



**Florence City Council
Special Meeting
Tuesday, November 7, 2023
6:00 p.m.**

MINUTES

The City Council of the City of Florence, Kentucky, met in special session on Tuesday, November 7, 2023, at 6:00 p.m. at the Florence Government Center, 8100 Ewing Boulevard, Florence, Kentucky, with Mayor Julie M. Aubuchon presiding as chair.

CALL TO ORDER & WELCOME:

Mayor Julie M. Aubuchon called the special meeting to order and declared the meeting open for the presentation of items on the special meeting agenda.

ROLL CALL:

The roll was called, and the following six (6) members of council were registered present: Mel Carroll, Lesley Chambers, Jenna Kemper (Vice-Mayor), Patricia Wingo, David A. Osborne, and Gary Winn.

Staff members present were: City Attorney, Thomas R. Nienaber; CFO/HR, Linda Chapman; Fire/EMS Chief, Rodney Wren; Police Chief, Tom Grau; Public Services Director, Eric Hall; Director of Administration/City Administrator, Joshua J. Hunt; City Engineer, Bill Viox; City Clerk, Melissa Kramer; Videographer, Alex Caldwell; Videographer, Joel Clines; and Police Lieutenant, Jeff Mallery.

The following were also present in the audience: Resident of Florence, Angela Cable; Resident of Florence, Brad Cable; Resident of Florence, Thomas Judd; Resident of Florence, Stacey Arnett; Resident of Florence, Naomi Liebson; Resident of Florence, Nancy Corman, Resident of Florence, Dan Hughes; Chamberlin Owen & Company, Inc., John R. Chamberlin, CPA, MBA; Boone County Fiscal Court Director of Human Services, Laura Pleiman; Florence Police Department new police officer, Logan Delauder; and Friends and family of new police officer, Logan Delauder.

APPROVAL OF MINUTES:

Mayor Aubuchon called for a motion to approve the minutes of the October 17, 2023, special meeting. Councilmember Wingo motioned to approve the minutes with a second from Councilmember Winn. **All councilmembers present voted aye.**

OATH OF OFFICE:

Chief Grau introduced the newest member of the Florence Police Department, Logan Delauder. Chief Grau stated the department is excited to be adding Logan and he will leave for the academy

on Sunday, November 12. Mayor Aubuchon administered the oath of office and Chief Grau presented Logan with his badge.

**PRESENTATION – COMPREHENSIVE ANNUAL FINANCIAL REPORT – YEAR-END
JUNE 30, 2023:**

Mayor Aubuchon introduced John Chamberlin from Chamberlin Owen & Company, Inc. Mr. Chamberlin thanked everyone and presented the audit results for the year ending June 30, 2023. Mr. Chamberlin referenced his presentation and stated regarding the Comprehensive Annual Financial Report – Year-end June 30, 2023, the Auditor’s opinion, states: “In our opinion, the financial statements...present fairly, in all material respects, the respective financial position of the City of Florence as of June 30, 2023...in accordance with accounting principles generally accepted in the United States of America”. Mr. Chamberlin stated it was an unmodified opinion and is the highest opinion in governmental auditing.

Mr. Chamberlin referenced the report documenting Internal Controls and Compliance: Internal, no material weakness or significant deficiencies noted; Compliance – no instances of non-compliance. Additionally, Internal Control and Compliance over the Expenditure of Federal Funds noted no instances of lack of internal controls or non-compliance with Uniform Guidance requirements over the expenditure of Federal Funds. Due to the ARPA funds, the auditor was required to perform a special examination of the expenditure of Federal Funds and found the funds were expended appropriately.

The auditor’s correspondence to those in charge of governance stated that there were no audit adjustments, no disagreements with management or difficulties in performing the audit, significant accounting estimates for depreciation and CERS noted, and no comments to provide to management.

Mr. Chamberlin identified and reviewed the five-year summary of assets/unrestricted cash comparison as of June 30. The City-Wide Debt Comparison included all fund types identified as current liabilities, debt for pension and OPEB liabilities, and long-term debt.

