

**Board of Trustees Meeting
October 9th, 2024
Meeting Minutes**

Chair Wilken called a Regular Meeting of the Greenwood Board of Trustees to order at 7:00 p.m. on Wednesday, October 9th, 2024, 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 timecards and payroll detail report

Financials

- Profit and Loss
- Balance Sheet

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

Water Report

Sheriff Report- The sergeant stated they had 59 hrs of service, 7 calls for service, and 9 warrants. Gerlach stated he is trying to see why they are unable to view all of our Ordinances electronically.

Maintenance Report

Clerk Report- Greve stated she is getting responses back from the lead survey.

Treasurer Report

Planning & Zoning

Fire/Rescue Report- Sobota stated it is bone dry and absolutely no burning.

Park and Rec

Library- Grell stated they had a meeting and posted the job online for part time director. Wilken stated they need to post it in three spots.

Communication of Citizens- Davidson stated there is no Ordinance or specifications for fence hole requirements for the fence permits. He stated maintenance stated 2 ft by 2 ft hole for concrete. The Zoning administrator stated that just to pound the poles into the ground. Wilken stated they will review this.

Old Business

1. Discussion possible action Village Zoning Administrator- Wilken stated the Zoning Administrator has resigned. Sobota made a motion to approve the resignation of Steve

Wright as the Village Zoning Administrator. Grell seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

2. Approve/ Disapprove RFP for 5th Street project- Gerlach stated he made the updates the board wanted and left dates open. Gerlach asked if we were going to do this in house or send bids out? Sobota stated we should send it out and see what we get. Post in three locations and the RFP website. Gerlach made a motion to approve the RFP 202409-02 for the 5th street project and post in the places and the RFP website. Grell seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

New Business

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: AMGL \$4,180.00 (Services), Ashland Disposal Service \$88.20 (Services), Ashland- Gazette \$100.58 (Fees), Black Hills Energy \$258.42 (Services), Cass County Register of Deeds \$34.00 (Fees), Cass County Sheriff \$800.00 (Dues), Column Software PBC \$391.11 (Services), EMS Connect \$44.00 (Services), Frontier Coop \$548.57 (Services), Husker Electric \$120.00 (Supplies), Municipal Supply Inc \$600.00 (Services), NE Public Health Environmental Lab \$62.00 (Services), One Call Concepts \$15.54 (Services), OPPD \$1058.35 (Services), Pinnacle Bank \$845.33 (Supplies), S&L Hardware \$133.79 (Supplies), Yost \$1020.00 (Services). Total \$10,426.10
2. Approve/ Disapprove JEO blending well site bid- Wilken stated the number on the colored page is what it would be if we contracted it out. Wilken stated Alan can do most of the work. Wilken made a motion to approve the engineering not to exceed \$17,000, the maintenance cost to be through greenlight construction and the materials noted on the list. Not to exceed \$40,000.00. Sobota seconded the motion. Roll call vote. Ayes- Gerlach, Johnson, Wilken and Sobota. Grell abstained. Motion carried 4-0-1.
3. Approve/ Disapprove MEAN Electrical Distribution System Consultation Agreement- Sobota stated is this contract so MEAN can oversee the projects? Gerlach stated section 2-2 means we will have to plan accordingly to be able to meet with them. Sobota stated so they come out and inspect infrastructure? Gerlach stated they already have. Gerlach stated this is the contract that allows Rich to work with the Village. Gerlach stated the contract rate is cheaper. Gerlach stated the term is just hourly and can terminate whenever. Sobota stated this is lots of hoops to go through to not actually fix anything. Sobota asked if NMPP would help find us sources to get this done? Grell stated this will help with underground power and beneficial to have the on. Sobota made a motion to approve the MEAN Electrical Distribution System Consultation Agreement. Johnson seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
4. Acknowledgment of Vernon Snell resignation from Planning and Zoning Chair- Johnson asked how does someone get on the Planning Commission? Greve explained to get on the Planning and Zoning board you must be voted on at a planning commission meeting or Board meeting. Wilken made a motion to approve Vernon Snell's resignation from Planning and Zoning. Gerlach seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

5. Approve/ Disapprove RFP for Village Engineering Services- Gerlach stated he put together the RFP for engineering services for 2025. Gerlach asked for comments? Changes? Gerlach asked if we are going to be selective on who to send it out to or leave it open? Grell stated maybe start with the few that were interested. Gerlach stated he will send a copy to JEO to see about a price decrease. Gerlach stated December 1st will be the deadline. Gerlach made a motion to approve the RFP number 202410-01 for engineering services for 2025. Grell seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
6. Discussion possible action job opening for maintenance employee- Johnson asked if we have received any responses from the indeed listing. Greve stated that nothing new has come in since Jesse posted it. Wilken made a motion to approve posting the position for General maintenance in three places and online. Johnson seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
7. Discussion possible action reviews and compensation for Village employees- Wilken made a motion to go into Executive Session for the purpose of protecting the representation of personnel. Seconded by Grell. Chair Wilken stated the board members will be entering into executive session to protect the representation of personnel at 7:32. All ayes. Motion carried. Chair Wilken stated the board came out of Executive session to protect the representation of personnel at 7:53pm. Wilken made a motion to approve a 3% raise const of living raise for Jimmy Stewart and a 3% cost of living raise to Jasmine Greve and a 2% raise for performance. Grell seconded the motion. Roll call vote: Ayes: Gerlach, Grell, Sobota and Wilken. Nay- Johnson. Motion carried 4-1.

Ordinance

Approve/ Disapprove Ordinance No. 551 Employee Handbook- Gerlach stated on page 22 two words needed to be added stating appropriate clothing required. Wilken had the Clerk read the Ordinance No. 551 by title. AN ORDINANCE OF THE VILLAGE OF GREENWOOD, CASS COUNTY, NEBRASKA, TO PROVIDE FOR MODIFICATION OF THE EMPLOYEE HANDBOOK PROVIDING FOR REVISIONS; TO PROVIDE FOR THE SEVERABILITY OF ANY SECTION, CLAUSE, PROVISION OR PORTION FOUND UNCONSTITUTIONAL OR INVALID; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH; TO PROVIDE THAT THIS ORDINANCE SHALL BE PUBLISHED EITHER IN PAMPHLET FORM OR BY POSTING; AND TO PROVIDE THAT THIS ORDINANCE SHALL NOT BE MADE A PART OF THE MUNICIPAL CODE OF THE VILLAGE OF GREENWOOD, NEBRASKA. Wilken made the motion to approve Ordinance 551 for Employee Handbook with the one change to page 22. Sobota seconded the motion. Roll call vote: All ayes. Motion carried 5-0. Wilken made a motion to waive the second and third reading of Ordinance No 551. Grell seconded the motion. Roll call vote: All ayes. Motion carried 5-0. Wilken made a motion to adopt Ordinance No 551. Gerlach seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

Board Comments- Gerlach asked Greve if there is any training or schooling coming up. Greve stated she was told today that the entire board might have to do training on natural disaster, but

it is all online. Gerlach also stated to make sure the RFP number is noted. Sobota stated he has been doing research on the soybean board for Osburn and there is money out there to work on projects like this. Sobota stated not much can be done before snowfall though. Sobota stated he would look at this in the future and having it done for the coop as well.

Wilken adjourned the meeting at 8:00pm.

Respectfully submitted,

Jasmine Greve, It's Clerk

Don Wilken, It's Chair