



**REGULAR COMMISSION MEETING MINUTES  
SEPTEMBER 4, 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, and Commissioner Brian Garner. Commissioner Doug Bine was absent.

**AGENDA**

Mayor Solomon explained there was an amendment to the agenda to include Municipal Order 2024-21.

**APPROVAL OF MINUTES**

Mayor Solomon asked for approval of August 5, 2024, Regular Meeting minutes. Commissioner Garner made a motion and Commissioner Mefford seconded that motion.

**Motion approved 4-0**

Mayor Solomon asked for approval of the August 19, 2024, Caucus Meeting minutes. Commissioner Mefford made a motion and Commissioner Ramage seconded that motion.

**Motion approved 4-0**

**GUESTS**

Northern Kentucky Area Development District

Ann Wildman, Associate Director of Aging and Disability Services Northern Kentucky Area Development (NKADD) addressed the Commission to provide information about services provided by NKADD. The NKADD is a collaboration of local leaders and staff that support and empower communities by convening stakeholders and implementing quality services. The NKADD has been operating since 1971 servicing an eight-county region.

Services provided include:

- Aging and Disability Services.
- Community Development and Planning.
- Drug Control Policy.
- Financial Compliance.
- Management Compliance.
- Local Government Services.
- Workforce Development.

Aging and Disability Services is the largest division at the NKADD. The Medicaid waiver program serves people of all ages, aging population, and people young and old with disabilities.

Every year the NKADD publishes a resource guide for older adults. The guide is a collaboration with Senior Recourse Publications provided to older adults. Boone County has the fastest growing aging population in the region.

The NKADD also provides traditional in-home services intended to keep people in their own homes. Last year the NKADD received funding for the Kentucky Caregiver Program that has not been available since 2017. This program is intended to assist grandparents raising grandchildren.

#### Board of Adjustment

Boone County Board of Adjustment member George Eldridge explained a request made by Drees Homes for a height change of a monument in the Aberdeen Subdivision that was discussed during a meeting on September 3, 2024. The current ordinance allows for a ten-foot-tall monument and the request was for a variance to allow the monument to be nineteen feet tall. The variance was approved by the Boone County Board of Adjustment.

#### **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**

Mayor Solomon mentioned he met with the new Superintendent of Schools for Boone County Dr. Jeff Hauswald. Dr. Hauswald is excited to work with and partner with the City of Union.

#### **FINANCIAL REPORT**

Commissioner Ramage provided an update to the Commission on the month of August financial report which included “the bills to be paid” and the balance sheet. Everything looked to be in order. Two of the larger bills to note were Duke Energy streetlights and the Sweet Harmony sidewalk project. Interest rates continue to be above 5%.

Public Works Director Paul Kremer discussed recent invoices paid to the contractor for work completed on Brilliance Avenue Extension using American Rescue Plan Act (ARPA) funds. The

ARPA funds are required to be spent by December 31, 2024. Brilliance Avenue Extension is expected to open early to mid-October, 2024.

Mayor Solomon asked for a motion to approve the profit and loss, including paying the bills for the month of August.

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

**Motion approved 4-0.**

## **ADMINISTRATOR'S REPORT**

### Promenade Site Review Plans

City Administrator Amy Safran mentioned there are two site plan review applications from Drees Homes that will be submitted to Boone County Planning Commission. The first site plan in the Promenade Development is for lots 13, 15, 16, 22, and 24 to have twenty condos with garages. The second site plan is for lot 18 in the Promenade Development for three condos with garages.

Mayor Solomon explained there is an Industrial Revenue Bond and the city is the property owner. As the owner of the property the city must sign off on all site plan applications. The Commission made the decision to review and approve the applications prior to the Mayor signing because this is an important development for the community.

Mayor Solomon asked for approval to sign the site plan review applications. Commissioner Mefford made a motion and Commissioner Garner seconded that motion.

