**Board of Trustees Meeting**

**December 13th ,2023**

**Meeting Minutes**

Chair Wilken called a Regular Meeting of the Greenwood Board of Trustees to order at 7:00 p.m. on Wednesday, December 13th, 2023, 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, Johnson, Gerlach and Grell.

**Consent Agenda**

Minutes

Approval of time cards and payroll detail report

Financials

* Profit and Loss
* Balance Sheet

Sobota made a motion to approve the consent agenda including the minutes, time cards and payroll detail reports, and the financials including the profit and loss and balance sheet. Grell seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

**Water Report-**Fergus stated AWS came to chlorinate the water due to a bad sample.

**Sheriff Report**

**Maintenance Report-** Fergus stated the LCR reports were submitted. Fergus stated he had class tomorrow. Wilken stated he is able to help with snow removal this winter if need be. Wilken stated the maintenance team handled it well last year and he doesn’t think he will be needed.

**Clerk Report**

 **Treasurers Report**

**Planning & Zoning**

**Fire/Rescue Report-** Sobota stated the ambulance is in shipping status now.

**Park and Rec**

**Library-** Wilken stated the libraries annual report is in the packet for the board to review.

**Communication of Citizens-** None.

**New Business**

1. Motion to appoint Village Clerk/Treasurer as temporary Chair- Wilken made a motion to appoint Greve as the temporary Chair. Sobota 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 the Village Chair. Grell nominated Wilken.

3. Election of Chair of the Village Board- Grell made a motion to approve Don Wilken as the Village Chair. Johnson seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

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

5. Election of the Chair Pro Tem of the Village Board- Sobota made a motion to approve Gerlach as the Village Pro Tem. Grell seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

6. Board Chair makes municipal appointments with approval of the Village Board- Wilken appointed Jasmine Greve as Village Clerk. Treasurer, Maureen Freeman- Caddy as the Village attorney, Julie Ogden License Number E-9395 as the engineer, Julie Ogden License Number S-1407 as the Street Superintendent, Zach Fergus as the water operator, Zach Fergus as the sewer operator, Electrical Supervisor as Kody Dickes, Mark Sobota as the Village hearing officer, Stefani Grell as the Village nuisance officer, Wilken, Cass county sheriff’s office and Laurie Sobota as the Board of Health, Planning Commission members are Vernon Snell, Steve Wright, Darrell Swartz, Ann Corey and Greg Loubert, Cass County Sheriff as law enforcement, Mark Sobota as the Fire Chief, Danielle Rein as the Librarian and Steve Wright as the Zoning Administrator.

7. Designation of members to board committees-

 Building and Grounds- Gerlach and Johnson

 Electrical- Gerlach and Wilken

 Equipment- Sobota and Wilken

 Finance- Grell and Wilken

 Fire and Rescue- Gerlach and Johnson

 Library- Johnson and Grell

 Park and Rec- Johnson and Grell

 Personnel- Johnson and Sobota

 Planning- Wilken and Grell

 Safety- Gerlach and Sobota

 Streets- Sobota and Grell

 Water/ Sewer- Wilken and Sobota

8. Approve/disapprove method of reasonable advanced published notice of Board Trustee Meetings- Gerlach made a motion to approve the Village Hall board inside building, the board outside the Village office building and the post office as the reasonable advanced published notice for the Board Trustees Meeting. Johnson seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

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

10. Approve designation of depository bank- Sobota made a motion to approve Horizon Bank, i3 Bank, Farmer’s and Merchants Bank and Pinnacle bank as the depository bank. Grell 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 not to exceed $850.00 Sobota seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

