



REGULAR COMMISSION MEETING MINUTES

DECEMBER 4, 2023 – 6:00 PM

1843 BRISTOW DRIVE

UNION, KY 41091

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

APPROVAL OF MINUTES

Mayor Solomon asked for approval of November 6, 2023, Regular Meeting minutes.

Commissioner Bine made a motion and Commissioner Ramage seconded that motion.

Motion approved 4-0

Mayor Solomon asked for approval of November 20, 2023, Caucus Meeting minutes.

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

Motion approved 4-0

MAYOR/COMMISSIONER REPORT

Mayor Solomon issued the Oath of Office to Kristen Hicks; she will be serving as a Member on the Economic Development Committee for the City of Union.

VISITORS/GUESTS WISHING TO SPEAK

Brandstetter Carroll Engineering

Larry Brandstetter and Monica Sumner of Brandstetter Carroll Engineering firm gave a presentation explaining the background of their firm and discussed the process of designing a new city building. Mr. Brandstetter explained Brandstetter Carroll started in Lexington, Kentucky in 1979 and has since grown to several locations around the country. Monica Sumner went through the process of designing a municipal building and gave a timeline of what to expect for completion.

She explained there are four steps to a public project.

- Identifying a need.
- Develop a plan.
- Build consensus.
- Fund and implement.

She showed renderings of current and past projects Brandstetter Carroll has designed throughout the state of Kentucky. After the presentation Mayor Solomon mentioned there will be discussion at the next Commission meeting regarding the selection of an architect to design the city building.

Summit Architects and Engineering

Scott Noel President and CEO, Charlie Robinson Architect and Teresa Hargett Project Manager of Summit Architects and Engineering addressed the Commission. They gave a background of their company and discussed projects that are in process and have been completed. Summit Architects and Engineering has been in business for forty-six years with locations in Lexington and Pikeville, Kentucky. Mr. Noel explained Summit Architects and Engineering has experience with a variety of agencies to get projects funded. Mr. Noel explained the process for designing a city building.

- Feasibility study, review property site.
- Communicate with staff.
- Prepare a schematic design and probable cost.
- Review available funding.
- Conduct public forums.
- Design development
- Bidding process.
- Prepare contracts.
- Oversee all of construction administration.
- Conduct progress meetings.
- Coordinate all correspondence between owner and contractor.

During the programming phase meeting minutes are recorded on every decision made.

Agenda

Union Resident Jill Charles addressed the Commission regarding the agenda. She would like to see more information given on the agenda when it concerns topics being discussed.

Boone County Planning Commission

Ms. Charles also discussed the population size of both Union and Walton, identifying the City of Union to have a larger population. She questioned why Union only has one member on the Boone County Planning Commission and Walton has two.

Mayor Solomon explained the City of Union was small in population at the time of when the 1976 Memorandum of Understanding (MOU) was amended from the original (MOU) written in 1966. Due to the size of the population of the City of Union at that time there was only one member assigned to represent Union. A total of fifteen Boone County Planning Commission members, six from Boone County, six from the City of Florence, two from the City of Walton and one from the City of Union. There is nothing written in the Memorandum of Understanding to evaluate or change the number of members. To change the number of members all three Boone County Mayors and Boone County Judge Executive would have to agree to make a change. Mayor Solomon mentioned the issue will be discussed at the next Mayor/Judge Executive quarterly meeting in January.

FINANCIAL REPORT

Commissioner Jeremy Ramage provided an update to the Commission on the month of November financial report which included “the bills to be paid” and the balance sheet. Whispering Trail curb repairs are completed, and the city will be receiving reimbursement from Sanitation District No. 1 in the amount of approximately \$44,000. Interest rates continue to remain at 5%.

Mayor Solomon asked for a motion to approve the financial report, including paying the bills for the month of November.

