

MINUTES
KENESAW BOARD OF TRUSTEES MEETING
December 12, 2017 at 7:30 P.M.

The Village of Kenesaw Board of Trustees held a regular board meeting on December 12, 2017 at 7:30 p.m. in the Community Room of the Kenesaw Village Office, as was advertised. Board Members present: Sarah Kroos, JR Pulver, Ronda Ehly, Teresa Uden and Rene Colon. Absent: None. Clerk: Cindy Kiefer. Utilities and Maintenance: Jeff Edmondson. Others Present: Brian Hessler-Hastings Police Dept., Henry Wilson, Mike Friesen, Rick Masters-Kenesaw Schools, Cindy Olson.

1. **Call to Order:** Chairman Kroos called the meeting to order at 7:34p.m.
2. **Location of the OMAL:** Chairman Kroos gave notice of the location of the Open Meetings Act Literature to be on the north wall of the room.
3. **Review/Approve Minutes of the Regular Meeting November 14, 2017:** Moved by Trustee Pulver, second by Trustee Uden to approve the minutes of the November 14, 2017 meeting. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, and Trustee Colon-yea. No opposed. Motion carried.
4. **Review/Approve Expenditures of November 2017:** Moved by Trustee Ehly, second by Trustee Pulver to approve the November 2017 Expenditures as presented. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, and Trustee Colon-yea. No opposed. Motion carried.
5. **Review/Approve Treasurer's Report for November 2017:** Moved by Trustee Pulver, second by Trustee Uden to approve the November 2017 Treasurer's Report as presented. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea. No opposed. Motion carried.
6. **Adjourn Sine Die:** Chairman Kroos adjourned at 7:36
7. **Board re-organization:** It was moved by Trustee Pulver, second by Trustee Ehly to reappoint Trustee Sarah Kroos as the Chairman of the Board for Dec 2017- Dec 2018. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-abstain, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried.
8. **Call the Meeting to Order:** Chairman Kroos called the meeting to order at 7:37.
9. **Appointment for Safety Committee 2017-2018:** Motion by Trustee Pulver, second by Trustee Ehly to appoint Trustee Kroos, Trustee Colon, Jeff Edmondson and Cindy Kiefer to the Safety Committee for Dec 2017-Dec 2018. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, Trustee, Uden-yea. No opposed. Motion carried.
10. **Appointment for Standing Committees 2017-2018:** Motion by Trustee Pulver, second by Trustee Ehly to appoint the board members for to standing committees for 2017-2018 as noted: (Streets/Drain ways-Trustee Pulver, Structures & Content/Fire Department-Trustee Colon, Water/Wastewater-Trustee Uden, Human Resources-Trustee Ehly) Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, Trustee Uden-yea. No opposed. Motion carried.

