

Town of Ulen Town Council Meeting – 3/25/25 APPROVED

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: Mar. 25, 2025 at 6:30		X		Mark Ransom
Location: Ulen Country Club	X			Jennifer Jones
Recorded minutes compiled by: M. Herny	X			Sheryl Cassis
	X			Mary Ann Herny
Attendees (Other)				
Kent Frandsen			Joe Newsom	
John Garber			Jason Jones	

Call to Order

The meeting was called to order at 6:30 pm.

Planning and Zoning Project Update

The new zoning ordinance has now been recorded with the County and is posted on Ulen’s website for public access.

No new actions have yet been taken to formally appoint prospective members of the Board of Zoning Appeals. The Council previously discussed the required composition of the BZA and the individuals who have shown interest in participating. A letter will be composed and sent inviting these residents to join the Board.

Mark Ransom has met with the County to discuss how we administer inspections and the issuance of permits. An agreement is being developed by the County.

Old Business

Treasurer’s Report

- Prior meeting minutes from February, 2025, were approved and signed.
- February reconciled financials were presented and approved. Vouchers were approved and signed for office supplies, utility payments, trash pick-up, legal services, snow removal, and storage unit rental for 2025.
- New CDs were purchased using funds from older CDs that were redeemed. A summary of these transactions has been included with the treasurer’s report document.

The total receipts and disbursements for March were as follows. In addition, a \$25,000 transfer was made from checking to the money market savings account to take advantage of the interest rate. Transactions for this have been added to the ledger, but are not included as actual receipts/disbursements in the table below.

February Receipts
\$9720.70
February Disbursements
\$3963.74
Ending February Balance
\$459.354.66

Entryway

A draft request for quote (RFQ) for the town's new signage was presented by Ms. Herny for the Council's review. Two potential vendors have been identified, but a third is needed. Jason Jones recommended a vendor that could be added and will send contact information. Ms. Herny reported that the Ulen Country Club grounds crew would be completing the necessary work to connect water to the new lines this week. In addition, since some of the arborvitaes are leaning, she recommended the landscaper be engaged to straighten and stake them until root systems are more fully developed. The Council made a motion to approve this; the motion was seconded and voted unanimously.

Grant Funding

The Town of Ulen has been awarded the Community Crossings Grant. Next steps are to gather at least three quotes for the work. Craig Parks is preparing the necessary specifications and documents for this and will be submitting them for the Council's approval.

Security Cameras

Mr. Ransom communicated that he was getting more information and a quote about security cameras. No further information was available yet.

Clerk-Treasurer Conference

Ms. Herny attended the Indiana League of Municipal Clerk Treasurers conference and participated in a number of useful sessions, which will prompt some new business items for the Council.

New Business

Ms. Herny reported on some of the topics covered at the ILMCT conference and their applicability to Ulen.

1. **Livestreaming / recording meetings.** Ulen's original plan to consider purchasing OWL camera/microphone devices was confirmed as a good potential option. Ms. Herny met several people at the conference using this device successfully with conferencing software or with YouTube alone. However, two Town Attorneys who presented each had different interpretations of the statute requiring this; it is unclear whether a Town can choose to record-and-post rather than livestream. There are pros and cons to both approaches. Ms. Herny recommended that until the law is clarified we might begin with recording and posting, as that is an easier method and gives us time to work out any bugs and reduce the need for moderating that may come up with livestreaming. She also asked the Council to approve purchase of the OWL device (which will be needed regardless of the method used). A motion was made and seconded, and the Council voted unanimously to move ahead with this purchase (approximately \$1,200).
2. **Meeting safety ordinance.** Several municipalities were concerned about safety at meetings. A speaker mentioned that new rules exist to allow municipalities to better control unanticipated disruptions. The speaker suggested that towns insert that language into an ordinance and adopt it as soon as possible. The Council agreed that while it is not likely that Ulen will have such situations, it did not hurt to have the ordinance in place. Ms. Herny will locate the language and draft an ordinance for the Council's review.
3. **Stockpiling funds for large capital projects.** It was mentioned that towns should expect some reduction in revenue due to the current administration's proposed cost cutting legislation. In addition, it was noted that towns holding on to significant surplus might be looked at more closely. It was recommended that if a town is holding money for future projects (such as Ulen is

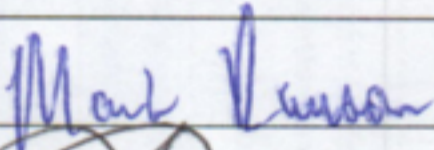
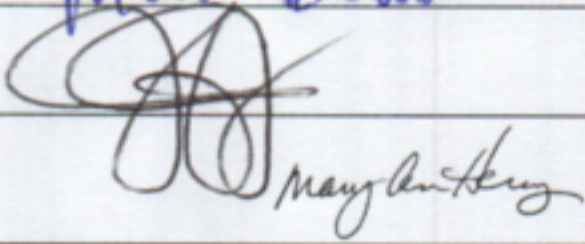
holding for potential sewer work), we will need a documented capital asset plan that describes the dollars needed and how we are saving for that situation. Jennifer Jones mentioned earlier work that was done assessing the sewer, and the Council discussed reviewing that report and using it as a basis for documenting such a plan. Ms. Herny will locate and share the report, and bring this up next month for consideration.

4. **Addressing audit comments.** A presenter from SBOA described audits and the importance of acting on any comments to ensure they are corrected in a timely manner. Ulen's audit revealed several items relating to our internal controls; Ms. Herny suggested that developing a documented purchasing policy with related internal controls would address those comments. She presented a first draft of a purchasing policy for the Council's review.
5. **Proof of insurance from contractors.** A presenter discussed the importance of having adequate proof of insurance from contractors engaged by the municipality. Ulen has not done this consistently; Ms. Herny has added that requirement to the purchasing policy.
6. **ADA compliance.** It was mentioned that future Community Crossings Grants may be contingent on the applicant having an ADA Coordinator and an ADA Transition Plan. Ulen has neither, but it was noted during our most recent application process that we need to demonstrate progress in this area (in the future this may be a stronger mandate). Ms. Herny suggested we begin working on this and will gather information.
7. **Use of AI.** Given the many demands on municipal employees, the state is encouraging use of AI tools when appropriate. Significant time was spent on this topic, and a number of useful tips and suggestions were offered. A sample ordinance was also shared that governs its use. Ms. Herny has been experimenting with it (both the signage RFQ and Purchasing Policy were drafted using it). No decision was made about Ulen's AI use, but such tools would certainly help us conform more quickly as new requirements emerge. Ms. Herny will share the sample AI ordinance for the Council's consideration.

Adjournment

The meeting was adjourned at approximately 7:40.

Approvals:

Council Member Approvals:	
Attested by Clerk Treasurer:	
Date Approved:	4/22/2025