



## **REGULAR COMMISSION MEETING MINUTES**

**JULY 7, 2025 – 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 Doug Bine, Commissioner George Eldridge, and Commissioner Kimberly Tuyn.

### **APPROVAL OF MINUTES**

Mayor Solomon asked for approval of June 2, 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 June 16, 2025, Caucus Meeting minutes.

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

**Motion approved 5-0**

### **FINANCIAL REPORT**

Commissioner Mefford mentioned the budget was amended for fiscal year 2024/25. The 2024/25 fiscal year budget had an income of 108% and there were expenses that were under budgeted that have now been corrected. Snow and ice removal was a line item that was over budget. The city has been earning between 4% and 4.08% interest for the past six months. The total interest earned for the 2024/25 fiscal year from all the city's accounts total \$168,500.

Mayor Solomon asked for a motion to approve the financial report that includes the monthly bills, and the profit and loss versus actual report for the month of June.

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

**Motion approved 5-0**

### **ECONOMIC DEVELOPMENT**

Commissioner Tuyn gave updates on Economic Developments in the city including the opening of Schlotzsky's on June 27, 2025, and a ribbon cutting at Wing Stop on July 21, 2025. She mentioned the next Economic Development Committee meeting will be on July 14, 2025, at 6:00 PM. There will be a Business Mixer on August 15, 2025, at 10:00 AM, hosted by 19Nineteen Promenade Apartments. The Executive Committee met with a developer on June 4, 2025, to discuss a climate-controlled storage project at the corner of US Highway 42 and Whispering Trail. The Executive Committee advised the developer to get feedback from residents on Whispering Trail. The developer is in the process of putting together a letter that will go out to all residents on Whispering Trail to inform them of a meeting at the city building on July 30, 2025, at 6:00 PM. The developer of the proposed project will facilitate the meeting.

### **PUBLIC WORKS COMMITTEE REPORT**

#### Pocket Parks

Commissioner Bine mentioned new signs were installed at three of the pocket parks, Sparrow, Hummingbird, and Cardinal. The city is waiting for water lines to be installed at Cardinal Park before completing the remaining planting in the infield of the park. Sparrow Park has had several flower beds planted. Nine trees were planted in the park to establish a screen from neighbors providing privacy and a nice backdrop for the park. The center of the park has been left open; the city is going to solicit feedback for ideas for the area. The city received a \$500 grant from the Northern Kentucky Master Gardeners Association to purchase plants for the park.

As previously noted by Mayor Solomon, the property used to build the parks on Mt. Zion Road was donated by the Kentucky Transportation Cabinet after the completion of the road expansion. The city wanted to create green space that will beautify the city.

#### Union Town Square

Public Works Director (PWD) Paul Kremer mentioned the city is waiting for an environmental permit from the Army Corps of Engineers for Union Town Square. The permit is needed before any trees can be removed on the property. He mentioned there will be a Union Town Square project bid opening on July 8, 2025.

#### Salt Storage

PWD Kremer discussed the need for the city to find a new location for salt storage. The current location used by GroundSystems is located behind the old Kroger store, it has resulted in complaints about noise from residents at Sherman Ct. He mentioned six separate locations were presented and discussed at a previous Commission meeting. The recommendation is to

have salt storage at 1876 Union School Road, a property owned by the city. The cost to prepare the location is approximately \$30,000 from the City and GroundSystems contributing up to \$15,000.

Attorney Greg Voss will prepare a Memorandum of Agreement between the city and Groundsystems.

#### Testing Quote

PWD Kremer explained Summit Architects + Engineers prepared a Request for Proposal (RFP) for UES to provide special inspection, construction observation, and materials testing at Union Town Square Park and City Building. The cost for the work to be performed is \$85,995. A decision will need to be made at the Caucus Meeting on July 21, 2025.

#### 2025 Street Paving Project

PWD Kremer mentioned street paving on Richmond Road, Cherbourg Drive, Arbor Springs, Planters Trail, Natchez Trace, Lincoln Court will begin on July 8, 2025. There are three full-depth repairs needed on Sweet Harmony in front of the Union Fire Station.

### **COMMUNICATIONS COMMITTEE REPORT**

Commissioner Eldridge mentioned Union Celebrates America was very well attended. He stated the event was a great success. He explained next year Boone County Parks will not be providing as much assistance with the event as they have in previous years. The city will be in discussion with Boone County Parks to see what assistance if any will be provided.

