

**MINUTES**  
**KENESAW BOARD OF TRUSTEES MEETING**  
**April 11, 2017 AT 7:30 P.M.**

The Village of Kenesaw Board of Trustees held a regular board meeting on April 11, 2017 at 7:30 p.m. in the Community Room of the Kenesaw Village Office, as was advertised. Board Members present: Ronda Ehly, Sarah Kroos, Teresa Uden and Dale Long, JR Pulver. Members absent: None. Also present: Kevin Krull- Krull Agency, Henry Wilson, John Ciemnkzolowski, Neal Niedfeldt –SPPD. Clerk: Cindy Kiefer, Maintenance: Glen Keuhn.

1. **Call to Order:** Chairman Kroos called the meeting to order at 7:31 p.m.
2. **Location of the OMAL:** Chairman Kroos gave notice of the location of the Open Meetings Act Literature to be on the south wall of the meeting room.
3. **Review/Approve Minutes of the Regular Meeting March 14, 2017:** Moved by Trustee Ehly, second by Trustee Long to approve the minutes of the March 14, 2017 as distributed with the typing correction in #9 to read Motion not Mothing. Roll call: Trustee Pulver-Abstain, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, Trustee Uden-yea. No opposed. Motion carried.
4. **Review/Approve Expenditures of March 2017:** Moved by Trustee Pulver, second by Trustee Long to approve the March 2017 Expenditures as presented. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, Trustee Uden-yea. No opposed. Motion carried.
5. **Review/Approve Treasurer's Report for March 2017:** Moved by Trustee Ehly, second by Trustee Pulver to approve the March 2017 Treasurer's Report as presented. Roll call: Trustee Pulver-Yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, Trustee Uden-yea. No opposed. Motion carried.
6. **Comments from the Public:** None
7. **Review/Approve: Insurance Policy for ACH financial coverage** – Kevin Krull from Krull Insurance Agency presented to the board the pros and cons of cyber insurance. With the Village of Kenesaw preparing to offer full ACH Utility and Payroll payment options to the public the Village has a new risk of liability to consider. There are different levels of coverage as with all insurance. Kevin went over the safety/procedure requirements the village needs to adhere to qualify for the different levels of insurance. Motion made by Trustee Ehly and Seconded by Trustee Pulver to approve the purchase of the \$100,000.00 cyber solutions policy through EMC / Krull Insurance agency for a cost of \$808.00 per year. Roll call: Trustee Pulver-Yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, Trustee Uden-yea. No opposed. Motion carried.
8. **Review: Annual Electric Report SPPD**– Neal Niedfeldt of SPPD presented the annual electric usage report.
9. **(#12-agenda) Discuss/Approve: Wasenek Days Agenda/Streets Usage** – Tim Schirmer, Wasenek Committee – Tim presented the agenda for Wasenek Weekend. The request was made for the option to allow private street vendors to participate in the weekend event. Discussion allows for street vendors to participate with the approval of the Wasenek committee without any peddlers permit. It was also discussed that at this time it has not been determined who will be running the alcohol sales. Wasenek committee will provide that information when that decision has been made. After discussion motion was made by Trustee Pulver and Seconded by Trustee Long to approve the Wasenek Committee to use the village property for Wasenek days August 4<sup>th</sup>- 6<sup>th</sup>, 2017 pending the insurance approval of the events on the agenda as presented. Roll call:

Trustee Pulver-Yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, Trustee Uden-yea. No opposed. Motion carried

