

Greenwood Nebraska

Small Town, Nebraska with Big Heart

**Board of Trustees Meeting
February 10th, 2021
Meeting Minutes**

Chair Wilken called the regular meeting of the Greenwood Board of Trustees will be held at 7:00 p.m. on Wednesday, February 10, 2021, at the E.L. McDonald Community Center located at 619 Main Street in Greenwood, Nebraska.

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: Kubik, Wilken, Mack, Ahlman, Gerlach.

Consent Agenda

ADP Garnish	Garnishments	\$266.77
Amazon	Supplies	\$595.33
ADP Tax	Payroll Taxes	\$3,246.07
ADP Wages	Wages	\$8204.64
Ashland Disposal	Services	\$80.00
Baker & Taylor	Supplies	\$162.13
Black Hills Energy	Services	\$162.13
Biblionix	Services	\$800.00
Bromm Lindahl Freeman- Caddy & Lausterer	Services	\$647.50
C & L Hardware	Supplies	\$19.94
Cass Co Sheriff	Services	\$800.00
Constellation New Energy Gas Divison	Services	\$205.17
Dutton- Lanison Company	Supplies	\$679.73
EMS Connect	Services	\$84.00
Frontier Coop	Services	\$913.62
Hose & Handling	Supplies	\$97.92
Husker Electric Supply Co.	Supplies	\$203.95
Midwest Laboratories	Services	\$13.84
One Call Concepts	Services	\$9.61
OPPD	Services	\$29,858.38
Paymentech	Services	\$62.95
Ricoh	Services	\$150.75
Sardeson Racing, Inc.	Services	\$665.00
Mckenna Sobota	Services	\$140.00
Lori Sobota	Services	\$20.00
Southern Living	Supplies	\$26.63
Stryker	Services	\$57.96
Subsurface Solutions	Services	\$360.00
Todd Valley Plumbing & Heating	Services	\$6.57
Ty's Outdoor Power& Service Inc.	Services	\$1554.00
Woman's Day	Supplies	\$19.97
Wahoo- Waverly- Ashland Newspaper	Services	\$297.80
Wirebuilt	Services	\$579.00

Minutes

Claims

Approval of time cards and payroll detail report

Financials

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

Wilken made a motion to approve the consent agenda, minutes, claims, approval of timecards and payroll detail report, financials, profit and loss, balance sheet, A/P Aging Summary and EFT Transactions with Greve adding fees to the minutes from the last meeting for Payport. Mack seconded the motion. Roll call vote: Ayes-Ahlman, Mack, Wilken, Kubik, Gerlach. Motion carried.

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Water Report- Department head report was presented. Wilken stated lately we had the water tower calling out due to cold weather. They are having to lower the water levels to keep from freezing. Wilken stated citizens have had questions about the nitrate levels in town. Wilken stated they will start putting away money for a new well when needed. NRD will be in attendance for the next board meeting to discuss the results they have found. Wilken stated they will hold a Workshop on the 24th of February at 6:30pm right before the board meeting.

Sheriff Report- Sheriff's report was presented.

Maintenance Report- Department head report was presented. Wilken thanked the workers for the hard work over the last few weekends pushing snow.

Clerk Report- Greve asked if the fire hall and community center is open for Village use or reservations. Board agreed to review this at the next board meeting. Greve asked about returned checks for utility payments. Wilken stated that is a breach of contract and post-dated checks are not allowed as well.

- **Treasurer's Report-** was presented.

Planning & Zoning

Fire/Rescue Report- Minutes were presented along with updated Fire and Rescue Roster.

Communication of Citizens- were heard.

Old Business

1. Discussion electrical project update from Don that was tabled from 1/27/2021 meeting

Wilken stated he spoke to Jason Strode about the electricity in the Gazebo. Wilken stated it will cost \$1,150 for Spickelmier to come bore. Kubik stated they are thinking April for the timeframe. Wilken stated this will need to be added to the next agenda for approval.

New Business

1. Approve/ Disapprove Village office Dell laptop

Mack made a motion to approve the Dell laptop for \$791.54. Ahlman seconded the motion. Roll call vote: Wilken, Gerlach, Ahlman, Mack, Kubik. Motion carried.

