

# Greenwood Nebraska

*Small Town, Nebraska with Big Heart*

## Board of Trustees Special Meeting November 17, 2020 Meeting Minutes

A Special Meeting of the Greenwood Board of Trustees will be held at 7:00 p.m. on Tuesday, November 17, 2020 at the E.L. McDonald Community Center, 619 Main Street, Greenwood, Nebraska. Said meeting is open and the public is encouraged to attend

### **Call to order**

Piehl, Starr, Mack, Wilken, Gerlach

### **Old Business**

#### **Discussion approve disapprove changes to fee schedule**

Wilken stated that McClatchey is not here. He left work today due to illness. Wilken would like to table this item until McClatchey is available to attend. He said that he knows there is an issue with new installations getting more than one meter for the price of one. The water and sewer installation fees are not one charge but two separate charges. Citizens have argued this due to the way it looks on the fee schedule. There should be two separate fees for residential and commercial building permit fees. There should be a deposit for advertising fees that accompany a rezoning application.

Piehl made a motion to table the fee schedule. Gerlach seconded the motion.

Aye-Wilken, Mack, Starr, Piehl, Gerlach

Nay-None

Motion carried

### **New Business**

#### **Discussion approve disapprove hiring of city clerk/treasurer**

Wilken stated that they held four interviews from the applications that they received. He felt that they had quite a few good candidates. Jasmine Greve is the most qualified person. She lives fairly close to Greenwood. Greve is willing to take the job with a couple of exceptions. She would like a wage of \$21.00 per hour and she would like to have holiday pay and medical stipend right away instead of the usual waiting period of 90 days.

Wilken asked for Kubik's opinion on the pay range. Kubik agreed that the wage was a good place to start. He would recommend a plan to work on compensation improvement. After she has mastered the skills of the position, check point that and that way she has goals to get to. Wilken explained that he realizes that Kubik does not get to vote yet, but he wanted Kubik's opinion. Kubik thinks it is a fair wage. He said that the intent is to keep people.

Wilken said that he told her that we would give her a three month and six-month review. Piehl asked if she had ever done a job like this. Greve explained that at Pinnacle Bank she is the new accounts teller. She said that on the other aspect, she had assisted Cadwell in pulling apart deposits during Cadwell's period of reconstructing the records in 2018. She knows the wire transfers and has went through audits through the bank.

Greve will need to give two weeks at her current job. Wilken stated that Greve will be training nights and weekends but will start full time on November 30, 2020.

Wilken made a motion to hire Jasmine Greve as the village clerk/treasurer effective November 30, 2020.

Mack seconded the motion.

Aye-Gerlach, Wilken, Mack, Starr, Piehl

Nay-None

Motion carried

Cadwell clarified that she will be training Greve on nights and weekends until November 30, 2020 and after that as needed. Wilken stated that whenever she would want to train her. Cadwell stated that her plan was to swing by after she is off from her new job. She thinks she should be able to be here by 5pm and work and train Greve on everything. Cadwell agreed to drop off the deposits.

### **Board Questions or Comments**

Kubik stated that he as a citizen does not understand as a citizen how Cadwell or Greve are being paid for training time. He also said that he does not understand when Cadwell will be removed from the bank accounts and lose her

bonding with the village. He wanted to know if that will be defined. Piehl stated it will be defined. Technically, Greve has not started training. We will not have another meeting before then. Kubik stated that Cadwell will be done effective today. Cadwell explained that in the last meeting since there was not a temporary clerk hired, she would be training and keeping up things in the office on nights and weekends. Cadwell will remove her name off of the account as soon as Greve gets her name added. Kubik requested that it be put in the motion that Greve be paid for training and the effective date. Kubik said that his intent is to make sure that the village and employees are protected. They agreed to add an additional motion.

Wilken made a motion to allow Cadwell to train Greve starting November 18, 2020 and receive the pay that has already been agreed upon. Mack seconded the motion.

Aye-Gerlach, Starr, Piehl, Mack, Wilken

Nay-None

Motion carried

**Adjournment**

Wilken made a motion to adjourn at 7:25pm. Gerlach seconded the motion.

Aye-Wilken, Gerlach, Piehl, Starr, Mack

Nay-None

Motion carried