

# Greenwood Nebraska

*Small Town, Nebraska with Big Heart*

## Board of Trustees Special Meeting January 5, 2021 Meeting Minutes

Chair Wilken called the Special Meeting of the Greenwood Board of Trustees to order at 6:00 p.m. on Tuesday, January 5, 2021 at the E.L. McDonald Community Center, 619 Main Street, Greenwood, Nebraska. Chair Wilken said the open meetings act is posted in the meeting room for the public to view.

### Call to order

Roll call was taken with following council members present- Wilken, Kubik, Mack, Ahlman, Gerlach.

### New Business

**1. Discussion approve/disapprove Employee Handbook change requests to provide Maureen Freeman-Caddy**

Wilkins made a motion to approve the items listed below for the Employee Handbook changes to provide to Maureen to look over for approval of city attorney. Safety committee consists of Gerlach and Vandeman. Comp time stops accruing at 200 hrs. Comp time is accrued at time in a half. Vacation and Sick time are now considered PTO. Vacation time after 10 years is 160 hrs. Overtime is given for call outs. Maintenance employees work 40hr work week unless part time. Last line on village clerk portion of handbook needs to be added to maintenance hours worked. Call in pay needs to be added to hours worked portion of Hand Book. Call in pay is at least two hours of overtime. Call in pay on a holiday is double plus holiday pay. Conference leave is board approved. PTO and comp time are considered worked hours. Maternity, paternity, and adoption is 6 weeks paid in full. Insurance funds increased to \$500.00. Company vehicles are the vehicles Village is allowed to search. Meals are "offered" by the Village for anything after 6 hours. Clerk is required to be at meetings and paid at overtime. Any employee gets a minimum of one hour per meeting. Water/ Waste water operators schedule is from 9-1pm. Ahlman seconded the motion. Roll call vote: Ayes- Gerlach, Ahlman, Kubik, Mack, Wilken. Motion carried.

**2. Discussion approve/ disapprove Doug Tweton as Building Official/ Zoning Administrator**

Wilken made a motion to approve Doug Tweton as a contracted employee for the Village of Greenwood as the Official Zoning Administrator he will receive \$50.00 for residential and \$75.00 for nonresidential permits unless otherwise stated. Seconded by Mack. Roll call vote: Ayes- Mack, Ahlman, Kubik, Gerlach, Wilken

**3. Discussion approve/ disapprove Kenneth Vandeman as Water/ waste water operator**

No motion was needed.

**Board Questions or Comments-** were heard.

Wilken made a motion to approve the Handbook updates retroactive as of January 5, 2021 if the Village attorney will okay what the board discussed. Ahlman seconded the motion. Roll call vote: Ayes- Wilken, Kubik, Mack, Ahlman, Gerlach. Motion carried.

**Adjournment-** Wilkins adjourned the meeting at 7:58pm. Mack seconded the motion.

**Unapproved Minutes**