

# Board of Trustees Meeting February 12, 2020 Meeting Minutes

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Greenwood Board of Trustees will be held at 7:00 p.m. on Wednesday, February 12, 2020 at the E.L. McDonald Community Center, 619 Main Street, Greenwood, Nebraska.

### Call to order

Mack, Piehl, Gerlach, Wilken, and Starr are present

# **Consent Agenda**

Minutes

Claims

Ciaiiiis		
ADP	Payroll Processing	\$142.94
ADP Tax	Payroll Taxes	\$1652.37
ADP Wage Garnishment	Garnishments	\$391.77
Amazon	Supplies	\$185.06
Biblionix	Due/Fees	\$800.00
Border States	Supplies	\$299.00
Brandon Logue		\$280.00
Buel Trucking Inc.	Salt/Sand	\$2076.10
C & L Hardware	Supplies	\$14.77
CHM Computer Service		\$386.40
Constellation	Natural Gas	\$640.05
Cooks Country	Library Supplies	\$44.95
Cornhusker State Industries	Supplies	\$93.22
Country Sampler	Library Supplies	\$19.98
Emergency Medical Supplies	Supplies	\$43.35
EMSconnect	Due/Fees	\$42.00
Frontier	Fuel	\$664.95
Husker Electric Supply	Supplies	\$16.93
Invoice Cloud	Dues/Fees	\$174.70
Julie Wrich		\$360.00
Langfeldt Overhead Door	Repair/Maintenance	\$580.00
Lori Sobota		\$580.00
Nebraska Department of Revenue	Utility Sales Tax	\$4337.27
OPPD	Electric	\$31600.33
Paymenttech	Dues/Fees	\$51.34
Penworthy	Supplies	\$110.34
Rembolt Ludtke	Professional Fees	\$372.00
Spickelmier & Son Inc.	Contract Labor	\$8200.00
Taste of Home	Supplies	\$13.00
The Oprah Magazine	Supplies	\$34.97
University of Omaha	Dues/Fees	\$393.00
Quick Med Claims	Dues/Fees	\$.75
Wahoo Waverly Ashland	Publishing	\$68.57
Newspapers		
Wirebuilt Company	Dues/Fees	\$79.00
Employee Wages	Wages	\$6376.47

Approval of time cards and payroll detail report Financials

- Profit and Loss
- Balance Sheet
- A/P Aging Summary
- EFT Transactions



Piehl made a motion to approve the consent agenda. Wilken seconded the motion. Aye-Piehl, Gerlach, Wilken, Starr, Mack

Nay-None

Motion carried

### **Sheriff Report**

### **Maintenance Report**

McClatchey said that he will now include the maintenance report with the board packet. If there are any questions, feel free to ask. Wilken asked if the green truck has been dropped off at Fiala's to have the motor repaired. McClatchey said that had been done last week. Gerlach questioned how much conduit they had been short to finish the bore project. McClatchey said that they did not have two-inch conduit to match up to their pipe. He purchased 8 sticks.

McClatchey discussed the bore done by Spicklemier and the work that was done to run electricity to the new build on  $7^{th}$  and Broad Street.

### **Clerk Report**

Treasurer's Report

Cadwell explained she used the same format as another village but if there is anything else that the board would like her to add let her know. She also explained the changes on the agenda where the financial reports are listed by report name. The state auditor had requested these changes.

### **Planning and Zoning**

Wilken explained that he spoke with Freeman-Caddy regarding attending a Planning & Zoning meeting to offer some assistance. Freeman-Caddy explained that there needs to be a recommendation by Planning & Zoning to reduce the number of members before the board can take action and make an ordinance to approve the change.

### Fire& Rescue

Wilken said that they will start turning in documentation of EMS reports done by the month. He explained that last year, there were 61 calls and of that 35 where billable. The revenue for the rescue department is way down. There will be a pancake feed coming up soon. He thought it would be the last week in March.

#### **Old Business**

# Discussion approve disapprove purchase of employee uniforms/badges

Wilken said that the shirts are \$9-\$12 per shirt on Amazon. He explained we will need to look into finding someone to put on the logo. It might be more beneficial to purchase the shirts from the person doing the work. Piehl said she has discussed this with a vendor, but was not sure of what the board would like to see on the shirts. Starr suggested just having the employees carry a badge. McClatchey said that a badge would not stop him from getting run over. Piehl suggested that we can put Village of Greenwood or VOG on the shirts. Otherwise, we can purchase the high visibility shirts and carry badges. Piehl and Gerlach will be getting quotes for employee uniforms for next meeting.

