

CITY OF UNION
Business Meeting
March 6, 2017

Regular Business

The meeting was called to order at 7:03 PM on March 6, 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), Commissioner John Mefford and Commissioner Jeremy Ramage.

Also present:

City Attorney-Greg Voss, Esq.

City Administrator-Matthew Dowling

City Communications Coordinator-Melissa Stark Hinkle

Not present:

City Clerk-Kathy Porter.

Approval of Minutes

Commissioner Mefford requested a change from February to March in the announcement of the next meeting date in the minutes. Commissioner Miller moved to approve the February minutes as amended, and Commissioner Mefford seconded that motion. **Motion passed 4-0.**

Financial Report

The Commission reviewed the Balance Statement from February 6, 2017 to February 26, 2017; the Budget/Spend Comparison report from February 6, 2017 to February 26, 2017; and also reviewed bills for payment through February 26, 2017.

Commissioner Miller, Commissioner Ramage and Mayor Solomon, respectively, requested clarifications on three budget items for Mowing/Landscaping; Cemetery Sexton/Grave Digging and Subdivision Streetlights line items. As City Clerk Kathy Porter was not present due to an illness in the family, Mayor Solomon said he would request those clarifications and notify the commission of his findings the next day. Commissioner Dulaney moved to approve the four financial matters as presented in total, Commissioner Miller second. **Motion approved 4-0.**

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. Laura Mitchell, the Construction Manager, Mt. Zion Road project of Kentucky Transportation Cabinet reported:

- Work is progressing well on the KY 536 Grade and Drain Project. That being said – the unseasonable rain over the past few weeks has slowed us down from time to time. The Contractor continues to work primarily on utility relocations – particularly sewer and waterline relocations. Work continues on the culvert at Old Union Road and hope to have that work wrapped up within a few weeks. The culvert work has been heavily impacted by the rains making work difficult.
- They are continuing to monitor erosion control and will do so throughout the entire project.

Mayor Solomon commented that he was in Florida on vacation during the recent storms that affected the Cities of Union, Florence, Walton and all of Boone County. He complimented Mayor Pro-Tem John Mefford for taking control of the City and making positive decisive decision during said recent storms.

Mayor Solomon reported on the resignation of City Administrator Matthew Dowling. Dowling has accepted a new position as the City Administrator for the City of Elsmere. He thanked Dowling for his service to the city, and wished him success in his new position, noting that Union was lucky to have had him here and he would be missed. He went on to report that the search for his replacement is already underway, with several applications already received. The position was advertised on the city website and through the local newspaper, in addition to postings on social media sites. He requested that Commissioner Mefford assist with the first round of screening applications. Commissioners Dulaney and Ramage will assist with the second round of reviews and screenings. He requested Commissioner Miller to assist with the final round of screening and reviews, upon his return from Florida.

Committee Reports

- Planning and Zoning: In Matt Apke's absence, Kevin Costello, from the Boone County Planning Commission reported on the most recent meeting. He reported that the BCPC assisted during the recent storms with the plotting of incident reports using the GIS system utilized by the BCPC. The BCPC met on March 1, and Costello reported that the Traditions Golf Course subdivision in Hebron will begin construction of 400 new homes in that area. There has been a new developer who has purchased the development located at US 42 and Gunpowder, who intends to improve and revitalize that area. The Model Group has also brought forth a proposal for Senior Housing in the review stages, in the area behind that retail area located at 42 and Gunpowder. There is also another Senior Housing project in early stages that is in the Union City limits, but still preliminary in working with the BCPC. He also reported on the Garbage Transfer project in Boone County, but that project does not affect Union at this time. He also reported that BCPC will begin their annual Road Planning project, looking at all arterial and collector roads and updating the comprehensive road and transportation plan. This project is being sponsored by the OKI and Fiscal Court.