Mr. Chamberlin identified the Revenues and Expenditures for the Governmental Funds and the Proprietary Funds. Revenues by all Governmental Funds and Proprietary Funds were reviewed. Expenditures by Department of all Government Funds including Admin had an increase of 7%; Police increased 12%; Fire increased 40%; Public Services increased 59% and the debt service decreased by 88%. Revenues and Expenditures of all Proprietary Funds including Water and Sewer, Health and Dental, and the Golf Course increased by 59%. Mr. Chamberlin reviewed the Revenues and Expenditures by Function of all Property Funds. Mr. Chamberlin concluded his presentation.

Mayor Aubuchon opened the floor for questions or comments.

Councilmember Osborne inquired if this year was unusual compared with the Fire Department increase of 40% and the Police Department increase of 12%. Mr. Chamber stated yes, it was unusual.

CFO/HR, Linda Chapman, clarified the reason for the increase was due to the advanced purchase of an ambulance and pumper due to the length of time it takes to receive the vehicles once ordered. She stated the same has occurred with Public Services vehicles.

Councilmember Osborne inquired if the purchase of the ambulance and pumper were for the new firehouse being built. Chief Wren confirmed the purchases were for the new firehouse.

Councilmember Winn applauded Linda Chapman, CFO/HR, and commended her expertise.

Mayor Aubuchon thanked Mr. Chamberlin for his presentation.

PRESENTATION – HOMELESSNESS TASK FORCE:

Mayor Aubuchon introduced Boone County Fiscal Court Director of Human Services, Laura Pleiman. Mrs. Pleiman stated she was excited to share the information as the city had been a part of the task force from the beginning.

Mrs. Pleiman referenced her presentation and stated the task force was initiated in 2019 at the request of Judge/Executive Gary Moore and then Mayor Diane Whalen to discuss issues of homelessness around Boone County. The task force was comprised of a variety of representatives from Boone County, the City of Florence, library, sheriff, school officials, nonprofit experts, and community stakeholders. The task force was charged to better understand who experienced homelessness within the county, what resources were available, and provide guidance on addressing these issues and service gaps.

Mrs. Pleiman stated a survey was conducted of available resources within the community ranging from rent and utility assistance to emergency shelter to permanent housing support. Mrs. Pleiman informed everyone that representatives from the Brighton Center and Welcome House conducted surveys of homeless individuals, for two weeks in October of 2019 known as the “B-Count”. The survey resulted in 75 unsheltered individuals and 40 sheltered individuals and families. Of the unsheltered individuals, nearly 40% were classified as chronically homeless and 25-30% of those classified as chronically homeless had a history of substance abuse or mental illness. In the sheltered population, children were included, of those 82% it was their first-time experiencing homelessness and 61% had income. Assisted housing was the top requested service.

While the task force was conducting their survey on the resources, a subgroup was researching emergency weather sheltering plans around the nation with the objective of preserving the lives of vulnerable people in our area during inclement weather conditions. The taskforce designed a framework for an emergency weather sheltering plan which would coordinate public and private resources within our community. Once COVID occurred, adjustments were made due to the pandemic. The emergency weather sheltering plans were quickly adapted to comply with health and safety protocols to shelter these individuals in a local hotel rather than congregate housing. The project was approved by FEMA. Shelter was provided to 47 individuals for 902 bed nights from April 12, 2020 to May 22, 2020. The project was a success due to the nonprofit partners managing the project and keeping the lines of communication open between interested parties.

Additionally, an activation system was created where members meet weekly to review the forecast including temperature, precipitation, and duration, to decide when to activate the emergency weather shelter program. Welcome House has created an intake procedure to ensure the program is open to Boone County residents who are experiencing unsheltered homelessness.

Mrs. Pleiman stated they have now had three successful years of winter weather sheltering seasons and have sheltered approximately 289 individuals including elderly and children. Costs have grown due to the increased costs of hotel rooms and operating costs.

Mrs. Pleiman stated the average age of the client is 45 years old; mostly adults only families; however, some families do include children. Most participants are new year to year and are not chronically homeless with 43% report having some type of income. Mrs. Pleiman stated there have been many positive outcomes from families participating in the program such as finding assisted housing, being placed in treatment centers, or being placed in a nursing home.