11. **Appoint City Street Superintendent:** Motion by Trustee Ehly, second by Trustee Pulver to appoint Jeff Palik of Olsson & Associates as City Street Superintendent for 2018. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, Trustee Uden-yea. No opposed. Motion carried.
12. **Appoint City Attorney:** Motion by Trustee Ehly, second by Trustee Pulver to appoint Shon Lieske as City Attorney for 2018. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried.
13. **Appoint Health & Sanitation Committee:** Motion by Trustee Pulver, second by Trustee Uden to re-nominate for appointment Brett Ehly, Liz Schroeder, Chairman Kroos to the Health and Sanitation Committee for 2017-2018. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried.
14. **Appoint Adams County Planning & Zoning Representative for Kenesaw:** Motion by Trustee Pulver, second by Trustee Ehly to appoint Henry Wilson as Adams County Planning & Zoning Representative for 2018. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried.
15. **Appoint Clerk/Treasurer:** Motion by Trustee Ehly, second by Trustee Pulver to appoint Cindy Kiefer as Clerk/Treasurer for 2018. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried.
16. **Appoint Utility Superintendent:** Motion by Trustee Pulver, second by Trustee Ehly to appoint Jeff Edmondson as Utility Superintendent for 2018. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried.
17. **Appoint Assistant Utility Superintendent:** Motion by Trustee Pulver, second by Trustee Uden to appoint Glen Kuehn as Assistant Utility Superintendent for 2018. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, Trustee Uden-yea. No opposed. Motion carried.
18. **Review/Approve:** Olsson & Associates 2018 Letter of Agreement for Professional Services Motion made by Trustee Ehly, second by Trustee Pulver to approve Olsson & Associates 2018 Letter of Agreement for Professional Services. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried
19. **Review/Approve:** Proposed Amendment to 911 Emergency Interlocal Agreement- Brian Hesse of Hastings Police Department presented that the Interlocal agreement currently in place needed amended to provide defined control of billing and payment for 911 emergency calls to the City of Hastings and Adams County as provided for in Neb. Rev. Stat. 86-436. The Village of Kenesaw receives services via this interlocal agreement as part of Adams County. After review of the proposed amendment a Motion was made by Trustee Ehly and Seconded by Trust Pulver to Approve the proposed amendment, as provided, to the current 911 Emergency Interlocal Agreement. (A complete signed copy of Amended Interlocal Agreement will be provided to the Village of Kenesaw by the Hastings City Clerk once all cities involved have signed the agreement.) Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried
20. **Review/Discuss:** Smith Ave Sidewalk Project – Mike Friesen-Friesen Construction. Mike presented a quote for the sidewalk, and curb/gutter work that is needing done on Smith street. Discussion was had stating that the street engineer and sidewalk construction needs to work together in order to bring a more accurate quote for the sidewalk project. Jeff will work on setting this up. Discussion Tabled at till further information can be put together.

21. **Discuss: Kenesaw School Projects on Village Property** – Rick Masters- Kenesaw Schools. Rick presented a request to the board for the following projects to take place on the Village property as well as a request to the board to have joint meetings, possibly a couple times per year, with the Village board, School Board, and Kenesaw Community Development to discuss ways to enhance the Village of Kenesaw and thus the possible increase of school enrollment:
- a. Shot- Put Area: Kenesaw school is requesting that they be allowed to remove the grass from the shot-put area that currently exists on Village property and replace it with a hard pack and crushed gravel to make a competition pit area. Kenesaw School would be responsible for the cost of the changes as well as the upkeep and maintenance of the pit. After discussion the board requested that an official agreement outlining the construction responsibilities, specific location of this renovation, the project specs, and the responsibility of continued maintenance be drawn up and presented to the board.
 - b. Preschool- building access: Kenesaw School is requesting the use of the current road area around the ballfield, which is property of the Village of Kenesaw, to provide access to the new preschool building addition for parent pick up and drop off of students before and after school. After much discussion, the board requested that Kenesaw Schools provide a specific agreement proposal which includes the specific area being requested for use, the plans for the school maintaining this roadway area, and any additional information that would come to play with the use of the Village property.
22. **Clerk/Treasure Review:**
- a. Collection Accounts – Clerk Kiefer Made the board aware that once the board sends an account to collections, that no further charges can be accrued against that current account. The board was in agreeance with this.
 - b. Property/Equipment Surplus – Clerk Kiefer reminded the board and maintenance staff that all property and equipment must be presented and deemed as surplus before any can be sold or disposed of in any way.
 - c. 2018 Trustee Election Forms – Clerk Kiefer reminded the Board that Trustee Pulver and Trustee Colon’s Board of Trustee positions will be up for reelection in 2018.
 - d. 2018 Utility Trailer Deductible – Clerk Kiefer requested from the board where they wished to set the deductible for the insurance on the 2018 Utility Trailer. After discussion it was decided to set the deductible at \$1,000.00.
23. **Approve: Resolution 134-2017** – Resolution to direct sale of property at 106 N Perkins Ave., Kenesaw, NE. Motion made by Trustee Ehly and Seconded by Trustee Pulver to deem property described as 406.00-LOT 10 EX N 4’ THEREOF LINDSAY & PARMENTERS ADDITION BLK 3 KENESAW VILLAGE, ADAMS COUNTY, NEBRASKA, ADDRESSED AS 106 N PERKINS AVE. as surplus and unforeseen for use, and eligible for sale. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried
24. **Comments from Public on Agenda Item:**
- a. Cindy Olson Commented on the Kenesaw School request for access to the preschool via the Village Property. Cindy Expressed her opinion that she believed it would be in the best interest of the preschool students and parents if the Village would grant the access to the proposed preschool via the Village property.
 - b. Henry Wilson did make comment, requesting if the board had any information on a possible solar power field that is to allegedly be placed near Kenesaw. The board did not have information to provide in response to his question.