- Bob Jonas of the Boone County Planning Commission gave a presentation on the Goals and Objectives of the 2017 Comprehensive Plan. KRS 100 requires that the Comprehensive Plan be updated every five years. The presentation emphasized a move to more digital format for the plan, where data can be maintained in a more timely and current state than in previously printed plans. Strategic Advisers, LLC is assisting the BCPC with updating the document to include more graphics, color and a more professional layout. Elements and chapters are being reorganized for clarity of presentation. The plan will be updated over a period of 15 months, and public participation will be part of that update as well, with more information on how the public can participate to be shared by the BCPC through their website and social media outlets in Boone County. This process is expected in late spring/early summer.
- Economic Development Committee (EDC): Commissioner Ramage reported that the group did not meet in February but the group is scheduled to meet again March 22. Work on the town center is progressing well, but no significant updates to the plan at this time. The Kroger project received a setback, when the privacy fence between the new store and the Union Village Subdivision was destroyed in the recent storm. The destruction did bring up the issue of grubbing in the 10-foot buffer zone between the property line and the privacy zone. Kevin Costello of the BCPC was aware of the issue. Commissioner Ramage said that the BCPC and EDC will be working with Kroger and the residents to try to resolve that issue of the unsightly brush before the fence is replaced.
- Communications Committee: Communications Coordinator Hinkle provided a brief update on the communications plan for the Mt. Zion road project. She is continuing to provide constant updates on the project, and has even had residents say there have been almost too many. She will continue to provide updates on the project as they are received from the Transportation Cabinet.

She also presented a proposal for the replacement of the Easter Eggs that have been used for many years for the annual Easter Egg hunt. Many of the eggs are in bad shape, cracked or unusable due to missing pieces. On the recommendation of the Communications Committee, she brought forth six price quotes for replacing the approximately 3500 eggs with eggs that are prefilled with candy. The Board approved a motion to authorize up to \$500 to replace the eggs for the hunt, and to allow the participants to take the plastic containers with them rather than to store them after the hunt. Commissioner Miller moved to approve and Commissioner Mefford Second. **Motion approved 4-0.**

- Public Works Committee (PWC): Commissioner Eric Dulaney provided an update on the contract with A&A Landscaping. The spring mulch will be taking place shortly, and has likely been delayed due to the recent rains. They will be providing more detailed billing, and the PWC will be conducting more follow up and review of their services as they are provided. He recommended the replacement of some curb areas in the Union Village. The mayor asked why the cost was at \$105 per square foot. City Engineer Burke explained, as they are replacing only small portions, a higher cost per foot was normal, and the \$105 per foot quoted was within industry standard. The renewal of the city garbage contract with Rumpke of Kentucky, Inc. was recommended for two years at the end of the current contract in June. The contract will include a 5%

increase to allow for the additional units (households/businesses) that have been added to the city since the previous contract was signed.

- *City Engineer Report:* City Engineer Burke recommended that any lighting and irrigation slated for the Mt. Zion road medians be complete through under pavement direction boring conduits once the project is finished and final needs are determined for planned landscaping. He also recommended the commission consider paying off the original 2008 Sanitary Sewer KIA loan with an approximate balance of \$190,000 so the approximately two-miles of system can be transferred to SD1. SD1 will not assume responsibility for the sewers until the loan is paid in full. Finally, he updated on the Storm Water Pollution Prevention Program (SWPPP) with new Be Winter Ready pamphlets available for pickup in the City Building.
- *City Administrator Report:* City Administrator Matthew Dowling thanked the commission, former commissioner Ken Heil, and Mayor for the opportunity he had to work in Union, and that he appreciated all of the support and assistance during his tenure as City Administrator. He thanked the residents and staff for their assistance, and he looks forward to attending some of the upcoming city events to stay in touch. He commended the city as a great group of people who work together for the betterment and improvement of the city, which he noted, is not always the case in every city.

