

**CITY OF UNION**  
**Special Business Meeting**  
**September 4, 2018**

**Regular Business**

The meeting was called to order at 6:30 PM on September 4, 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, Commissioner Eric Dulaney, and Commissioner Jeremy Ramage.

**Also present:**

City Attorney-Greg Voss, Esq.

City Engineer-Barry Burke

City Administrator-David Plummer

City Communications and Operations Director-Melissa Stark Hinkle

**Approval of Minutes**

Mayor Solomon asked for approval of the August 6 meeting minutes. Commissioner Miller moved to approve the August 6, 2018 business meeting minutes. Commissioner Dulaney seconded that motion. **Motion approved 4-0.**

**Financial Reports**

Commissioner Miller gave an overview of the monthly budget, noting the increase in interest income on the finances, and asking if there were any billing areas to clarify. He and Mayor Solomon noted that the finance committee will begin meeting monthly on the last Friday of the month to review the city financial reports. Miller also noted that the renewal of the contract for City Treasurer David Baker is on the agenda for the legislation portion of the agenda, and he recommended approval with an additional \$50.00 monthly increase. He commended Baker for improving the financial reporting system for the city and for increasing the city transparency in financial procedures, and for assisting in more aggressive but responsible management of city assets to generate additional revenue through investments.

The Commission reviewed the Budget/Spend Comparison report from through August 31, 2018; and also reviewed bills for payment through August 31. Commissioner Mefford inquired about a missing check number in the bill listing. Director Hinkle said that the check was used for electronic payment of the August CERS contribution, but that she would confirm for certain. Commissioner Mefford moved to approve the City's monthly financial statement in total. Commissioner Miller seconded. **Motion approved 4-0.**

### **Mayoral Report**

Mayor Solomon noted that he had received no update regarding the old Kroger building from Lisa Ammons, despite repeated contacts to her. Commissioner Miller inquired about the potential of SugarFire petitioning for a special sign district with Boone County Planning Commission regarding a potential additional sign at the new Union location. Both Commissioner Ramage and Mayor Solomon cautioned taking an official commission position on the matter, as there is a procedure and process for this type of application, and that process should be allowed to continue as recommended. The matter will be referred back to the Economic Development Committee once the process has concluded before being presented to the Commission for approval or denial.

### **Public Comment**

Mr. Michael Mason, a candidate for the newly-created Family Court Judge of Boone/Gallatin County, addressed the commission. He noted that he has spent 24 years as an attorney in various legal capacities in Boone County, including with the county prosecutor's office and has the experience necessary for the position.

Mr. Jesse Parks, a candidate for the State Representative office also addressed the commission regarding his campaign. He has been in sales with Jake Sweeney for 17 years, and came to Boone County from California. He has had a life-long interest in politics and has been involved with both city and local government for years and is interested in providing a new viewpoint to Northern Kentucky. He is currently running as a Democratic candidate against incumbent Sal Santoro.

### **Economic Development**

Commissioner Ramage advised that there was no update from Steve Harper/Boone County Planning, as the group had not met since the last commission meeting. He updated on the continuing construction on the Kroger Out lots, with some businesses hoping to open in late fall of 2018. He also updated on the most recent EDC meeting with representatives from Huff Realty, who represent the 22 acres located in the UTC zone that has been listed for sale. Ramage noted that this was a significant development, as this is the first property along Mt. Zion to be formally and officially listed for public sale. The realtors recommended that the EDC/City develop a list of potential companies that would be willing to open or relocate businesses to the City of Union, to help them in the promotion to potential developers. This listing could help drive the type of development, whether it would be more office/retail or more retail/residential, depending on the type of property needed by potential businesses in the area. Ramage noted that information would be going out shortly in the Neighbors of Union magazine to help solicit interest from local business owners and area residents who may work out of the area, but be interested in relocating to Union. City staff will develop this list and maintain it throughout the development process.

### **Public Works**

Commissioner Dulaney reported on the recent bid process for both landscaping services and snow and ice removal. The city received two bids for landscaping, with A&A LawnCare providing the lowest bid at \$35,278.00 per year of a two-year contract. Administrator Plummer did note that A&A has been more

responsive to responding to city requests for service and that there would be a pre-contract meeting with A&A and Commissioner Dulaney and Administrator Plummer to discuss the scope of the contract and expectations on behalf of the city regarding the services received. Commissioner Ramage inquired if there was any way to put a penalty clause or a termination clause in the contract, but Plummer asked that we give them the opportunity to try to improve their services through improved communication and providing more accountability and reporting on the part of A&A.