Mrs. Pleiman stated their goal is to look at sustainable long-term solutions to address the shortages identified through their process. Shelter program recommendations are as follows:

- Strengthen prevention and rapid housing resources to prevent homelessness or quickly re-house whenever possible.
- Provide hybrid emergency shelter model with non-congregate housing, and;
- Have capacity to provide night-by-night shelter during emergency situations.
- Integrate social services aimed at establishing permanent housing solutions for its clients.

Mrs. Pleiman stated the next steps are to complete feasibility studies and bring results to elected bodies for recommendations.

Mayor Aubuchon opened the floor for discussion.

Councilmember Osborne requested a copy of the presentation and requested confirmation of the number of individuals seeking shelter last year. Mrs. Pleiman stated there were approximately 289 individuals seeking shelter last year and stated she would be happy to provide a copy.

Councilmember Osborne inquired of the 289 people that were sheltered last year, how many stay in Boone County. Mrs. Pleiman stated she did not have that information; however, believes many stay in the community when experiencing homelessness.

Councilmember Osborne inquired if the individuals were employed. Mrs. Pleiman stated most of the unsheltered homeless population do have employment.

Councilmember Carroll inquired as to the definition of congregate vs non-congregate housing. Mrs. Pleiman stated congregate is a room setting where there is no division between the beds. Non-congregate was smaller rooms where individuals are separated.

Councilmember Chambers inquired if individuals are required to be residents of Boone County to receive emergency shelter and how they prove their residency. Mrs. Pleiman stated Welcome

House assesses individuals to ensure they are experiencing homelessness and if they are a Boone County resident which is defined as someone staying in Boone County at that time.

Councilmember Chambers inquired if Mrs. Pleiman had any recommendations if someone was wanting to assist in the solution. Mrs. Pleiman stated yes, they are completing the feasibility study and Welcome House is always looking for partners. Mrs. Pleiman encouraged Councilmember Chambers to contact her for more information.

Councilmember Kemper inquired if they had a timeframe for when the feasibility study would be completed. Mrs. Pleiman stated they hope to have the study completed by the end of the year.

Councilmember Carroll stated as a school principal, he witnessed all types of home situations and different levels of homelessness. For example, if someone was sleeping on a friend/neighbor/relative's couch, that person was experiencing homelessness. Mrs. Pleiman agreed and stated many children fall into this category. By the end of the school year, the schools report approximately 300-400 homeless students in this category.

Councilmember Wingo thanked Mrs. Pleiman for all the work the task force completed.

SECOND READING ORDINANCE O-28-2023:

Mayor Aubuchon read Ordinance O-28-2023, an ordinance repealing and replacing Ordinance No. O-2-07 and Chapter 119 of the City of Florence, Kentucky Code of Ordinances, amending licensing requirements and regulations for sexually oriented businesses and employees within the City of Florence, Kentucky.

The purpose of this Ordinance is to repeal and replace Ordinance No. O-2-07 and Chapter 119 of the Code of Ordinances, to reflect recent federal decisions regarding sexually oriented businesses.

The full text of Ordinance O-28-2023 including its exhibits, is available for examination in the office of the City Clerk of the City of Florence, Kentucky, in the Florence Government Center, 8100 Ewing Blvd., Florence, Kentucky, during regular office hours.

Mayor Aubuchon called for a motion to approve the second reading of Ordinance O-28-2023. Councilmember Carroll motioned to approve, with a second from Councilmember Osborne. Mayor Aubuchon requested a Roll Call Vote. Councilmember Carroll, yes; Councilmember Chambers, no; Councilmember Winn, yes; Councilmember Kemper, yes; Councilmember Wingo, yes; Councilmember Osborne, yes. **Roll Call recognized five yes votes and one no vote, approving the second reading of Ordinance O-28-2023 by a 5-1 majority.**

SECOND READING ORDINANCE O-29-2023:

Mayor Aubuchon read Ordinance O-29-2023, an ordinance providing for the creation of the Florence Veterans Commission.

The purpose of this Ordinance is to create a Veterans Commission thereby creating a support system, community recognition, resources, and comprehensive community relations for veterans

and those who have served this nation. The Veterans Commission shall act as an advisory body to the mayor regarding military veteran's programs, veteran's organizations, and veteran related activities.

