

# City of Union, KY

Regular Commission Meeting Minutes  
March 6, 2023 – 6:00 PM

## CALL TO ORDER

Mayor Solomon called the Regular Commission Meeting to order at 6:00 PM.

## PLEDGE OF ALLEGIANCE

Mayor Solomon led all attendees in the Pledge of Allegiance.

## ROLL CALL

A quorum was present, and a roll call was taken. Commissioner John Mefford, Commissioner Brian Garner, Commissioner Doug Bine, and Mayor Larry Solomon. Commissioner Jeremy Ramage was absent.

## APPROVAL OF MINUTES

Mayor Solomon asked for approval of February 6, Regular Commission Meeting Minutes. Commissioner Mefford made a motion and Commissioner Bine seconded that motion. **Motion approved 4-0**

Mayor Solomon asked for approval of February 22, 2023, Caucus Meeting Minutes. Commissioner Garner made a motion and Commissioner Bine seconded that motion. **Motion approved 4-0.**

Mayor Solomon asked for approval of February 28, 2023, Special Meeting Minutes. Commissioner Bine made a motion and Commissioner Garner seconded that motion. **Motion approved 4-0.**

## VISITORS/GUESTS WISHING TO SPEAK

Boone County Commissioner Chet Hand mentioned he was at the meeting to observe since the City of Union was in his jurisdiction. He talked about recent discussion from a Strategic Planning Session at Boone County where they are hoping to come up with a way to advertise all three cities within Boone County: Florence, Union, and Walton in a standardized way.

## MAYOR/COMMISSIONER REPORT

### Kroger Micro-Fulfillment Center

Mayor Solomon mentioned that during a recent meeting with the President of Kroger and her team it was brought to the city's attention that the Micro Fulfillment location in Union was in the process of closing. He also mentioned the test market between Kroger and Walgreens is ending. During the meeting they mentioned if the Micro Fulfillment store was sold to a private

retailer, it would most likely stay vacant for at least a year or more due to the bidding process. Suggestions were made to utilize the building for community use such as a Y.M.C.A., Boone County Schools, or even use by the City of Union. Mayor Solomon mentioned that after a conversation with Boone County Judge Executive Gary Moore it was confirmed that Boone County Schools will be moving forward to purchase the buildings from Kroger. Mayor Solomon also confirmed with Boone County Superintendent Matt Turner that the buildings will be purchased for a pre-school program.

#### Brilliance Avenue Extension

Mayor Solomon discussed that there will be a meeting on Wednesday March 8, with Viox & Viox, Nick Grammas and Boone County Planning Commission. The intent of the meeting is to get the Brilliance Avenue Extension project moving forward. The original date of approval was in 2021 we now need to get the project to where it can be ready to go out to bid.

#### Updates

Mayor Solomon mentioned we will have an update on the Promenade at the next Caucus meeting March 20, with T.J. Ackermann. He also mentioned at the end of March he will start the discussion of the 2023-2024 fiscal budget with Commissioner Jeremy Ramage.

### **FINANCIAL REPORT**

Treasurer Christy Everman provided an update to the Commission on February's financial report which included "the bills to be paid" and the balance sheet. There were two snow event invoices paid in February which resulted in the budget for snow/ice removal going over the budgeted amount for this fiscal year. Treasurer Everman also stated that the street repairs are over the budgeted amount. Interest rates are up again currently at 4.33%, which resulted in \$7,200 for the month of February.

There were only eighteen unpaid property tax bills which total approximately \$6,000. Treasurer Everman will send out another round of delinquent letters in attempt to collect prior to turning them over to Attorney Voss.

#### Budget

Mayor Solomon explained that he and Treasurer Everman went through each line item of the current budget trying to project where the city would be at the end of this fiscal year. Mayor Solomon explained that the city is over budget and for the next few months we will need to evaluate things that need to be done and if they are not of the highest priority they can be put on hold until the next fiscal year budget including the following:

- New City Monument
- MKSK – Union Town Center
- Mt. Zion Beautification
- Delay New Public Works Projects
- Minimize the use of Contractors – Engineering/Legal

After a brief discussion with the Commissioners Mayor Solomon explained all of the projects could continue with planning, but no construction would take place.

