

City of Union, KY

CAUCUS/COMMISSION MEETING MINUTES
FEBRUARY 22, 2023 – 6:00 PM
VIDEO TELECONFERENCE

WELCOME

CALL TO ORDER

The meeting was called to order at 6:00 PM, 2023 by Mayor Solomon.

ROLL CALL

A quorum was present, and a roll call was taken. Commissioner Doug Bine, Commissioner John Mefford, Commissioner Brian Garner, and Mayor Larry Solomon. Commissioner Jeremey Ramage joined the meeting at 6:09 PM.

APPROVAL OF MINUTES

Mayor Solomon asked for approval of January 18, 2023, Caucus meeting minutes.

Commissioner Garner motioned and Commissioner Mefford seconded that motion.

Commissioner Mefford voted aye, Commissioner Garner voted aye, Commissioner Bine voted aye, and Mayor Solomon voted aye. **Motion approved 4-0.**

VISITORS/GUESTS WISHING TO SPEAK

Mayor Solomon asked if there was anyone wishing to speak. No one had any issues to be addressed.

CAUCUS DISCUSSION

US 42 Speed Limit

Mayor Solomon stated that he received notification from State Senator John Schickel that the speed limit on Highway US 42 will be lowered from fifty five miles per hour to forty five miles per hours. The Mayor stated that lowering the speed limit will help to keep the city safer.

Mayor Solomon also mentioned that Boone County Administrator Jeff Earlywine will be retiring as of July 31, 2023.

Whispering Trail

Commissioner Garner gave an update on the Whispering Trail water drainage issue, he stated that the city consulted with three contractors and received back three bids to consider. Commissioner Garner read the results from the three contractors.

- Stantec - \$80,000
- CT Consultants - \$67,820
- Mason Carr Civil Engineering LLC - \$52,116.20

Commissioner Garner is recommending that the city move forward with the project contracting with Mason Carr.

Sean Blake, a Senior Manager with Sanitation District No. 1 (SD1), explained the proposal for Stantec is \$105,151.60 due to the geotechnical services placeholder of \$25,000 that was not included in their total. Mr. Blake also said that he has worked with all of the companies that the city consulted with and feels they all do good work. Mayor Solomon asked Sean Blake about the timeline of the project. Mr. Blake explained that the consultants will design, prepare easements and work with the contractor so that the project will be ready to go out to bid for construction by early June. Mr. Blake explained the construction phase should take approximately two months, weather dependent.

Hiring Process

Mayor Solomon explained the hiring process for city employees.

- City Administrative Officer (CAO) – Mayor and Commissioner will evaluate whether or not an internal employee should fill the CAO vacancy.
- If the Mayor and Commissioners decide to interview external candidates, the Mayor will lead this hiring effort in conjunction with Commissioners.
- All Commissioners will be a part of the interviewing team for all qualified candidates.
- Staff Reporting to the City Administrative Officer (CAO)
- The Mayor and Commissioner will determine if a position will be a contract employee.
- CAO in conjunction with the Mayor and Commissioners will evaluate whether or not an internal employee should fill a staff vacancy.
- If the CAO in conjunction with the Mayor and Commissioners decides to interview external candidates, the CAO will lead the hiring effort of the Mayor and Commissioners.
- The salary range will be based on the range approved by Commission legislatively
- Commission approves the salary amount prior to being made to a candidate.
- After offers are made to candidates for either CAO or other staff and if he/she does not accept, then the item goes back to the Commission for further discussion.

Commissioner Mefford addressed that if a Commissioner was not available during a period of time during the hiring process then they would waive their opportunity to interview a candidate.

Everyone agreed that Attorney Voss will prepare a Municipal Order explaining the hiring process.

Communications Coordinator

City Administrator Amy Safran gave updates to the hiring of the Communications Coordinator position. CAO Safran explained that from the resumes received two candidates were interviewed and moved forward in the process. However, one of the candidates is no longer interested in the position. CAO Safran expressed that the Commission would like to present an offer to the remaining candidate, who was the top selection for the position.

Commissioner Mefford made a motion to enter into Executive Session at 6:36 PM to discuss the appointment of a new Communications Coordinator per KRS 61.810 (1) (f).

Commissioner Garner seconded that motion. **Motion approved 5-0**

Commissioner Mefford made a motion to exit the Executive Session at 6:46 PM. Commissioner Bine seconded that motion. **Motion approved 5-0** No decisions were made during executive session.

1599 Mt. Zion Road

Mayor Solomon mentioned that the residents at 1599 Mt. Zion Road have submitted an engineering plan to the city, this report which includes that the drainage issues which have occurred over the years at Union Rice Cemetery have caused structural damage to their house. The city has corrected the drainage issues at Union Rice Cemetery by having a drainage pipe installed. Mayor Solomon stated the report does not show the damage was caused from the drainage issue, the conclusion only showed that it contributed to it.