Wilken made a motion to table the purchase of employee uniforms at this time. Gerlach seconded the motion.

Aye-Wilken, Starr, Mack, Piehl, Gerlach

Nay-None

Motion tabled

### **New Business**

## Discussion approve disapprove SENACH presentation and properties to abate

Jim Warrellman from SENACH provided the board with a presentation of where properties started in June with 82 properties. There are 18 new properties that will receive courtesy letters. They presented pictures of 11 properties that had made little or no progress cleaning up and removing unlicensed vehicles since June of last year. The board will make the decision to abate the properties. Freeman-Caddy discussed the option of hiring a company to clean up the properties or having the maintenance men do the work. She also discussed hiring a company to tow unlicensed vehicles. Wilken questioned whether the village would need to go to court before cleaning up the properties. Freeman-Caddy said that was not required. They have already had the opportunity to appeal. Cadwell explained that there was one, but they had run out of time. Warrellman offered to do some research of companies who will do this kind of work. Freeman-Caddy explained that you will need to have someone in line for this before you send the 5-day letters out. Wilken questioned what the towing companies would need before the vehicles are towed. Freeman-Caddy said that varies from each company. We need to make sure that we are not towing licensed vehicles. Freeman-Caddy said that we would need to have the sheriff's run the VIN numbers before the cars are towed. There is a notice process on the vehicles. She said that might be something the towing company will have to do, but she wanted to double check that. The board decided to let SENAHC know when to send out the five-day notices. Warrellman said they will be attending the meetings in both March and April.



Wilken made a motion to abate 16 West Street, 176 1st Street, 450 1st, 326 Ash Street, and 315 Main Street. Gerlach seconded the motion.

Aye-Mack, Starr, Wilken, Gerlach, Piehl

Nay-None

Motion carried

### Discussion approval disapproval of hiring of part-time electrician

Wilken explained that this will give the village another avenue when Strode is not available. Strode is not available on Mondays. Starr asked McClatchey if he had interviewed Dickes. McClatchey said that he has already talked to him and his boss. He works for LES. Strode recommended him for the position. This will be an on-call person only. McClatchey discussed a starting wage of \$35.00. Starr asked who they were to call first in the event of a power outage. McClatchey said that they would call Strode first, Jimmy, and him called in. He said that he would like to have him in the event of electrical projects.

Gerlach made a motion to hire Cody Dickes as a part-time employee for the electrical department at a starting salary of \$35.00 an hour pending background check. Mack seconded the motion.

Aye-Piehl, Gerlach, Wilken, Starr, Mack

Nav-None

Motion carried

# Discussion approve disapprove overtime authorization form

Cadwell explained that this is something the auditor requested that we have. Starr discussed with McClatchey the maintenance department being more careful about going over on their hours. The personnel committee will sign off on the form.

Wilken made a motion to approve the overtime authorization form to be weekly with inscription on bottom of page. Gerlach seconded the motion.

Aye-Wilken, Starr, Mack, Piehl, Gerlach

Nay-None

Motion carried

# Discussion approve disapprove purchase of primary wire

McClatchey explained that we currently have three partial rolls containing 40ft, 60ft, and 75ft. Strode advised that we should not splice primary wire underground. It would be asking for a problem, because you could pull it apart when pulling it through. Strode 's recommendation was to order the primary wire to have on hand in case something happens. He said that 2750ft will run \$7929.79. Gerlach questioned if it would be delivered or if we would need to pick it up. McClatchey said that Border States would deliver it. Starr questioned whether this purchase was needed. McClatchey explained that we do not currently need it, but if we would have an outage, we could possibly not have enough on hand to fix the issue.

Mack made a motion to purchase primary wire for \$7929.79. Piehl seconded the motion.

Aye-Gerlach, Piehl, Mack, Starr, Wilken

Nav-None

Motion carried

## Discussion approve disapprove removal of trees in right away at 715 Broad Street

Wilken asked if anyone had spoken to the home owner about removing the trees. McClatchey said the owner will more than likely remove or transplant them if we give him thirty days. Wilken requested that McClatchey discuss the matter with him and if he doesn't then we will send the property owner a letter. McClatchey discussed another tree that was planted next to the curb stop on Ash Street. He said that because of how close the tree is to the curb stop they would not be able to turn off the water if there was an issue. This property is located at Ash and North Street. McClatchey recommended that the tree be removed. There were trees planted there before that were removed.

