



**Florence City Council  
Business Meeting  
Tuesday, December 10, 2024  
6:00 p.m.**

**MINUTES**

The City Council of the City of Florence, Kentucky, met in regular session on Tuesday, December 10, 2024, 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 regular meeting to order and declared the regular session open for the presentation of all city business.

**INVOCATION & PLEDGE OF ALLEGIANCE:**

Mayor Aubuchon and Members of City Council recited the invocation.

All attendees recited the Pledge of Allegiance.

**ROLL CALL:**

The roll was called, and the following five (5) members of council were registered present: Mel Carroll, Lesley Chambers, Jenna Kemper, Pat Wingo, and Gary Winn. Councilmember David A. Osborne was absent.

Staff members present were: City Attorney, Thomas R. Nienaber; Fire/EMS Chief, Rodney Wren; Chief of Police, Jeff Mallery; Public Services Director, Eric Hall; Director of Administration/City Administrator, Joshua J. Hunt; City Engineer, Bill Viox; City Clerk, Melissa Kramer; Videographer, Joel Clines; and Police Sergeant, Sam Riley.

The following were also present in the audience: Assistant City Clerk, Brandi Roundtree; Executive Director of Northern Kentucky Area Development District, Tara Johnson-Noem; Boone County Pee Wee Athletic Association President, Chris Gunkel; Boone County Pee Wee Athletic Association Treasurer, Angela Weatherington; Boone County Pee Wee Athletic Association Secretary, Karianne White; Representatives of Boone County Pee Wee Athletic Association; NKY Tribune Reporter, Trisha Scheyer; Florence Police Department new police officer, Austin Messer; Florence Police Department new police officer, Jeffrey Morgan; Family and Friends of the new Florence Police Department Employee Austin Messer; Family and Friends of the new Florence Police Department Employee Jeffrey Morgan; Resident of Florence, Thomas Judd; and Councilmember Elect, Diane E. Whalen.

**APPROVAL OF MINUTES:**

Mayor Aubuchon called for a motion to approve the minutes of the December 4, 2024, special meeting. Councilmember Carroll motioned to approve the minutes with a second from Councilmember Wingo. **All councilmembers present voted aye.**

**OATHS OF OFFICE:**

Chief of Police, Jeff Mallery, introduced the newest members of the Florence Police Department Austin Messer and Jeffrey Morgan. Chief Mallery introduced Austin and Jeffrey and stated they were excited to be adding them to the department.

Mayor Aubuchon administered the oaths of office and Chief Mallery presented them with their badges.

**PRESENTATION – BOONE COUNTY PEE WEE ATHLETIC ASSOCIATION (BCPWAA):**

Mayor Aubuchon called upon Chris Gunkel, President of the Boone County Pee Wee Athletic Association (BCPWAA).

Mr. Gunkel directed everyone’s attention to his PowerPoint Presentation and highlighted the successful completion of the turf project, which began on March 11, 2024. He explained that the turf project was completed ahead of schedule, allowing them to host their Spring flag football season. Additionally, he reviewed the completed lighting project which enhanced night game visibility and reduced electricity costs. Mr. Gunkel expressed his appreciation to Mayor Aubuchon, Florence City Council, Director of Administration/City Administrator, Josh Hunt, and former Chief of Police Tom Grau for their support of youth sports.

Councilmember Winn inquired about the number of children participating in the program. Mr. Gunkel asked the BCPWAA Secretary and Treasurer, in the audience, for the specific numbers. They reported that one hundred fifty children participated in K-8 tackle football, fifty in cheer, fifteen in Fall flag football, sixty in baseball, two-hundred twenty in Spring flag football and currently fifty in wrestling.

Councilmember Kemper asked whether soccer teams still practice at the facility. Mr. Gunkel confirmed that they do and they continue to rent and use the facility.

Councilmember Carroll commended the organization for their contributions to the community and their dedication to supporting the children.

