



**CAUCUS/COMMISSION MEETING
AUGUST 18, 2025 – 6:00 PM
1843 BRISTOW DRIVE
UNION, KY 41091**

CALL TO ORDER

Mayor Solomon called the Caucus 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 Kim Tuyn.

GUESTS

Paul Gallenstein President, and Andrew Brockhoff Finance Administrator, with Gallenstein Companies, LLC were in attendance to present a proposed development, Union Landing, on Hathaway Road primarily in unincorporated Boone County. Mr. Gallenstein explained they are seeking to annex approximately forty acres of land into the City of Union. The proposed development will have 382 units for purchase, a combination of town homes and condominiums. Mayor Solomon explained to the developer that if the development streets were designated public they would be maintained by the city. He suggested to the developers they revise the project to make the private streets public prior to going to the Boone County Planning Commission (BCPC).

The Commission were in support of the project moving forward to the Boone County Planning Commission.

DISCUSSION

City Administrator (CAO) Amy Safran mentioned she was contacted by Captain Coplen from the Union Fire District asking for sponsorship from the City of Union for an upcoming Sporting Clays Fundraiser event in memory of Travis Ransom. She explained to Captain Coplen that the city has a policy that does not allow monetary donations. She provided the Commission with

information about the Sporting Clays Fundraiser in case anyone wanted to attend the event on October 11, 2025, or give a personal donation.

CAO Safran mentioned there will be a ribbon cutting for the new Aberdeen Subdivision in Union on Sunday August 24, 2025, if any of the Commission would be available to attend and cut the ribbon.

2025 Tax Rate

CAO Safran mentioned that the city is waiting to receive the tax calculation from the Northern Kentucky Area Development District (NKADD). She explained Ben Harrison, the city's accountant, recommended that the city always takes the compensating rate plus 4% to sufficiently fund the general fund. The compensating tax rate is to make sure the city is bringing in the same amount as the prior year. City expenses increase every year and when the plus 4% is not taken it causes a decrease in the general fund and reserve. She explained an ordinance will need to be prepared and read at two separate meetings to pass the tax rate. If the Commission decides to take any amount over the compensating rate a public hearing is required.

Union Town Square Updates

CAO Safran explained the bond sales will close August 26, 2025. The city is working with Bryan Skinner, Vice President of RSA Advisors to receive interest rate quotes for the bond sale. US Bank will hold the proceeds from the bond sale at a variable rate of 4.06% unless the city chooses another institution. US Bank would not offer a fixed rate. Heritage Bank offered a variable rate of 3.85% or a fixed rate of 3.5% for the full term of the project. The city currently has all their accounts with Heritage Bank. The recommendation from CAO Safran is to have Heritage Bank hold the proceeds from the bond sale at a fixed rate of 3.5%.

Mayor Solomon asked for motion to have Heritage Bank hold the proceeds from the bond sale at a fixed rate of 3.5%. Commissioner Bine made a motion and Commissioner Eldridge seconded the motion. **Motion approved 5-0**

CAO Safran mentioned the groundbreaking ceremony for Union Town Square will take place Tuesday August 19, 2025, at 10:00 AM.

CAO Safran mentioned she and Public Works Director Paul Kremer attended a pre-construction meeting on August 14, 2025, that went very well. She mentioned the builders risk insurance policy has been completed and will go into effect on August 19, 2025; this will cover the term of the construction period costing just under \$24,000

Public Works Director (PWD) Kremer explained to the Commission the need to approve CAO Safran for the following authorities.

1. Authority to approve and execute direct purchase orders (DPOs) as per the construction contract/bid specifications. The reason for this is the city has already received several DPO's that require action.
Mayor Solomon recommended Commissioner Bine be added for authority approval.
2. Authority to extend the project's overall completion date by up to sixty total days. The reason for this is weather delays are going to occur, clearing of trees could add days.
1. Authority to approve change orders under \$50,000. There will be a briefing on all change orders at the next commission/caucus meeting following the change order. The reason for this is to keep the project moving along without delays when change orders are received.

PWD Kremer explained that city staff will be working regularly with the project engineer and contractor to complete the Union Town Square project. Decisions will need to be made in a timely manner to efficiently execute the contract.

PWD Kremer explained before invoices come to the city to be paid, they will first go to Mark Spaulding Construction, then Summit Architects + Engineers. This process will give better internal control.

Mayor Solomon asked for approval for the request to give financial authorities to City Administrator Amy Safran and Commissioner Doug Bine.

Commissioner Mefford made a motion and Commissioner Eldridge seconded the motion. Commissioner Tuyn voted yes, Commissioner Eldridge voted yes, Commissioner Bine voted yes, Commissioner Mefford voted yes, and Mayor Solomon voted yes. **Motion approved 5-0**

PWD Kremer explained when the tree removal quote was received in December 2024, Brilliance Avenue West was going to be a straight road. Since then, the design of the road was changed to an "S" curve which means trees will need to be cleared from an additional 1.1 acres. The cost for tree clearing is \$3,500.

