

# Greenwood Nebraska

*Small Town, Nebraska with Big Heart*

## Board of Trustees Meeting May 13, 2020 Meeting Minutes

A Regular Meeting of the Greenwood Board of Trustees will be held at 7:00 p.m. on Wednesday, May 13, at the E.L. McDonald Community Center located at 619 Main Street in Greenwood, Nebraska

**Call to order**

Mack, Piehl, Starr, Wilken are present. Gerlach is absent.

**Consent Agenda**

Minutes

Claims

ADP	Fees	\$139.61
ADP Garnishments	Garnishments	\$391.77
ADP Tax	Payroll Taxes	\$1609.97
Amazon	Supplies	\$28.79
C&L Hardware	Supplies	\$32.15
Constellation	Natural Gas	\$14.14
EMSSconnect	Fees	\$42.00
Frontier Coop	Fuel	\$409.65
Invoice Cloud	Fees	\$179.80
Lowe's Home Center	Supplies	\$229.00
Matt Christensen	Contract Labor	\$1750.00
Municipal Supply	Supplies	\$806.54
Nebraska Department of Revenue	Utility Sales Tax	\$3777.94
One Call Concepts	Fees	\$23.42
OPPD	Electric	\$24916.39
Paymentech	Fees	\$53.61
PowerTech	Contract Labor	\$956.31
Rembolt Ludtke	Fees	\$1302.00
Spickelmier & Son Inc.	Contract Labor	\$500.00
Wahoo-Waverly-Ashland Newspapers	Fees	\$304.52
Wirebuilt Company	Fees	\$79.00
Wages	Employee Wages	\$5644.73

**Treasurer's Report**

Approval of time cards and payroll detail report

**Financials**

- Profit and Loss
- Balance Sheet
- A/P Aging Summary
- EFT Transactions

Piehl questioned the invoice from Suburban Newspapers. Cadwell explained that it was the Greenwood Car Show advertising. Piehl suggested that the payment be withheld due to the cancelation of the car show. She would like Criswell to see if she can get the amount reduced.

Wilken made a motion to approve the consent agenda including the minutes, claims, treasure's report, approval of time cards, payroll detail report, and financials with the exception of the of the claim from Suburban Newspapers. Piehl seconded the motion.

Aye-Starr, Wilken, Mack, Piehl

Nay-None

Motion carried

**Water Report**

Grashorn explained that the state is now testing for manganese in water. He said that he has sent out the sample but has not received the results back yet. He explained that a water softener will remove the manganese from the water. He will notify the board when he gets the results back.

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Grashorn reported that something was dumped that is causing an issue at the sewer plant. This has been an issue for the last three springs. He said that it could possibly be due to the carwash and farmers washing tanks. He explained that the substance has a chemical odor to it. This substance kills the sludge at the sewer plant. There is now a greasy sticky substance. The sludge is now floating on top of the clarifier. He cannot point to the source of where the dumping is coming from.

Grashorn discussed replacing the water meters in town that don't read. He currently has five water meters on hand. He is going to hold off on ordering more until he has looked at the meters that are not reading to make sure there is not an issue. He said that North Bend just installed new meter reading system in their town. He is going to look into seeing if they would like to get rid of the old meters.

He reported that he hired a new employee named Lance Messer. Grashorn feels that he is doing a good job and is a good fit for the position.

Piehl questioned when the report from the manganese back. Grashorn thought the results should be back in the next few days. He continued to explain that the test for manganese has not become regulation yet, but will be two to three years to become law. Wilken asked if this is a new test. Grashorn explained that they have never tested for this before. Manganese and iron are naturally occurring in well water. They have never been regulated. This is a new thing. At this point, if it is found in the water, they would encourage people to drink bottled water or install a water softener.