City Administrator Amy Safran explained the homeowner at 1599 Mt Zion Road reached out a few months ago expressing that they had a home inspection after the drainage work on the cemetery was completed. CAO Safran explained the report that was submitted to the city was completed in January shows the drainage only lightly contributed and does not directly indicate a direct cause for the damage to the home.

Commissioner Garner mentioned he would like to speak to the homeowners to ask more questions about how long the problem has been occurring.

Attorney Voss recommended that the city consult with a Hydrology Engineer to get their expert opinion.

The agreement was made that the new Public Works Director will work with Commissioner Garner and the homeowner to try and get this issue resolved.

SB50/HB50

Commissioner Mefford gave an update to Senate Bill 50, he mentioned that from the last Commission meeting it was agreed upon to draft a letter opposing the bill to post on the city website instead of passing a Municipal Order. Commissioner Mefford is going to add extra language regarding what the bill will mean for the voters and he will work with City Administrator Amy Safran to get a final draft prepared for the Commission to view prior to posting to the website.

New Business Interest/EDC

Commissioner Bine mentioned there were a couple of businesses showing interest in locating to the city but no commitment has been made.

City Logo

Commissioner Bine mentioned that the Economic Development Committee (EDC) met to begin the discussion for the development of a new city logo. Commissioner Bine invited Lynn Arnold, Graphic Designer, to attend the meeting and listen to ideas from the group. Ms. Arnold will take the recommendations from the meeting and prepare some rendition logos for the next EDC meeting in two weeks. Commissioner Bine stated his goal for the project would be to have it completed within

sixty days. Commissioner Bine mentioned he would like to get money appropriated to be able to pay Ms. Arnold for her time and any other expenses that will be incurred with this project. Mayor Solomon asked for approval for \$3,000 to be used from the Community Re-Investment Fund for the purpose of the city logo project. Commissioner Ramage made a motion and Commissioner Mefford seconded that motion. **Motion approved 5-0**

Littlest Angels Learning Center

Commissioner Garner gave an update on the drainage issue at Littlest Angels, he stated that the city has not heard from the owners and there is no knowledge of if they are in contact with Kentucky Transportation Cabinet (KYTC). Commissioner Garner stated that the city has received a few quotes that were closer to \$30,000 instead of the \$15,000 to \$20,000 that was anticipated. Commissioner Garner also stated a lot of contractors that were contacted either did not do the type of work needed or stated the job was too small to consider. The initial agreement by the city to Littlest Angels was a cost share that the city would pay eighty percent and Littlest Angels would pay twenty percent. Commissioner Garner commented that he would like to give Littlest Angels a time line for the work to begin. Commissioner Garner feels that a deadline needs to be given for when the work should be completed. After discussion the agreement was made to move forward with trying to work with the owners of Littlest Angels, setting a deadline of sixty days for when the work needs to be completed. Additionally, the Commission agreed that the city is willing to pay sixty percent and the property owner will now be responsible for paying forty percent. The first step will be to send a letter to the property owners, if they do not respond or they reject the offer, the work will be completed and the property owners will be billed for the total cost. The Commission was in agreement that this is a safety issue and needs to be fixed.

Municipal Road Aid

City Administrator Amy Safran explained that every year cities could change the way on how they receive their Municipal Road Aid (MRA). CAO Safran explained that currently the city of Union receives their funds on a monthly basis however there is an option to join the Cooperative Program and the money would be distributed three times a year. CAO Safran explained that by joining the Cooperative Program three percent of the annual funds would be withheld to go into an emergency fund. This fund would be available for the city to use if we had an emergency road issue, such as a drainage structure, culvert, bridge, road slippage. CAO Safran explained that regular MRA funds are used for normal maintenance and wear to roads but the emergency funds can only be used for urgent situations. After discussion the Commission decided it was better to continue receiving the Municipal Road Aid Funds on a monthly basis rather than joining the Cooperative Program.

Commission Form of Government

Commissioner Ramage explained that he wanted an opportunity to further discuss the clarification of the roles of the Commissioners. Mayor Solomon explained that there were no job descriptions for Commissioners but it could be something that could be worked on. Commissioner Mefford explained that according to the modifications that were made to an Ordinance in 2021 he feels his duties as Commissioner are explained in a well-defined manner. Mayor Solomon agreed with Commissioner

Mefford and also stated that he felt that the description of duties for the Commissioners goes above and beyond where the statues are. Commissioner Ramage expressed that not all roles of the Commissioners are equally defined when it comes to the committees. Attorney Voss explained that Commission ran cities are usually seen in smaller towns and the City of Union has grown significantly through the years. Attorney Voss explained that you need one person from each committee to be a representative as to what is occurring in the city so they can be the liaison for the rest of the Commission. However, when it comes to making final decisions all five members of the Commission are required. Mayor Solomon stated that moving forward he wanted to make sure the city stays a Commission form of government.