The full text of Ordinance O-29-2023 including its exhibits, is available for examination in the office of the City Clerk of the City of Florence, Kentucky, in the Florence Government Center, 8100 Ewing Blvd., Florence, Kentucky, during regular office hours.

Mayor Aubuchon called for a motion to approve the second reading of Ordinance O-29-2023. Councilmember Osborne motioned to approve, with a second from Councilmember Winn.

Mayor Aubuchon thanked Councilmember Osborne for initiating the project and for all that he does for veterans as an ambassador for the city.

Councilmember Osborne stated the veterans commission will help veterans in the community and he was honored to be a part of the commission.

Councilmember Carroll reminded everyone of the Veterans Day program Saturday.

Mayor Aubuchon stated there are two veteran programs taking place. She stated the "Witness Tree" event is currently occurring daily through Veterans Day at 8:00 a.m. on the campus of the Florence Government Center at the Boone County Veterans Memorial. The event lasts approximately 15-20 minutes each day. The eleven-day program was intended to raise awareness of the estimated 22 veterans who commit suicide in our nation each day. The daily ceremonies include placing 22 dog tags on a tree, readings, meditative thought, and reflection.

Mayor Aubuchon stated the second event is the Annual Veterans Day Program that will take place on Saturday, November 11 at 2:00 p.m. at the Florence Government Center in the Community Rooms.

No further discussion was necessitated and based on the motion to approve the first reading of Ordinance O-29-2023 by Councilmember Osborne and seconded by Councilmember Winn, Mayor Aubuchon requested a Roll Call Vote. Councilmember Carroll, yes; Councilmember Chambers, yes; Councilmember Winn, yes; Councilmember Kemper, yes; Councilmember Wingo, yes; Councilmember Osborne, yes. **Roll Call recognized six yes votes approving the second reading of Ordinance O-29-2023.**

**DISCUSSION AND POSSIBLE ACTION ORDINANCE – FIRST READING
ORDINANCE O-30-2023:**

Mayor Aubuchon asked Councilmember Wingo to leave council chambers as she had recused herself from this matter due to a conflict of interest.

Mayor Aubuchon read Ordinance O-30-2023. An Ordinance Adopting and Approving a Zoning Map Amendment from Agricultural Estate (A-2) to Suburban Residential One (SR-1) for the approximate 3.9 Acre Site located at 8269 Pleasant Valley Road, including the adjoining parcel having a Parcel Identification Number (PIDN) of 062.00-00-008.25, Florence, Kentucky, to allow

for future subdivision of the property into smaller residential lots. (Dan Hughes)

The Ordinance adopts and approves a zoning map amendment from Agricultural Estate (A-2) to Suburban Residential One (SR-1) for an approximate 3.9-acre site located at 8269 Pleasant Valley Road, including the adjoining parcel having a Parcel Identification Number (PIDN) of 062.00-00-008.25, Florence, Kentucky, to allow for future subdivision of the property into smaller residential lots.

The full text of Ordinance O-30-2023 including its exhibits, is available for examination in the office of the City Clerk of the City of Florence, Kentucky, in the Florence Government Center, 8100 Ewing Blvd., Florence, Kentucky, during regular office hours.

Mayor Aubuchon called for a motion to approve the first reading of Ordinance O-30-2023. Councilmember Winn motioned to approve, with a second from Councilmember Carroll.

Mayor Aubuchon stated Councilmember Wingo is part of the Florence Planning and Zoning Committee. Due to the conflict of interest, she recused herself and Councilmember Carroll was appointed to the Planning and Zoning Committee for this matter.

Mayor Aubuchon called upon Councilmember Winn or Councilmember Carroll regarding the Committee's recommendation on Ordinance O-30-2023.

Councilmember Winn stated the Planning and Zoning Committee reviewed the request and agreed with the recommendation with the addition of two conditions.

Director of Administration/City Administrator, Joshua J. Hunt stated this was a zoning request. Typically, there are set plans which are submitted. In this request Mr. Hughes, the property owner, did not have all the detailed plans which caused some concern with neighboring property owners.