**Motion approved 4-0**

### Golf Carts

CAO Safran explained the proposed process for Designation of City Roadway for golf cart operation in the City of Union:

1. Complete a designation of city roadway for golf cart application.
2. Obtain the required number of signatures required. Ten separate/unique owners of a property or 50% of separate/unique owners of property for roadways with fewer than twenty properties on the street/roadway impacted.
3. Submit completed application to the City of Union 1843 Bristow Drive Union, Kentucky 41091, or email [amys@cityofunionky.org](mailto:amys@cityofunionky.org).
4. City staff will review with the Boone County Sheriff's Department and make recommendation to the City of Union Commission.
5. Consideration and decision will be made by the City of Union Commission to approve or deny the request.

All golf carts will have to meet the same requirements as any other vehicle driven on city streets/roadways. All golf carts will need to be inspected by the Boone County Sheriff's Department and certified through the Department of Vehicle Regulation to ensure that the golf cart complies with the requirements. Inspections will be \$5.00 if the golf cart inspections occur at a designated inspection site and \$10.00 for inspections that require travel by the Sheriff Department. There will be a permit issued by the city at no charge. Currently golf carts are not

permitted in the city limits of Union. If ordinance is passed then the roadways and street designated through the application process would be approved for golf cart usage.

### Union Town Square Update

CAO Safran gave updates from a meeting Thursday August 29, 2024 with Public Works Director, Summit Architects + Engineers, and MKSK to review the design of the park. Discussion included the water/splash pad the best use for the area and cost to operate. A wet play feature was one of the top items requested by residents for the park. MKSK is looking for direction on playground equipment. The Commission reviewed several options for playground equipment and gave their opinion as to what would be best suited for the park. Seventy-five percent of the playground would be Americans with Disabilities (ADA) compliant. There was a discussion including swings, seating, fitness area, and whether to have a bridge over the middle section of the pond or a dock on the south end.

The commission agreed to include utilities throughout the park for future use, including a future community building.

On October 21, 2024 Caucus Meeting Summit Engineering will attend to give updates on the Union Town Square.

Public Works Director Kremer mentioned there is a required topography study needed that will be further discussed at the September 16, 2024 Caucus Meeting.

### **ECONOMIC DEVELOPMENT COMMITTEE REPORT**

There were no updates.

### **PUBLIC WORKS COMMITTEE REPORT**

Commissioner Garner mentioned progress continues with Brilliance Avenue Extension. The stamped concrete removal and center island demolition has begun. The replacement asphalt should be complete over the next week.

Commissioner Garner mentioned the city will be applying for a Litter Abatement Grant through the state of Kentucky to assist with the collection of trash.

Commissioner Garner asked for approval for Mayor Solomon to sign the Litter Grant.

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

### **Motion approved 4-0**

Public Works Director Paul Kremer discussed the need to spend \$20,000 for additional work on the Brilliance Avenue Extension project prior to paving. The area where the stamped concrete was removed failed a weight test and six inches of soil will need to be removed and replaced with stone and a Geotech style grid for re-enforcement. The money will be taken from the remaining \$15,000 of ARPA funds and the current Public Works budget. Mayor Solomon asked



for approval to spend up to \$25,000 on re-enforcements to the area where the stamped concrete was removed. Mayor Solomon made a motion and Commissioner Garner seconded that motion. **Motion approved 4-0**

PWD Kremer mentioned the Kentucky Transportation Cabinet (KYTC) approved the contract bid to be awarded to Eaton Asphalt for the Sweet Harmony Sidewalk project. If Municipal Order 2024-20 is approved by the Commission and the contract signed by the mayor there will be a pre-construction meeting on Thursday September 12, 2024. The sidewalk should be completed by the end of September.

PWD Kremer mentioned the current contract for landscaping/mowing services will expire in November, 2024. There is a two-year extension option for these services. The contract for city engineering services will expire at the end of October, 2024. The Public Works Committee will discuss how to move forward with both contracts at the Public Works Committee meeting in September and make recommendations to the Commission at the October 7 Commission meeting.

#### **COMMUNICATIONS COMMITTEE REPORT**

Commissioner Mefford mentioned approximately 390 people have signed up to receive emails from the city that include general information to keep residents informed. The city will have sign-up details for anyone wishing to be added to the email list at the Boone County Senior Picnic.

