



**CAUCUS/COMMISSION MEETING  
FEBRUARY 18, 2026 – 6:00 PM  
1843 BRISTOW DRIVE  
UNION, KY 41091**

**CALL TO ORDER**

Mayor Pro Tem John Mefford called the Caucus Meeting to order at 6:00 PM.

**PLEDGE OF ALLEGIANCE**

Mayor Pro Tem John 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, and Commissioner Kimberly Tuyn were absent.

**DISCUSSION**

Public Works Update

Public Works Director Paul Kremer explained to the Commission that curb repairs on Bayswater Drive are needed now in preparation of repaving, part of the 2026, Street Repair Program that will begin after July 1, 2026. The estimated cost for the repairs is \$17,202; funds are available in the current street repair budget. Jefferson Contracting will perform the work which is expected to be completed by June 1, 2026.

Mayor Pro Tem Mefford asked for approval to spend up to \$20,000 for curb repairs on Bayswater Drive.

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

**Motion approved 3-0**

Union Town Square Update

City Administrator Amy Safran reviewed payment application number six submitted by Mark Spaulding Construction Company in the amount of \$281,396.39 for work performed at the Union Town Square project. All the required receipts and documentation have been submitted

by the contractor to Summit Architects + Engineers for review. Summit Architects + Engineers gave approval to make the payment.

PWD Kremer gave an update on the misplaced anchor bolts in the concrete foundation of the new city building. He explained that the current concrete foundation will be removed and replaced with new concrete before the new anchor bolts are installed. There is no cost to the city for replacing the anchor bolts.

PWD Kremer mentioned that Duke Energy has submitted the design for a transformer that will be installed at the Union Town Square property to provide electricity. He is asking for approval for the application to be signed when all conditions are met for the placement of the transformer. There is no cost to the city for the installation of the transformer.

Commissioner Bine made a motion to approve signing Duke Energy's application when the conditions are met. Commissioner Eldridge seconded the motion. **Motion approved 3-0**

CAO Safran mentioned that the area around the pond at Union Town Square is not going to be a manicured lawn, it was designed as natural meadows. Maintenance of the area will require bush hogging once or twice a year when it is new vegetation, then regular maintenance will occur in the future as it matures.

PWD Kremer mentioned that there will be a challenge in the first few years to allow native plants to take over and keep invasive plants away. It will be an approximate three-to-five-year process to get the native plants to grow on their own year-round.

## **GUESTS**

### 2025 Audit Report

John Chamberlin CPA, and partner at Chamberlin Owen & Co., Inc. reviewed the Audit Report for Fiscal Year ending June 30, 2025.

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 are 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 mentioned that the only non-compliance item found during the audit was that the city was using unsupported QuickBooks 2018 software. A recommendation was made to upgrade the accounting software.

CAO Safran stated that the city updated to an updated version of QuickBooks software in January of 2026.

Mr. Chamberlin mentioned that there were no adjustments made to the city funds.

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 has a very solid cash position with approximately twelve months of operating revenue on hold as of June 30, 2025.

Mr. Chamberlin mentioned there were no significant deficiencies or material weaknesses in internal control. The one non-compliance issue has already been resolved. He stated that the city is in a good position.

#### Administrative Update

CAO Safran mentioned that all emails that have been received from residents on Whispering Trail regarding proposed development have been forwarded to City Commission members.

CAO Safran mentioned that TJ Schutte is tentatively scheduled to attend the March 16, 2026, Caucus meeting to present a proposed development on US Highway 42 and Old Union Road.

CAO Safran updated the Commission on the payroll taxes collected for fourth quarter which was the time frame from October, November, and December 2025, and due by February 2, 2026. The amount collected to date of \$515,438.73 includes new and renewed business license revenue.

CAO Safran met with representatives from Arbor Homes, a single-family home builder based out of Indianapolis. They are expanding into Ohio and looking at Northern Kentucky. They are meeting with different cities to introduce themselves. They do not have any current projects in Northern Kentucky and are not looking at any particular parcels of land at this time.

**LEGISLATION/ATTORNEY’S REPORT**

There was no legislation.

**ANNOUNCEMENTS**

Mayor Pro Tem Mefford announced there will be a Regular Commission meeting on Monday, March 2, 2026, at 6:00 PM. Mayor Pro Tem Mefford also stated the next Caucus/Commission meeting will be held on Monday March 16, 2026, at 6:00 PM; both meetings will be at the city building 1843 Bristow Drive Union, Kentucky.

**EXECUTIVE SESSION**

Mayor Pro Tem Mefford asked for a motion to enter executive session at 6:44 PM citing reason **KRS 61.810 (1)(c)** Discussion 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 3-0**

Mayor Pro Tem Mefford asked for a motion to exit executive session at 7:16 PM.

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

**Motion approved 3-0**

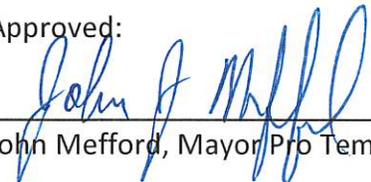
Mayor Pro Tem Mefford stated no action was taken during executive session.

**ADJOURN**

Mayor Pro Tem Mefford asked for a motion to adjourn. Commissioner Bine made a motion, and Commissioner Eldridge seconded the motion. The meeting adjourned at 7:16 PM.

**Motion approved 3-0**

Approved:

  
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John Mefford, Mayor Pro Tem

Attest:

  
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Tammy Wilhoite, City Clerk