10. **(#9-agenda) Discuss/Approve: *Olsson Associates Letter Agreement Amendment #1*** – Jeff Edmondson via conference call discussed the amendment as per his discussion with Jeff Palik at Olsson's. There have been additional hours added to the water meter project for Olsson Associates due to delays and changes in parts of the project. Olsson Associates Letter Agreement Amendment #1 was reviewed and Motion was made by Trustee Ehly and seconded by Trustee Long to approve payment request on Olsson Associates Letter Agreement #1 as presented, not to exceed \$9,000.00. Roll call: Trustee Pulver-Yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, Trustee Uden-yea. No opposed. Motion carried.
11. **(#10-agenda) Discuss: *Update on Smith Street Overlay/Additional Street Work***. Superintendent Edmondson, via phone conference call, discussed with the board of trustees that Vontz was coming in to finish up the smith street overlay project as had been discussed and voted in the past. Superintendent Edmondson also discussed that since there was still \$20,000.00 left from the original project budget for the smith street overlay, that this money could be used to do a 2 block overlay elsewhere in town. Superintendent Edmondson recommended a two block stretch on Hodge street from Smith to Doane - This area would work well with the current smith street overlay finish work, and Vontz could move right from Smith onto Hodge making a smooth intersection transition. This would be considered as street maintenance and Vontz would have the work completed by end of April 2017. Motion made by Trustee Ehly and seconded by Trustee Pulver to apply the \$20,000.00 from street capital outlay originally allocated for the Smith Street Overlay Project to a two inch overlay of Hodge Street from Smith Ave to Doane. Vontz will be hired for this project. Roll call: Trustee Pulver-Yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, and Trustee Uden-yea. No opposed. Motion carried.
12. **(#11-agenda) Discuss: *Water Meter Project Update***- Superintendent Edmondson – via phone conference call, discussed with the board that he is still working with Municipal supply to double check a few meters that either are not reading or where there appears to be a very large water consumption. The goal is to make sure that all meters are working correctly. Edmondson discussed the issue that if residents have extremely large water leaks, that he feels that it would be prudent to provide a grace period for the fixing of these leaks prior to being billed off the water consumption. Motion made by Trustee Ehly and Seconded by Trustee Pulver to: A.) Validate the functionality of the each water meter where there is extreme high water usage. B.) Report current use to resident, identifying that they have a continuous high leak according to the meter reporting system, and that they will be allowed 90 days to repair the leak. If it is determined however, that the leak could cause a potential public health risk and contamination to the town water system, the water to their property will be shut off until the leak is repaired. C.) During the 90 period they will be bill a flat rate of \$25.00 per month plus tax for water usage. At the end of the 90 day period, they will be billed off of metered water consumption, regardless of the consumption amount. D.) This protocol will be used on a case by case basis starting now and moving forward for all water meter extreme continuous leak issues which will be assessed and determined by the village superintendant. Roll call: Trustee Pulver-Yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, and Trustee Uden-yea. No opposed. Motion carried
13. **Review/Approve: *ACH Procedures*** - Clerk Kiefer presented to the board ACH Procedures which have been reviewed and approved to meet the required standards for moving forward with ACH payment availability with Adams County Bank. These

procedures also fit the requirements for the Cyber Insurance through EMC. Motion Made by Trustee Ehly and Seconded by Trustee Uden to accept the ACH procedures as presented. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, and Trustee Uden-yea. No opposed. Motion carried

14. **Review/Approve: Adams County Bank ACH Originator Agreement.** Clerk Kiefer presented the ACH Originator Agreement with Adams County Bank. Discussion took place on maximum transaction amounts as well as number of signatures required. Authorized signers are – Clerk Kiefer, Chairman Kroos, and Trustee Pulver. 1 signature will be required for ACH transaction. Motion made by Trustee Ehly and seconded by Trustee Pulver to Approve the Adams County Bank ACH Originator Agreement as presented, with 1 of the three noted signers signatures required per transaction. A maximum credit transaction of \$15,000 for payroll per month and maximum debit transaction of \$50,000.00 for UB Billing per month, subject to review and change upon need. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, and Trustee Uden-yea. No opposed. Motion carried
15. **Review: March Building Permits** Clerk Kiefer presented the report from Adams County Planning and Zoning for building permits for the month of March. No concerns were noted.
16. **Discuss/ Approve: CSS Inc. Bid for IT Support-** Clerk Kiefer presented that there is need to have an IT company be on board for making sure that our computers are up to date with security with respect to our newly adopted ACH procedures and requirements from both the banking institution and the insurance. Clerk Kiefer presented a bid for services from CSS Inc. in Hastings, stating that she was not asking specifically for the use of this company’s services, but for the authorization to select an IT Support Company who can fit our needs. Motion made by Trustee Ehly and seconded by Trustee Pulver to allow Clerk Kiefer to retain services from an IT Support Company for not more than \$100.00 per hour to provide security support as needed to keep our system updated and in compliance with our ACH Procedures. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, and Trustee Uden-yea. No opposed. Motion carried
17. **Review: Pool Applications -** No new application presented to be reviewed.
18. **Review/Discuss: Corporate Email Address for Sarah/Chairman-** Clerk Kiefer presented the need to have a universal chairman email address that would move from chairman to chairman to be used to provide to governmental and business officials who are needing to submit things by email to the chair. Clerk Kiefer suggested the email address of Chairman@kenesaw.org. This email can then be tide to forward to the chairpersons private email if they would like, so that they are not checking two emails, but when there is a change in the chairperson, the email would then be routed to the new person. The board all felt that this would be a good and professional way to have contact with the chairperson. Clerk Kiefer will set up the new email address and link it to Chairman Kroos’s personal email for immediate use.
19. **Review/Discuss: Accounts Payable Procedures:** Clerk Kiefer presented to the board a request to have them provide a more sound check and balance system to the accounts payable system. It was discussed that all large purchases / project payments already have to be preapproved by the board prior to any action being taken. It was also discussed that all basic monthly payments/utility/cost of doing business payments do not need full board approval prior to being paid. All payments are currently reviewed each month at the regular board meeting. After discussion of what would provide the best protection for both the clerk and the chairperson (2<sup>nd</sup> signer) it was decided that the clerk will provide all accounts payable check payments to be reviewed and signed by the chairperson(2<sup>nd</sup> signer) twice monthly. Should the clerk or the chairperson feel that the

invoice needs full board review, said invoice payment will be held, and will be presented at the next regular board meeting. The clerk will process all payroll, reimbursements – (i.e. fire school, postage etc.) and postage payments without previous approval. All reimbursements to the clerk will require review and approval from chairperson (2<sup>nd</sup> signer)

