

Village of Greenwood

July 25, 2018

Board of Trustees

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, July 25, 2018 at the E.L. McDonald Community Center, 619 Main Street, 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. The open meetings act is posted in the meeting room for the public to view.

Roll Call

Starr, Piehl, Gerlach, Wilken Absent-Meyer

Consent Agenda

Approve/Disapprove minutes

Approval of time cards

Claims

Financials

Communication of Citizens

Consider requests from individuals present. Each speaker will be allowed two minutes and no action will be taken on these topics until the next Board Meeting. The Village Board will review the matters and take action as they deem appropriate. Notice: There is to be no comments or disruption to the meeting in progress. You will be asked to leave if the above is not adhered to. We ask for your cooperation and courtesy. Thank You.

Starr is wondering about a 500 charge on the lawyer's invoice regarding Dell. Gerlach expressed concern over line on aging summary.

Piehl made a motion to approve the consent agenda with the exception for the 500.00 attorney fee and the item that needs correction on the aging summary.

Alhman mentioned that we need to pay attention to the couple of the far north lots on Broad Street. He said he had already spoken with Wilken regarding the electricity. He said we don't want OPPD to have it. Ahlman said that it is out of our city limits, but he feels as if OPPD doesn't really want it. He would rather see the village of Greenwood have the area. He is looking it to see if the town can provide electricity for the property so the town can benefit.

Current Business (discussion with approval or disapproval as needed)

Approve/disapprove Terry Galloway to do budget for 2018-2019

Wilken said the clerk went to a training meeting approximately a week and half ago. Due to the issues we having with the state auditor he thought it would be a good idea to have a company do our budget this year. Galloway told Wilken that it would be between \$4000.00 to \$6000.00 this year because of the situation the village is in. If they would to provide the service next year for \$3000 to \$5000.00. Piehl questioned if they would be available to do it with the conditions of our books. Wilkens responded that Galloway said yes and they can start next week collecting data. Wilken said we can input what we want into the budget. Piehl asked if we needed to still hold our same budget meetings. Wilken said we don't have to. If we want to hold the meetings Galloway will come to a couple of them. Wilken said they can meet as a group at a regular meeting. He said we could add to the agenda for capital outlay discussion and then forward that on to Galloway. Wilken said that we could still have the budget meetings if they wanted. They still would need to have a meeting to approve the budget. Piehl thought last year they had around to have 6 budget meeting last year. She though by law they were required to have that many meetings. They were different than the board meetings. Wilken said that you need to have a hearing at the very end. Starr said it would be beneficial for someone to do the budget since the clerk and the board members are new. Wilken said the budget needs to be turned in by September 27, 2018. HBE bid the

Discussion and approve/disapprove sheriff to issue warnings and/or citations for numerous unlicensed non-drivable vehicles throughout village.

Gerlach said that we have been through this before. He said there is approximately 10 new vehicles in town that have appeared that are unlicensed and sitting on properties. He is wondering if we could have the sheriff give warnings to get them licensed. He said he does know from previous meetings that they have to call the sheriff through dispatch to get this to happen. He said these vehicles are becoming an eyesore. Piehl is pretty sure they would. She said she thought this had happened previously.

Approve/disapprove purchase of IBC Code books for 2012

Wilken said that by the end of the year we need to adopt the 2012 code. He said we don't have to purchase the books today. He just wanted to bring this to the boards attention. He said that we don't need to purchase the whole set of books because we don't do the electrical or plumbing inspection. He thought that it would not cost more than 600.00. Piehl made a motion to approve the three IBC Code books the village needs to be in compliance. Starr seconded the motion.

Aye-Piehl, Gerlach, Wilken, Starr

Approve/disapprove cost of living percentage for employee

Wilken said he spoke to Matt and Megan regarding this issue. Starr clarified this issue by saying we talked about 3%. Wilken thought 2-3% is fair. Starr made a motion to approve a cost of living increase of 3% for employee reviews. Gerlach seconded the motion.

