**Board of Trustees Meeting**

**December 14th ,2022**

**Meeting Minutes**

Chair Wilken called a Regular Meeting of the Greenwood Board of Trustees to order at 7:00 p.m. on Wednesday, December 14th, 2022, at the E.L. McDonald Community Center located at 619 Main Street in Greenwood, Nebraska. Said meeting is open and the public is encouraged to attend. The Board of Trustees reserves the right to adjourn to Executive Session per State Statute 84-1410. Chair Wilken stated the open meetings act is posted in the meeting room for the public to view.

**Roll call was taken with the following members present: Wilken, Sobota, Kubik and Gerlach. Ahlman Absent during roll call.**

**Consent Agenda**

Minutes

Approval of time cards and payroll detail report

Financials

* Profit and Loss
* Balance Sheet
* Approved claims: Amazon $40.99 (paper shredder), Baker & Taylor $187.95 (Books), Cass Co Sheriff $800.00 (Law enforcement), Cass County Treasurer $100.00 (Voting), Constellation New Energy Gass $640.43 (Natural Gas), Cornhusker Bank $19,412.50 (Norma Jean Tif Payment), Danko Emergency Equipment $2,646.66 (Fire and Rescue Gear), Emergency Medical Products $395.99 (Rescue Supplies), EMS Connect $42.00 (EMS Billing), Fiala’s Truck Repair $780.55 (Repair), Frontier Coop $671.38 (fuel), GPM Environmental Solutions $412.00 (Calibrate Flow Meter), Hamilton Equipment $191.92 (Fluid oil and guide hos), Horizon Bank $500.00 (Utilities transfer), Intuit $5,675.49 (Payroll), IRS Tax Pymt $3,083.92 (Payroll liabilities), Mechanic’s $136.42 (Maintenance supplies), Midwest Laboratories Inc. $100.95 (Wastewater testing), NAPA $52.64 (Maintenance supplies), Nebraska Title $60,827.80 (Purchase of Kirwan property), NE Dept of Revenue $3,872.54 (Payroll liabilities), One Call Concepts $9.94 (Locates), OPPD $31,154.69 (Electric), S&L Hardware $315.84 (Supplies for maintenance), USPS $60.00 (Stamps), Wahoo- Waverly- Ashland Newspapers $243.05 (Publications). Total Bills $132,555.62.

Wilken made a motion to approve the consent agenda, minutes, approval of timecards and payroll detail report, financials, profit and loss, balance sheet, Claims report and EFT Transactions. Sobota seconded the motion. Roll call vote: All ayes. Motion carried 4-0.

**Water Report**

**Sheriff Report**

**Maintenance Report-** Sobota stated the tree/ limb removal was done well as the Village did not lose power during the high winds lately.

**Clerk Report-** Greve stated Nuisance properties will be on the next agenda. Greve also stated the Village closes on the property at 705 Main Street on Friday.

**Treasurers report-** Greve stated the Norma Jean Tif payment will be paid this week.

**Planning & Zoning**

**Fire/Rescue Report**

**Park and Rec-** Park and Rec members put up the Christmas tree in the park. Greve stated it looks great.

**Library-** Holiday lights competition is going on until the 23rd of December.

**Building Committee**

Ahlman arrived at 7:04pm.

**Communication of Citizens-** none.

**Old Business**

1. Discussion possible action JEO95% Preliminary Engineering Report (PER)- John Krager and David Beauclair presented the 95% PER report for the potential new wells. Krager stated the Village should look for potential new well locations west of town and start getting 13 parameter tests done. Krager mentioned the Village should also start budgeting for water main improvements in town. Krager stated the timeline for whatever the board decided will be around 4 years from start to finish. Krager stated the board needed to decide quickly so the process can get started.

Retiring board adjourns Sine Die

**New Business**

1. Administration of Oath of Office for new board members- Wilken and Sobota recited the Oath of Office.
2. Motion to appoint Village Clerk/Treasurer as temporary Chair- Kubik made a motion to appoint Greve as the temporary Chair. Gerlach seconded the motion. Roll call vote: All ayes. Motion carried. 5-0.