Grashorn asked if any decision had been made regarding the contract. Wilken said that the board would like to see a whole year without any violations. Wilken explained that they have spent lots of money every month with PeopleService, to keep our town in good shape. In the last six months, we have seen three violations. Grashorn explained that all they can do is treat what comes in there. Wilken explained that these are recordkeeping violations. The city of North Bend is going through the same issue with PeopleService. We are spending almost \$6000 a month and PeopleService can't keep good records. Grashorn explained that when Vandeman left, Grashorn had to do paper DMR's because he was not allowed to do them electronically like they usually do. That now shows that you are in violation for not submitting those DMR's electronically. Now it shows nine violations on the EPA's website, even though I was directed by the State of Nebraska to do the DMR's on paper. Our inspector told us that we need to talk to the State and have them talk to the EPA to get this straightened out. Grashorn feels this is not his problem. That is where the violations are coming from. This is a paperwork issue because the DEQ's website does not talk to the EPA's website. Grashorn stated that he submitted everything that was supposed to be submitted. He has copies of what was submitted. The EPA is telling us that we are in violation because DMR's were not submitted for that quarter, but they were submitted. He asked if he should resubmit them electronically now, and was told not to because then he would be in violation for submitting them late. They have all the paperwork. Grashorn said that he has been instructed to try and straighten it out between the DEQ and EPA but doesn't feel that he has the authority to do so. The contract from last September will roll over for this year. He said that it is frustrating for him that this is all due to the paperwork situation. Wilken said his recommendation is that we go a year without violations. It was not only paperwork, there were issues with cleanliness. There are numerous things. Grashorn said they will do the best to keep everyone happy. Wilken asked the other board members what their thoughts were on the matter. He feels that the village has paid good money and the job should be done. Piehl said that she thinks the problem is that we are hearing two different stories. She said that the state is saying the paperwork is not there and Grashorn is saying it is. Grashorn stated that he understands but the situation is completely frustrating. He said that he is doing what the state told him to do and then he is in violation with the EPA. The two websites don't communicate. He explained that the two different agencies don't seem to be talking to each other, even with all the modern technology we have. He is trying to figure this situation out. He has been in contact with the person in charge of the DMR system. They are trying to get this issue figured out.

## **Maintenance Report**

McClatchey said that he spoke with Matt Holsten regarding two trees that were purchased by Black Hills Energy for the park. They purchased an Oak tree and a Silver Maple tree. He thinks they will plant them where we had to remove the trees due to Ash Borer. Wilken mentioned that the Baker street sign has been knocked down. Piehl said that the signs saying stay off of the park equipment have been removed. McClatchey explained that he is not sure how the board would like to see this matter handled. He has put the signs up several times and they keep getting tore down. Piehl was thinking snow fence like Ashland. She wondered how long we should keep we should keep the park closed. Wilken said that it has been suggested that at least through July 4<sup>th</sup>. Piehl suggested that we should put snow fence up then. McClatchey asked if we have enough snow fence to do the project. Piehl thought we should have enough to put up around the playground equipment. McClatchey wondered if the fencing should be put up around the tables since those surfaces aren't being cleaned either. Piehl said the state parks aren't blocking theirs off.

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McClatchey said that the only thing that he has witnessed being utilized is the basketball hoops. Piehl explained that she has witnessed kids playing on the playground equipment and asked them to get off. She said that is the only time she had seen kids on the playground equipment. Piehl and Starr both agreed on putting up snow fencing around the playground equipment. Wilken said realistically, the whole park should be closed. He suggested putting a chain across the driveway. Starr mentioned that they give out food in that parking lot. Piehl explained that this is the last week of school so they probably will not be doing that now. McClatchey said that he could drive stakes in on both sides and put up a chain across with a sign stating park closed. Starr suggested just putting up barricades with a chain and sign. McClatchey expressed concerns with the putting up the fence. He wondered if the fencing would be torn down just like with what happened with the signs. McClatchey suggested putting up the barricades for now and then if needed put up the fencing. Piehl explained that with nicer weather everyone wants out of the house. When parents go back to work, kids will wander more. Starr reported that he caught two kids climbing on the fence and one kid was actually trying to get into the concession stand. He said that he told them the park was closed. They thought it was just the playground equipment.

