



**CAUCUS/COMMISSION MEETING  
MARCH 17, 2025 – 6:30 PM  
1843 BRISTOW DRIVE  
UNION, KY 41091**

**CALL TO ORDER**

Mayor Solomon called the Caucus Meeting to order at 6:30 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 Doug Bine, Commissioner George Eldridge, and Commissioner Kim Tuyn.

**DISCUSSION**

Board of Adjustment Appointment

Mayor Solomon addressed the Board of Adjustment vacancy mentioning the city advertised the open position and two Union residents applied. He is recommending Shawn Blankenship to fill the open position.

Union Town Square

City Administrator Amy Safran mentioned there is an updated cost for the Union Town Square Project after recent option amenity selections were made by the Union Commission.

CAO Safran explained there was an option to roll the short-term property debt into a new long term note and the previous Commission decided they wanted to pay off the property debt of just over four million dollars instead of rolling it into a long-term obligation note.

With the increased cost of the project the new Commissioners' opinion is sought to see if they would like to keep the same financing options.

The Brilliance Avenue West Extension cost has increased due to required changes from Boone County Planning Commission, making the estimated total for the road extension just over one million dollars.

Donnie Warner, Attorney with Frost Brown & Todd, and Bryan Skinner, with RSA Advisors presented finance options to the Commission to cover the increased cost.

Bryan Skinner, with RSA Advisors explained four separate finance options for the Commission to consider. All the options were given with an estimated cost for both twenty-years and twenty-five years.

After discussion, the Commission agreed to Option C, financing \$14,287,865 in new projects including Brilliance Avenue for a twenty-five-year term. Convert 2022 Notes (\$4,183,325 at 4.554%) to Long Term Bonds, contribute \$2,200,000 in cash from city growth fund, and structure level annual debt service.

The Commission discussed the need to have additional revenue options in the event the project requires additional cost in the future. Those funds for consideration include Duke Energy franchise fees, and Municipal Road Aid (MRA) funds.

Mayor Solomon recommended using MRA funds in the initial construction on Brilliance Avenue West Extension.

Mayor Solomon asked for approval to choose Option C twenty-five-year term using other revenue options if needed. Commissioner Mefford made a motion and Commissioner Bine seconded that motion.

**Motion approved 5-0**

#### Brilliance Avenue West Extension

Public Works Director Paul Kremer discussed the proposed changes to Brilliance Avenue West Extension that will include adding an s-curve to the design meeting new slope requirements from Boone County Planning Commission (BCPC). The secondary park entrance will remain the same. The new design will affect any future use of the Northwest corner of the park, such as an amphitheater, or trail network.

After discussion Mayor Solomon asked the Commissioners if they approved the changes to Brilliance Avenue West Extension to include the s-curve design.

All the Commissioners agreed to an s-curve design in the construction of Brilliance Avenue West Extension.

### Development Updates

CAO Safran gave updates on two developments that currently have site plans being reviewed by Boone County Planning Commission. Allora Event Center that will be located on Hathaway Road, and a coffee shop in Union Promenade lot number two. There are revisions to the proposed coffee shop/green space to increase the size of the building allowing for an additional tenant.

Plans for both developments were submitted to Nikki Hill, Union City Engineer for review and feedback. Recommendations for Allora Event Center include a private drive further away from Hathaway Road, and to extend a future local public road further north to the proposed second access point. Having one entry/exit to the event center will be challenging for traffic flow. Where American for Disability Act (ADA) ramps would be located are in question for the site. If they do not lead to another sidewalk the recommendation would be to remove the truncated domes keeping the concrete ramp.

Commissioner Mefford asked about parking for the coffee shop. After discussion Mayor Solomon mentioned parking should be addressed with the BCPC, noting that the Union Commission proposed the question of parking.

CAO Safran mentioned there was interest for a development on the lot in front of the Villas of Fowlers Creek. No decisions have been made.

Mayor Solomon mentioned it was suggested to the developer to discuss the project with the Villas of Fowlers Creek Homeowners Association for approval before coming back to the city for further discussion of the project.

### Union Promenade Sign Permit Applications

City Administrator Amy Safran explained there was a sign permit application for a Tropical Smoothie Café illuminated wall sign. Commission approval is being sought for Mayor Solomon to sign the application prior to being sent to Boone County Planning Commission for their review process. Mayor Solomon asked for a motion giving him permission to sign the permit application. Commissioner Tuyn made a motion and Commissioner Eldridge seconded that motion. **Motion approved 5-0**

### Street Repair Project 2025

PWD Kremer mentioned there was a bid opening on March 10, 2025, for the 2025 Street Repair Project. There were two bids received for resurfacing; Riegler Blacktop was the lowest bid. Riegler Blacktop is being recommended for street milling/repaving to include an add-alternate for Sweet Harmony resurfacing.

