



**REGULAR COMMISSION MEETING MINUTES
AUGUST 5, 2024 – 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. Mayor Larry Solomon, Commissioner John Mefford, Commissioner Jeremy Ramage, Commissioner Brian Garner, and Commissioner Doug Bine.

APPROVAL OF MINUTES

Mayor Solomon asked for approval of July 1, 2024, Regular Meeting minutes. Commissioner Mefford made a motion and Commissioner Bine seconded that motion.

Motion approved 5-0

Mayor Solomon asked for approval of the July 15, 2024, Caucus Meeting minutes. Commissioner Bine made a motion and Commissioner Ramage seconded that motion.

Motion approved 5-0

VISITORS WISHING TO SPEAK

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

MAYOR/COMMISSIONER COMMENTS

Judge Executive/Mayors Meeting

Mayor Solomon mentioned he attended the Judge and three Mayors meeting with City Administrator Amy Safran and Commissioner Doug Bine on July 24, 2024. Items discussed included the Boone County Comprehensive Plan, and transportation. There was discussion to extend services with the Transit Authority of Northern Kentucky (TANK) to include US Highway 42 to Mt. Zion. The city will pursue the extra service with TANK to help bring more people to

the area to work.

Ethics

Commissioner Garner mentioned with this being an election year he has been reviewing the current city ethics guidelines. He feels it would be a good opportunity for the city to consider broadening some of the language in the ethics guidelines. He would like to see more restrictive and transparent rules. Currently the City of Union ethics guidelines come from the Northern Kentucky Regional Ethics Authority. Most Kentucky cities copy the Kentucky League of Cities (KLC) guidance on ethics. There is a portion in the current guidelines which states no city government officer or employee shall solicit or accept any gift having a fair market value of more than one hundred dollars per organization, per calendar year, whether in the form of money, service, travel, or entertainment. He does not feel it is reasonable that an elected official cannot accept a gift over one hundred dollars, however they can accept a campaign contribution exceeding that amount.

The Kentucky League of Cities proposal specifies a dollar amount, and if a candidate receives a campaign contribution during the past election cycle exceeding that amount, they will have to disclose the amount, and abstain from discretionary action that would be related to the donor. The Commission would determine a specific dollar amount.

Mayor Solomon stated there are two ways a candidate can file; one is under \$3,000 and you do not have to report contributions to the state. The other is to file over \$3,000 which all expenditures must be reported to the state. The expenditures are available for the public to view.

Commissioner Mefford mentioned since he has been on Commission there has never been a conflict of interest pertaining to monetary contributions.

Commissioner Ramage mentioned there could be a policy requiring newly elected officials submit their contributions to the city in January following the election so they would be subject to an open records request. He stated there have been times in the past where Commissioners have not voted on issues because they felt it would be a conflict of interest.

Commissioner Bine would like to conduct more research and receive advise from the city attorney before changing the current ethics guidelines.

Attorney Voss will research the current Board of Ethics Ordinance. There will be further discussion at the Caucus Meeting.

FINANCIAL REPORT

Commissioner Ramage provided an update to the Commission on the month of July financial report which included “the bills to be paid” and the balance sheet. Everything looked to be in order. Interest rates continue to be above 5%.

Public Works Director Paul Kremer gave financial details of bills to be paid for the month of July for the public works department. There is expected to be \$195,000.00 in unallocated funds remaining in the budget once street repairs are complete.

Two streets remain to be paved, Melody Drive mid-September 2024, and Farmview Drive spring of 2025 after Publix is built. The developer will reimburse the city \$20,000.00 after the paving of Farmview Drive.

There are enough funds in the American Rescue Plan Act (ARPA) funds to cover all the expenses for Brilliance Avenue Extension. Once Brilliance Avenue Extension is complete and all bills are paid, there will be a discussion on how to spend any remaining funds. The deadline to spend ARPA funds is December 31, 2024.

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

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

Motion approved 5-0.

ECONOMIC DEVELOPMENT COMMITTEE REPORT

Commissioner Bine mentioned there will be a pilates studio going in the Promenade. Construction is underway for Schlotzsky's Deli.

Mayor Solomon mentioned the city will have the developers of the Promenade attend a future Commission meeting to give updates so the city can keep residents informed on the progress of the development.

