

## Town of Ulen Town Council Meeting – Apr 25, 2023

Meeting Time and Location	Attendees (Council Members)			
Notification Posted: Y	P	N	V	<i>(Check present, not present, or virtual attendance)</i>
Date and Time: Apr. 25, 6:30	X			Mark Ransom
Location: Ulen Country Club	X			Jennifer Jones
<i>Minutes compiled by: Mary Ann Herny, Clerk-Treasurer</i>		X		Jason Jones
	X			Mary Ann Herny
Attendees (Other)				
Joe Newsom			Kent Frandsen	
Bob Burgun			Sheryl Cassis	
Chuck Ritz			Margi Walters	
Steve Million			John Garber	
Helen Million			Adam DeHart	

### Call to Order

The meeting was called to order at 6:30.

### Presentation on Planning and Zoning Project

A proposed ordinance was presented by a representative from Mr. Bob Clutter’s team, Ms. Audrea Racine. The purpose of the ordinance is to establish our intent to develop a comprehensive plan and define the commission structure needed to create and execute the plan. The ordinance specified that two Ulen Country Club Board Members be included on the commission(s); however, Jennifer Jones pointed out that since all members of the commission(s) must be residents of Ulen, we would not be able to guarantee that UCC would always have residents as board members, nor that these people would agree to serve in such capacity. Members of the UCC Board were present and agreed that this might be an issue.

The Council asked Ms. Racine to strike this requirement, and correct a mis-spelled name. The Council also moved, seconded, and voted (Ms. Jones and Mr. Ransom voting yes, Mr. Jones was not present) to adopt the ordinance with the corrections. Ms. Racine will ensure corrections are made, and will send the revised version back to the Council for signatures.

Volunteers were named and appointed to the commission(s), in conformance with requirements provided by Mr. Clutter’s team.

The Plan Commission will consider and recommend a plan and then supports adoption and changes to any Plan ordinances (which are issued by the Town Council). The length of term on the commission will be varied to allow overlap as members change. Appointees are:

- Jennifer Jones (4-year term)
- Jason Jones (4-year term)
- John Garber (4 year term)
- Sheryl Cassis (3-year term)
- Kent Frandsen (3-year term)
- Adam DeHart (4-year term)
- Mark Ransom (4-year term)

Ms. Jones agreed to forward the list to Mr. Clutter’s office.

Mr. DeHart and others in the group had several questions and suggestions about workings of the commission:

- At least one public annual meeting should be held to report out on the work of the planning commission.
- The current draft version of the plan (provided by Mr. Clutter) contained inaccuracies relating to how the town is platted.
- A question emerged about whether we will cap the number of homes allowed.

Since the plan itself will be discussed more thoroughly in future meetings, after the Plan has been developed, these issues were tabled.

### **Minutes and Treasurer's Report**

Meeting minutes from March 28<sup>th</sup> meeting were approved by Jennifer Jones and Mark Ransom.

The Treasurer's report was submitted for March, with the current month-to-date balances for April. In addition, vouchers were presented for signatures:

- Lebanon Utilities late fees
- Reimbursement for survey postage and supplies
- Trash pickup (outstanding payments for 2022, which have been adjusted)
- Placement of legal advertising for the CCD rate change

Mary Ann Herry updated the council on the Materiality Threshold. It appears this can be a component of the Internal Controls Policy. Since Ulen's IC Policy is somewhat outdated, Ms. Herry will recommend updates, include the materiality policy, and submit for review and adoption. The Council suggested that Mr. Million review the updated draft, and he agreed.

The Council also discussed whether to include personal contact information for its members on the website. It was agreed that names and a general Town Council email address would provide residents with a way to contact the entire Council more directly than through the "contact us" form. Ms. Herry will make the changes in her next website update. The Council also agreed that going forward, meeting minutes will be posted directly on the website rather than on a Google Drive. Since there is a meeting summary page already available, Ms. Herry will add links to each month's full minutes.

### **Old Business**

#### **Status of Waste Management Billing Issues**

Mark Ransom has reached an agreement with Waste Management.