There were six bids received for concrete work; Hendy Incorporated was the lowest bid. Hendy Incorporated is being recommended to complete the concrete work for the 2025 Street Repair Project.

#### Mt. Zion Road LED Lights

PWD Kremer explained the wrong parts were sent from the supplier to fix the purple lights on Mt. Zion Road. Once the correct parts are received, they will be installed by Sturm Electric, Incorporated. Originally there were going to be thirty-eight lights replaced and because of the mix up, the supplier will be sending sixty-two new lights for replacement. The city will be responsible for labor costs of \$24,700. The Commission originally approved \$20,000 for the replacement of the lights. The additional cost of \$4,700 falls within the amount PWD Kremer can expense without further approval from the Commission.

#### Mason Sign Request

PWD Kremer mentioned the Mason Lodge would like to install a wayfinding sign on a Duke Energy pole located at the corner of US Highway 42 and Union School Road. The Mason Lodge consulted with Kentucky Transportation Cabinet (KYTC) and Duke Energy for approval to place the sign on the pole and were deferred to the City of Union for approval.

Commissioner Tuyn recommended the city should set a standard for any wayfinding signs regarding color, and font which will help with any future requests from businesses.

Commissioner Bine suggested a larger wayfinding sign to include multiple investing businesses and/or organizations.

After discussion it was recommended by the Commission to have the Communications Committee design a sign standard. The Communications Committee will review signage options and make recommendations at a future Commission meeting.

#### Expense Report Policy

Mayor Solomon mentioned it was suggested at the Finance Committee meeting in January 2025, by CAO Safran and Finance Superintendent Commissioner Mefford that the city implement an expense policy. The city does have an expense report but does not have an expense policy.

Commissioner Mefford stated it is apparent that as the city grows there is a need for a policy. He asked the Commission to be aware the policy being proposed is not only for the current administration and staff but future administration and staff as well.

CAO Safran mentioned she will be revising the employee handbook this year which was last updated in 2018. The current handbook has a policy for employee travel but does not define a

policy for local expenses. She asked for comments from the Commissioners on the proposed expense report.

Suggestions by the Commissioners include:

- In the event a meal receipt is lost, include steps needed for reimbursement.
- Define if the city allows employees to keep travel rewards such as air miles, travel vouchers. This is only acceptable if travel is paid by personal credit card and it does not incur any additional cost to the city.
- Keep airport codes generic using the term regional or international airport.
- Address medical expense reimbursement during travel.
- Include ethics ordinance to address receipt of gifts.
- Replace elected officials to city officials and staff.
- Rental Vehicles are only for city related travel, cannot be used if added personal travel is included in trip at city expense.

Mayor Solomon gave details for an expense report form that will be used for reimbursement requests of meals, travel, and mileage. The form includes space for details of who the meeting was with and what topic was discussed during the meeting.

Mayor Solomon asked for a motion to adopt the new expense report format and expense policy with changes based upon Commissioner comments.

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

**Motion approved 5-0**

#### Pocket Park Names and Signage

CAO Safran updated the Commission on suggested themes that were discussed at the last Commission meeting. There are a total of six pocket parks to be developed, pocket park number one is currently under construction. The park name themes include Kentucky State Birds, Kentucky State Symbols, and Kentucky State Flowers. After discussion, the full Commission agreed to use the following Kentucky State Birds to name the six pocket parks:

- Cardinal
- Bluebird
- Goldfinch
- Sparrow
- Dove
- Hummingbird

Mayor Solomon asked for a motion to approve Kentucky State Bird names Cardinal, Bluebird, Goldfinch, Sparrow, Dove, and Hummingbird.

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

**Motion approved 5-0**

### Round-A-Bout Designs

PWD Kremer discussed three planting design options for round-a-bouts located on Mt. Zion Road that were discussed at the last Commission meeting. After discussion, the full Commission agreed to option one for both round-a-bouts. The full Commission agreed to move forward with the planting project this spring using funds from the current budget line item 503.

Mayor Solomon asked for a motion to move forward with planting in the round-a-bouts this spring choosing option one plant design.