Bourbon in the Bluegrass will be October 5, 2024 at Farmhaven in Union. There will be a good variety of food vendors, bourbon, wine, and beer. Sponsors include Kroger, Dermalounge, Keller Williams, and Storypoint Senior Living. There will be shuttle services for people who park at Ryle High School.

Communications Coordinator Jaime Lyons has been meeting with Boone County communications team. The plan is to coordinate with the county to inform residents of news and events that affect both the city and county.

The City of Union photo contest is currently underway and will run through October 31, 2024. The Theme is "At Home in Union."

#### **LEGISLATION/ATTORNEY'S REPORT**

##### Municipal Orders

##### **MUNICIPAL ORDER NO. 2024-20 A MUNICIPAL ORDER ACCEPTING THE CONTRACT OF EATON ASPHALT FOR THE SWEET HARMONY SIDEWALK IN THE CITY OF UNION, KENTUCKY.**

Commissioner Ramage made a motion and Commissioner Garner seconded that motion. Commissioner Mefford voted aye, Commissioner Ramage voted aye, Commissioner Garner

voted aye, and Mayor Solomon voted aye. **Motion approved 4-0**

**MUNICIPAL ORDER NO. 2024-21** AN ORDER OF THE CITY COMMISSION OF THE CITY OF UNION, KENTUCKY, AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER A CONFLICT WAIVER, AUTHORIZING COUNSEL TO THE CITY TO PROCEED WITH THE REPRESENTATION OF THE CITY IN CONJUNCTION WITH A COMMERCIAL LOAN FINANCING TO FACILITATE THE INSTALLATION AND CONSTRUCTION OF THE MULTIFAMILY APARTMENT PROJECT TO BE LOCATED WITHIN THE UNION PROMENADE.

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

Ordinances

**ORDINANCE NO. 2024-14** AN ORDINANCE LEVYING AND FIXING THE TAX RATES OF THE CITY OF UNION, KENTUCKY, FOR THE 2024 CALENDAR YEAR; LEVYING SAID TAX UPON REAL AND TANGIBLE PROPERTY; FIXING THE DATE OF PAYMENT, DISCOUNT PAYMENT, DELINQUENCY, AND INTEREST CHARGES; FIXING THE PURPOSE THEREFORE; AND SETTING FORTH THE PROCEDURE FOR COLLECTION OF TAXES. (First Reading)

**ORDINANCE NO. 2024-15** AN ORDINANCE RELATING TO THE USE OF GOLF CARTS ON CERTAIN DESIGNATED CITY STREETS AND ROADWAYS LOCATED IN THE CITY OF UNION, KENTUCKY (First Reading)

**ANNOUNCEMENTS**

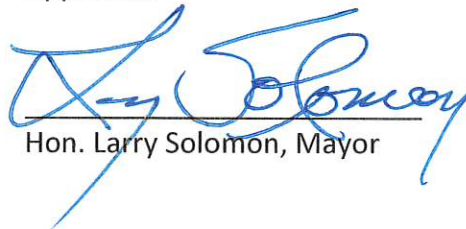
Mayor Solomon announced the Promenade Developers will be giving an update the Caucus Meeting on Monday September 16, 2024. The next Regular Commission Meeting will be held on Monday October 7, 2024. Both meetings will be at the city building 1843 Bristow Drive Union, Kentucky.

**ADJOURNMENT**

Mayor Solomon asked for a motion to adjourn. Commissioner Ramage made a motion and Commissioner Garner seconded that motion. The meeting adjourned at 7:56 PM.

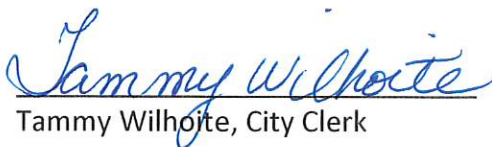
**Motion approved 4-0.**

Approved:



Hon. Larry Solomon, Mayor

Attest:



Tammy Wilhoite, City Clerk