



CAUCUS/COMMISSION MEETING MINUTES
AUGUST 21, 2023 – 6:00 PM
1843 BRISTOW DRIVE
UNION, KY 41091

WELCOME

CALL TO ORDER

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

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 Doug Bine, Commissioner Brian Garner, Commissioner Jeremy Ramage, Commissioner John Mefford and Mayor Larry Solomon.

VISITORS/GUESTS WISHING TO SPEAK

John Heater, President, and CEO of Big Brothers Big Sisters of Greater Cincinnati (BBBSGC) addressed the Commission and Staff seeking consideration of financial support. He mentioned BBBSGC was founded in 1903 and serves young individuals aged five to eighteen across thirteen counties. BBBSGC partners with local schools including Boone County. There is no cost to participate in Big Brother Big Sisters program. Beyond School Walls is a new program serving young individuals twelve to eighteen years of age. This program provides one on one mentoring and vocational training through matching youth from a local school with a professional from the corporate partner for the duration of the academic year. All volunteers are assigned a case manager. The current need for funding is to hire more case managers so that youth who are currently on the waiting list can be served. Funding and volunteers must match for the program to work. Mr. Heater will also be reaching out to Florence and Walton for funding assistance.

Mayor Solomon asked for a motion to contribute \$10,000 ARPA funds to Big Brothers Big Sisters of Greater Cincinnati. Commissioner Ramage made a motion and Mayor Solomon seconded that motion. **Motion approved 5-0**

CAUCUS DISCUSSION

Property Tax Rates

City Administrator (CAO) Amy Safran explained the 2023-2024 tax rates have been received after being calculated by the Northern Kentucky Area Development District. If the city takes the compensating rate plus four percent that will slightly lower the real property tax rate from last year bringing it to 0.204. The compensating personal property tax rate with four percent will be 0.212. She explained the city will need to hold a public hearing prior to passing legislation if the decision is made to move forward with the compensating rate plus four percent. After discussion, the commissioners agreed to move forward with the public hearing.

Solicitation

City Administrator Amy Safran explained she is working with city attorney Voss to update the current solicitors permit ordinance 2010-03. She also mentioned the city has yard signs that can be purchased at the city building for ten dollars. CAO Safran reported there was a resident of a neighborhood Homeowner Associations (HOA) that reached out to the city requesting to place a no soliciting sign at the entrances of their neighborhood. The commission had no concerns with the placement of signs that would be placed on the side of the road owned by the HOA.

Union Rice Cemetery

City Administrator Amy Safran mentioned the ordinance for Union Rice Cemetery is twenty years old. She is working with Attorney Voss to make updates which will include moving some of the responsibilities from the Sexton to Public Works Director. She also discussed the city has recently received questions on transferring cemetery plot deeds if the current owner no longer wishes to be buried in the cemetery. This process is not addressed in the current ordinance. If the owner does not have a deed for their plot the city attorney will prepare one. The city will assist the current owner with selling the plot they no longer want by listing on the city website. Another option will be for the owner of the cemetery plot they no longer need to sell back to the city for the original price or \$100 if the price is unknown. Attorney Voss will prepare legislation.

There was a discussion to increase plot prices since they have not been increased in over ten years. The decision was made to increase an individual plot price to \$1,000 beginning January 1, 2024. The other discussion was to increase the Sexton salary. After discussion, the agreement was made to increase the monthly pay to \$400 with a \$50 bonus per plot sale.

Mayor Solomon mentioned Commissioner Bine and the Economic Development Committee will oversee the rebranding and marketing of the cemetery.

Project Ideas

City Administrator discussed items that are being considered for the use of American Rescue Plan Act (ARPA) funds. Current items being considered are as follows:

- Replacing perimeter fencing at Union Rice Cemetery

- Tree removal, clean up at cemetery
- Cemetery pavement rehab/replacement
- Gazebo in cemetery
- Public Works truck
- Traffic calming sign
- Catch Basins – Whispering Trail, Russwill Lane
- Sidewalk Americans with Disability Act (ADA) ramp updates
- Pocket Parks
- Donation to Big Brothers Big Sisters of Greater Cincinnati

City Administrator Amy Safran mentioned there were two quotes received for replacement of the perimeter fence at Union Rice Cemetery from Double D Fence, and R & M Fence Co. The quotes include both vinyl coated chain link and Kentucky three board fences for comparison. Trees, weeds, and debris will need to be cleaned out from the current fence prior to the installation of a new fence.

Public Works Director (PWD) Paul Kremer discussed the process and estimated cost for repaving versus sealing the road in the cemetery. After discussion, the decision was made to repave the road which will last much longer be aesthetically pleasing.

Installing a gazebo at the cemetery was discussed. Considering the new fence, clean-up, and pavement of the road at the cemetery the decision was made to wait on the gazebo until a future time.

After discussion, the agreement was made to purchase a truck for the Public Works Director.

Mayor Solomon mentioned the current traffic calming ordinance is being revised. He would like to see the traffic calming sign included in the ARPA fund expenditure.