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

**Motion approved 5-0**

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

#### Municipal Orders

#### **MUNICIPAL ORDER 2025-18 A MUNICIPAL ORDER APPOINTING KIM TUYN TO HAVE SUPERINTENDENCE OVER THE ECONOMIC DEVELOPMENT COMMITTEE FOR THE CITY OF UNION, KENTUCKY**

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

**Motion approved 5-0**

#### **MUNICIPAL ORDER NO. 2025-19 A MUNICIPAL ORDER OF THE CITY OF UNION, KENTUCKY, APPOINTING SHAWN BLANKENSHIP TO THE BOARD OF ADJUSTMENT FOR THE CITY OF UNION, KENTUCKY**

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

**Motion approved 5-0**

Mayor Solomon issued the Oath of Office to Shawn Blankenship.

#### **MUNICIPAL ORDER 2025-20 A MUNICIPAL ORDER ACCEPTING THE CONTRACT OF HENDY, INC. FOR THE 2025 CONCRETE MAINTENANCE WITHIN THE CITY OF UNION, KENTUCKY AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT**

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

**Motion approved 5-0**

#### **MUNICIPAL ORDER 2025-21 A MUNICIPAL ORDER ACCEPTING THE CONTRACT OF RIEGLER BLACKTOP, INC. FOR THE 2025 RESURFACING PROJECT WITHIN THE CITY OF UNION, KENTUCKY AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT**

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

**Motion approved 5-0**



Ordinances

**ORDINANCE NO. 2025-01 AN ORDINANCE TO PROVIDE FOR THE ORDERLY SUCCESSION OF OFFICE OF MAYOR IN THE EVENT OF THE ABSENCE OR DISABILITY OF THE MAYOR  
(Second Reading)**

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

**Motion approved 5-0**

**ORDINANCE NO. 2025-02 AN ORDINANCE AMENDING § 32.21 OF THE CITY OF UNION CODE OF ORDINANCES ESTABLISHING A CHANGE IN THE CITY COMMISSION AND CAUCUS MEETINGS DUE TO REQUEST FROM COMMISSIONERS FOR THE CITY OF UNION, KENTUCKY  
(First Reading)**

**ORDINANCE NO. 2025-03 AN ORDINANCE ADOPTING A ZONING TEXT AMENDMENT TO THE BOONE COUNTY ZONING REGULATIONS TO REGULATE AND DEFINE SOLAR ENERGY SYSTEMS AND BATTERY STORAGE FACILITIES AND IDENTIFY ZONING DISTRICTS WHERE SUCH USES ARE ALLOWED AS AUTHORIZED USES WITHIN THE BOONE COUNTY PLANNING COMMISSION FOR BOONE COUNTY, KENTUCKY, THE TEXT AMENDMENTS TO THE BOONE COUNTY ZONING REGULATIONS BEING TO ARTICLE 40, SECTION 4000; ARTICLE 5, SECTION 505.1; ARTICLE 5, SECTION 505.2; ARTICLE 5, SECTION 505.3; ARTICLE 5, SECTION 505.4, ARTICLE 5, SECTION 505.5; ARTICLE 31, SECTION 3117; AND ARTICLE 31 SECTION 3118, SUCH AMENDMENT TO BE MADE TO ZONING REGULATIONS MODIFYING THE DEFINITIONS OF "SOLAR ENERGY AND BATTERY STORAGE TEXT AMENDMENTS". (First Reading)**

**ANNOUNCEMENTS**

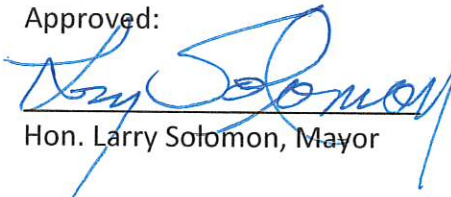
Mayor Solomon announced there will be a Regular Commission meeting Monday April 7, 2025, at 6:30 PM. Mayor Solomon also stated the next Caucus/Commission meeting will be held on Monday April 21, 2025, at 6:00 PM; both meetings will be at the city building 1843 Bristow Drive Union, Kentucky.

**ADJOURN**

Mayor Solomon asked for a motion to adjourn. Commissioner Bine made a motion, and Commissioner Eldridge seconded that motion. The meeting adjourned at 8:52 PM.

**Motion approved 5-0**

Approved:

  
Hon. Larry Solomon, Mayor

Attest:

  
Tammy Wilhoite, City Clerk