

## MEETING MINUTES

Project: North Elkhorn Sanitary Easement Services

Date: September 9, 2025

Subject: Scoping meeting focused on project deliverables

Attendees: Elizabeth Sebren – LFUCG DWQ  
Bob Peterson – LFUCG DWQ  
Sarah Adkins – LFUCG DWQ  
John Steinmetz – Banks Engineering  
Todd Lockhart – Banks Engineering

A Teams meeting for the subject project was held this date with attendees from the Division of Water Quality (DWQ) and Banks Engineering listed above. The primary topics related to final deliverables to be provided by Banks. The following items were discussed during the meeting with clarifications in subsequent emails:

1. The easement documents for 1900 Hume Road are to be similar to those recently provided by banks on the Southland Area and Joyland projects.
  - a. Metes and bounds written descriptions of temporary and permanent easements. Descriptions to include total SF of permanent easements and total SF of temporary easements. Calls must match Line table on Easement Exhibit. Indicate prepared by .... (w/ Banks Engineering logo).
  - b. Two separate but similar exhibits at 8.5" x 11", with and without aerial views. The aerial view is for explanations and negotiations with the property owner; not for recording. The "Easement Exhibit" for recording shall be black ink only; indicate proposed permanent, proposed temporary, and existing easements.
  - c. The "Aerial Overlay" shall be full color exhibiting current buildings, driveways and other visible obstacles.
  - d. Show the entire parcel, but including additional sheet(s) with an enlarged view of the easement area is acceptable.
  - e. Show adjoining parcels.
  - f. Use transparent hatching for easements, not opaque; unique and separate hatch legends for 1) proposed permanent easements, and 2) proposed temporary easements.
  - g. Include north arrow and graphic scale.
  - h. The aerial exhibit should include trees anticipated to be removed in the future construction project, and other easements of record.
  - i. Banks will provide PDF files of the deliverables to DWQ.

2. Public Acquisition Minor Subdivision Plat for 1941 Hume Road:
  - a. Similar to other recent acquisition plats completed by Banks for LFUCG.
  - b. Final deliverables to be stamped plats acceptable to the Division of Planning and suitable for recording. One mylar, five hard copies, and a digital (PDF) file.
  - c. Plat shall be drawn to scale and include both the land (fee simple) and easement acquisitions necessary. Corresponding metes & bounds written descriptions for land and easements required. Banks to file MNSUB application through Planning and note that the WQ Project Manager is Charles Martin (chmartin@lexingtonky.gov). Elizabeth Sebren (esebren@lexingtonky.gov) will obtain Council Resolution number / date and Mayor's signature on final plat. Application fee will be waived; Liz will requisition \$50 check for plat recording fee payable to FCC.
3. Other items:
  - a. Banks will provide assistance to DWQ in the preparation of memoranda of understanding and compensation spreadsheet(s).
  - b. Banks' proposal and scope of work includes developing a preliminary alignment for the sewer lines.
  - c. Jeff Baumgardner was the inspector for the North Elkhorn Force Main and can provide assistance on its location.
  - d. Bob Peterson will be the contact for the technical aspects of the project. Banks will contact Bob for a separate site meeting at the beginning of work on the project.
  - e. Charlie Martin will be the lead in introducing property owners to Banks. Banks should process first contact through him before entering property to survey.

Minutes compiled by John Steinmetz and Liz Sebren