2. Approve/ Disapprove Microsoft Office subscription for Village use

Kubik made a motion to table the purchase of the Microsoft Office subscription for Village. Gerlach seconded the motion. Roll call vote: Aye- Wilken, Kubik, Ahlman, Mack, Gerlach. Motion carried.

3. Approve/ Disapprove Job Descriptions for Maintenance Supervisor, Maintenance Employee, Clerk/ Treasurer, and Water/ Wastewater operator

Kubik made the motion to approve the job descriptions for Maintenance Supervisor, Maintenance Employee, Clerk/ Treasurer and Water/ Wastewater operator. Mack seconded the motion. Roll call vote: Aye- Ahlman, Gerlach, Mack, Kubik, Wilken. Motion carried.

4. Approve/ Disapprove Village Board Member to be appointed to NMPP Member's Council to replace Megan Piehl

Wilken made a motion to appoint Kevin Gerlach to NMPP Member's Council to replace Megan Piehl. Ahlman seconded the motion. Roll call vote: Aye- Wilken, Kubik, Ahlman, Mack. Gerlach abstained. Motion carried.

5. Approve/ Disapprove D. Rein, Head Librarian, 90-day Review

Rein okayed for review to be in open session. Wilken stated Rein is very hardworking and always working on ways to promote the library. Rein is helping with Village Facebook Page, Village website and in the future making our own website. Wilken made a motion to give Danielle Rein a \$3 raise to \$15 an hour effective next pay period. Ahlman seconded the motion. Roll call vote: Ayes- Gerlach, Mack, Ahlman, Wilken, Kubik. Motion carried.

6. Discussion vehicle enforcement in town in driveways and yards

Wilken stated Greve needs to reach out to Hookin' N Haulin' who the Village has a contract with to see if they are still willing to do this. Mack stated we need to send out the letters again that were sent out last October to start the process again. Kubik stated time frame is looking to start in April.

7. Approve/ Disapprove board member as supervisor for ADP to replace Starr

Wilken made a motion to approve Ahlman as the supervisor for ADP to replace Starr. Gerlach seconded the motion. Roll call vote: Aye- Wilken, Kubik, Mack, Gerlach. Ahlman abstained. Motion carried.

8. Approve/ Disapprove Greve to have online access to Farmers and Merchants Bank

Kubik made a motion to approve Jasmine Greve to have online access to Farmers and Merchants Bank. Mack seconded the motion. Roll call vote: Aye- Gerlach, Ahlman, Mack, Kubik, Wilken. Motion carried.

9. Discussion visibility at Ash and Church Road

Ahlman stated the trees at this intersection makes it hard to see when you are turning on to Church Road. Wilken stated he will have the maintenance men fix this once the weather gets better.

10. Approve/ Disapprove HR Seasonal Worker job description

Kubik made a motion to approve an HR Seasonal Worker position for the Village and to include it in the Employee Handbook. Mack seconded the motion. Roll call vote: Aye- Ahlman, Gerlach, Kubik, Mack, Wilken. Motion carried.

11. Approve/ Disapprove Fireproof Cabinet for Maintenance Shop

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Kubik made a motion to approve the FireKing Insulated Turtle Fireproof Cabinet for the maintenance shop for \$799 and for it to be split across street, water, sewer, electric accounts. Mack seconded the motion. Roll call vote: Aye- Kubik, Ahlman, Mack, Wilken, Gerlach. Motion carried.

12. Approve/ Disapprove hiring Don Wilken for snow removal

Kubik mad a motion to hire Don Wilken for snow removal for \$15.00 an hour. Mack seconded the motion. Roll call vote: Aye- Ahlman, Gerlach, Kubik, Mack. Wilken abstained.

Board Questions or Comments

Kubik wanted to pursue extra security for office window. Kubik wants the door closed and window added back in. Kubik asked to see if Tweton will provide a quote. Wilken thanked Jimmy, Brad, Steve Tucker, and Roger Dennis for helping with snow removal these last few weeks.

Adjournment- Wilken made a motion to adjourn the meeting at 8:08pm. Kubik seconded the motion. Roll call vote: Aye- Wilken, Kubik, Ahlman, Mack, Gerlach. Motion carried.

Respectfully submitted,

Jasmine Greve

Unapproved Minutes