Piehl questioned if the charter cable was ever buried in that alley because it looks terrible. McClatchey said that the charter cable line is no longer there. He explained that he had been out there to do a locate. The gentleman that lives on the property said he does not even have their services. It is not even hooked up to anything. Piehl said that we need to maintain the alleys.

McClatchey explained that mowing the south side of Church street is an accident waiting to happen. He would like to spray it. He said that he wished it would have been constructed different. He said that if they would not have put the curb on it, then they would have put down the erosion mat and actually planted something with roots there. He explained that the area is eroded currently at everyone of the cut outs. He said that it is dangerous to mow because the area is so steep. Starr asked if the area needed to be mowed. Starr wondered if they could just use the weedeater on it when it gets high enough. McClatchey said that it was his understanding that there was an agreement that the village was required to maintain the area because we installed poles on that side. McClatchey pointed out that it is a little hard for the village to hold people accountable for their weeds if we are not taking care of our own. He said that he feels that the maintenance department is proactive when it comes to mowing and spraying. They try to keep things looking as nice as possible. Piehl asked what if we let it go for a little while and see what happens. Just take the weedeater the section by the lights.

## **Clerk Report**

Cadwell reported receiving the check for the franchise fee from Black Hills Energy.

## **Fire/Rescue Report**

The hot ambulance is now parked in the fire barn.

## **Communication of Citizens**

## **Old Business**

### **Discussion approve disapprove Ahlman lot split application for parcel #130031909**

Piehl said that it was her understanding that the property up for discussion was sold.

## **New Business**

### **Discussion approve disapprove changes made to ADP**

The reason he put this on the agenda was because of the concern on the increasing amount of overtime the maintenance department was getting. Wilken thinks that the reason for the overtime is has to do with them clocking a little early and out a little late. There has been issues with the time clock not allowing them to clock in or out on time. Wilken said that he spoke with McClatchey and Mack regarding the issue. He thinks they are leaning toward moving the maintenance men to salary. If there is any overtime, the personnel committee would approve it and it would be converted to comp time. McClatchey thought that Stewart seemed in favor of it too. Starr suggested cutting Stewart's hours to 35 hours a week clocking in and moving Cadwell and McClatchey to salary, instead of having three salary people. McClatchey asked what the difference between having two salary people and three. What would the village gain from this? Starr said that he thought McClatchey had a good point. He knows that Stewart would not want to get paid salary because he would not receive overtime. McClatchey said that he has no problem adjusting his time on a Friday but he would like to have the ability to convert it to comp time. McClatchey referred to the pole they set on Saturday, saying it took less time than they initially thought it would. Piehl said that project should have been overtime/comp time. McClatchey feels we should be able to choose if we would like our overtime paid out or converted to comp time. He pointed out that it is the same money just a difference if you spend it today or spend it tomorrow. Starr said that another option in ADP is auto clock in where it would automatically clock you in or out at 7am to 4pm. If you would come in on Saturday, you could clock in. Starr