PWD Kremer mentioned trees will also need to be removed from the southern trail that goes through the woods. He explained they would like to remove the trees this fall to get a better look at the ground and see what the path will require. The total cost for tree clearing this area is \$4,000.

Mayor Solomon made a motion to approve up to \$10,000 for tree clearing and Commissioner Mefford seconded the motion. Commissioner Tuyn voted yes, Commissioner Eldridge voted yes, Commissioner Bine voted yes, Commissioner Mefford voted yes, and Mayor Solomon voted yes. **Motion approved 5-0**

PWD Kremer gave a review of what will be taking place at Union Town Square over the next few weeks.

- Groundbreaking ceremony August 19, 2025.
- Ground clearing should begin on August 25, 2025.
- A fence will be installed around the property for security.

PWD Kremer mentioned if any of the Commissioners would like to walk the property during construction it is being asked that they check in with him or CAO Safran. A check-in at the construction trailer will be required prior to walking the site to see what areas are safe, what Personal Protective Equipment (PPE) is needed, and to see if any areas are off limits.

Communications Coordinator Jaime Lyons will be giving regular updates on the project.

Proposed Property in Florence

Mayor Solomon discussed a proposed apartment complex development in unincorporated Boone County near US Highway 42 and Old Union Road. The City of Florence plans to annex the property into their city. The City of Florence would like access to Old Union Road for the development. Mayor Solomon explained that the City of Union is not in support of the project. He explained that Old Union Road is not designed for heavy traffic. The City of Union plans to grow Old Union Road into a historic district and that means slowing traffic not to increase it. The City of Union would not receive any tax base from this project but would be responsible for the maintenance of the Road.

Mayor Solomon mentioned there have been ongoing discussions by the Commission to install a gateway monument at the corner of Old Union Road and US Highway 42. The Executive Committee is recommending the city move forward with those plans and design plans to develop a pocket park on the property.

CAO Safran explained that the property on the corner of Old Union Road and US Highway 42 has already been identified by the city as a pocket park number five.

Mayor Solomon stated the City of Union needs to focus on growth and the needs of city residents. The goal is to move in the direction of a planned pocket park and gateway monument sign at the corner of Old Union Road and US Highway 42.

LEGISLATION/ATTORNEY'S REPORT

RESOLUTIONS

RESOLUTION NO. 2025-05 A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A LETTER OF ENGAGEMENT WITH BENJAMIN B. HYDEN OF BRICKER GRAYDON, LLP REGARDING THE UNION TOWN SQUARE CONTRACT.

Mayor Solomon asked for a motion to approve Resolution No. 2025-05.

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

Motion approved 5-0

MUNICIPAL ORDER

MUNICIPAL ORDER 2025-44 A MUNICIPAL ORDER ACCEPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF UNION KENTUCKY AND GROUND SYSTEMS.

City Administrator Amy Safran explained that Municipal Order 2025-44 will be tabled. The city is waiting to receive the agreement from Ground Systems.

ORDINANCES

ORDINANCE NO. 2025-09 AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT TO THE CODE OF ORDINANCES OF THE CITY OF UNION, KENTUCKY (FIRST READING)

ANNOUNCEMENTS

Mayor Solomon announced there will be a Regular Commission meeting on Wednesday September 3, 2025, at 6:00 PM. Mayor Solomon also stated the next Caucus/Commission meeting will be held on Monday September 15, 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 7:34 PM citing reason

KRS 61.810 (b) Deliberations on the future acquisition or sale of real property by a public agency, but only when publicity would be likely to affect the value of a specific piece of property to be acquired for public use or sold by a public agency.

KRS 61.810 (c) Discussions of proposed or pending litigation against or on behalf of the public agency. Commissioner Bine made a motion and Commissioner Eldridge seconded the motion.

Motion approved 5-0

Commissioner Eldridge made a motion at 8:26 PM to exit executive session and Commissioner Tuyn seconded that motion. Commissioner Tuyn voted yes, Commissioner Eldridge voted yes, Commissioner Bine voted yes, Commissioner Mefford voted yes, and Mayor Solomon voted yes.

Motion approved 5-0

Mayor Solomon stated no decisions were made during executive session.

Attorney Jeff Otis explained in response to the complaint issued to the City of Union by Brian Garner on August 11, 2025, the Commission has decided not to seek recovery of claimed expenses (Please see attached response letter from Attorney Jeffrey J. Otis).

ADJOURN

Mayor Solomon asked for a motion to adjourn. Commissioner Bine made a motion, and Commissioner Mefford seconded that motion. The meeting adjourned at 8:30PM.

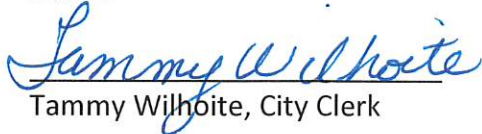
Motion approved 5-0

Approved:



Hon. Larry Solomon, Mayor

Attest:



Tammy Wilhoite, City Clerk