**PRESENTATION – NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT (NKADD):**

Mayor Aubuchon called upon Tara Johnson-Noem, Executive Director of the Northern Kentucky Area Development District (NKADD) for an update and overview of the services they provide.

Mrs. Johnson-Noem thanked the Mayor and members of Florence City Council for the opportunity to present an overview of the board and discuss additional outreach for their strategic plan goals. She distributed information and directed everyone's attention to her PowerPoint Presentation.

Mrs. Johnson-Noem provided an overview of the Northern Area Development District established in 1971 by state statute. She highlighted their Governance Board which includes Mayor Aubuchon. In the Fall of 2023, the NKADD updated their Strategic Plan, incorporating feedback from community focus groups. Boone, Kenton and Campbell counties requested more public administration support, while the southern counties prioritized community development. A grant was secured to restructure the local government services team into two specialized sections. She provided an overview of the senior staff and divisions including the Northern Kentucky Office of Drug Control Policy, Aging & Disability Services, Workforce Development, Local Government Services, and Community Development Planning.

Additionally, Mrs. Johnson-Noem reviewed the Finance and Administration teams and programs, including The Joanie Bernard Foundation, Northern Kentucky Office of Drug Control Policy and the Northern Kentucky Workforce Investment Board. She explained the Aging and Disability Services team, the largest in both budget and staff, plays a vital role in assisting older adults and families within the community. Mrs. Johnson-Noem highlighted the importance of the Aging and Disability Resource Center (ADRC) for accessing resources and the Community Development Planning team. She encouraged everyone to follow Northern Kentucky Works which supports employers and job seekers with resources available online and updates shared on LinkedIn. Overall, she explained the NKADD wants to have collaborative efforts aimed to strengthen their local communities through innovative programs and strategic partnerships.

**MUNICIPAL ORDER MO-17-2024:**

Mayor Aubuchon read Municipal Order MO-17-2024. A Municipal Order Approving an Interlocal Cooperation Agreement between the Housing Authority of Covington, Kentucky and the City of Florence, Kentucky.

Mayor Aubuchon called for a motion to approve Municipal Order MO-17-2024. Councilmember Wingo motioned to approve, with a second from Councilmember Winn. Mayor Aubuchon requested a Roll Call Vote. Councilmember Carroll, yes; Councilmember Chambers, yes; Councilmember Winn, yes; Councilmember Kemper, yes; Councilmember Wingo, yes. **Roll call recognized five yes votes approving Municipal Order MO-17-2024 by unanimous vote.**

**MUNICIPAL ORDER MO-18-2024:**

Mayor Aubuchon read Municipal Order MO-18-2024. A Municipal Order Approving the Reappointment of Lois Evans to the Florence Board of Adjustment and Zoning Appeals for a four (4) year term.

Mayor Aubuchon called for a motion to approve Municipal Order MO-18-2024. Councilmember Wingo motioned to approve, 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. **Roll call recognized five yes votes approving Municipal Order MO-18-2024 by unanimous vote.**

**MUNICIPAL ORDER MO-19-2024:**

Mayor Aubuchon read Municipal Order MO-19-2024. A Municipal Order Approving the Reappointment of Duane Froelicher to the Florence Board of Adjustment and Zoning Appeals for a four (4) year term.

Mayor Aubuchon called for a motion to approve Municipal Order MO-19-2024. Councilmember Winn motioned to approve, 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. **Roll call recognized five yes votes approving Municipal Order MO-19-2024 by unanimous vote.**

**MUNICIPAL ORDER MO-20-2024:**

Mayor Aubuchon read Municipal Order MO-20-2024. A Municipal Order Approving the Reappointment of Gary Winn to the Board of Directors of Ohio, Kentucky, and Indiana Regional Council of Governments (OKI).

