

Greenwood Nebraska

Small Town, Nebraska with Big Heart

Board Meeting March 13, 2019 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, March 13, 2019 at the E.L. McDonald Community Center, 619 Main Street, Greenwood, Nebraska.

Call to order

Mack, Piehl, Gerlach, Wilken, Piehl are present

Consent Agenda

Minutes

Claims

Approval of time cards

Financials

Wilken made a motion to approve of the minutes, the claims with the exception of the NMC because they didn't specify what they are billing us for, time cards and financials. Gerlach seconded the motion.

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

Sheriff's report

Communication of Citizens

Frank said that KZCO Company donated \$1500.00 to the Greenwood Library. They do an annual charitable donation once a year and this year they picked the library. Starr said that they voted on which organization to donate to and the library won. Frank said she is excited about it. She is going to spend some on the new public computers, windows office, summer reading, and to purchase some new DVD's. If there is anything left, she will evaluate what else is needed. She mentioned that the it will need to be spent by the end of the fiscal year.

Ahlman mentioned that board members need to be update on the website. He also brought up that the planning and zoning commission members needed to be updated too. He said that the property owner on Oak and Main Streets where the duplexes are removed the ditch. He said that nothing is draining and wondered if this is damaging the streets. He also mentioned that 4th Street by the railroad tracks is deteriorating. He asked the board to consider installing a culvert there.

Public Hearing

One- and Six-Year Plan

Wilken opened up the public hearing @ 7:10pm for one- and six-year plan. There were no comments for the one- and six-year plan. There were no comments for the one- and six-year plan. Hearing closed at 7:11pm.

Old Business

Discussion approve/disapprove upgrade of computer equipment

Mack asked Frank if \$1500.00 donation would go to the library's computer upgrades. Frank said that upgrade for the public computer and the card catalog was in her budget. Instead of getting two public computers this year, she will be getting one and a copier. She is going to use the donation for Microsoft Office on the public computers.

Mack informed the board that he and Wilken met with Colin last week. The total amount of the cost of the upgrades will be \$2,901.50. He said that he was quite surprised because he thought that it would be considerably more than that. Gerlach said that the only thing he did not see on the quote provided by McWilliams is monitors. Wilken pointed out that the clerk has two monitors already. Frank said that she didn't need any new monitors. Wilken said that the quote was for the library and office. Wilken said that he thought that McWilliams is very knowledgeable in his area. He did bring up the installation of the park camera that will need to be installed once it gets warm. They discussed that once the ADT contract is up next year, they will need to install different cameras that are compatible. Mack said he didn't realize that McWilliam was tied in with everything we do in the village. He feels that his prices are very reasonable.

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Frank said that he also comes in and installs all the equipment for you. Gerlach questioned the last line item regarding disconnecting Windstream are we loss data and keep the phone at the Fire Station. He said that we already a basic minimum for service over there with the phone. Mack said that if it is going to interfere with something than we can remove the last line item.

Gerlach made a motion to approve all items on the quote presented by McWilliams with the exception of the wifi connection for amount not to exceed \$2900 with a 10% contingency. Wilken seconded the motion.

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

New Business

Discussion approve/disapprove committee change

Starr that he is currently on the personnel committee and he would like to be removed from that and switch to a different committee. Mack asked what committee he would like to be on? Starr said that he would like to be on the park committee. Wilken agreed to switch with Starr. He would now be on personnel and Starr will be on the park committee. Piehl said that she would also like to be removed from the personnel committee as she stated last meeting. Wilken asked Piehl which committee she would like to be on? She said that didn't care which one. Gerlach said that he was on the personnel committee before but it is hard for him to meet with people when needed. Piehl said that she would like to be on the fire and rescue committee. Wilken and Mack will now be on the personnel committee.

Gerlach made a motion to approve committee changes with Starr moving to Park committee, Piehl moving to Fire/Rescue committee, Wilken moving to personnel committee, and Mack moving to personnel committee. Wilken seconded the motion.