# Discussion approve disapprove Ahlman lot split application for parcel #130031909

Ahlman explained that the lot 122ft by 135ft. Freeman-Caddy recommended he get a survey of the property done. If there was not a structure on the property, he would not need a survey. The board discussed which way the property faces. The door faces Main Street. Freeman-Caddy explained that the 6ft is the backyard, rather than the side yard. The side yard setback is 6ft and the rear yard setback is 30ft. Piehl questioned in regard to having a building permit on that property for enclosing the back porch. Ahlman argued that it is 18 sq. ft and the minimum is 20 sq. ft. Freeman-Cady explained that the 120 sq. ft exception is for a detached shed. Piehl explained that she will look that up and if not, she will have a letter sent to him regarding the fines for building without a permit.

Freeman-Cady said that she has concerns with what he calls the front and back yard. Wilken said that the rear yard is only 6ft and it is supposed to be 30 sq. ft. Freeman-Cady explained that what he is requesting will not work due the way the house is facing.

Gerlach made a motion to table Ahlman lot split application for parcel #130031909 pending survey. Wilken seconded the motion.

Aye-Mack, Starr, Wilken, Gerlach, Piehl

Nay-None

Motion carried



# Discussion approve disapprove Community Center/Firehall Rules, Rental Fees, and Deposit Ordinance

Starr questioned who enforces the no alcoholic beverages policy. Wilken said the sheriff would if needed. Wilken asked if we are able to rent the Community Center at this time. Piehl said yes. Wilken expressed concern over the cost of the community center. It doesn't have stoves. The board discussed reducing the cost of the community center to \$50.00 with a \$50.00 deposit and increasing the fire hall rate and deposit to \$100.00.

Wilken made a motion to approve the rental fee for Community Center at \$50.00 with a \$50.00 deposit, rental fees for Fire Hall at \$100.00 with a \$100.00 deposit, and the addition to rules stating deposit or portion of deposit will be retained if rules are not followed or damage is done. Starr seconded the motion.

Aye-Mack, Piehl, Gerlach, Wilken, Starr

Nay-None

Motion carried

# Discussion approve disapprove Ordinance 492 to update nuisance and building code sections

Freeman-Caddy had SENAHC sent them a copy of the ordinance that the village adopted to last summer. They had set up a template nuisance ordinance for the village to use. By adopting that ordinance, it repelled all the unsafe building code that is listed in the village's ordinance book. Freeman reinserted those pieces and modified it a little. Previously, the village board was listed as the hearing officer for the unsafe buildings. The village will need to appoint a hearing officer. She also updated the unlicensed vehicles. She said that she also updated the ordinance to reflect the current dead/diseased trees law.

Wilken made a motion to approve Ordinance 492 to update nuisance and building code sections. Gerlach seconded the motion.

Aye-Piehl, Gerlach, Wilken, Starr, Mack Nay-None Motion carried Wilken made a motion to dispense of the second and third readings of Ordinance 492. Gerlach seconded the

Aye-Gerlach, Piehl, Mack, Starr, Wilken Nay-None Motion carried

Wilken made a motion to approve Ordinance 492. Piehl seconded the motion.

Aye-Piehl, Gerlach, Wilken, Starr, Mack Nay-None Motion carried

# Discussion approve disapprove Ordinance 493 to approve Community Center/Fire Hall rental and deposit fees

Wilken made a motion to approve Ordinance 493 the first reading of Ordinance 493. Piehl seconded the motion.

Aye-Mack, Piehl, Gerlach, Wilken, Starr Nay-None Motion carried Wilken made a motion to dispense of the second and third readings of Ordinance 493 and adopt Ordinance 493. Gerlach seconded the motion.

Aye-Starr, Mack, Piehl, Gerlach, Wilken Nay-None Motion carried

#### **Board Questions or Comments**

Piehl discussed how to handle the alley had been destroyed by a citizen's truck. The citizen has destroyed a neighbor's property by trying to correct the problem. The board discussed that there is a 5-ton weight limit on village streets. There was discussion of contacting the Nebraska Department of Roads.

Gerlach discussed contacting JEO to get updated maps. This will be set for next agenda.

### Adjournment

Wilken made a motion to adjourn at 8:55pm. Mack seconded the motion.

Aye-Piehl, Gerlach, Wilken, Starr, Mack

**Nav-None** 

**Motion carried**