25. **Review/Approve:** Resolution 135-2017 – Motion made by Trustee Pulver and seconded by Trustee Ehly to Approve Resolution 135-2017- A Resolution to set the spending cap for non-emergent purchases without prior board approval at \$5,000.00. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried
26. **Review/Approve: Resolution 136-2017** – A Resolution to Effectively Change the Village of Kenesaw Employee Retirement Plan & Trust. Motion made by Trustee Ehly and seconded by Trustee Pulver to Approve Resolution 136-2017, Effectively Changing the Village of Kenesaw Employee Retirement Plan & Trust as voted at the regular Board of Trustee’s Meeting, November 14, 2017. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried
27. **Review/Approve:** Personnel Policy & Procedure Manual. Motion made by Trustee Ehly and seconded by Trustee Pulver to Approve the amendments/changes to the Employee Personnel Policy & Procedure Manual with the noted clerical errors corrected. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried
28. **Review/Approve:** Resolution 137-2017- Motion made by Trustee Ehly and seconded by Trustee Pulver to Approve Resolution 137-2017 accepting the amendments to the Village of Kenesaw Personnel Policy & Procedure Manual that was originally established November 2009. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried
29. **Review/Approve:** KVFD Fire/EMT Year End Emergency Call Stipends. Motion made by Trustee Ehly and seconded by Trustee Pulver to Approve year end stipends for KVFD Fire/EMT Emergency calls as calculated and provided by EMT Captain Legg for the total amount of \$2300.00. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried
30. **Review:** Adams County Planning and Zoning Building Permits issued in November 2017.
31. **Adjourn Regular Board of Trustees meeting to Executive Session** for review of employee benefits - 8:53 pm.
32. Adjourn Executive Session at 9:24 pm and Return to Regular Session.
33. **PTO Cash Out/Time off Request** - Motion Made by Trustee Ehly and Seconded by Trustee Uden to Approve Time off Requests as provide, and to Deny PTO Cash Out, stating that the Village of Kenesaw does not currently have a policy governing this type of request. At this time the Board does not feel it is in the best interest of the Village to implement such a policy to allow for PTO Cash Outs. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried
34. **5304-Simple IRA Employee Retirement Plan Fees** – Motion Made by Trustee Pulver and seconded by Trustee Colon to have retirement plan fees paid by employees, not by the Village of Kenesaw. Roll call: Trustee Pulver-yea, Trustee Ehly-yea, Trustee Kroos-yea, Trustee Colon-yea, and Trustee Uden-yea. No opposed. Motion carried
35. **Staff Year End Bonus** – Motion made by Trustee Pulver seconded by Trustee Uden to provide Each full time permanent employee a year-end bonus in the amount of \$100. Chairman Kroos will facilitate the purchase of the gift cards.
36. **Adjournment:** Motion by Trustee Ehly, second by Trustee Pulver to adjourn at 9:35 p.m. No opposed. Motion carried. Next regular meeting is scheduled for January 9, 2018 at 7:30 p.m. at the Village of Kenesaw Community Room.

Chairman

(SEAL)

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 December 13, 2017. These minutes were posted in three public locations in the Village of Kenesaw and the shortened version was published in the Hastings Tribune.

Clerk/Treasurer