

Town of Ulen Board Meeting – March 28, 2023

Meeting Time and Location	Attendees (Board)			
Notification Posted: Y / N	P	N	V	<i>(Check present, not present, or virtual attendance)</i>
Date and Time:	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)				
Steve Million			Jill Chance	
Helen Million			Dave Chance	
John Garber			Joe Newsom	
Margi Walters			Adam Dehart	
Bob Burgun				

Call to Order

The meeting was called to order at 6:30.

Presentation on Planning and Zoning Project

Attorney Bob Clutter was introduced and conducted a discussion about the process and outcomes of creating a comprehensive plan and forming Planning and Zoning commissions.

Jennifer Jones moved that we accept Mr. Clutter’s proposal to represent and consult with the town for this work. Mark Ransom seconded the motion. Both councilpersons in attendance (representing a quorum) voted to accept the proposal.

The process steps included the following:

1. Development of a comprehensive plan – this is likely to be short, given Ulen’s size, and no more than a few pages in length.
2. Once the plan is approved, a planning commission will be formed. Jennifer reviewed the required structure but noted that she would need to review the most recent statutes to ensure we have up-to-date guidelines.
3. At the next meeting, the Board will vote on an ordinance to form the Planning Commission.
4. As participants are identified, the drafted plan will be shared with the community for review.
5. A public notice and hearing will be held to gather input. The Board and Planning Commission will then review, amend, and adopt the plan.
6. Zoning ordinances will be drafted. The Board has received several examples of plans for communities with similar goals. This part of the process is likely to take the most time, as many details will need to be discussed and hammered out.
7. Flood plain management ordinances will be incorporated, to allow us to apply for the National Flood Insurance Program (a request made by Boone County as part of Hazard Mitigation).
8. Once everyone has reviewed and all are comfortable with the drafts and revisions, the zoning ordinance is adopted. After adoption, the Planning Commission will only be engaged to address requests for changes (likely to be rare).
9. The Town must also form a Board of Zoning Appeals, which will review any requests for variance from the established standards. This group will ensure any deviation still meets the intent of the standard and complies with applicable statutes.
10. A process for how to deal with violations will be developed as part of the plan.

11. A question was asked about permitting. The Board discussed different alternatives and agreed that the most likely course of action will be to approach the City of Lebanon or Boone County to see if they can be contracted to manage permitting on Ulen's behalf. Mark Ransom agreed to pursue these discussions.
12. Another question was asked about current projects. It was agreed that these projects can proceed as usual since the new zoning ordinances are not yet adopted or in effect. Residents with current projects under way are requested to discuss their construction plans with the Board.

Public Hearing on Changes to the Cumulative Capital Development Fund

Mark Ransom and Mary Ann Hery discussed the current Cumulative Capital Development Fund. Residents are currently paying \$0.0399 per \$100 of assessed value for this fund, which is less than the amount allowed by statute (\$0.05 per \$100). In addition, the rate is being automatically reduced each year by the state because we have not requested the maximum rate. The Board recommends that we maximize the rate so that we can rebuild our CCD Fund, which is depleted from expenses used on the electrical projects.

Questions were asked about how and when these funds must be used, and whether the funds are invested while we make decisions about projects. The group discussed the limitations imposed by the state that affect investments.

Jennifer Jones moved that we request the highest maximum rate. Mark Ransom seconded the motion, and these council members, being a quorum, both voted to approve this request. The necessary documents were signed and given to the Clerk Treasurer for submission to the County Auditor.

Minutes and Treasurer's Report

Meeting minutes from February 28 and March 15th meetings were approved by Jennifer Jones and Mark Ransom.

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

- Hydrant service
- Reimbursement for office supplies
- Trash pickup (Ulen Country Club dumpsters only)
- Street light electricity service
- Salting roads during last snow event
- Placement of legal advertising for the Annual Financial Report

Mary Ann Hery requested that the Board consider determining a Materiality Threshold. This would allow some variances in financial reports to be accepted by the Board as "not material" (otherwise, all financial transactions must be accurate to the penny and any variances must be reported to the state).

The Board agreed in principle that a \$500 threshold would be acceptable but did not vote on this issue. The Board will address this at the next meeting.

Old Business

Status of Waste Management Billing Issues

Mark Ransom has repeatedly reached out to our new WM sales representative but is getting no response. He plans to escalate the discussion. In the meantime, we have not paid the recycling portion of any bills.

Streetlight Repairs

SetCo has been repairing lights around the neighborhood, but some are still not functioning properly. Calls have been made to SetCo.

Elmwood Bridge and Sidewalk Status

Jason Jones has been discussing this issue with the City Engineers, but he was unable to make this meeting for a status report.

Resident Survey

The survey was distributed. Approximately twenty responses have been received so far.

Website Changes – Ordinance Page

Mary Ann Hery has updated some of the Town Council's pages on the Ulen.town website. A new page has been added that contains a list of Town ordinances and resolutions to improve public accessibility. Since executed ordinances need to be scanned, the list is not yet complete, but Ms. Hery will continue to add these, as they may be needed for the Planning Commission's work.

Multi-Hazard Mitigation Planning

The output from Ulen's March 15th meeting were forwarded to the County for inclusion in the plan. An updated draft will be the next item we see from the Boone County team – no date has been provided, since they are still collecting information from many towns.

Grant Writing

Mark Ransom gave a brief update about having engaged a grant-writer to apply for funding that will recoup some of the cost of our electrical project. We are awaiting the output from the grant writer.

New Business

A question was asked about plans for landscaping and tree trimming for the circles. Establishment of a beautification committee was briefly discussed. No firm decisions were made, but the Board will consider the best plan of action to get this work done during the spring.

ACTION ITEMS:

- Continue adding ordinances to the ulen.town website (Mary Ann Hery).
- Continue working on Waste Management billing issues (Mark Ransom).
- Continue to monitor SetCo's progress on streetlight repairs (Mark Ransom).
- Work with Lebanon engineers to satisfactorily complete repairs to the Elmwood Bridge and identify possible solutions to Reynolds Ditch footpath (Jason Jones).
- Continue to collect responses from Resident Survey (Mary Ann Hery) and compile a resident list.
- Check on status of grant-writing effort (M. Ransom).

- ❑ Prepare for next comprehensive planning session; recruit commission members, review and adopt an ordinance to form a Planning Commission; advertise and conduct a public meeting (all Board members).
- ❑ Contact Lebanon and Boone County permitting authorities to determine best course of action for permitting.
- ❑ Reach out to potential volunteers to head up a Maintenance team (Jason Jones).
- ❑ Submit CCD rate change request to the County Auditor (Mary Ann Heryn)
- ❑ Create and submit a Materiality Threshold ordinance or resolution for the next Board meeting (Mary Ann Heryn)

Adjournment

The meeting was adjourned at approximately 8:00.

Cc: Jennifer Jones, Mark Ransom, Jason Jones