1. Approve/ Disapprove Claims List A- Wilken made a motion to approve Claims List A. Sobota seconded the motion. Roll call vote: All ayes. Motion carried 5-0. Approved claims: Bromm, Lindahl, Freeman- Caddy and Lausterer$742.50 (legal fees), Cass County Register of Deeds $52.00 (Filing), Cass County Sheriff $1,600.00 (Monthly patrol), Constellation New Gas Division $10.24 (Natural Gas), Emergency Medical Products $55.20 (EMS supplies), EMS Connect $90.00 (EMS Fees), Frontier Coop $2,021.94 (Fuel), JEO Consulting Group $1,000.00 (Street Plan 2024), Lincoln Water Works $10,936.61 (water supplies), Midwest Laboratories Inc. $105.90 (routine water testing), Municipal Supply Inc. $210.00 (Water Supplies), NAPA Auto Parts $274.87 (Mud flaps, oil, supplies for maintenance), Nebraska Department of Environmental Energy $115.00 (Fergus water license), One Call Concept $17.82 (Locates), OPPD $40,073.79 (Electrical services), Pinnacle Bank $1,247.06 (Postage, maintenance supplies, books, library supplies, office supplies), Powerplan $46.87 (Weather stripping for backhoe), Rose Equipment $2,028.60 (Polly), S&L Hardware $72.72 (Maintenance Supplies), Scott Tracy $45.97 (Refund for fire and rescue supplies), Steve Wright $50.00 (Building Permit), Wahoo- Waverly- Ashland Newspapers $594.58 (Publications), Wages $11,753.35. Total $73,126.03.
2. Approve/ Disapprove Claims List B- Gerlach made a motion to approve Claims List B. Grell seconded the motion. Roll call vote: Ayes- Gerlach, Johnson and Grell. Sobota and Wilken abstained. Motion carried 3-0-2.
3. Approve/ Disapprove Electrical Conduit- Gerlach asked why we are not using black poly? Grell stated Black Hills have reached out to see if his homes were all electric. Wright stated he had been in contact but has not gotten all the information to them yet. Grell stated they need at least a 320 meter and need at least a 2.5 in pipe. Sobota asked what the price difference would be between the 2 in and the 2 ½ in.? Grell stated he would just like to pay the difference. Wilken made a motion to approve the pvc from border states not to exceed $10,300.00. Sobota seconded the motion. Roll call vote: Ayes- Wilken, Sobota, Gerlach and Johnson. Grell abstained. Motion carried 4-0-1.
4. Approve/ Disapprove purchasing two poles- Gerlach asked if we had any poles laying around. Fergus stated there is two down at the sewer plants that could be used as secondary possibly. Gerlach stated the 2nd handwritten quoted was one he discussed at the last meeting. Gerlach spoke to Dutton Lainson and the price was for all of the poles in the audit. Gerlach stated they can pick up and bring the poles to us. Wilken made a motion to approve 2 35 ft poles and 2 40 ft poles not to exceed $2,100.00 Gerlach seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
5. Approve/ Disapprove Handbook updates- Greve stated this is on the agenda to have the board review the entire handbook so any updates can be made accordingly. Grell made a motion to table the Handbook updates. Johnson seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
6. Discussion Approve/ Disapprove 530 Walnut St water issue- Grell stated the Wednesday before Thanksgiving Jeff and Jimmy went to speak to Kringes at Hansen’s place. The maintenance team stated the sewer was backed up to Walnut between 6th and 7th Street. Gerlach stated her house is the only one with a deep basement. Grell stated her neighbor didn’t have any issues. Fergus stated roots were located in the lines. Sobota asked if this is an issue anywhere else? Fergus stated all along the truck route is roots as well. Alan Grell stated there is a chemical treatment program he used when he worked here that works to help reduce the roots. Alan Grell stated you have to cut the roots first than apply the chemical treatment. Sobota asked if we pay for this now or turn it into insurance? Wilken stated he believes we should pay for the initial abatement and we will need three bids for the cleanup. Sobota made a motion to approve the initial abatement for $5,585.23 and turn the remainder over to our insurance company. Johnson seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
7. Discussion on sewer fees without water services- Wright stated he had requested the water services to be stopped at the beginning of October but they were not shut off for two weeks. Wright stated during this time there was a leak so there was water usage. Wright stated since there is no water services at 607 Elm Street he does not believe he should be charged sewer services. Wright stated he knows of several other properties that are vacant and do not get charged sewer services. Wright stated he spoke to Jeff Ready and Roger Barber and neither were charged sewer services when renovating their homes and when they were sitting vacant. Johnson stated she would like to get to the initial problem without bringing everyone else up. Wright stated he believes the Village should start looking into charging winter, summer and fall tier rates instead of one flat monthly rate. Wright stated he would like for the Village to review the vacant properties and make sure everyone is being charged for sewer services and not just him. Grell stated Wright is responsible for the sewer fee until the board adds it to the agenda. Grell asked if he could just cap it? Wright stated it would cost him more to cap it than the monthly fee. Sobota made a motion to table the sewer fees without water services until they can reference the municipal code and review how many properties need charged. Grell seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
8. Approve/ Disapprove IT services- Wilken stated Rein is too busy to keep up with the IT side of the job. Grell stated some of the things needing to be fixed are out of Dani’s realm. Grell stated everything is also out of date. Grell stated Schrock is great to work with and is based out of Lincoln. Wilken stated there is 4 computers and they will manage everything. Gerlach stated he would like that clarified as the quote does not state that. Grell stated she spoke with Rein prior to the meeting and she stated it covers everything. Wilkens stated Rein was sick so she was not able to attend. Gerlach made a motion to table the IT services until we can get clarification from Rein. Grell seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
9. Approve/ Disapprove jetting services- Fergus stated the pricing went up just like everything else has. Fergus stated Spickelmier has not raised their pricing in years. Wilken stated that they are still cheap. Wilken stated we might want to get other quotes just to compare pricing. Wilken also stated Spickelmier is great to work with and they do help us out a lot. Sobota made a motion to table this until the next meeting to get more bids. Grell seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

**Ordinance**

1. Approve/ Disapprove Ordinance 545 Water and Sewer Municipal Code update- Greve stated the attorney has not had time to review it yet. Wilken made a motion to table Ordinance 545 until the attorney has time to review it. Grell seconded the motion. Roll call vote: All Ayes. Motion carried 5-0.

**Board Comments**- Sobota stated he has had a few positive comments about the property the Village had cleaned up and thinks we should keep moving forward. Sobota stated we need to apply for a waiver to get access to the back of the property to clean up the remainder. Grell asked if Cass county would do a civil standby? Wilken stated he went and licensed the dump trailer and when he was there he spoke to the zoning office about the building permit off North St that has expired twice now. Mike at the zoning office said to limit the next one to 6 months and start assessing fees. Wilken stated we need to look at that property as well for a nuisance violation. Wilken also stated there was no response from Strode on Monday so he is terminated from his position. Fergus is working on getting everything switched to his name for the water operator. Fergus stated there does not need to be a backup water operator just a back up sewer operator. Wilken stated he would like to have Steve’s sewer concern added to the next agenda.

**Adjournment- Wilken adjourned the meeting at 8:11PM.**

**Respectfully submitted,**

**Jasmine Greve, It’s Clerk Don Wilken, It’s Chair**