



REGULAR COMMISSION MEETING MINUTES

APRIL 7, 2025 – 6:30 PM

1843 BRISTOW DRIVE

UNION, KY 41091

CALL TO ORDER

Mayor Solomon called the Regular Commission 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 Kimberly Tuyn.

APPROVAL OF MINUTES

Mayor Solomon asked for approval of March 3, 2025, Regular Commission Meeting minutes. Commissioner Bine made a motion and Commissioner Mefford seconded that motion.

Motion approved 5-0

Mayor Solomon asked for approval of March 6, 2025, Special Meeting minutes.

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

Motion approved 5-0

Mayor Solomon asked for approval of March 17, 2025, Caucus Meeting minutes.

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

Motion approved 5-0

FINANCIAL REPORT

Commissioner John Mefford provided an update to the Commission on the month of March financial report which included “the bills to be paid” and the balance sheet. He mentioned everything looked to be in order. He mentioned one of the larger bills to be paid was for Summit Engineering + Architects for preparing various construction documents for Union Town Square and the construction of Brilliance Avenue West Extension. The cost for ice and snow removal is over budget for the fiscal year, there will be discussion at the April Caucus meeting to determine where in the budget to expense the cost. The bank interest in March has

COMMUNICATIONS COMMITTEE REPORT

National Therapy Animal Day

Commissioner Eldridge mentioned there was a request from a City of Union resident asking the city to issue a proclamation recognizing National Therapy Animal Day as April 30, 2025. Pet Partners of Greater Cincinnati is one of many pet partner therapy animal teams serving in communities across the United States. The purpose of the organization is to use dogs and cats as therapy animals in hospitals, and for veterans' groups. The Commission agreed to present a proclamation to Pet Partners of Greater Cincinnati at the April 21, 2025, Caucus meeting.

Mayor Solomon asked for a motion to have Attorney Greg Voss prepare a proclamation declaring April 30, 2025, as National Therapy Animal Day. Commissioner Eldridge made a motion and Commissioner Tuyn seconded that motion. **Motion approved 5-0**

Wayfinding Sign

Commissioner Eldridge addressed the wayfinding sign request from the Masonic Lodge discussed at the last meeting. He mentioned his only concern would be if the city allows one business to put up a sign, they will need to do the same for all businesses, and for that reason he would be opposed to the sign request. Commissioner Eldridge mentioned if the city moves forward with a wayfinding sign it should be a standardized sign, and businesses should assume the cost of their sign.

Commissioner Mefford mentioned there should be signage for all businesses on Old US 42, adding it would be of great benefit for those businesses. He is in favor of having one wayfinding sign to incorporate all businesses. He would be in favor of one uniform sign giving multiple businesses an opportunity to display their signs.

The Commission discussed the location of a wayfinding sign. After discussion, the Commission agreed the best location for a wayfinding sign would be at the intersection of Mt. Zion Road and US Highway 42 directing traffic towards Old US 42.

Mayor Solomon suggested research be conducted for the cost of the sign, then the city reach out to businesses on Old US 42 to see if they have interest. After it is determined whether there is a demand for signage from the businesses on Old US 42, discussion will resume at either the Caucus meeting in April, or Commission meeting in May.

Commissioner Eldridge mentioned the Easter Egg hunt will be Saturday April 12, 2025, at 8:30 AM, at Union Presbyterian Church.

What's Happening Publication

Communications Coordinator Jaime Lyons discussed the consideration for the city to publish a full-page advertisement in What's Happening publication. She explained this would be a semi-annual publication sent to all of Boone County residents. There is no contract obligation, and it is more cost effective than previous publications the city has used.

After discussion, the full Commission agreed to publish in What's Happening publication twice a year.

Mayor Solomon asked for approval to advertise in What's Happening twice a year at the cost of \$4,540.00. Commissioner Eldridge made a motion and Commissioner Mefford seconded that motion. **Motion approved 5-0**

ADMINISTRATOR'S REPORT

Union Promenade Sign Permit Applications

City Administrator (CAO) Amy Safran explained there were three sign permit applications for the Union Promenade. The signs are for Schlotzsky's, Ace of Fades, and Luxe Suites wall signs and tenant panels within the monument sign. Commission approval is being sought for Mayor Solomon to sign the applications prior to them being sent to Boone County Planning Commission for their review process.

Commissioner Bine questioned if the signs would be painted on the building or lighted signs.

CAO Safran will get confirmation on the specifications of the signs from the sign company.

Mayor Solomon recommended that the city reach out to BCPC to find out sign conditions prior to the documents being signed. The Commission agreed if the signs are raised and not painted onto the building the mayor could sign the applications.

Update Employee Handbook

CAO Safran discussed the need to update the employee handbook. She reached out to Kentucky League of Cities (KLC) to assist with the update and received a quote of \$4,200. The quote includes KLC assisting with the handbook drafts and coming to a Commission meeting to present. The cost for the employee handbook will come from the Communications line item in the 2025/2026 Fiscal Year budget. The city will be applying for a \$1,500 liability grant in the fall of 2025. If awarded, the money will be applied towards the cost of the employee handbook.