Mayor Solomon asked for a motion to pay the monthly bills. Commissioner Mefford made a motion and Commissioner Garner seconded that motion. **Motion approved 4-0**

### **COMMUNICATIONS COMMITTEE REPORT**

Commissioner Mefford announced the city will have a new Communications Coordinator starting on March 7. Commissioner Mefford mentioned the Annual Easter Egg Hunt will be on April 1, this year starting at 8:30 AM, first hunt starts at 9:00 AM. Drees Homes is the title sponsor for this event, Masons Lodge is considering support for this event, and we should hear from them soon.

The Zach Salmon Soldier 5K Run has unfortunately been postponed from September 2023 until possibly March 2024 due to deployment.

Operation Honor Banner will no longer be offering banners due to cost and time. However, we still have twenty current banners to hang throughout the city this year. We will research the cost to take on the project directly through the company where they are ordered from since it is something we would like to continue.

Next week the Communications Committee will meet with Boone County Parks to start the discussion for Union Celebrates America.

### **ADMINISTRATOR REPORT**

#### Occupational Tax

City Administrator Amy Safran mentioned she attended the Kentucky City County Management Association Conference last week which included discussions on topics from emergency management, recruitment of small business and ethic presentations.

CAO Safran explained that we are moving forward with the payroll tax. We have weekly online meetings with GovOS and Occupational Tax Administrator Kim Krugel and her team. We are testing and the payment gateway is finally in the testing mode and going well. We are currently working on the forms and GovOs will be scheduling longer sessions for training within the site. Commissioner Garner asked if we are on schedule and CAO Safran answered yes and if something did go wrong within the site, we will have all the paper forms ready.

#### Littlest Angels

City Administrator gave an update on Littlest Angels, since the last Caucus meeting a letter was sent out to the property owners with a reduction in the offer from eighty percent to sixty percent for the project and a new deadline for response was set for sixty days. The property owner replied that he had not been receiving all of the communications from the city due to email issues. Following the meeting in December, he thought that the city was going to move forward with the project and then bill Littlest Angels twenty percent CAO Safran explained to the owner that at no point was that communicated and after the meeting it was understood the property owner would be contacting Kentucky Transportation

Cabinet (KYTC) for assistance and would then update the city the original deadline for project commitment from the property owner has already passed.

Both Commissioner Garner and Commissioner Mefford agreed the water issue needs to be fixed due to it being a safety issue.

The Commission stated that the work needs to be contracted by Littlest Angels and an agreement needs to be made between Littlest Angels and the city stating Littlest Angels will hire a contractor within thirty days to get the work completed within an agreed time frame. The Commission also agreed that once the project is complete if the property owner is paid by Kentucky Transportation Cabinet (KYTC) for the project then the City of Union should be reimbursed for their portion paid toward the project.

#### Employee Salary Analysis

City Administrator Amy Safran explained she will be preparing an Employment Salary Analysis at Mayor Solomon's request to present at the Caucus Meeting in June. With the new fiscal year approaching and the city adding new staff we want to compare market pay rates to see where we are competitively across the state.

#### New Public Works Director

City Administrator Amy Safran welcomed new Public Works Director Paul Kremer and mentioned how he is already going above and beyond in his new role.

### **PUBLIC WORKS**

City Engineer Barry Burke has completed the bid documents for the 2023-2024 Street Repair Project. City Engineer Burke summarized highlights from the 2023-2024 Street Repair Bid. The Public Works Committee recommends the following:

- Micro-surfacing about 5,440 linear feet on city streets.
- Asphalt Base/Surface/Pothole Repairs about 78 square yards on six streets.
- Asphalt Rejuvenation (Reclamite) – Seal five streets.
- Completing 223 linear feet of concrete curb and gutter work on seven streets.
- Reconstruct about 1,380 linear feet of rural roadway to urban roadway – Union School. Road between US 42 and Old Union Road.
- Replace 17 old catch basins.
- Completing about 130 linear feet of edge/side drain work.
- Restriping of about 2,300 double yellow lines.