2. Chair calls for nominations of candidates for Chair of the Village Board- Greve called for nominations for Chair of the Village Board. Sobota nominated Wilken.

3. Election of Chair of the Village Board- Kubik made a motion to approve Wilken as the Chair of the Village Board. Sobota seconded the motion. Roll call vote: Wilken abstained. Aye- Gerlach, Sobota, Kubik and Ahlman.

4. Chair calls for nominations of candidates for Pro Tem of the Village Board- Wilken called for nominations for Pro Tem of the Village Board. Wilken nominated Kubik.

5. Election of the Chair Pro Tem of the Village Board- Wilken made a motion to approve Kubik as Pro Tem of the Village Board. Sobota seconded the motion. Roll call vote: Kubik abstained. Ayes- Wilken, Sobota, Ahlman and Gerlach.

6. Board Chair makes municipal appointments with approval of the Village Board- Wilken made a motion for the slate of appointments for the Village of Greenwood being Jasmine Greve as the Village Clerk/ Treasurer, Village Attorney being Maureen Freeman- Caddy, Engineer being Julie Ogden with JEO- License number E-9395, Street Superintendent being Julie Ogden with JEO- License number S-1407 class A, Water Operator being Bradley McClatchey, Sewer operator being Jeremey Dickes, Electrical supervisor being Jason Strode, Nuisance Hearing Officer Mark Sobota, Nuisance officer being Roger Kubik, Health Board being Wilken, Lori Sobota and Cass County Sheriff, Planning Commission being Vernon Snell, Steve Wright, Darrell Swarts, Ann Corey and Greg Loubert. Law enforcement being Cass County Sheriff, Fire Chief being Mark Sobota, Librarian being Danielle Rein and Zoning Administrator being Steve Wright. Kubik seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

7. Designation of members to board committees- Wilken made a motion to approve the following members to board committees:

Building and Grounds- Ahlman and Gerlach

Electrical- Sobota and Wilken

Equipment- Gerlach and Wilken

Finance- Kubik and Wilken

Fire & Rescue- Ahlman and Gerlach

Library- Ahlman and Kubik

Park & Rec- Ahlman and Kubik

Personnel- Ahlman and Kubik

Planning- Wilken and Kubik

Safety- Gerlach and Sobota

Streets- Wilken and Sobota

Water/ Sewer- Kubik and Sobota

Gerlach seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

8. Approve/disapprove method of reasonable advanced published notice of Board Trustee Meetings- Wilken made a motion to approve the Village Hall bulletin board, the Board outside of the Village Office and the post office to be reasonable advanced public notice for Village Board meetings. Sobota seconded the motion. Roll call vote: All ayes. Motion carried.

9. Approve/disapprove authorization for village equipment to go outside of corporate boundaries for emergency calls- Gerlach made a motion to approve for the Village Equipment to go outside of corporate boundaries. Ahlman seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

10. Approve designation of depository bank- Wilken made a motion to approve i3 bank, Horizon Bank, Pinnacle Bank and Farmer’s and Merchants bank to be the designated depository banks for the Village. Sobota seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

11. Approve/ Disapprove Village Attorney Retainer Agreement- Wilken made a motion to approve the Village Attorney Retainer Agreement for Maureen Freeman- Caddy. Sobota seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

12. Approve/ Disapprove cameras for sewer plant- Wilken stated someone broke into the sewer plant and put in a bunch of detergent into the sewer that is why he thinks cameras needs to be placed at this location. Sobota made a motion to approve unifi cameras for the sewer plant not to exceed $1,300. Ahlman seconded the motion. Roll call vote: Ayes- Gerlach, Sobota, Kubik and Ahlman. Nay- Wilken. Motion carried 4-1.

**Board Comments**- Ahlman reported dogs are a big concern again that are not on a leash.

**Adjournment-** Wilken adjourned the meeting at 8:05pm. Sobota seconded the motion. Roll call vote: All ayes motion carried 5-0.

Respectfully submitted,

Jasmine Greve, Village Clerk Don Wilken, Village Chair