Mayor Aubuchon called for a motion to approve Municipal Order MO-20-2024. Councilmember Carroll motioned to approve, with a second from Councilmember Wingo. Mayor Aubuchon requested a Roll Call Vote. Councilmember Carroll, yes; Councilmember Chambers, yes; Councilmember Winn, abstained; Councilmember Kemper, yes; Councilmember Wingo, yes. **Roll call recognized four yes votes and one abstention approving Municipal Order MO-20-2024 by a 4-0 majority with an abstention from Councilmember Winn.**

**FIRST READING – ORDINANCE O-23-2024:**

Mayor Aubuchon read Ordinance O-23-2024. An Ordinance Relating to the Adoption and Approval of Text Amendments to the Boone County Zoning Regulations Text as applicable to the City of Florence, Kentucky, these Text Amendments being to Article 40, Section 4000; Article 5, Section 505.1, Section 505.2, Section 505.3, Section 505.4, And Section 505.5, Modifying the Definitions of “Electric Vehicle Charging Station, Public” and “Gasoline Filling Station.”

The effect of this Ordinance is to adopt zoning text amendments modifying the definitions of “Electric Vehicle Charging Station, Public” and “Gasoline Filling Station” in order to comply with KRS 100.326 which became effective July 15, 2024.

The full text of Ordinance O-23-2024 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-23-2024. Councilmember Carroll motioned to approve, with a second from Councilmember Winn. Mayor Aubuchon requested a Roll Call Vote. Councilmember Carroll, yes; Councilmember Chambers, yes; Councilmember Winn, yes; Councilmember Kemper, yes; Councilmember Wingo, yes. **Roll call recognized five yes votes approving the first reading of Ordinance O-23-2024 by unanimous vote.**

#### **FIRST READING ORDINANCE O-24-2024:**

Mayor Aubuchon read Ordinance O-24-2024. An Ordinance of the City of Florence, Kentucky, amending the budget for the 2024-2025 Fiscal Year of the City (Amendment #1)

This Ordinance represents an amendment to the Fiscal Year 2024-2025 Budget for the City of Florence. The purpose of this Amendment is to reflect the following changes in the City Budget: Incorporation of the prior year audited fund balance amounts from the Fiscal Year 2024 year-end audit; Carryovers for budgeted operating and capital items from the prior year; Increases in estimates for capital projects and expenditures for the current year; and Increases in all departments for personnel costs due to personnel policy changes and the Authorized Positions and Pay Plans adopted in October 2024 (Ordinance O-18-2024).

The full text of Ordinance O-24-2024 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-24-2024. Councilmember Wingo motioned to approve, 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. **Roll call recognized five yes votes approving the first reading of Ordinance O-24-2024 by unanimous vote.**

#### **FIRST READING ORDINANCE O-25-2024:**

Mayor Aubuchon read Ordinance O-25-2024. An Ordinance amending, updating, and revising Florence’s current Personnel Policy Manual.

The purpose of this Ordinance O-25-2024 is to adopt and approve a new City of Florence Personnel Policy Manual. This revised Personnel Policy Manual ensures compliance with the latest federal

and state mandates. In addition, the revised Personnel Policy Manual updates the City’s employee benefits package. Key updates to the Personnel Policy Manual also include, but are not limited to, expanding ADA and reasonable accommodation policies; adoption of a more robust Harassment and Complaint Procedure; amendments to the Alternative Sick Leave Program; updating of Confidentiality and Personnel Records Policy; creation of an addition to a Generative Artificial Intelligence Policy; adoption of a revised Pregnancy and Paternal Leave Policy; and the addition of a Consolidated Omnibus Budget Reconciliation Act (“COBRA”) Policy. The foregoing and other changes to the Personnel Policy Manual are designed to enhance employee satisfaction and make the City a more attractive place for employment.