City Clerk/Treasurer Report

City Clerk Kathy Porter was absent due to an illness in her family. Mayor Solomon requested that the commission and staff keep her and her family in their thoughts and prayers.

City Attorney Report

Attorney Greg Voss had no report.

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

Ordinances:

ORDINANCE No. 2017-01 –CREATING THE FULL-TIME POSITION OF COMMUNICATIONS COORDINATOR FOR THE CITY OF UNION, KENTUCKY SPECIFYING POWERS AND DUTIES OF THE POSITION. Commissioner Dulaney moved to approve, Ramage seconded. **Motion carried 4-0.**

ORDINANCE No. 2017-02 –SETTING THE COMPENSATION FOR THE COMMUNICATIONS COORDINATOR FOR THE CITY OF UNION, KENTUCKY. Commissioner Mefford moved to approve, Dulaney seconded. **Motion carried 4-0.**

ORDINANCE No. 2017-03 –AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT TO THE CODE OF ORDINANCES. **First Reading**

ORDINANCE No. 2017-04 –AN ORDINANCE RELATING TO THE CITY OF UNION, KENTUCKY APPROVING A SERIES OF ZONING TEXT AMENDMENTS TO THE BOONE COUNTY ZONING REGULATIONS, SUCH AMENDMENTS TO BE MADE TO ARTICLES 31 AND 41 OF THE BOONE COUNTY ZONING REGULATIONS WHICH ADD PERMITTING REQUIREMENTS AND RELATED DEFINITIONS FOR SMALL CELLULAR POLES. **First Reading**

Administrative Issue:

Mayor Solomon reported that all city staff will now have to conduct a formal time tracking of hours worked, along with vacation and sick leave time accrued and used. This issue arose from the need to track Communications Coordinator Hinkle’s time, as her compensation falls under the new Federal guidelines regarding compensation minimums for salaried employees. Attorney Voss advised, that while the new law is in a stay due to a court case pending in Texas, it was advised to keep track of the issue in the interim to ensure compliance with the regulation should it be put back into effect. Mayor Solomon said in the interest of fairness, all employees should follow the recommendation and report their time as indicated, so no one full-time employee would be singled out to report time. Mayor Solomon proposed a system to report such time, and that the time will be reported to the new City Administrator for approval when he or she is hired. The City Administrator will then report their time and the staff time approvals to the Mayor. In the interim, the Mayor will take on this responsibility, until the new administrator is hired. Commissioner Dulaney moved to approve this system and Commissioner Ramage Second. **Motion approved 4-0.**

Announcements:

Mayor Solomon asked Commissioner Mefford to report on the new Boone County Insurance Premium Tax proposal to fund Boone County 911 System Upgrade that was presented at the most recent Boone County Fiscal Court meeting. Mefford reported that there were three proposals brought forth at that meeting. The first two proposals were rejected by the Fiscal Court, leaving the third proposal: an 8% Insurance Premium Tax, which will fund the project, along with providing approximately 5 million dollars to be used for other projects, not yet specified. This proposal has met with some opposition from the public, and a fourth option for a hybrid method of funding through a combination of a dwelling tax and an insurance premium tax, with the elimination of other taxes including a motor vehicle, housing, and phone tax currently being assessed, is being considered by the Fiscal Court. The Boone County Fiscal Court will meet later in the week. (Note: Subsequent to this reporting Boone County Fiscal Court decided to not pursue the stated Insurance Premium Tax.)

Mayor Solomon announced that Daylight Savings Time will begin on March 12 and the City Easter Egg Hunt will be on April 8.

The next regular business meeting will be held on April 3, 2017, at 7 p.m.

Adjournment

Motion to adjourn was made by Commissioner Mefford. Seconded by Commissioner Dulaney. **Motion carried 4-0.** Meeting adjourned at 9:01 p.m.

APPROVED:

ATTEST:

Larry Solomon, Mayor

Melissa Henkle, Acting City Clerk/Treasurer