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explained that he has his employees on salary because he can work them up to 50 hours a week without paying overtime. McClatchey said that he worked for the state for a long time and has been burnt on salary. He said that it is the expectation that you work overtime with out the pay. Starr said that he now thought hourly would be best for you guys, but the clock in would automatically clock you in from 7am to 4pm. Piehl said that her concern with that would be if a citizen would complain with the State of Nebraska, we would have no proof of you clocking in or out. McClatchey feels that Piehl has a valid point. Wilken pointed out that the State of Nebraska has salary people that they aren't having clock in or out. McClatchey said that he was salary for 16 years and he thought out of 16 years there was probably only a couple weeks that they didn't get more than 40 hours out of me. There was a little give and take along with that. He had the option of comp time. McClatchey said that his perception of 7am to 3:30pm are the hours and then its done. He explained that sometimes at 3:30pm you are still working on a project and you can't just walk away. McClatchey explained that as long as the comp time is on the table, he is okay with it. Wilken explained that overtime/comp time will need to be approved by the personnel committee. Piehl expressed concern that this might be an issue with the state. Wilken explained that the state offers salary to its employees. Starr said that if we offered salary there would be no overtime then. Wilken said that they would offer comp time though. McClatchey feels that anything over an hour of overtime should be converted to comp time. He said that he is not worried about ten minutes here or there. He explained the difficulty the employees have clocking in. He has issues with the desktop and the mobile app. He explained that he would be all for 6:30am to 3pm and anything over an hour be converted to comp time. Stewart asked what the board would like to do regarding his call-in time for tonight. A citizen reached out to him regarding a water leak and requested a water shut off. He couldn't reach any of the board members because they were all at the board meeting. Stewart wondered what he should do in situations like these. Wilken told him to go ahead and shut the water off and they alert the board members. Piehl said she is just concerned regarding the overtime. It has nothing do with not trusting the employees. McClatchey explained that what we are doing right now is trackable. Cadwell explained the procedure of how she tracks the comp time. The employee is required to fill out a sheet requested the conversion of overtime to comp time. She then keeps the sheet in a binder for her records. She also keeps a spreadsheet on her computer of the comp time that is updated every payday. If an employee would like to use their comp time, they need to fill a request to use comp time. Piehl explains that she is concerned with not having employees clock in. She feels that it could become an issue later on down the road. Wilken asked the board members what they would like to do. Piehl feels that it should stay the way it is. Wilken explained that there might be overtime/comp time. She feels that clocking in and out protects our employees. Wilken said that the state requires us to preapprove all overtime. Cadwell explained that this is not a state thing, that is a handbook thing. That can be changed to however you guys want to do it. Starr suggested try keeping closer to 630am to 3pm. McClatchey explained that they are trying to do that. All it takes is being called in one time in a two-week period to be on overtime. McClatchey explained certain circumstances you can't just walk away from. Piehl agreed with McClatchey. McClatchey asked why he should give up the two extra hours he worked in one day. Mack said that we aren't going anywhere with this discussion. He asked the board members if we should drop the matter. Piehl said she feels like we should leave things the way they are. Piehl asked Mack what his opinion of the situation is. Mack said that he going right along with the 40 hours that was discussed originally. That way we don't have to worry about anything. They work their 40 hours and if you don't trust the employees, we fire them. Piehl said this was never about her not trusting the employees. Wilken said that he sees all sides of it. It is too bad that we have so many people overseeing what we do. Starr said we should leave it as is. If they get thirty minutes extra, they get thirty minutes extra. Stewart explained that he doesn't think people realize all the stuff they do off the clock. He said that he opened the dump three times on Saturday, not on the clock to help the village out. He is not getting paid for this. He doesn't think people see everything they do. Mack feels that anytime Stewart does something for the village, he should be getting paid. Piehl said that they should be calling board members on the weekend to open the dump. Wilken stated that in Ashland, citizens buy tickets to utilize dump services on certain days that they are open. The money that is earned is used to pay wages.

Wilken made a motion to disapprove changes to ADP. Piehl seconded the motion.

Aye-Mack, Starr, Piehl, Wilken

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## **Discussion approve disapprove purchase of electrical supplies from Border States for \$2866.25**

Wilken explained that these are supplies to replace the supplies that we have used

Wilken made a motion to approve the purchase of electrical supplies from Border States for \$2866.25. Piehl seconded the motion.

Aye-Wilken, Mack, Starr, Piehl

Nay-None

Motion carried

## **Board Questions or Comments**

Starr said that he was contacted by Wright regarding the meeting minutes not being updated on the website. Cadwell mentioned that Gerlach contacted her a couple weeks ago requesting the meeting minutes so she thought that he might have already done this.

## **Adjournment**

Wilken made a motion to adjourn at 8:01pm. Mack seconded the motion.

Aye-Piehl, Wilken, Starr, Mack

Nay-None

Motion carried