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

Discussion approve/disapprove change in ADP responsibility

Starr said that since he is no longer on the personnel committee, he would like to pass responsibility to someone else. He asked Wilken if he would like to take that over? Wilken said that didn't matter to him. Starr said that he could show him how to use it. Cadwell asked if the board would like her to take that back? Gerlach asked if the responsibility of that is basically running reports for meetings and such? Starr said that everyone is in charge of clock ins and submit time off reports. Wilken said that Cadwell could do it and one of the board members could oversee it. Starr said that all the person would have to do is process it. He said if you look through it there is probably a way to approve it as well. Piehl said that she is fine with Cadwell doing ADP as long as there is someone approving it. Wilken mentioned that Stewart would like to take next week off to go fishing. Mack told him there was no need to leave town, he could fish in his front yard. Starr made a motion to approve the ADP payroll responsibility to Cadwell with Wilken approving the payroll. Gerlach seconded the motion.

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

Discussion approve/disapprove handbook/employee Hours

Starr said that currently the maintenance men are working 8AM to 4:30PM. In the handbook it says 7AM to 3:30PM. Then it switches to 6:30AM to 3PM on March 31. Starr said that he would like to update the handbook on what we would like them to work. He also pointed out that the handbook has different hours listed in the handbook as well. He said in the handbook the clerk's hours are listed as 8AM to 5PM Monday through Friday. Obviously, her hours are different they would just need to be updated. Cadwell mention that she did speak to Bargaen and his mother is in the ICU so he has not had time to review the handbook. Wilken asked Starr if he would like to make a motion until we get the employee handbook revised? Piehl said that she feels that we should just change the hours. Starr asked if we should just change it to 8AM to 4:30PM, what it is now and then on hot days say 95 degrees or above they can alter it. Piehl said that she thinks we should change it to what they are working that way when Bargaen reviews and revises the changes

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are already approved. Gerlach asked for input from the maintenance men. Stewart said it won't do any good anyway. Fergus said it is up to you guys on whatever you would like to do. Fergus said that 8AM to 4:30PM makes sense in the winter time, but come spring there is going to be mowing to do. He said come April 1 he would go back to 7AM. Obviously, if it is going to be hot out adjust accordingly. Starr said that it is up to the board. He said a good point was made last time that someone should be there until 4:30PM. If they are leaving at 3:30PM, then she is here until 5PM that way if someone needs something. Frank and Fergus pointed out that Cadwell is only here until 4pm. Fergus said that Waverly runs 7:30 AM until 4PM. Cadwell said that she could change her hours if needed. Piehl said she feels that in the winter we should not open until 8AM. She pointed out that it is dark out anyway. Gerlach asked Fergus, you would like to see 7:30AM to 4PM? Stewart said that Cadwell doesn't work until 4:30pm, why do they have to? Cadwell said that she can switch her hours with needed. Piehl and Starr agreed that Cadwell should change her hours to 4:30PM. Cadwell asked about her Wednesdays that she stays until 8? Elliott asked if anyone comes in on those nights? Cadwell said no. Elliott said the reason she had been staying late is because people complained that no one was in the office after 5PM. Cadwell said no one really comes in on those nights. Frank said that it was an experiment, you tried it and it didn't work. Piehl said that on-board nights, it is silly for her to drive here to come to the board meetings since she does not live in town. Starr said that we could alter the schedule on those nights. Same with Fergus, when he needs to attend. Wilken commented that he could alter it towards the end of the week. Wilken said that basically we are only giving overtime for snow removal and emergency situations. Cadwell said that she usually has around an hour of overtime a week because of bank deposits. She asked if she should start leaving early due to this? She said that it is about 15 minutes each day that she is getting paid for to go to the bank. Mack said that he doesn't think it makes that much difference. Frank said that she has to go to the bank. Elliott said that where she worked, she didn't get paid or receive mileage for going to the bank. Wilken made a motion to table the handbook revision and employee hours until next meeting. Gerlach seconded the motion.

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

Discussion approve/disapprove employee disciplinary forms

Mack said that some of these forms might have stuff on them that our not necessary. If they are not necessary, then you don't use it. The regular employee evaluation is on one sheet. There is room for comments and signatures. They continued to discuss the sheets and the importance of documentation. Gerlach asked if Mack would mind if he made it uniform to match the other forms from the village? Mack said that he didn't mind.

Wilken made a motion to table employee disciplinary forms until next meeting. Gerlach seconded the motion.