- Ulen's recycling rate has been reduced to reflect the actual number of recycling customers. Ulen has agreed to catch up outstanding fees from 2022.
- Charges for 2023 will remain the same as the adjusted latter quarters in 2022.
- Waste management will correct the billing errors that continue to be posted in our online account. Catch up payments have been made against a statement which shows only our outstanding balance – to ensure that we are in agreement, a letter will be sent by Mr. Ransom detailing what we have paid, and our understanding about the agreement going forward.
- Waste Management will be changing our pick-up date to Monday for trash and every other Wednesday for recycling. However, actual start dates have not been confirmed. A communication will be distributed as soon as we have notice of the change. We will suggest June 5<sup>th</sup> as the start date.

### Streetlight Repairs

- SetCo has been repairing lights around the neighborhood, but new ones have burned out. Calls have been made to SetCo about using the right bulbs, as we believe they have been using the wrong type.

### Elmwood Bridge and Sidewalk Status

- Jason Jones has been collecting information about damage and working with City Engineers.
- Mr. and Mrs. Million report that the City is not repairing a crack that has enlarged in their driveway, as it was pre-existing. They have agreed, however, to replace the sidewalk that was being used by people walking along the pathway adjacent to the ditch, making it ADA-compliant. Mr. & Mrs. Million also have put up some fencing and trimmed bushes along the ditch. Since the path is in a county easement that applies to property in Elmwood, however, the consensus was that there is little Ulen can do to change the situation other than to point out the safety issue to the County.

### Maintenance Activities

The Town Council continued to discuss the possibility of engaging volunteer residents to manage maintenance of common areas in the community. Joe Newsom has agreed to play a role in this capacity. Further discussion will be undertaken to clarify his role and the Council's expectations for this position.

### Grant Funding

Mark Ransom has been working with a contractor to recover some funding used for the electrical work. A retroactive grant is being pursued, and the Council hopes to have better clarity by the end of June.

### New Business

Ms. Hery received a public records request to provide information about the Town's insurance policies. While this is clearly stated as a request from a company with commercial interests, it is likely we are required to comply. Ms. Hery will get viewpoints from an AIM consultant and our insurance agent.

A resident has had some trouble recently keeping dogs contained. Sheryl Cassis, who was attending the meeting, agreed to speak with the owners to remind them of the Town's animal control guidelines.

Bushes at the entrance to the Town continue to be a hazard for people entering/exiting Ulen. Joe Newsom will approach owner to ask how we can help rectify the situation.

### **ACTION ITEMS:**

- ❑ Continue adding ordinances to the ulen.town website (Mary Ann Hery), and begin adding meeting minutes. Update contact information for Town Council members.
- ❑ Confirm Waste Management agreement (Mark Ransom). Document outcomes for residents and send out a communication.
- ❑ Continue to monitor SetCo's progress on streetlights (Mark Ransom).
- ❑ Work with Lebanon engineers to satisfactorily complete repairs resulting from Elmwood Bridge (Jason Jones).
- ❑ Continue to compile Resident Survey data (Mary Ann Hery) and build a resident list.

- ❑ Monitor status of grant-writing effort (M. Ransom).
- ❑ Sign the revised ordinance for the Plan Commission; send list of appointees to Mr. Clutter; advertise and conduct a public meeting (all Council members).
- ❑ Contact Lebanon and Boone County permitting authorities to determine best course of action for permitting (Mark Ransom).
- ❑ Define accountabilities for the Maintenance team (all Council members).
- ❑ Submit CCD rate change request to the County Auditor (Mary Ann Herny)
- ❑ Update the internal controls policy and get reviewed by Mr. Million (Mary Ann Herny)
- ❑ Clarify and respond to public records request.
- ❑ Reach out to residents concerning loose dogs (Ms. Cassis) and overgrown shrubbery (Joe Newsom).

**Adjournment**

The meeting was adjourned at approximately 8:15.

**Approvals:**

Council Member Approvals:	
Attested by Clerk Treasurer:	
Date Approved:	