The full text of Ordinance O-25-2024, 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-25-2024. Councilmember Wingo motioned to approve, with a second from Councilmember Winn. Mayor Aubuchon requested a Roll Call Vote. Councilmember Carroll, yes; Councilmember Chambers, yes; Councilmember Winn, yes; Councilmember Kemper, yes; Councilmember Wingo, yes. **Roll call recognized five yes votes approving the first reading of Ordinance O-25-2024 by unanimous vote.**

#### **FIRST READING ORDINANCE O-26-2024:**

Mayor Aubuchon read Ordinance O-26-2024. An Ordinance relating to personnel thereby amending Ordinance Nos. O-4-2024, O-9-2024, O-13-2024, and O-18-2024 relating to Job Descriptions, Authorized Positions, and Pay Plan.

The purpose of amending Ordinance O-26-2024 is to create a stand-alone Ordinance which addresses Job Descriptions, Pay Plan, and List of Authorized Positions, thereby removing all references to the City’s approved and adopted Personnel Policy Manual. In all other respects, Ordinance O-26-2024 adopts and incorporates all provisions relating to Job Descriptions, Pay Plan, and List of Authorized Positions, as currently in effect. The City has adopted by a stand-alone Ordinance O-25-2024 provisions of the revised and updated Personnel Policy Manual.

The full text of Ordinance O-26-2024, 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-26-2024. Councilmember Wingo motioned to approve, with a second from Councilmember Kemper. Mayor Aubuchon requested a Roll Call Vote. Councilmember Carroll, yes; Councilmember Chambers, yes; Councilmember Winn, yes; Councilmember Kemper, yes; Councilmember Wingo, yes. **Roll call recognized five yes votes approving the first reading of Ordinance O-26-2024 by unanimous vote.**

**MAYOR’S REPORT:**

- Mayor Aubuchon commended the city team members for the Christmas Tree Lighting and stated the Florence Government Center was beautifully decorated.
- Mayor Aubuchon announced the Florence Government Center would be closed on Tuesday, December 24, 2024, and Wednesday, December 25, 2024, for the Christmas holiday. The city will resume regular hours on Thursday, December 26, 2024.
- Mayor Aubuchon announced the Florence Government Center would be closed on Wednesday, January 1, 2025, for New Year’s Day and resume regular hours on Thursday, January 2, 2025.
- Mayor Aubuchon announced the city would have Christmas Treecycling Pickup on Thursday, January 2, 2025. Contact the City of Florence Public Services Department at 859.647.5416 for more information.  
Additionally, Mayor Aubuchon announced the city would have a Christmas Treecycling drop off at Stringtown Park (7340 Burlington Pike) December 31, 2024, through January 5, 2025. Please remove all tinsel, ornaments, ribbons, lights and bags and drop off no later than 5:00 p.m. on January 5, 2025.

**RECOGNITION:**

Members of City Council:

None desired recognition.

Department Heads:

Fire/EMS Chief, Rodney Wren:

Chief Wren did not desire recognition.

Public Services Director, Eric Hall:

Mr. Hall did not desire recognition.

Chief of Police, Jeff Mallery:

Chief Mallery did not desire recognition.

Director of Administration/City Administrator, Joshua J. Hunt:

Mr. Hunt did not desire recognition.

Members of the Audience:

No members of the audience desired recognition.

**CLOSED SESSION:**

Mayor Aubuchon called for a motion to go into Closed Session pursuant to KRS 61.810(1)(c) litigation – proposed or pending against or on behalf of the city.

Councilmember Winn so moved with a second from Councilmember Kemper. **All councilmembers present voted aye, the time being 6:57 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 Wingo so moved, with a second from Councilmember Kemper. **All councilmembers present voted aye, the time being 7:20 p.m.**

**ADJOURNMENT:**

There being no further business to come before the Council, Mayor Aubuchon called for a motion to adjourn. Councilmember Winn so moved, with a second from Councilmember Wingo. **Councilmembers present voted aye, the time being 7:21 p.m.**

**APPROVED:**

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

**ATTEST:**

/s/ Melissa Kramer  
Melissa Kramer, City Clerk