PUBLIC WORKS COMMITTEE REPORT

Commissioner Garner mentioned Brilliance Avenue Extension is making timely progress. There are two concrete curb projects moved forward to this year, allowing for the city to resurface the streets next year. The first section is on Arbor Springs Boulevard.

Commissioner Garner made a motion to approve the concrete curb project on Arbor Springs Boulevard in the amount of \$35,250.00 Mayor Solomon seconded that motion.

Motion approved 5-0

The second section is on Lincoln Court and Richmond Road.

Commissioner Garner made a motion to approve the concrete curb project on Lincoln Court and Richmond Road in the amount of \$20,664.00 Mayor Solomon seconded that motion.

Motion approved 5-0

Code Enforcement Officer

Public Works Director Paul Kremer mentioned Bobby McDonald has been rehired to fill the position of Code Enforcement Officer. The City of Union has a Joint Code Enforcement Board with the City of Walton. The City of Walton hires the Code Enforcement Officer. The City of Union reimburses the City of Walton for hours and mileage paid to the Code Enforcement Officer for hours worked on Code violations within the City of Union.

Brilliance Avenue Extension

The next step on Brilliance Avenue Extension will be to install concrete curbs.

The next large expense for the project will be the removal and replacement of stamped pavement at the intersection of Melody Drive and Brilliance Avenue. Residents will be informed through social media post of the need to take an alternate route during construction.

Pocket Park No. 1

Public Works Director detailed the first phase of work required for the parcel of property located at Sycamore Drive and Mt. Zion that will become the city's first pocket park. This phase will grade the property to level, and raise the storm drain approximately three feet. Lonkard Construction will be completing the work. The cost of the project will be taken out of the city growth fund.

Mayor Solomon asked for a motion to approve \$34,818.00 to complete the initial expenses for the pocket park.

Mayor Solomon made a motion and Commissioner Bine seconded that motion.

Motion approved 5-0

COMMUNICATIONS COMMITTEE REPORT

Proclamation Request

Commissioner Mefford mentioned there was a request made from Northern Kentucky Health Department and local coalitions for a vape proclamation. They are holding a vape education initiative at the Cooper vs. Ryle football game on September 6, 2024. The NKY Health Department is asking the city to read a proclamation condemning the use of vapes by youth. Commissioner Mefford is recommending the proclamation be read at a Commission meeting like they have been in the past.

Commissioner Ramage feels the message from the city is we promote overall health.

Commissioner Bine agrees with overall health. Vaping is a problem with our youth, and if the city can show support for reducing the use it would not be a bad thing.

Mayor Solomon mentioned a response will be given to the Northern Kentucky Health Department stating the City of Union has already passed an ordinance regulating smoking/vape retail stores within the city to show how they stand on the issue of vaping.

Social Media Policy

Commissioner Mefford discussed a proposed Social Media Calendar of events being proposed for post on the city's social media sites. The calendar will be approved every two years when a new Commission takes office.

Commissioner Garner asked for St. Patrick's Day, Mother's Day, and Father's Day to be included in the list.

Mayor Solomon made a motion to approve the Social Media Calendar of events with the addition of three events St. Patrick's Day, Mother's Day, and Father's Day. Commissioner Bine seconded that motion. Commissioner Ramage abstained his vote. **Motion approved 5-0**

Burbon in the Bluegrass

Commissioner Mefford gave an update to Bourbon in the Bluegrass which is scheduled for October 5, 2024. There is an increase of vendors from last year. More details will be given at the September Commission meeting.

Photo Contest

The City of Union photo contest began on August 1, 2024, and will end on October 31, 2024. The photo contest is open to residents within the city limits of Union. This year the city has added the Theme "At Home in Union" with a focus on City residents' yards, landscaping, gardens, wildlife, and personal outdoor living space.

Golf Carts

Commissioner Mefford mentioned he wanted to re-visit the discussion of golf carts within the City of Union. He has concerns with giving full approval to the entire city for the use of golf carts. He explained Boone County Fiscal Court has a procedure requiring residents or Homeowners Associations petition to get their subdivision approved. This is a layer of protection the city should also have. After discussion, the Commission decided to mirror the same policy as Boone County Fiscal Court. Attorney Voss prepare legislation for the next Commission meeting.