Aye-Gerlach, Wilken, Matt, Piehl

Nay-None

Motion carried

Discussion approve/disapprove employee reviews to be done on same day

Wilken said he just said same day that way we could pick the month. Wilken said that Starr and he have spoken regarding that issue. They were thinking right around Christmas time so that employees would receive a little boost for Christmas time. That is only an annual review. That doesn't mean that employees would receive a raise at that time. Starr said it would make it easy to do everyone at once. Matt said that in his company it is a slower time of year. He always does annual reviews right before Christmas and then it kicks in at the first of the year. It gives the employee kind of a review of how the year went and what his company expects for the new year. Wilken said obviously they need to get Stewart's review done and Fergus's is coming up too. Wilken said if everyone is done at the same time it is not hard to remember. Starr said they will do Stewart and Fergus' reviews and then in December they will do reviews again. Wilken said that Fergus has expressed concern over his vacation time. He was wondering if it will accrue at the same time or will that change. Wilken said he would assume that it will continue to accrue the same way. Starr and Piehl agreed. Mack asked the board if they have a standard base pay for each position. Piehl said that since she has been on the board the clerk they have started about the same. Mack is wondering if it is written anywhere. Starr clarified what Mack is trying to say that the village needs to have written somewhere in case the need to replace an employee arises. Starr said they have never had that to his knowledge. Matt said that it should probably include the job description. Mack said that it should start with a base pay for that job. It doesn't mean that an employee would have to necessarily start at the base wage. Mack said he has been through this before. He said the three percent doesn't really mean a lot. He said there should be room for merit raises. Gerlach thought that when Stein was clerk there might have been an ordinance that states that. He said he is almost certain that this exists because there was an issue with employees starting. Fergus said he thought there was something as well. Mack said there should be a base pay and merit rates. Gerlach suggested that we need to dig for some ordinances. Wilken asked what the other board members are thinking about regarding the review. He pointed out that December is bad because every other year there is new people coming to the board. He suggested maybe November. Starr suggested maybe before Thanksgiving. Wilken asked Elliott if she thought he was right. Elliott said you usually have a new board and they wouldn't be able to review them for the previous year. Cadwell suggested the beginning of the fiscal year. Gerlach asked if there was anything in the handbook regarding annual reviews. Starr said it only states yearly review. Gerlach agrees with Cadwell regarding the beginning of the fiscal year. Starr motioned to have employee reviews done in the month of October on a yearly basis. Piehl seconded the motion.

Aye-Wilken, Starr, Piehl, Gerlach

Nay-None

Motion carried

Board Comments or Questions

Piehl asked the sandbox for Greenwood Days is being done. Fergus said he needs to buy a new piece to put underneath the sandbox. Fergus asked if the board if they wanted it placed where it was placed the year before. Park concrete is done. Fergus said he just needs to throw some fill dirt around it. He has been working on horse shoe pits because they were in bad shape. He has three actual pits left to do. Piehl asked about the woodchips. Fergus said he was going to speak to Wilken regarding that tonight. Piehl requested that the week of Greenwood days, Fergus clean up the park. He said he is going to mow and lawn sweep the Thursday before Greenwood days. Piehl suggested that he power wash the mat and playground equipment.

Gerlach said the leash law was passed. He has a couple little ankle bitters that are coming over into his yard. He said apparently the resident just opens the door and lets them use the restroom in other people's lawns. Gerlach suggested that if anyone see this activity to call the sheriff.

Starr asked if the Tastee trailer electricity had been taken care of. Fergus said that they are coming on Friday to install the power in the new set of duplexes, main street for taste truck, and Kring's garage.

Starr asked about the asphalt on Main Street. Wilken said they put in locates. They are supposed to try to get in to do the concrete this weekend. They will be working on the curbs first and then a week later they will be working on the street. Gerlach asked if they were working on Main Street to begin with. He asked about the hole by the fire station that is getting deep. Fergus said as soon as Pavers in done with everything he will get Arrow stripping ready to go.

Gerlach said he noticed semi-trailers parked over at the station in the past. He doesn't recall refers running all night long. He has received multiple complaints regarding this issue and is wondering if there is a noise ordinance that would address this issue. Wilken said it is commercial property, so he doesn't know if there is really anything he can do about it. Wilken said they can look into it though.

Wilken said that we need to start the 30-day job posting advertisement for the clerk's position. He requested that we run an ad in Ashland gazette and Waverly.

Wilken said that Fergus had spoken to him regarding the alley behind Grell' s. Fergus would like to rent a trencher for this project. Wilken thought it would be more cost effective to rent the trencher. Starr asked if this was to set up the new transformer. Fergus said that he has to dig out the whole length of that alley to install the transformer. Wilken also thought it would save the residents from having their yards tore up. Wilken and Starr said it makes sense to approve the rental of the trencher. Fergus said he is able to rent one for two hundred dollars for half of a day. Fergus said if he is able to rent a trencher he will be able to get in and get the project done. Wilken said he knows this purchase is not over the three-hundred-dollar limit but wanted to know if the other board members agreed to approve the rental of the trencher. Starr, Piehl, and Gerlach were in agreement to rent the trencher.