20. **Review/Discuss: Concerned Citizen Report** - 209 S Perkins - - Clerk Kiefer presented on behalf of the concerned citizen has a 2<sup>nd</sup> report of nuisance filed at the clerk's office on property and residents at 209 S Perkins. The report is as follow: 1.) Complaint of small black dog being let loose at all hours of the day to run about the neighborhood. The same dog will come out into the street barking after the people walking down the street. The sheriff was called on this dog by the citizen – for presenting a danger. There were additional none police related issues with the dog reported as well – barking, defecating in neighbor's yard regularly. 2.) Complaint of status of property - trash, junk, broken fencing etc., needing cleaned up on the property. 3.) Concern of persons- possibly children living in the shed in the back yard. After discussion of the presented information it was decided to provide residents the ordinances that pertain to both the property status as well as the keeping of dogs within the village limits. It was also requested that Clerk Kiefer contact legal counsel with regard to the concern of people allegedly residing in the shed, to find out what the rights and responsibilities are of the village. It was also discussed to consult legal counsel on rental property regulations of housing conditions.

21. **Unfinished Business:**

- a. **Discuss/Approve: Internet/Phone Bid Proposals** – Clerk Kiefer presented bid comparisons from for phone and internet services from the office, shop and fire hall from Charter Communications and Glenwood. After discussion, motion was made by Trustee Ehly and seconded by Trustee Pulver to elect the internet and phone services provided by Charter/Spectrum Business according to the bid provided. Service change to take effect as soon as arrangements can be made. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, and Trustee Uden-yea. No opposed. Motion carried.
- b. **Discuss/Approve: Water Meter Base Charges/Multi-Meter** -- After discussion regarding business and residential locations that have multiple meters at one location. After much discussion a motion was made by Trustee Ehly and seconded by Trustee Long to set a resolution whereas the charges for corporate and residential customers who have multiple meters at one property location address will be as follows: Charge the base rate on the meter with the highest value and 75% deduction off the base rate for each additional meter of equal or lessor value at that same location. All water usage will be charged directly off the consumption rate through each meter. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, and Trustee Uden-yea. No opposed. Motion carried.
- c. **Discuss/Approve: Water Meter Base Rate Charge – Non-Service Locations** – After discussion regarding water hook-up locations where water is available but not currently used a motion was made by Trustee Ehly and seconded by Trustee Uden that any property that has water service will receive the base rate charge based on the size of their meter. And any property that has water service and is tapped into the sewer regardless of usage amount, they will be charged for both the water base rate and sewer flat rate amount. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Long-yea, and Trustee Uden-yea. No opposed. Motion carried

- d. **Discuss: Kenesaw Saddle Club Water Charges** - Discussion on water charges for saddle club as well as other Kenesaw Village properties such as the baseball field and the park. Decision was made that all Village properties will be watched to evaluate the water consumption but not charges to be assessed at this time. Request from the board to monitor the Saddle Club usage and to report back to the board should the consumption become large for reevaluation of the charges. Request from the board to request that the leaders of the Saddle Club lock the hydrant when not in use for a Saddle Club event.
- e. **Discuss: Paul Weiler – Fertilizer Plant Water Charges** – Paul had presented a written request to the board asking for an exception to the water service charges at the fertilizer plant property, as he does not use the water except once a year. The board referred this request back to the vote on 21 (c) of this meeting, where any property with water access will be charged the base rate plus consumption.
- f. **Discuss: Flood Plain Mapping** - Clerk Kiefer presented to the board that she had come across flood plain reports from 2015 and 2016 that she was not sure if Jeff Palik had had access to when he make the last assessment and recommendation to the board with regard to the possibilities to appeal the flood plain maps. She is asking whether or not they would like to have these sent to Jeff for review and possible reanalysis for appeal possibilities. The Board concurred that they would like to give Jeff the opportunity to review these reports so that they can have a completely knowledgeable recommendation from him with regard to what their appeal options are. Henry Wilson presented some ideas on options for diverting flood waters that he requested the board to ask Jeff to look into. This information will be relayed.

**Trustee Kroos Closed Open Board Meeting and Moved to Executive Session at 10:50 pm to discuss Concerned Citizen -105 N 4<sup>th</sup> Ave Kenesaw.**

22. **Adjournment:** Motion by Trustee Pulver second by Trustee Long at 11 p.m. No opposed. Motion carried. Next meeting is scheduled for May 9, 2017 at 7:30 p.m.

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Chairman

(SEAL)

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Clerk/Treasurer

*I, Cindy Kiefer, Clerk for the Village of Kenesaw, hereby certify that the preceding minutes are a true and correct copy of the proceedings had and done by the Chairman and the Board of Trustees of the Village of Kenesaw on April 11, 2017. These minutes were posted in three public locations in the Village of Kenesaw and the shortened version was published in the Hastings Tribune.*

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*Clerk/Treasurer*