Mr. Hunt stated the property is currently zoned A-2 and Mr. Hughes was requesting to change the zoning to SR-1 which would allow four additional dwelling units per acre. One concern raised by neighbors and the city would be for the area to become a high-density area. The second concern was a driveway that would connect to Valley View behind the pool on the existing house. While the request was going through the Boone County Planning Commission approval process, it was agreed that one home would be permitted per acre lot and access to the lots would be through the existing driveway, no additional curb cuts would be permitted.

Mr. Hunt stated the City of Florence Planning and Zoning Committee proposed two additional conditions. The first condition was regarding the sanitary sewer. Mr. Hunt stated there was a public sewer main that runs through the back yards of the properties and a private sewer main that runs from Mr. Hughes's house to the public sewer main. Additional lines could not be connected to the private sewer line; therefore, an easement was required to ensure a public and/or private sewer main could be connected to the new houses. The second condition was the City of Florence reserves the right to review any plat amendments and/or building plan submittals which provide the City of Florence final approval.

No further discussion was necessitated and based on the motion to approve the first reading of Ordinance O-30-2023 by Councilmember Winn and seconded by Councilmember Carroll, Mayor Aubuchon requested a Roll Call Vote. Councilmember Carroll, yes; Councilmember Chambers, yes; Councilmember Winn, yes; Councilmember Kemper, yes; Councilmember Osborne, yes. **Roll Call recognized five yes votes approving the first reading of Ordinance O-30-2023.**

DISCUSSION AND POSSIBLE ACTION - MUNICIPAL ORDER MO-18-2023:

Mayor Aubuchon read Municipal Order MO-18-2023. A Municipal Order approving the appointment of J. Kelly Huff as a Florence Appointee to the Airport Noise Abatement Committee for a two (2) year term.

Mayor Aubuchon called for a motion to approve Municipal Order MO-18-2023. Councilmember Winn motioned to approve Municipal Order MO-18-2023 with a second from Councilmember Wingo. Mayor Aubuchon requested a Roll Call Vote. Councilmember Carroll, yes; Councilmember Chambers, yes; Councilmember Winn, yes; Councilmember Kemper, yes; Councilmember Wingo, yes; Councilmember Osborne, yes. **Roll Call recognized six yes votes approving Municipal Order MO-18-2023.**

DISCUSSION AND POSSIBLE ACTION - MUNICIPAL ORDER MO-19-2023:

Mayor Aubuchon read Municipal Order MO-19-2023. A Municipal Order approving the reappointment of Lisa Wilson-Plajer as a Florence Appointee to the Airport Noise Abatement Committee for a two (2) year term.

Mayor Aubuchon called for a motion to approve Municipal Order MO-19-2023. Councilmember Wingo motioned to approve Municipal Order MO-19-2023 with a second from Councilmember Carroll. Mayor Aubuchon requested a Roll Call Vote. Councilmember Carroll, yes; Councilmember Chambers, yes; Councilmember Winn, yes; Councilmember Kemper, yes; Councilmember Wingo, yes; Councilmember Osborne, yes. **Roll Call recognized six yes votes approving Municipal Order MO-19-2023.**

DISCUSSION AND POSSIBLE ACTION - MUNICIPAL ORDER MO-20-2023:

Mayor Aubuchon read Municipal Order MO-20-2023. A Municipal Order approving the reappointment of Teresa Kraft as a Florence Appointee to the Airport Noise Abatement Committee for a two (2) year term.

Mayor Aubuchon called for a motion to approve Municipal Order MO-20-2023. Councilmember Osborne motioned to approve Municipal Order MO-20-2023 with a second from Councilmember Carroll. Mayor Aubuchon requested a Roll Call Vote. Councilmember Carroll, yes; Councilmember Chambers, yes; Councilmember Winn, yes; Councilmember Kemper, yes; Councilmember Wingo, yes; Councilmember Osborne, yes. **Roll Call recognized six yes votes approving Municipal Order MO-20-2023.**

DISCUSSION AND POSSIBLE ACTION - MUNICIPAL ORDER MO-21-2023:

Mayor Aubuchon read Municipal Order MO-21-2023. A Municipal Order approving the reappointment of Gary Winn to the Board of Directors of Ohio, Kentucky, and Indiana Regional Council of Governments (OKI).

Councilmember Carroll stated the appointments made this evening are all volunteers and have experience within a certain area. He appreciates their service to the city.