Engineer Burke explained the city will be using two new products this year, micro-surfacing and reclamite. These products will serve in saving the city a significant amount of money.

Other projects for the fiscal year 2023-2024 include:

- Brilliance Avenue Extension
- Whispering Trail Storm Water Project
- Littlest Angels Storm Drainage Project

Mayor Solomon explained both Brilliance Avenue Extension, and Whispering Trail projects will be funded through American Rescue Plan Act (ARPA) funds.

Approval is requested to proceed with public notice and bid opening on March 28, 2023.

Commissioner Garner made a motion and Mayor Solomon seconded that motion. **Motion approved 4-0**

Public Works Director (PWD) Paul Kremer gave an update on Whispering Trail, he noted the ninety day performance contract was signed with Mason Carr. PWD Kremer explained he will be keeping a Public Works Tracker and updating regularly to present at the meetings to outline current issues he is working on.

## **ECONOMIC DEVELOPMENT COMMITTEE REPORT**

### New City Logo

Commissioner Bine explained that the Economic Development Committee (EDC) will be meeting on March 7, to follow up on discussions of a new city logo, look at designs, revise and narrow down options to bring back to the Commission.

### New Business Interest/EDC

Commissioner Bine mentioned there was interest in a new development locating to the city but no commitment has been made.

### Hazardous Mitigation Meeting

Commissioner Bine mentioned last Friday March 3, he attended the Hazardous Mitigation Meeting along with Public Works Director Paul Kremer, and City Administrator Amy Safran. Commissioner Bine stated during the meeting, critical infrastructure was identified within the city. He also mentioned they learned that the city could be eligible for Federal Emergency Management Agency (FEMA) funds since there is a Boone County Sheriff Substation inside of the city building. This will be something to consider when planning the new city building, there could be funds available if we have space available that could be used for shelter in an emergency.

## **LEGISLATION**

### **MUNICIPAL ORDER 2023-12 A MUNICIPAL ORDER AMENDING THE TABLE OF ADMINISTRATIVE STAFF FOR THE CITY OF UNION, KENTUCKY**

Commissioner Bine made a motion and Commissioner Mefford seconded that motion. **Motion approved 4-0.**

### **MUNICIPAL ORDER 2023-13 A MUNICIPAL ORDER ACCEPTING THE MEMORANDUM OF AGREEMENT AND EXCHANGE OF INFORMATION AGREEMENT AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENTS**

Commissioner Garner made a motion and Commissioner Bine seconded that motion. **Motion approved 4-0.**

**MUNICIPAL ORDER 2023-14 A MUNICIPAL ORDER HIRING JAIME LYONS AS A FULL TIME COMMUNICATIONS COORDINATOR FOR THE CITY OF UNION, KENTUCKY**

Commissioner Mefford made a motion and Commissioner Bine seconded that motion. **Motion approved 4-0.**

**MUNICIPAL ORDER 2023-15 A MUNICIPAL ORDER FOR THE CITY OF UNION, KENTUCKY OFFICIALY ADOPTING THE HIRING PROCEDURES FOR THE CITY OF UNION, KENTUCKY**

Commissioner Bine made a motion and Commissioner Garner seconded that motion. **Motion approved 4-0.**

**ANNOUNCEMENTS**


Mayor Solomon announced that the next Caucus Meeting will be on Monday March 20, 2023, at 6:00 PM. Mayor Solomon also stated that the next Regular City Commission meeting will be held on Monday April 3, 2023, at 6:00 PM both meetings will be held at the city building located 1843 Bristow Drive Union, KY 41091.

**ADJOURNMENT**

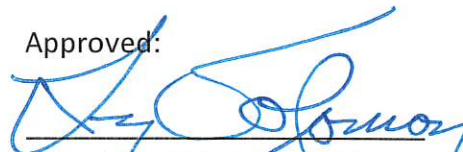
Mayor Solomon asked for a motion to adjourn. Commissioner Mefford made a motion and Commissioner Bine seconded that motion.

**Motion approved 4-0.** The meeting adjourned at 7:11 PM.

Attest:

  
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Tammy Wilhoite, City Clerk

Approved:

  
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Hon. Larry K. Solomon, Mayor