City Administrator Amy Safran mentioned 2026 will be a transition year for Union Celebrates America. The city has a small team and without the extra assistance from Boone County Parks the city may have to pause the parade for one year and revisit the parade route in 2027 once Union Town Square is complete.

### **ADMINISTRATOR'S REPORT**

CAO Safran stated the Masons have decided not to move forward with their request to place a cornerstone on the new city building.

#### Policies

CAO Safran explained three new policies that will affect city staff and Commissioners. The first policy discussed was the new city issued cell phones for the Mayor, Commissioners and eligible city employees. The purpose of the city issued cell phone policy is to establish guidelines for Commission members, and eligible employees who utilize city issued phones. Anyone with a city issued phone should be conducting city business only; they are not permitted for personal use. The city issued phones will be subject to open records laws.

According to Kentucky League of Cities (KLC) a signature line should be used when sending messages from a city issued phone to define it is not a personal device.

Commissioner Mefford would like it added to the policy that no city business should be conducted on personal phones otherwise they would be subject to Open Record Laws.

The second policy discusses city issued credit cards. Currently the city has three credit card holders, Mayor Solomon, CAO Safran, and PWD Kremer. The policy outlines guidelines for city purchases, ensuring responsible spending and accountability. City credit cards are for use in making operational business purchases, purchases related to general city business, and other legitimate business expenses as set forth in the policy.

The third policy discusses requests made to the city. From time to time the city has received requests for support and partnership. Some examples include, but are not limited to:

- Requests for monetary donations.
- Requests for sponsorship which may include money and use of the city logo.
- Requests for use of city property.
- Requests for public display or promotion of an event, ceremony, or cause.

Commissioner Tuyn asked what account monetary donations would be expensed from.

CAO Safran explained the only approved monetary donations in recent years were granted using American Rescue Plan Act (ARPA) funds.

Commissioner Tuyn would like to see the policy include guidelines with a dollar amount of funds, with a limit. She would like to see a line item in the budget where the funds would be expensed.

The Commission agreed requests would only be granted once per fiscal year with the max amount per request not to exceed \$500; a total of \$10,000 would be budgeted for all requests received.

#### **BOONE COUNTY PLANNING COMMISSION UPDATE**

Steve Harper, Boone County Planning Commission Board member discussed upcoming projects for Boone County. He mentioned there were three public hearings last week to discuss new developments in Boone County. The first was for a proposed Bank of America at the corner of US Highway 42 and Farmview Drive for a change in architecture request. The second was for a proposed Wawa location at the corner of Hopeful Road and US Highway 42, the current Shell gas station would be taken down and a new store would be built on the property. The last one is for new residential properties on a 39.5-acre parcel of property on Hathaway Road.

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

There was no legislation.

## **MAYOR/COMMISSIONER COMMENTS**

Mayor Solomon mentioned he will be attending a Boone County Board of Election Meeting on July 8, 2025, to discuss ways to fix the election process to ensure the same error does not occur as it did during the last election in November 2024, when ballots were mixed up between City of Union residents and non-residents at two separate polling places. He will give an update from the meeting during the July 21, 2025, Caucus meeting.

Mayor Solomon mentioned there will be a Special Meeting on Wednesday July 9, 2025, to discuss the Allora Wedding and Event Center.

## **VISITORS WISHING TO SPEAK**

No one had any issues to address.

## **ANNOUNCEMENTS**

Mayor Solomon announced there would be a Special Meeting on Wednesday July 9, 2025, at 6:00 PM at the Union City Building to discuss the Allora Wedding Event Center.

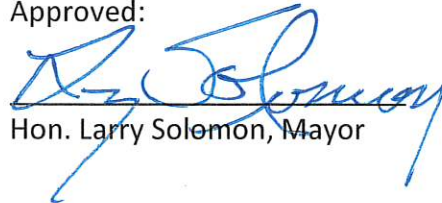
Mayor Solomon mentioned the Caucus Meeting will be on Monday July 21, 2025, at 6:00 PM. The next Regular Commission Meeting will be held on Monday August 4, 2025, at 6:00 PM. Both meetings will be at the Union City Building 1843 Bristow Drive Union, Kentucky.

## **ADJOURNMENT**

Mayor Solomon asked for a motion to adjourn. Commissioner Bine made a motion and Commissioner Tuyn seconded that motion. The meeting adjourned at 6:50 PM.

**Motion approved 5-0.**

Approved:



Hon. Larry Solomon, Mayor

Attest:



Tammy Wilhoite, City Clerk