Mayor Aubuchon called for a motion to approve Municipal Order MO-21-2023. Councilmember Wingo motioned to approve Municipal Order MO-21-2023 with a second from Councilmember Osborne. Mayor Aubuchon requested a Roll Call Vote. Councilmember Carroll, yes; Councilmember Chambers, yes; Councilmember Winn, abstained; Councilmember Kemper, yes; Councilmember Wingo, yes; Councilmember Osborne, yes. **Roll Call recognized five yes votes and one abstention approving Municipal Order MO-21-2023 by a 5-0 majority with an abstention from Councilmember Winn.**

MAYOR'S REPORT:

- Mayor Aubuchon reminded everyone the City of Florence leaf collection runs through December 21. Every residential street is serviced three times throughout the leaf collection season. Contact the Public Services Department at 859-647-5416 for more information. The schedule is also on the website – Florence-ky.gov.
- Mayor Aubuchon reminded everyone the Witness Tree Event is being held daily at 8:00 a.m. through November 11 on the campus of the Florence Government Center at the Boone County Veteran's Memorial.
- Mayor Aubuchon reminded everyone the Annual Veterans Day Program will be held this Saturday, November 11 at 2:00 p.m. at the Florence Government Center, Community Rooms.
- Mayor Aubuchon reminded everyone the Honor Run Half Marathon will be held this Sunday, November 12. There will be road closures during the race and those closures will be posted on the city's website and social media. Proceeds support Honor Flights.
- Mayor Aubuchon announced the City of Florence was collecting non-perishable food items to benefit the Boone County Family Resource Centers for the elementary schools in Florence through November 17. You may drop off non-perishable items in the Florence Government Center lobby.
- Mayor Aubuchon announced the Florence Police Department is participating in their 6th Annual No-Shave-November Benefit. All proceeds from funds collected will benefit the Cincinnati Children's Hospital Cancer Unit. Each participating officer will donate at least \$25 to this worthy cause. This year, they set a goal of raising \$2,500 for Cincinnati Children's Hospital. Anyone can participate and donate. The link to donate is on the Florence Police Department's Facebook page.
- Mayor Aubuchon announced the city is hosting their first ever City of Florence Children's Holiday Art Display. The contest is open to young artists ages 12 and under. Print off one of the provided coloring pages on our website or you can pick up a coloring page in the

Administration Department. All entries must be turned in by 5:00 p.m. on November 27. The winner will be notified on Monday, December 4 and announced at the Holiday Tree Lighting on December 5, 2023.

- Mayor Aubuchon announced the Annual Holiday Tree Lighting and Winter Wonderland Village Event would be held on Tuesday, December 5, here at the Florence Government Center. The ornaments used to decorate the tree will be made by the children of the community. She encouraged everyone to pick up an ornament in the Administration Department. In addition to the traditional tree lighting and musical presentation, there will be a Winter Wonderland Village with Elf craft stations, a North Pole mailbox, hot chocolate bar, live music, visits and photos with Santa, story time with Mrs. Claus, train display and the incredible lights displays from our Public Services Department.

CLOSED SESSION:

Mayor Aubuchon called for a motion to go into Closed Session pursuant to KRS 61.810 (1)(b) acquisition/sale of real property - where publicity would be likely to affect the value of property to be acquired for public use or to be sold by the city and pursuant to KRS 61.810 (1)(b)(c).

Councilmember Winn so moved with a second from Councilmember Wingo. **All councilmembers present voted aye, the time being 7:00 p.m.** Mayor Aubuchon advised they would return to the room to adjourn and did not anticipate any further business taking place following Closed Session.

Mayor Aubuchon called for a motion to come back into session after the Closed Session. Councilmember Winn so moved, with a second from Councilmember Carroll. **All councilmembers present voted aye, the time being 7:36 p.m.**

ADJOURNMENT:

There being no further business to come before Council, Mayor Aubuchon called for a motion to adjourn the Special Meeting. Councilmember Carroll so moved, with a second from Councilmember Winn. **Councilmembers present voted aye, the time being 7:37 p.m.**

APPROVED:

/s/ Julie M. Aubuchon
Julie M. Aubuchon, Mayor

ATTEST:

/s/ Melissa Kramer
Melissa Kramer, City Clerk

