BUDGET FOR THE FISCAL YEAR JULY 1, 2017 THROUGH JUNE 30, 2018. Commissioner Dulaney moved to approve, Miller Seconded. **Motion approved 3-0.**

Ordinance No. 2018-09 - AN ORDINANCE ANNEXING CERTAIN UNINCORPORATED TERRITORY ADJACENT TO THE PRESENT BOUNDARIES OF THE CITY OF UNION, KENTUCKY – First Reading

Ordinance No. 2018-10 - AN ORDINANCE LEVYING AND FIXING THE TAX RATES OF THE CITY OF UNION, KENTUCKY, FOR THE 2018 CALENDAR YEAR; LEVYING SAID TAX UPON REAL AND TANGIBLE PROPERTY; FIXING THE DATE OF PAYMENT, DISCOUNT PAYMENT, DELINQUENCY AND INTEREST CHARGES; FIXING THE PURPOSE THEREFORE; AND SETTING FORTH THE PROCEDURE FOR COLLECTION OF TAXES. – First Reading

Mayor Solomon noted that the rate proposed is the same as 2018, and that city property taxes have not been raised for the last three years since this administration has been in office.

Ordinance No. 2018-11 - AN ORDINANCE ESTABLISHING THE DAY AND TIME OF THE MONTHLY CITY COMMISSIONERS MEETING FOR THE CITY OF UNION, KENTUCKY – First Reading

Announcements

Due to the Labor Day Holiday, the September meeting would need to be rescheduled. Tuesday, September 4th at 6:30 p.m. was selected as the date for the September meeting.

Adjournment

Motion to adjourn was made by Commissioner Miller and seconded by Commissioner Dulaney. **Motion carried 3-0.** Meeting adjourned at 8:31 p.m.

APPROVED:

ATTEST:

Larry Solomon, Mayor

Donna Wahoff, City Clerk