

**Board of Trustees Meeting  
December 11th, 2024  
Meeting Minutes**

Chair Wilken called a Regular Meeting of the Greenwood Board of Trustees to order at 7:00 p.m. on Wednesday, December 11th, 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

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

**Water Report**

**Sheriff Report**

**Maintenance Report-** Wilken stated the maintenance team is requesting a ratchet cable cutter for \$644.10. Wilken stated they are unable to replace the blade on the old one. Wilken made a motion to approve the ratchet cable cutter for \$644.10. Grell seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

**Clerk Report**

**Planning & Zoning-** Greve stated their next meeting is December 19<sup>th</sup> at 7pm.

**Fire/Rescue Report-** Sobota stated there was not a quorum at the last meeting. Next meeting will be in January.

**Park and Rec**

**Library**

**Communication of Citizens-** None.

**New Business**

1. Approve/ Disapprove Claims List A- Gerlach made a motion to approve claims list A. Sobota seconded the motion. Roll call vote: All ayes. Motion carried 5-0. Approve Claims: AMGL \$3,950.00 (Audit), Ashland Disposal Service \$88.20 (Service), Black Hills Energy \$231.25 (Service), Border States Electric \$2,369.15 (Supplies), Cass County Treasurer \$100.00 (Dues), CAN Surety Direct Bill \$100.00 (Bonding), Column Software \$32.73 (Services), Cornhusker Bank \$19,412.50 (Norma Jean Tif Payment), Dutton- Lainsou Company \$444.11 (Supplies), EMS Connect \$44.00

(Services), Fiala's Truck Repair \$25.00 (Services), Frontier Coop \$417.47 (Services), Midwest Laboratories Inc. \$106.96 (Routine Testing), Municipal Supply Inc. \$103.46 (Supplies), One Call Concept \$19.06 (Services), OPPD \$32,523.18 (Services), Pinnacle Bank \$675.95 (Supplies), S&L Hardware \$115.12 (Supplies), Sargent Drilling \$850.00 (Services), US Bank \$136.76 (Services), USA Roller Chain and Sprocket \$33,179.14 (Supplies for sewer plant), Windstream \$1,126.10 (Services), Yost \$1,588.99 (IT services), Wages 6,264.11. Total \$104,103.19.

2. Approve/ Disapprove Claims List B- Gerlach made a motion to approve claims list B. Johnson seconded the motion. Roll call vote: Ayes- Sobota, Johnson, Gerlach and Grell. Wilken abstained. Motion carried 4-0-1. Approved Claim: Pavers \$1,700.00 (Services).
3. Discussion possible action hiring maintenance employee-Johnson stated there has been several applicants but not much worth interviewing. Johnson stated none of the applicants were a licensed sewer or water operator. Johnson stated she thinks it would be best if the Village looked into outsourcing the position. Johnson stated we would already have to outsource the water and sewer and to find a qualified maintenance personnel will be hard. Johnson stated we would be ahead even if we sent out an RFP and hired a contractor for \$75 an hour. She stated we are already paying over \$8,400 just for water a year. Sobota stated to try to see what Pierce does. Greve stated she can look into it with all of the other clerks in Nebraska to see what they do.
4. Approve/ Disapprove Milem Wage Increase- Sobota made a motion to approve the 25 cent raise for Milem effective December 29<sup>th</sup>, 2024. Wilken seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
5. Discussion power outage procedures- Greve stated she added this to the agenda, so the board was on the same page. Sobota stated there was a power outage in town and he went to go see what the cause for the outage was and he found an OPPD worker fixing the issue. Greve stated for future if there is an outage the residents need to get ahold of the office or a board member to notify us. Once it has been determined we can not repair it we contact OPPD. The call must be from a approved list of people from the Village.

#### **Adjournment Sine Die**

#### **Transition to New Council**

1. Administer the Oath of Office to the newly elected Council Members- Grell, Johnson and Gerlach recited the Oath of Office.
2. Motion to appoint Village Clerk/Treasurer as temporary Chair – Wilken made a motion to approve Greve as the temporary Chair. Sobota seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
3. Chair calls for nominations of candidates for Chair of the Village Board- Greve called for nominations for the Village Chair. Grell nominated Wilken and Johnson nominated Gerlach.
4. Election of Chair of the Village Board- Grell made a motion to approve Wilken as the Village Chair. Sobota seconded the motion. Roll call vote: Ayes- Grell, Sobota. Nay- Johnson and Gerlach. Wilken abstained. Johnson made a motion to approve Gerlach for the Village Chair. Nobody seconded the motion. Greve took roll call again. Ayes- Grell and Sobota. Johnson and Gerlach- Nay. Greve contacted attorney to verify Wilken's vote was able to be heard. Greve stated Wilken's vote was able to be heard. Grell made a motion to approve Wilken as Village Chair. Sobota seconded the motion. Roll call vote: Ayes- Grell, Sobota and Wilken. Nay- Gerlach and Johnson. Motion carried 3-2.
5. Chair calls for nominations of candidates for Pro Tem of the Village Board- Wilken called for nominations for the Pro Tem of the Village Board. Johnson nominated Gerlach.