Wilken said that they have issues with the permits. He said he is glad that Vickinovac attended the meeting. He asked Vickinovac when the Planning and Zoning Committee meets. Vickinovac said they meet the third Tuesday of every month. Wilken said that he realizes that Vickinovac works another job, but we are having problems with permits being put through in a timely manner. Vickinovac said that he was aware a new inspector hired and he thought that is what they would be doing. He said usually the culvert permits do not come to the planning and zoning committee for review unless there is a variance. Wilken said that Gomez culvert permit will need a variance because the ditch is not that deep. Wilken said that he though it had to be fourteen inches, am I correct. Starr agreed that it needed to be fourteen inches. Wilken said that he didn't know if fourteen inches with six inches of dirt on top will work. Wilken said that he feels there is a miscommunication between the building inspector, George Mack, Vickinovac, and the city clerk. Piehl said there needs to be a line of communication whether it be emails or phone call. Wilken said it was his understanding that the building inspector only inspects holes for fences and things like that. Vickinovac said the prior building inspector signed off on the permits. Wilkens questioned if the planning and zoning committee had ever looked at the permits. Vickinovac said that he has never until recently he had never signed off on a permit for several years. Starr said he thought that should be the process though. Piehl stated that the reason it was like this was because they could never get planning and zoning to have a meeting and they needed the permits pushed through. Vickinovac said they were having meetings. Elliot asked the purpose of the committee if they were unable to do permits. Vickinovac said they were also working on plans in the book. He said that they would get a copy of the permit log usually to see what permits had been approved. Starr said his understanding of this is now it will go to Mack first and then to bring it to the planning commission to have them sign off on it. Starr said he needs clarification on what the process is. Wilken said that in 2006 he was on the planning and zoning committee and they saw and signed all the permits. Elliott said the board even saw them. She said that

nobody sees them now. Wilken would just like to get this resolved so the residents can move forward. Vickinovac said he had seen that last month a permit had been approved by the board. Wilken stated we had to because they were dated over two months ago. Vickinovac said they he doesn't think he ever saw them. Starr said that Vickinovac had probably never seen them. Piehl said that how the ordinance goes is that planning and zoning will see the permits first and then approve or disapprove what ever needs corrected. She said Vickinovac or whoever is selected on the committee will be in contact with the homeowner on what they need to fix. Mack will then go in and inspect it off of their plans. Mack said he is assuming that the location is approved by the planning and zoning committee. He said that the additions, foundation, and footings are also approved by planning and zoning. Starr asked Vickinovac if he is on board with this plan. Wilken asked how many members they have on their committee. Vickinovac said that there are five board members. Wilken stated that they only need three to have a quorum. Wilken requested that he reach out to the city clerk to have her make the planning and zoning agenda. She said that it is her understanding that Vickinovac will send the clerk their agenda and all the clerk will need to do is post it. Wilken said the planning and zoning committee needs to do their own minutes. Vickinovac said the clerk needs to add to their agenda the permits and such. Cadwell said she wants to establish a good line of communication. She asked when he would like her to send him the permit log. Vickinovac said that usually get a copy of the log for their meeting. He said that it was more important back then because they had communication with the inspector and he was signing off on everything. Wilken questioned why have planning and zoning if they aren't going to approve permits. Vickinovac said that somehow several years back planning and zoning reviewed the regulations and was is there in case a resident has a variance and change. At that point the building inspector was checking the book to make sure the permit was within regulations. He said at that time the building inspector was not reporting back to there committee. Elliott said that is why she asked him what the function of his committee was and what his job was. Vickinovac said that he was working on plans and books. He said that now that the book is complete and there are new people on the board and they have new goals. Starr asked about the process when the clerk receives a permit. Starr asked if will go to Vickinovac. Then it will go to Mack after the planning and zoning signs off on it. He is curious about the time line surrounding the permit. The committee only meets once a month. Residents would prefer a quicker turn around than that. Mack asked if he was able to approve a permit individually or if they have to have a quorum. Wilken said that Vickinovac has the right to sign off on the permit. Cadwell asked for clarification of the process of who she would be sending the permits to. Piehl said that they would need to be forwarded to both Mack and Vickinovac. Piehl speaking to Vickinovac said yours can work the same as the board members. You can get the approval of two other boards members to okay the permit without having a meeting. Vickinovac requested that Cadwell forward all information to the planning and zoning committee. Gerlach talked about having electronic permits. Mack spoke of updating the applications for permits which haven't been updated since 2012 and 2015.

Adjournment

Wilken made a motion to adjourn at 8pm. Starr seconded the motion.

Aye-Piehl, Gerlach, Wilken, Starr

Nay- None

Motion carried

City Clerk