Mayor Solomon asked for approval to spend \$4,200 to hire Kentucky League of Cities to update the employee handbook. Commissioner Eldridge made a motion and Commissioner Tuyn seconded that motion. **Motion approved 5-0**

CAO Safran mentioned there will be a budget workshop on April 21, 2025, to discuss the 2025/2026 Fiscal year budget.

Pocket Park Signs

CAO Safran discussed purchasing signs for the proposed pocket parks. Options presented to the Commission included signs with either one aluminum post, or two aluminum posts. After discussion, the Commission agreed to purchase three signs with two aluminum posts.

Mayor Solomon asked for approval to spend \$10,041.96 for the purchase and installation of three double post signs. Commissioner Mefford made a motion and Commissioner Bine seconded that motion. **Motion approved 5-0**

Notary Services

CAO Safran discussed current notary services the city provides. She mentioned the request for notary services has increased. The increased notary requests have created a concern by staff because often the individuals needing the service are not aware of the requirement for their documents. City staff cannot advise individuals of what notary act is needed as this is considered legal advice. Another concern is there is not always enough staff to cover the amount of people coming into the office for notary services. The recommendation is for staff to retain notary status but use only for internal needs.

Mayor Solomon made a motion to approve notary services be used for internal purposes only, Commissioner Bine seconded that motion. **Motion approved 5-0**

LEGISLATION/ATTORNEY'S REPORT

Municipal Orders

MUNICIPAL ORDER 2025-22 A MUNICIPAL ORDER ACCEPTING THE CONTRACT OF JEFFERSON CONTRACTING. FOR THE 2025 CONCRETE MAINTENANCE WITHIN THE CITY OF UNION, KENTUCKY AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT

Mayor Solomon asked for a motion to approve Municipal Order 2025-22.

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

Motion approved 5-0

MUNICIPAL ORDER 2025-23 AN ORDER REPEALING MUNICIPAL ORDER 2025-20 OF THE CITY OF UNION, KENTUCKY

Mayor Solomon asked for a motion to approve Municipal Order 2025-23.

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

Motion approved 5-0

MUNICIPAL ORDER NO. 2025-24 A MUNICIPAL ORDER FOR THE CITY OF UNION, KENTUCKY OFFICIALLY APPROVING AND ADOPTING THE CITY OF UNION, KENTUCKY EXPENSE REIMBURSEMENT POLICY

Mayor Solomon asked for a motion to approve Municipal Order 2025-24.

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

Motion approved 5-0

Resolutions

RESOLUTION NO. 2025-04 A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE CITY ATTORNEY

Commissioner Mefford mentioned the City Attorney has been receiving the same rate of \$120.00 an hour for the past twelve years. If the city would have issued a two-percent increase over the past twelve years it would bring the rate to \$149.21 an hour. He researched and compared salaries from other cities in Northern Kentucky with smaller populations and discovered rates ranging from \$150 to \$200 an hour. Based on the information discovered he has determined the City of Union attorney is underpaid. Commissioner Mefford recommended increasing the hourly rate to \$150.00 for the City Attorney.

Mayor Solomon asked for a motion to approve raising City Attorney Voss's salary to \$150.00 an hour. Commissioner Bine made a motion and Commissioner Eldridge seconded that motion.

Motion approved 5-0

Ordinances

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 (Second Reading)

Mayor Solomon asked for a motion to approve Ordinance 2025-02.

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

Motion approved 5-0

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 UNIT 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". (Second Reading) Mayor Solomon asked for a motion to approve Ordinance 2025-03. Commissioner Eldridge made a motion and Commissioner Tuyn seconded that motion. **Motion approved 5-0**

MAYOR/COMMISSIONER COMMENTS

Mayor Solomon mentioned Cincinnati Children's will have a ribbon cutting on Friday April 25, 2025, at 10:30 AM.

VISITORS WISHING TO SPEAK

Union resident Brian Garner addressed the Commission regarding the complaint he read at last month's Commission meeting challenging the appointment of Commissioner George Eldridge. He also addressed open records requests he has recently submitted.

ANNOUNCEMENTS

Mayor Solomon announced the Caucus Meeting will be on Monday April 21, 2025, at 6:00 PM. The next Regular Commission Meeting will be held on Monday May 5, 2025, at 6:00 PM. Both meetings will be at the city building 1843 Bristow Drive Union, Kentucky.

EXECUTIVE SESSION

Mayor Solomon asked for a motion to enter executive session at 8:06 PM citing reason KRS 61.810 (1) (c) Discussions of proposed or pending litigation against or on behalf of the public agency.

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

Motion approved 5-0

Mayor Solomon asked for a motion to exit executive session at 8:37 PM.

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

Motion approved 5-0

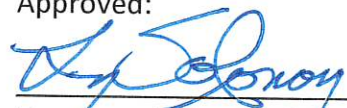
Mayor Solomon stated no decisions were made during executive session.

ADJOURNMENT

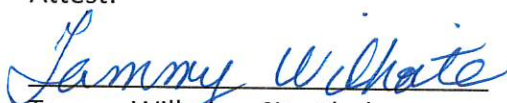
Mayor Solomon asked for a motion to adjourn. Commissioner Mefford made a motion and Commissioner Bine seconded that motion. The meeting adjourned at 8:38 PM.

Motion approved 5-0.

Approved:


Hon. Larry Solomon, Mayor

Attest:


Tammy Wilhoite, City Clerk