Public Works Director Paul Kremer explained there will be a cost share agreement with Sanitation District No. 1 to replace twelve catch basins on Whispering Trail and five on Russwill Lane. Attorney Voss will prepare a Memorandum of Agreement and once this is completed the contractor be able to begin the work within the next month.

The city has approximately 140 ADA ramps that do not have the warning pads installed. The discussion was to bring these ADA ramps up to compliance by installing the warning pads during the street repair project over the next five years.

After discussion of these projects the decision was made to use the ARPA funds as follows:

- Public Works truck up to \$75,000.
- Union Rice Cemetery fence \$24,200 plus dirt enclosure, clean-up \$15,000, and repave road \$21,000.

- Traffic calming sign \$10,000.
- Big Brothers and Big Sisters of Greater Cincinnati donation \$10,000.

Mayor Solomon made a motion to use the ARPA funds as agreed upon and Commissioner Ramage seconded that motion. Commissioner Bine voted aye, Commissioner Garner voted aye, Commissioner Ramage voted aye, Commissioner Mefford voted aye, and Mayor Solomon voted aye. **Motion approved 5-0**

Code Enforcement Update

Public Works Director Paul Kremer discussed Code Enforcement and how he would like to add current and future Code enforcement liens to property tax bills in accordance with Senate Bill 141. Attorney Voss mentioned he will work on preparing legislation to have the liens added for the 2024-2025 tax year.

Mt. Zion Road Beautification Update

PWD Kremer gave an update to the Mt. Zion Road Beautification plan. He and CAO Safran met with Kevin Costello from Urban Forestry and Boone County Planning Commission. Updated plans were presented showing the locations and types of trees to be used. New permit requests will be submitted to Kentucky Transportation Cabinet for approval.

Budget Process

After meeting with Commissioner Garner, Mayor Solomon, and Attorney Voss to discuss the budget process, CAO Safran compiled the information received from both Mayor Solomon and Commissioner Garner to put together an annual city budget process guideline. The CAO will initiate the budget preparation process. This will include gathering financial data, revenue projections, Commission workshop, and departmental requests to formulate a preliminary budget. The process guideline was given to the commission for their review and feedback. The budget process guideline has been labeled Exhibit A in the amended ordinance 2023-10.

Promenade Update

Commissioner Bine mentioned there was a recent meeting with two of the developers TJ Ackermann, and Ralph Meierjohan and realtor T.J. Schutte to discuss what the city is expecting to see in the development. Quarterly meetings are planned moving forward to keep an open line of communication between the developers and the city.

LEGISLATION

Municipal Orders

MUNICIPAL ORDER NO. 2023-30 A MUNICIPAL ORDER FOR THE CITY OF UNION, KENTUCKY AUTHORIZING THE CITY COMMISSIONERS TO EXPEND FUNDS FOR UNPLANNED AND/OR URGENT PROJECTS

Commissioner Bine made a motion and Commissioner Garner seconded that motion. **Motion approved 5-0**

MUNICIPAL ORDER NO. 2023-31 A MUNICIPAL ORDER FOR THE CITY OF UNION, KENTUCKY OFFICIALLY ADOPTING THE ANNUAL CITY BUDGET PROCESS GUIDANCE

Commissioner Mefford made a motion and Commissioner Garner seconded that motion.

Motion approved 5-0

MUNICIPAL ORDER NO. 2023-32 A MUNICIPAL ORDER ACCEPTING THE PROPOSAL OF GEOTECHNOLOGY, LLC FOR SPECIAL INSPECTION, CONSTRUCTION OBSERVATION, AND MATERIALS TESTING SERVICES FOR THE BRILLIANCE AVENUE EXTENSION PROJECT WITHIN THE CITY OF UNION, KENTUCKY AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT

Commissioner Ramage made a motion and Commissioner Bine seconded that motion. **Motion approved 5-0**

Ordinances

ORDINANCE NO. 2023- 10 AN ORDINANCE AMENDING CHAPTER 31 OF THE CITY OF UNION CODE OF ORDINANCES (First reading)

ANNOUNCEMENTS

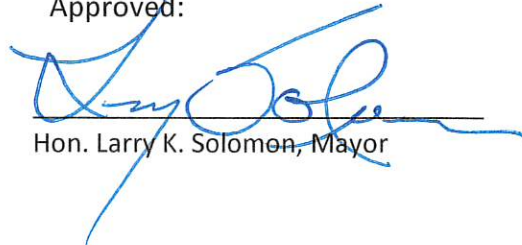
Mayor Solomon announced that the City Commission will hold a Regular Commission Meeting on Wednesday September 6, at 6:00 PM. He also stated that the next Caucus/Commission Meeting will be on Monday September 18, at 6:00 PM both meetings will be held at the city building located 1843 Bristow Drive Union, KY 41091.

ADJOURNMENT

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

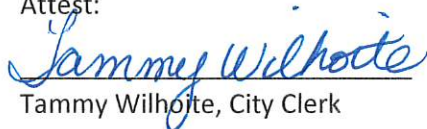
The meeting was adjourned at 8:00 PM.

Approved:



Hon. Larry K. Solomon, Mayor

Attest:



Tammy Wilhite, City Clerk