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

Discussion approve/disapprove IT support contract

Gerlach asked if anything was discussed at the meeting with McWilliams last week. Cadwell said that she forgot to bring it up during the meeting because he was explained what upgrades were needed. Gerlach said the reason he is pushing for this is due to liability issues. Wilken said that McWilliams did discuss the cyber security issue. Cadwell said that he said that as long as we had a firewall, we should be fine. She said in regard to a contract, she is not sure that he holds contracts with anyone. She did point out that he works with various organizations including Ashland police department, Ashland's city clerk's office, etc. Cadwell said that he needs a liability insurance on file with us incase he doesn't already. Gerlach said he would like to have something writing on file that says he works for us. Piehl said that she thinks we should just shoot him an email and ask for something stating he works with us. She assumes that he has a standard liability form.

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Gerlach made a motion to table the IT support contract until further information is obtained. Piehl seconded the motion.

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

Discussion approve/disapprove of correction of known errors in black book Ordinance 444

Gerlach said that Mack brought this up last meeting. Gerlach said that he has found three known error and he would like to proceed forward to get the corrections made. Wilken said that once a year we should be sending those in to get them added. Otherwise, if we don't get them entered in the book, they can't send them to judges to rule on. Gerlach said that right now the way it is worded the Planning and Zoning Commission, right now it is warrant sworn for meeting, although it is unpaid positions. He said that there are also some spelling errors as well. He asked about job descriptions for employees, because that needs to be updated as well. Mack said that he looked that up and there was nothing. Wilken said we should set a date and get a hold of them to make the correction. He asked when the last time that book was updated. It was determined that the last time it was updated was May 27, 2015. Wilken said that is almost 4 years. Mack asked has anything been sent since then? Cadwell asked if any of the ordinances had been taken to Cass County to be put on file? Wilken said no, when you get the book back, then you send it to Cass County to be put on file. Cadwell said that she found stamps on some of the old ordinances with dated stamps of when it was filed in Cass County. Piehl said that we will have all the ordinances. Gerlach said that we are getting this confused, this is our actual municipal code stating what is going on. He is talking about amending this code stating stuff that happens in town, committees, board members, etc. Gerlach said if there are errors please let him know.

Gerlach made a motion to table corrections of know errors in black book until he gets input from everyone else. Mack seconded the motion.

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

Discussion approve/disapprove handrails in community center

Wilken said you can see where the handrails used to be. Piehl questioned where the old ones where? Elliott said that they were in bad condition before they were removed. She said that it is a fall risk. Wilken said that the maintenance men can figure out what we need. Gerlach recommended some non-skid floor surfacing.

Gerlach made a motion to install hand rails not to exceed \$500.00. Mack seconded the motion.

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

Discussion approve/disapprove Gazebo at Park

Gerlach said there are funds out there waiting for this to go in, but we need to put down the surface he thought. Piehl said we have to match the cost, it was a 50/50 grant. Wilken said that there was not much that could be done until it dries up. Starr asked if there was a plan? Gerlach said that everything has already been approved. Cadwell said that 20,000 was the cost. Gerlach said that we have to match the \$10,000. It was a matter of where it was going to be put down at the park and run electricity to it. Wilken asked if park and rec commission had a recommendation of where they would like to see this installed? Piehl said yes, they want it right where the sandbox used to be. Cadwell said she did speak to Swenson last week and they are getting reading to have a meeting on March 18th. It would be discussed at the meeting. Piehl and Starr said that they would attend this meeting. Fergus asked if he was supposed to pour the base. Gerlach thought the only thing that they were responsible for was the electric.

Resolution

Resolution 19-2 to adopt One- and Six-Year Plan

Wilken made a motion to adopt the resolution 19-2 to adopt the one- and six-year plan. Gerlach seconded the motion.

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

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Board Questions or Comments

Gerlach mentioned the sheriff contract and brought up the fact that they will enforce city ordinances. Gerlach asked if there were any changes that need to be made on the forms and permits that he presented. He also mentioned that he has quotes coming in for stripping and waxing the floors at the fire hall. They discussed the road being in bad condition on North Broad Street. This is actually the county's issue so the resident will need to contact the county about this year. Wilken said that he just wanted to publicly thank Dennis and his guys for helping move snow off of Main Street.

Adjournment

Wilken made a motion to adjourn at 8:19pm. Piehl seconded the motion.

Aye-Piehl, Gerlach, Wilken, Starr, Mack

Nay-None

Motion carried