



**CAUCUS/COMMISSION MEETING
FEBRUARY 19, 2025 – 6:30 PM
1843 BRISTOW DRIVE
UNION, KY 41091**

CALL TO ORDER

Mayor Pro Tem John Mefford called the Caucus Meeting to order at 6:30 PM.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Mefford led all attendees in the Pledge of Allegiance.

ROLL CALL

A quorum was present, and a roll call was taken. Mayor Pro Tem John Mefford, Commissioner Doug Bine, Commissioner George Eldridge. Mayor Larry Solomon was absent.

AUDIT PRESENTATION

2024 Audit Report

John Chamberlin CPA, and partner at Chamberlin Owen & Co., Inc. reviewed the Audit Report for Fiscal Year ending June 30, 2024.

Mr. Chamberlin explained the Auditor's opinion; the city was given an unmodified opinion meaning no modifications were required to the opinion. This means after the audit procedures were completed the financial statements as presented are fairly stated in all material respects in accordance procedures generally accepted in the Union States of America. This is the highest opinion that is given.

Mr. Chamberlin went on to explain the prepared report, then gave detailed information on the following:

- Internal Controls/Compliance
- Auditor's Correspondence to Those in Charge of Governance
- Assets, Liabilities, and Net Position Comparison
- Cash Comparison
- City Wide Debt Analysis
- Revenues vs. Expenditures – All Governmental Funds
- Revenues by Source – All Governmental Funds

- Expenditures by Department – All Governmental Funds

Mr. Chamberlin mentioned the Government Finance Officers Association (GFOA) recommends cities to have three to six months of operating cost on hand. The City of Union currently has approximately thirteen months of operating revenue on hold as of June 30, 2024.

Mayor Pro Tem Mefford asked for a motion to accept the audit report from Chamberlin and Owen & Co., Inc. Commissioner Bine made a motion and Commissioner Eldridge seconded that motion. **Motion approved 3-0**

PUBLIC WORKS UPDATE

Public Works Director Kremer gave an update to the latest snow and ice removal. With the expectation of another weather event occurring overnight, there is an anticipation there will be more salt spread on city streets. Temperatures will increase later this week which could result in higher water levels for local creeks Friday night into Saturday. PWD Kremer mentioned there are no current issues with flooding within the city.

PWD Kremer mentioned the 2025 Street Repair Program for asphalt and concrete repairs has been advertised, and the bid opening is set for March 10, 2025. Recommendations are expected to be given to the Commission at the March Caucus meeting.

DISCUSSION

Union Promenade – Sign Permit Applications

City Administrator Amy Safran explained there were three sign application permits for lot number 6, lot number 7, and lot number 10 in the Union Promenade requiring a signature prior to them being sent to Boone County Planning Commission for their review process. The applications are for multi-tenant signs. Each of the monument signs are ten feet by ten feet. CAO Safran explained approval from the Commission is being sought for Mayor Pro Tem Mefford to sign the permit applications.

Commissioner Bine made a motion to give permission to Mayor Pro Tem Mefford to sign the permit applications and Commissioner Eldridge seconded that motion. **Motion approved 3-0**

Union Town Square Updates

PWD Kremer discussed required permits for Union Town Square. He mentioned the clearing permits were received from Sanitation District No. 1, to allow the removal of trees on eight acres of the 22.09-acre property.

The city was notified they will need to obtain a permit from US Fish and Wildlife prior to removing the trees. The paperwork was submitted to US Fish and Wildlife February 18, 2025.

The city is working with UES Professional Solutions 25, LLC (UES) to determine if the area around the pond is a wetland. UES will perform a wetland delineation report and a threatened and endangered species report to make the determination.

PWD Kremer explained the presence of wetlands is determined by the presence of three criteria. 1) a predominance of hydrophytic vegetation, 2) hydric soils, and 3) wetland hydrology. All three criteria would need to be present to be classified as a wetland.

Pocket Park One Update

PWD Kremer discussed the pocket park on the corner of Sycamore Drive and Mt. Zion. He explained the easement was not obtained from the landowner across the street that would allow for the removal of a telephone pole and wires. Moving forward the pole and wires will remain. No modifications will be made to the sidewalk loop that will be in the park, at least three trees will need to be reduced in height due to the wires.

City Administrator Safran mentioned she submitted a grant with Duke Energy Foundation. The city was notified this week they will receive \$5,000 in grant money from the foundation that will be used to purchase park benches for pocket park one.

CAO Safran mentioned the city has been working on quotes for signage for the pocket parks, a total of six. The next step will be to name the pocket parks. One option is to have an overarching theme for all the parks. Commission discussion to take place on March 3. City of Union residents' input will be later sought through a survey.

EXECUTIVE SESSION

Mayor Pro Tem Mefford asked for a motion to enter executive session at 7:09 PM citing reason KRS.61.810(1)(f) Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, or student without restricting that employee's, member's, or student's right to a public hearing if requested. This exception shall not be interpreted to permit discussion of general personnel matters in secret.

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

Motion approved 3-0

Commissioner Bine made a motion at 7:26 PM to exit executive session and Commissioner Eldridge seconded that motion. **Motion approved 3-0**

Mayor Pro Tem Mefford stated no decisions were made during executive session.

Mayor Pro Tem Mefford mentioned the Commissioner appointment will be made during a Special Meeting on February 25, 2025, at 6:00 PM.

ANNOUNCEMENTS

Mayor Pro Tem Mefford announced there will be a Special Meeting on Tuesday February 25, 2025, at 6:00 PM. The meeting will be at the city building 1843 Bristow Drive Union, Kentucky 41091, there will also be a virtual link provided twenty-four hours prior to the meeting.

The next Regular Commission meeting will be on Monday March 3, 2025, at 6:30 PM. Mayor Pro Tem Mefford also stated the next Caucus/Commission meeting will be held on Monday March 17, 2025, at 6:30 PM both meetings will be at the city building 1843 Bristow Drive Union, Kentucky, 41091.

COMMISSIONER COMMENTS

Commissioner Eldridge asked about the meeting time, and if it would be changed back to 6:00 PM. Mayor Pro Tem Mefford stated that the purpose of the public meetings is to have them at a time convenient for the public to attend. If there is a desire to change the meeting back to 6:00 PM that should not be an issue, but he would like the input of the Mayor and the full Commission.

ADJOURN

Mayor Pro Tem Mefford asked for a motion to adjourn. Commissioner Bine made a motion, and Commissioner Eldridge seconded that motion. The meeting adjourned at 7:33 PM.


Motion approved 3-0

Attest:



Tammy Wilhoite, City Clerk

Approved:



John Mefford, Mayor Pro Tem