ADMINISTRATOR'S REPORT

Union Promenade Applications

City Administrator Amy Safran mentioned the city has two applications for the Promenade needing to be signed by Mayor Solomon prior to going to the Boone County Planning Commission for review. One is for a grading plan review for a retaining wall at The Reserve by Drees. The second is for a sign permit for Glamour Nails.

Mayor Solomon asked for a motion to approve signing the applications. Commissioner Mefford made a motion and Commissioner Ramage seconded that motion.

Motion approved 5-0

Employee Evaluation Form

CAO Safran discussed the new employee annual review forms that were created. The numbers rating scale has been removed. The recommendation from the Mayor is to review every six months to discuss goals and objectives.

Mayor Solomon mentioned the objective is to outline goals at the beginning of the year and review in six months. Prior to the six-month meeting the employee will write out where they are with the goals they set. The idea is to promote discussion between the employee and supervisor.

Mayor Solomon asked for a motion to approve the adoption of the new employee evaluation form. Commissioner Garner made a motion and Commissioner Mefford seconded that motion.

Motion approved 5-0

Payroll Taxes

CAO Safran reported payroll withholding taxes for second quarter are still being received and processed. The current total collected for second quarter is approximately \$378,000.

Union Town Square

CAO Safran and Public Works Director Kremer met with Architecture firm Summit Engineering and MKSK last week. Discussion included timelines, and meeting schedules. There is another planned meeting for next week. Updates will be provided at the August Caucus Meeting.

Letters will be sent to surrounding residents of Union Town Square. The city will host a meeting to ensure they are aware of the project and answer any questions they may have.

Boone County Planning Commission will start working on updates for the Union Town Plan after January, 2025. No additional funding will be required from the city to complete the updates.

The Senior Picnic will be September 11, 2024, at the Boone County Fair Grounds. All the tickets have been sold.

LEGISLATION/ATTORNEY'S REPORT

Municipal Orders

MUNICIPAL ORDER NO. 2024-18 A MUNICIPAL ORDER ADOPTING THE CITY SOCIAL MEDIA POLICY FOR THE CITY OF UNION, KENTUCKY

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

Motion approved 5-0

Ordinances

ORDINANCE NO. 2024-13 AN ORDINANCE ADOPTING AND APPROVING OF THE GOALS AND OBJECTIVES FOR THE OUR BOONE COUNTY – PLAN 2045 COMPREHENSIVE PLAN AS PART OF THE REVIEW OF THE CURRENT BOONE COUNTY COMPREHENSIVE PLAN APPLICABLE TO THE CITY OF UNION (Second Reading)

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

Commissioner Bine voted aye, Commissioner Ramage voted aye, Commissioner Garner voted aye, Commissioner Mefford voted aye, and Mayor Solomon voted aye. **Motion approved 5-0**

ANNOUNCEMENTS

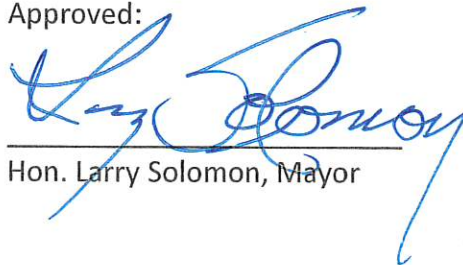
Mayor Solomon announced the Caucus Meeting will be on Monday August 19, 2024. The next Regular Commission Meeting will be held on Wednesday September 4, 2024. Both meetings will be at the city building 1843 Bristow Drive Union, Kentucky.

ADJOURNMENT

Mayor Solomon asked for a motion to adjourn. Commissioner Mefford made a motion and Commissioner Garner seconded that motion. The meeting adjourned at 7:26 PM.

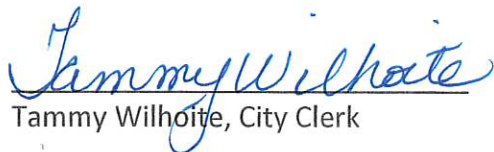
Motion approved 5-0.

Approved:



Hon. Larry Solomon, Mayor

Attest:



Tammy Wilhoite, City Clerk