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

COMMUNICATIONS COMMITTEE REPORT

Mayor Solomon mentioned Larry A. Ryle with Special Olympics Unified Champion Schools programming, is receiving national banner recognition. Unified Champion Schools equip young people with tools and training to create sports, classroom, and community experiences that reduce bullying, promote healthy activity and interactions to combat stereotypes and stigmas, eliminate hurtful language and engage you people in activities to lead to improved school climate. Larry A. Ryle is asking for a proclamation to be declared and presented on the day the banner is received.

Breakfast with Santa will be on Saturday December 9, at Union Fire District.

ADMINISTRATOR REPORT

Mayor Solomon discussed the Ohio Kentucky Indiana (OKI) Regional Council of Governments Board of Directors appointment. The City of Union is required to have a representative at the meetings who is an elected official. Mayor Solomon mentioned he will be volunteering to take this position.

PUBLIC WORKS

- Variance request for United Dairy Farmers signage.
- Union Promenade request for modification of site plan to allow two of the eight-unit townhome buildings to be built in place of three four-unit buildings.
- Conditional use permit for Union Pet Clinic to construct a parking lot on .8-acre parcel adjacent to their property.

Sidewalk

PWD Kremer discussed a portion of sidewalk that will be installed in front of Union Fire District connecting Sweet Harmony to US Highway 42. A percentage of this project will be funded through a Federal Grant. The city received an invoice for \$16,000 to start the design phase of the project. Once the project is completed the city should be reimbursed 80% of the cost.

Brilliance Avenue

PWD Kremer gave an update on Brilliance Avenue. He mentioned the city is currently working on required easements for the east side of the proposed road. There will be a slight design change to include a retaining wall and guard rail on one corner. PWD Kremer is requesting up to \$10,000 of American Rescue Plan Act (ARPA) funds to use towards the project. The Commission agreed to the use of additional ARPA funds to be used towards the project if needed.

Parks Committee

Commissioner Ramage mentioned the Parks Committee had a successful first meeting. A brief presentation of next steps was given. The next meeting will be in January. Commissioner Ramage mentioned the name of the park has been a confusion to residents. The area has been referenced Union Town Center, a name that dates to 1999. Commissioner Ramage stated this is not the intent and the parks committee will discuss what to call the park.

Commissioner Ramage mentioned the original strategic initiatives plan from 2021 needs to be followed regarding the planning of a new city building and city park. Commissioner Ramage will present the 2021 strategic plan list to update the Commission.

PWD Paul Kremer mentioned on December 12, the Parks Committee and MKSK will be given a tour of the twenty-two-acre property.

ECONOMIC DEVELOPMENT COMMITTEE REPORT

Commissioner Bine mentioned Graeter's Ice Cream opened on Wednesday November 29. He also mentioned United Dairy Farmers will have a soft opening later in the week with a grand opening in January 2024.

LEGISLATION/ATTORNEY'S REPORT

MUNICIPAL ORDER 2023-41 A MUNICIPAL ORDER APPOINTING KRISTEN HICKS TO SERVE ON THE ECONOMIC DEVELOPMENT COMMITTEE ON BEHALF OF THE CITIZENS OF 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 set for Monday December 18, 2023, will be canceled. Mayor Solomon also stated that the next Regular City Commission meeting will be held on Wednesday January 3, 2023, 6:00 PM at the city building 1843 Bristow Drive Union, KY.

ADJOURNMENT

Mayor Solomon asked for a motion to adjourn. Commissioner Ramage made a motion and Commissioner Bine seconded that motion. The meeting adjourned at 7:45PM.

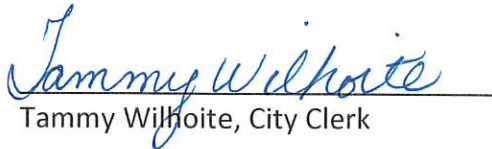
Motion approved 4-0

Approved:



Hon. Larry Solomon, Mayor

Attest:



Tammy Wilhoite, City Clerk