LEGISLATION

MUNICIPAL ORDER 2023-10 A MUNICIPAL ORDER APPOINTING PAUL KREMER AS PUBLIC WORKS DIRECTOR FOR THE CITY OF UNION, KENTUCKY

Commissioner Mefford made a motion and Commissioner Garner seconded that motion. Commissioner Ramage voted aye, Commissioner Garner voted aye, Commissioner Mefford voted aye, Commissioner Bine voted aye and Mayor Solomon voted aye. **Motion approved 5-0**

Mayor Solomon asked for a motion to approve the contract for Paul Kremer as Public Works Director for the City of Union, Kentucky.

Commissioner Bine made a motion and Commissioner Garner seconded that motion. Commissioner Bine voted aye, Commissioner Mefford voted aye, Commissioner Garner voted aye, Commissioner Ramage voted aye and Mayor Solomon voted aye. **Motion approved. 5-0**

MUNICIPAL ORDER NO. 2023-11 A MUNICIPAL ORDER ACCEPTING THE PROPOSAL OF MASON CARR CIVIL ENGINEERING TO DESIGN AND OVERSEE CONSTRUCTION OF A STORM SEWER BETWEEN WHISPERING TRAIL AND INDIAN HILL DRIVE IN THE CITY OF UNION, KENTUCKY AND AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH MASON CARR CIVIL ENGINEERING

Commissioner Garner made a motion and Commissioner Mefford seconded that motion. Commissioner Ramage voted aye, Commissioner Garner voted aye, Commissioner Mefford voted aye, Commissioner Bine voted aye and Mayor Solomon voted aye. **Motion approved 5-0**

ORDINANCE NO. 2023-05 AN ORDINANCE OF THE CITY OF UNION, KENTUCKY APPROVING, WITH CONDITIONS, A REQUEST OF GREGORY P. TILSLEY (APPLICANT) FOR GRAETER'S PROPERTIES LIMITED (OWNER) FOR A CHANGE IN AN APPROVED CONCEPT DEVELOPMENT PLAN IN A COMMERCIAL TWO/PLANNED DEVELOPMENT (C-2/PD) DISTRICT FOR AN APPROXIMATE 5.7 ACRE AREA LOCATED AT 8905 US 42, UNION, KENTUCKY. THE REQUEST IS FOR A CHANGE IN AN APPROVED CONCEPT DEVELOPMENT PLAN TO ALLOW TWO ADDITIONAL EATING AND DRINKING ESTABLISHMENTS, A CENTRAL PLAZA AREA, AND INTERCONNECTED PARKING FACILITIES (2nd Reading)

Commissioner Mefford made a motion and Commissioner Garner seconded that motion. Commissioner Ramage voted aye, Commissioner Garner voted aye, Commissioner Mefford voted aye, Commissioner Bine voted aye and Mayor Solomon voted aye. **Motion approved 5-0**

ORDINANCE NO. 2023-06 AN ORDINANCE OF THE UNION CITY COMMISSION REPEALING IN ITS ENTIRETY CHAPTER 110 OF THE CITY OF UNION, KENTUCKY CODE OF ORDINANCES (2nd Reading)

Commissioner Bine made a motion and Commissioner Ramage seconded that motion. Commissioner Ramage voted aye, Commissioner Garner voted aye, Commissioner Mefford voted aye, Commissioner Bine voted aye and Mayor Solomon voted aye. **Motion approved 5-0**

ANNOUNCEMENTS

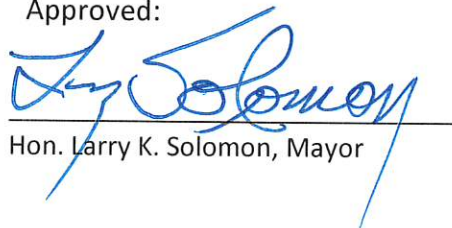
Mayor Solomon announced that the City Commission will hold the next Regular Commission Meeting on Monday March 6, at 6:00 PM. He also stated that the next Caucus/Commission Meeting will be on Monday March 20, at 6:00 PM both meetings will be held at the city building located 1843 Bristow Drive Union, KY 41091.

ADJOURNMENT

Mayor Solomon asked for a motion to adjourn. Commissioner Ramage made a motion and Mayor Solomon seconded that motion. **Motion approved 5-0.**

The meeting was adjourned at 9:25 PM.

Approved:


Hon. Larry K. Solomon, Mayor

Attest:


Tammy Wilhoite, City Clerk