On snow removal, the city received only one bid for services from GroundSystems, Inc. This bid is slightly lower in cost per ton of salt than the previous year, but the amount of salt has also been lowered, while all other services remained essentially flat in cost. This is also a two-year contract for services.

Dulaney updated that Mt. Zion road is progressing along, with a late Summer 2019 opening. Some traffic is expected to be diverted to new road later this fall. Dulaney also updated on the Bridging Kentucky initiative, which will allocate money for repairs to bridges across the state. The city has made a request through Representative Santoro, for the Clarkston Street bridge to be included in this initiative, and the city will continue to follow up with Santoro on this issue.

Dulaney noted that work was moving forward on the proposed sidewalk along Old US 42 near Fowler's Creek. Boone County had received initial cost estimates for the project along with engineering drawings for the project. Through negotiation, Administrator Plummer arranged for the City of Union to pay their portion of the project, approximately \$69,000, as part of Fiscal Year 2019, and will reimburse Boone County for their share of costs at that time. In addition, a portion of the work must be conducted on private property owned by the HOA of Fowler's Creek subdivision, and Plummer has negotiated for that HOA to bear the costs, approximately \$3000, for the work to be conducted on that privately-owned land so that the project can proceed to bid, as scheduled, this fall.

Dulaney presented two quotes for some brush and tree trimming to address a line-of-sight issue near Fowler's Creek subdivision. Brush and Tree growth is obstructing the turn out of the subdivision, and the city has received several complaints regarding this issue. Dulaney recommended the city proceed with an estimate of 1697.70 from Ground Systems to remove and trim this obstruction. Commissioner Miller made a motion to accept the quote from Ground Systems to remove brush at the Fowler's Creek turn along Old US 42. Commissioner Dulaney seconded. **Motion approved, 4-0.** Mayor Solomon requested that this be funded from the landscaping line item in the current budget year.

City Engineer Burke reported on two traffic study issues in the city. The first, at Burleigh, was conducted in August, with an enforcement initiative held by the Boone County Sheriff. Because the study showed that the number of speed violations did not meet the minimum standards set by the MUTC for change, he recommended that the city take no action at this time for further traffic calming measures. The second, a request for a speed study on Westbrook Boulevard, Burke noted that construction is not complete in this area, and many home sites remain available. He recommended deferring until more or all of the construction is

completed in this area to obtain a true picture of traffic and any traffic violations in this area before proceeding to initiate any traffic calming measures along the roadway.

Burke concluded with a brief report of his attendance at the Storm Water Advisory Committee meeting. This attendance is required by SD1 as a co-permittee in the Storm Water Pollution Prevention Plan. Burke will be updating the SWPPP for the city and be providing that to SD1 prior to December 31, 2018.

#### Communications/Office Operations Report

Director Hinkle reminded of three 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. This event will be held on *September 12* at the Boone County Fairgrounds. Commissioner Miller and Mayor Solomon will be attending to represent the City.

Hinkle also announced that the 2018 Breakfast with Santa will be held on December 8, at the Union Fire Protection District, as it has in years past. The UFPD recently confirmed that the building would be available on that day for the event.

#### City Administrator Report

Administrator Plummer noted the previous updates on the Fowler's Creek project. He noted that Boone County expects to begin the bid process shortly for a fall work timeline, but doubts that construction will fully begin until spring with the onset of winter rapidly approaching.

Plummer noted that he and Attorney Voss will be attending the KLC Conference, September 17-20 in Louisville. He encouraged any commission members interested in attending to do so, as the program has many interesting sessions.

Plummer announced that the Union/Walton Joint Code Enforcement Board will meet on September 5, to address a compliance issue in the Walton jurisdiction. No Union items are on the agenda. He also announced that the city will be assuming two new streetlights in the Harmony Phase D1 development, a new area where townhomes are being built near 42 and Sweet Harmony.

Plummer also addressed a safety issue regarding a sidewalk on Cobalt Way where a resident fell last week and received minor injury. Attorney Voss advised that he had talked with the injured individual, and the injuries were minor and required no special treatment. He advised that the city continue to follow up on the issue and pursue means to effect immediate repair of the issue in the interest of public safety. Administrator Plummer and Commissioner Dulaney will be visiting on site to address the issue, and Plummer will follow up with the HOA of the subdivision to discuss next steps. Engineer Burke advised that typically sidewalks are the responsibility of the individual homeowner, but that this area does have a 25-foot right of way in some

locations and this may fall under city purview. Plummer will continue to follow up and research to advise if commission action is necessary.

