

# Board of Public Affairs

## Meeting Minutes

**Date:** January 20, 2026

**Time:** 5:35 PM

**Location:** Newton Fieldhouse

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### 1. Call to Order

The meeting was called to order by Lenny Wirz at 5:35 PM.

### 2. Attendance

- **Members Present:** Lenny Wirz, Stan Fessler, Kory Kroft (appointed during meeting),
- **Members Absent:** None
- **Also Present:** Denis Aslinger, Mayor Carroll, Jeff Derkson,

### 3. Reorganization of the Board

**A. Appointment of New Member** Lenny Wirz nominated Kory Kroft for the open position on the Board of Public Affairs.

- **MOTION:** To appoint Kory Kroft to the Board of Public Affairs.
  - *Moved by:* Lenny Wirz
  - *Seconded by:* Stan Fessler
- **DECISION:** The motion passed by a unanimous roll call vote.
- Kory Kroft accepted the appointment and joined the board for the remainder of the meeting.

**B. Election of Officers** A procedural discussion confirmed that officer positions must be established before proceeding with other business.

- **MOTION:** That the leadership positions on the board remain the same as the previous year.
  - *Moved by:* Lenny Wirz
  - *Seconded by:* Kory Kroft
- **DECISION:** The motion passed by a unanimous roll call vote.

### 4. New Business

**A. Discussion on Future Meeting Location** A proposal was introduced by Jeff Derksen to move future board meetings from the current location to the office, for the convenience of staff who remain after hours.

- Jeff Derksen noted that the office has sufficient room for attendees, as it is also used for zoning meetings.
- Mayor Carroll added that reserving the current conference room has become increasingly difficult.
- Stan Fessler expressed concern that the office might lack sufficient space for larger public attendance and confirmed that the current room is already reserved for the entire year.
- After members indicated no strong preference, the board reached a consensus to maintain the current meeting location. Stan Fessler stated they would confirm the year-long reservation is secure.

## B. Approval of Consent Agenda

- **MOTION:** To approve the consent agenda.
  - *Moved by:* Kory Kroft
  - *Seconded by:* Stan Fessler
- **Discussion:** It was noted that the consent agenda includes the minutes from the previous meeting. As Lenny Wirz was not present at that meeting, it was clarified that Lenny Wirz's vote would be an abstention on the approval of the minutes.
- **DECISION:** The motion passed by a unanimous roll call vote, with the noted abstention from Lenny Wirz on the previous meeting's minutes.

## C. Discussion on Utility Ordinance and Tenant Deposits

- **Report on Ordinance 1167:** Lenny Wirz reported that the Village Council failed to pass the third reading of Ordinance 1167. As a result, the existing Ordinance 1138 remains in full effect. It was clarified that for Ordinance 1167 to be reconsidered, it would have to be reintroduced as a new ordinance and proceed through all three readings again. Lenny Wirz explained that the failed ordinance was intended to address issues with utility billing in multi-unit properties by shifting final responsibility for unpaid bills to landlords. It was noted that two non-resident landlords spoke against the ordinance at the council meeting, which may have influenced the vote.
- **Determination of Tenant Deposit Amount under Ordinance 1138:** With Ordinance 1138 remaining in force, the board addressed a provision within it that requires a deposit for any new utility activation by a tenant. The board proceeded to discuss and determine an appropriate amount for this deposit.
  - Denis Aslinger stated that the minimum bi-monthly utility bill is approximately \$134. Other members noted their personal bills range from \$155 to \$170.
  - Lenny Wirz initially proposed a \$200 deposit.
  - Kory Kroft, and Denis Aslinger suggested a higher amount would be necessary to fully cover a potential final bill, associated administrative fees, and usage incurred during the time it takes to address non-payment.

- After discussing the need to protect the village from financial loss while considering the impact on new tenants, the board reached a consensus on the amount.
- **Consensus: The board agreed to set the tenant utility deposit at \$250.00.**
- **Review of Ordinance 1138, Section 15:** Mayor Carroll read the relevant text from the ordinance, which specifies:
  - A deposit is required for tenant utility activation.
  - The deposit is held until the account is closed and paid in full.
  - If an account has an outstanding balance upon deactivation, the deposit will be applied to it, and the property owner will be responsible for any remaining amount.
  - If a tenant is unable or unwilling to provide the deposit, the utility account will be placed in the property owner's name.
  - The village does not pay interest on these deposits.
- **Implementation:** Denis Aslinger advised that implementing the deposit system will require time to establish the necessary accounting procedures and software configurations. Lenny Wirz will communicate the board's decision to the council at their upcoming workshop.

## 5. Summary of Action Items

1. **Stan Fessler:** Confirm that the current meeting room is reserved for the entire year.
2. **Lenny Wirz:** Inform the Village Council of the board's decision to implement a \$250.00 utility deposit for new tenants, as required by the existing Ordinance 1138.
3. **Village Administration (Denis Aslinger):** Begin establishing the necessary accounting procedures and software configurations to manage tenant utility deposits.

## 6. Adjournment

The meeting was adjourned. The time of adjournment was not recorded.

## 7. Next Meeting

The date and time of the next meeting were not specified.

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**Minutes submitted by:** Denis Aslinger

**Minutes approved on:**