6. Election of the Chair Pro Tem of the Village Board- Johnson made a motion to approve Gerlach as the Village Pro Tem. Grell seconded the motion. Roll call vote: Ayes- Wilken, Sobota, Grell and Johnson Gerlach abstained. Motion carried 4-0-1.
7. Accepting the bid for Village engineering services for 2025- Grell stated Rega is less expensive by over \$100 in each line item. Gerlach stated Rega has asterisks stating they fluctuate with market. Gerlach stated he doesn't think they have a street superintendent. Wilken stated if under Class A there is less funding. Gerlach stated with personal experience Rega takes a while to get projects done. JEO responds quickly and is currently working on the blending station. Sobota made a motion to approve the bid for engineering services for 2025 to be JEO. Gerlach seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
8. Board Chair makes municipal appointments with approval of the Village Board- Wilken appointed:
  - Clerk/ Treasurer- Jasmine Greve
  - Attorney- Maureen Freeman- Caddy
  - Engineer- Julie Ogden E9395
  - Street Superintendent- Julie Ogden S-1320 Class A
  - Health Board- Wilken, Lori Sobota and Cass County Sheriff
  - Nuisance Officer- Mark Sobota
  - Zoning Administrator- Kevin Gerlach
  - Water Operator – Mike Graham
  - Sewer Operator- Alan Grell
  - Nuisance Hearing Officer- Stefani Grell
  - Fire Chief- Mark Sobota
  - Rescue Captain- Lori Sobota
9. 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 & Rescue: Gerlach and Johnson
  - Library: Johnson and Grell
  - Park & Rec: Johnson and Grell
  - Personnel: Wilken and Gerlach
  - Planning: Johnson and Wilken
  - Safety: Gerlach and Johnson
  - Streets: Sobota and Grell
  - Water/ Sewer: Sobota and Wilken
10. Approve/disapprove method of reasonable advanced published notice of Board Trustee Meetings- Wilken made a motion to approve the reasonable advance notice of Board Trustee Meetings to the three locations in town, Post Office, Board inside community building and board outside the Village Office.

11. Approve/disapprove authorization for village equipment to go outside off corporate boundaries for emergency calls- Sobota made a motion to approve the authorization for Village Equipment to go outside of corporate boundaries for emergency calls. Johnson seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
12. Approve designation of depository bank- Wilken made a motion to approve the depository banks to be Horizon Bank, Farmer’s and Merchant’s Bank, Interstate Bank. Sobota seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
13. Approve/ Disapprove Village Attorney Retainer Agreement- Johnson made a motion to approve the Village Attorney Agreement for \$850.00. Grell seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
14. Approve/ Disapprove payment to Danko for Fire and Rescue- Greve stated the fire and rescue is requesting for the tools that are being purchased from Danko by their trust fund to be paid for and the trust will write the board a check. This will save sales tax for them. Gerlach made a motion to approve the invoice to be paid for by the Village for \$10,317.00 and will be paid back in full from the foundation account. Grell seconded the motion. Roll call vote: All ayes. Motion carried 5-0.
15. Discussion possible action broadcasting Village board meeting- Joe Jackson stated he asked for this to be on the agenda since he has been asked a few times. Jackson stated he is not able to attend every meeting and there are people in the community who would like to watch the meetings to know what is going on. Sobota stated he has two questions. First one being what are the requirements for American Disability Act and if watching live we can’t answer questions. Sobota stated there is not much different than reading the minutes. Sobota stated if we do this the Village has to invest money in it and start a policy. Sobota stated what is the retention policy? Sobota stated Alvo chares rebroadcast fees since it is a cost to the Village. Sobota stated to check with the school to see if they would like to broadcast it. Sobota suggested Jackson to read the Open Meetings Act as well.

#### **Resolution**

1. Approve/ Disapprove Resolution 24-06 Year end Certification of City Street Superintendent- Wilken made a motion to approve Resolution24-06 Year end Certification of City Street Superintendent. Gerlach seconded the motion. Roll call vote: All ayes. Motion carried 5-0.

**Board Comments** – Grell asked Gerlach about the Charbonneau property. Gerlach stated he will look into it. Gerlach asked about the parts for the sewer plant. Greve stated the company would not start making the parts until they received the funding which was just approved tonight. Johnson told everyone Merry Christmas. Sobota thanked Joe Jackson for coming out and videotaping.

**Wilken adjourned the meeting at 7:57pm.**

Respectfully submitted,

Jasmine Greve, It’s Clerk

Don Wilken, it’s Chair