### **City Attorney Report**

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

##### **Resolutions.**

**None**

##### **Municipal Orders**

**Municipal Order No. 2018-16** -- A MUNICIPAL ORDER HIRING BARRY J. BURKE, PE PLS AS AN INDEPENDENT CONTRACTOR FOR CITY ENGINEERING SERVICES FOR THE CITY OF UNION, KENTUCKY. Commissioner Dulaney moved to approve, Mefford Seconded. **Motion approved 4-0.**

**Municipal Order No. 2018-17**--A MUNICIPAL ORDER AUTHORIZING THE RECONSTRUCTION OF THE INTERSECTION OF OLD UNION ROAD AND ROYAL OAK LANE AND TO JOINTLY BID THE PROJECT WITH BOONE COUNTY FISCAL COURT. Commissioner Miller moved to approve, Mefford Seconded. **Motion approved 4-0.**

**Municipal Order No. 2018-18**--A MUNICIPAL ORDER ACCEPTING THE CONTRACT OF VAN GORDER, WALKER & CO., INC. FOR AUDITING SERVICES FOR THE CITY OF UNION, KENTUCKY AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT. Commissioner Mefford moved to approve, Dulaney Seconded. **Motion approved 4-0.**

**Municipal Order No. 2018-19**--A MUNICIPAL ORDER FOR THE CITY OF UNION, KENTUCKY TO EXTEND THE CONTRACT TO BAKER BUSINESS & TAX SOLUTIONS, PLLC AND EXECUTE THE AGREEMENT FOR THE EXTENSION OF THE CONTRACT. Commissioner Miller moved to approve, Ramage Seconded. **Motion approved 4-0.**

**Municipal Order NO. 2018-20**-- A MUNICIPAL ORDER AUTHORIZING THE MAYOR FOR THE CITY OF UNION, KENTUCKY TO ACCEPT THE BID AND EXECUTE THE CONTRACT BETWEEN GROUND SYSTEMS, INC. AND THE CITY OF UNION, KENTUCKY FOR 2018-2019 SNOW AND ICE REMOVAL. Commissioner Dulaney moved to approve, Mefford Seconded. **Motion approved 4-0.**

**Municipal Order NO. 2018-21**--A MUNICIPAL ORDER FOR THE CITY OF UNION, KENTUCKY TO ACCEPT THE BID AND EXECUTE THE CONTRACT FROM A & A LAWN CARE & LANDSCAPING, INC. FOR PROVIDING MOWING, TRIMMING, LANDSCAPING AND GENERAL MAINTENANCE. Commissioner Mefford moved to approve, Miller Seconded. **Motion approved 4-0.**

Of note, Administrator Plummer indicated that this contract does not include the maintenance of the Mt. Zion corridor. At this time, the city anticipates receiving control of the right of way and median areas of this road in

late 2019, and at that time a separate one-year contract will be bid for that maintenance. At the conclusion of both contracts, the two will be combined into a single contract for maintenance of all areas in the city, saving the taxpayers costs on maintaining an area that is under KYTC control for a year.

#### Ordinances

**Ordinance No. 2018-09--** AN ORDINANCE ANNEXING CERTAIN UNINCORPORATED TERRITORY ADJACENT TO THE PRESENT BOUNDARIES OF THE CITY OF UNION, KENTUCKY – Commissioner Dulaney moved to approve, Mefford Seconded. **Motion approved 4-0.**

Of note, City Engineer Burke advised that prior to submitting the Annexation to the Kentucky Secretary of State for proper filing, an updated plat with a surveyor's seal should be obtained from Viox and Viox and submitted to the SOS office for proper approval. The plats provided in the packet do not have this seal, and will not meet filing standards for the Secretary's office. Burke will follow up with Viox and Viox to obtain the proper paperwork to submit on behalf of the city.

**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. – Commissioner Miller moved to approve, Dulaney Seconded. **Motion approved 4-0.**

**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 – Commissioner Mefford moved to approve, Ramage Seconded. **Motion approved 4-0.**

**ORDINANCE NO. 2018-12--** AN ORDINANCE ORDERING THE PARTIAL CLOSURE OF THE 0.020 ACRE PORTION OF PROSPERITY COURT IN UNION, KENTUCKY – *First Reading*

#### Announcements

The next meeting will be held on Monday, October 1, 2018 at 6:30 p.m. Mayor Solomon advised that he would be out of town from September 15-22 and Commissioner Miller accepted Mayor Pro Tem duties during that time.

#### Adjournment

Motion to adjourn was made by Commissioner Mefford and seconded by Commissioner Miller. **Motion carried 4-0.** Meeting adjourned at 8:06 p.m.

**APPROVED:**

**ATTEST:**

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**Larry Solomon, Mayor**

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**Donna Wahoff, City Clerk**