

## Town of Ulen Town Council Meeting – May 23, 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: May 23, 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			Patsy Smith	
Bob Burgun			Sheryl Cassis	
Sue Ritz			Margi Walters	
Gretchen Turner			John Garber	

### **Call to Order**

The meeting was called to order at 6:30.

### **Planning and Zoning Project**

Ms. Audrea Racine provided (via email) a revised copy of the ordinance to establish our intent to develop a comprehensive plan and define the commission structure needed to create and execute the plan. All requested changes had been made, and council members present (Mr. Ransom and Ms. Jones,) signed the agreement. Ms. Herny dated the document, signed the attestation, and will archive it properly.

Residents were notified that a Plan Commission meeting is scheduled for the 31<sup>st</sup> of May. Notice will be published in the Reporter and posted at Ulen Country Club.

The Council was asked about permitting. Mr. Ransom suggested that this was a decision best left to the plan commission, and that further discussion should be tabled until the plan commission is ready to make a recommendation.

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

Meeting minutes from April 25th meeting were approved and signed by Ms. Jones and Mr. Ransom.

The Treasurer's report was submitted for April. In addition, vouchers were presented for signatures:

- AIM fees for Clerk-Treasurer training and Budget training
- Trash pickup for the first quarter of 2023

Ms. Herny updated the council on the Internal Controls Policy. Work on revisions to this document are in progress. Since Mr. Million (an important reviewer) will be unavailable for a few weeks, work will continue but may not be completed by the next meeting.

Recent legislative changes were discussed during the AIM training attended by Ms. Herny. Since some new legislation affects municipalities, Ms. Herny will forward the summary prepared by AIM.

### **Old Business**

#### Status of Waste Management Billing Issues

Waste Management has corrected most billing errors and a new, accurate bill for second quarter of 2023 has been received.

Messaging has been sent to all residents via email about the change in pickup date (moving to Mondays). Since some residents may not be checking emails, Joe Newsom and Mr. Ransom plan to knock on doors over the next week or so to ensure everyone is aware of the change.

The Council has requested that key contacts at Waste Management be added to the Council's vendor list, which is stored in our shared drive.

#### Streetlight Repairs

- The reliability of lights around the neighborhood continues to be spotty. Calls have been made to SetCo about using the right bulbs, as we believe they have been using the wrong type. While discussions around finding a new vendor continue to occur, there are still unresolved issues that need to be closed out with SetCo before we consider a different vendor. Mr. Ransom will speak with them again in the coming month.
- Ms. Jones reminded the council that numbering the streetlights would make it easier to identify "problem lights." Number stickers were purchased some time ago, and the Council will work on getting these applied.

#### Elmwood Bridge and Sidewalk Status

- Jason Jones has been collecting information about damage and working with City Engineers. No status report is yet available.
- The City has extended the sidewalk in front of the Millions residence, but have not included the ADA compliant materials and grading. No additional changes will be planned until the Millions return – we will then discuss whether they are satisfied with the non-ADA compliant solution.

#### Maintenance Activities

Further discussion will be undertaken to clarify Mr. Newsom's role as maintenance team leader and the Council's expectations for this position. Mr. Ransom will meet with Mr. Newsom to finalize an agreement.

Flags have been attached to street light poles, thanks to Mr. Newsom's efforts.

#### Grant Funding

There are no updates on grant funding work being undertaken on our behalf. Mr. Ransom will follow up, as the vendor has been engaged for some time without delivering any work.

#### Public Records Request

Ms. Hery responded the request for a summary of the Town's insurance policies, as required.

#### Resident Survey

Ms. Hery noted that this project was not prioritized this month. She will continue to work on the list as time allows.

#### SBOA Document Request

In preparation for an upcoming three-year audit, Ms. Hery has been checking the completeness of documents that are normally uploaded to Gateway. A list was received from the State Board of Accounts

of items they needed, and almost all documents have now been uploaded – signed versions of minutes and two older financial reconciliation documents still need to be added.

#### CCD Fund Rate Change Submission

The rate change to the Cumulative Capital Development fund was properly submitted to the Department of Local Government Finance. No issues are expected, as our field representative reviewed our request and forwarded with no changes.

#### Multi-Hazard Mitigation Plan

A final revised version of this plan was sent by Boone County for our review. Ms. Hery has forward it to the town council and the leadership of the Ulen Country Club Board. Several items have been found that may require minor corrections.

#### Ulen.town Website

Meeting minutes are now available directly from the website, without requesting access to the shared drive. A communication will be sent out shortly to alert users.

#### Dogs and Shrubbery

Both issues reported last month have been addressed, with the help of the residents involved.

Shrubbery at the entrance to the neighborhood is in the easement, and the Town will consider covering the cost of landscape maintenance. Mr. Newsom and Mr. Ransom will get estimates for the work that needs doing.

#### **New Business**

##### Ongoing Yard Care Issues

A reminder was received from a resident that property owners whose homes are on the east edge of the neighborhood need to mow and clear the easement along the road, outside of their fences. This is a long-term problem for people who were dealing with unburied cable for many months. The Council suggested a reminder letter.

A complaint was stated that there are large overhanging Norwegian spruce branches blocking the sidewalks on one property. It is believed there are privacy concerns that are preventing the owners from cutting branches back. Mr. Ransom will approach the neighbor with some options to try to clear the public sidewalk so it may be accessed.

##### National Flood Insurance Program Application

Ms. Hery has been gathering information to prepare our NFIP application. Our contact at the Department of Natural Resources has been exceptionally helpful and has sent us an application form, and sample ordinances that may be tailored and included with our plan commission work. This material has been forwarded to Bob Clutter's office.

#### **ACTION ITEMS:**


- Conduct the plan commission meeting. Jason Jones has agreed to take notes, as the Clerk-Treasurer will not be available for this meeting.
- Continue work on the Internal Controls Policy (Ms. Hery) and seek input from Mr. Million.
- Review legislative summary (all members)

- ❑ Knock on doors to ensure all residents are aware of the trash pickup changes (Mr. Newsom and Mr. Ransom)
- ❑ Add Waste Management, NFIP, and Mr. Clutter’s contact information to our key vendors list (Ms. Herny).
- ❑ Meet with SetCo about use of incorrect bulbs and ongoing burnouts of streetlights (Mr. Ransom). Add numbers to streetlights for better identification.
- ❑ Get updated status on repairs caused by Elmwood Bridge construction, and finalize sidewalk issues at the Million residence.
- ❑ Formalize Mr. Newsom’s role in supporting general maintenance (Mr. Ransom)
- ❑ Follow up with grant writer (Mr. Ransom)
- ❑ Complete resident list (Ms. Herny)
- ❑ Complete uploads of SBOA-requested documents (Ms. Herny)
- ❑ Review Boone County Multi-Hazard Mitigation Plan (all)
- ❑ Continue various website updates and notify residents of changes to functionality.
- ❑ Send reminder letter to remind residents that roadside easements need cleanup.
- ❑ Explore options for tree-trimming to clear sidewalks.

**Adjournment**

The meeting was adjourned at approximately 8:00.

**Approvals:**

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