

VILLAGE OF ELMWOOD
BOARD OF TRUSTEES
April 15, 2020 – 7:00pm
REGULAR BOARD MEETING
Meeting Held at Elmwood Village Hall

- A. Call to Order – 7:00pm**—A current copy of the Nebraska open meetings act posted
- B. Roll Call:**
- C. Approval of Minutes**
Approval of April 1, 2020 minutes
- D. Approval of Claims**

- E. New Business**
 - 1. Discussion/Action on Ordinance 2020-4, Creation of Street Improvement Districts 2020-1 and 2020-2**
 - 2. Discussion/Action on Resolution 15042020 Notice of Creation of Street Improvement Districts**
 - 3. Governor Updates from April 8 & April 15, 2020 Conference calls**
 - 4. Discussion/Approval of Lincoln Journal Star Bill**

- F. Unfinished Business**
 - 1. Discussion/Action on Village Credit Card**
 - 2. Discussion on status on Water Plant phone billing invoice**
 - 3. Discussion/Action on Village clean-up date (Garage sale is 6-13-20)**
 - 4. Discussion/Action on Monkey Bars at Sewer Plant**

- G. Reports of Boards, Commissions, and Committees**
 - Library:**
 - Park:**
 - Streets:**
 - Water:**
 - Sewer:**
 - Planning/Zoning:**
- H. Public Comment Period**
- I. Correspondence**
- J. Personnel**
- K. Future Agenda Items**
- L. Adjournment**

The Agenda which shall be kept continually current, shall be readily available for Public Inspection at the Office of The Village of Elmwood Clerk during normal business hours.

VILLAGE OF ELMWOOD
BOARD OF TRUSTEES
April 1, 2020 – 7:00 PM
REGULAR BOARD MEETING MINUTES
Meeting Held at Elmwood Village Hall

The Village Board of Trustees met in regular session on Wednesday April 1, 2020. The meeting was **Called to order** at 7:00 PM. Chairperson Miki Bruns stated that a current copy of the Nebraska Open Meetings Act was posted. The Open Meeting was held via video conferencing w/ Zoom. **Roll Call** was answered by Angela Lancaster, Becky Kicak, Pat Wray, David Ernst and Miki Bruns.

David Ernst made a motion, seconded by Angela Lancaster to approve the March 18, 2020 meeting minutes as amended with a grammar error. RCV: Yes: All. Motion approved 5-0.

Pat Wray made a motion, seconded by Becky Kicak, to approve the payroll and claims presented, apart from the invoice in the amount of \$307.22 payable to Lincoln Journal Star. The Board had additional questions that needed to be answered prior to payment. RCV: Yes: All. Motion approved 5-0. Claims: ADP LLC: \$101.50, Cass County Economic Development: \$1,000.00, Elmwood Equipment: \$97.00, Hawkins Inc. \$758.56, Meeske Hardware: \$ 82.57, Mid-America Research Chemical: \$405.34, NE Public Health Environment Laboratories: \$ 189.00, OPPD: \$6,780.09, Rice Auto Repair: \$65.00, US Postal Service: \$11.00 US Postal Service: \$230.00, Village of Elmwood: \$11.00 (petty cash), Windstream: \$142.28, and Zoom Video Conferencing: \$16.03. Payroll: \$5,032.18

New Business

1. Discussion/Action on Park sign for Park/Marie Gregoire
Item has been tabled as Marie Gregoire was not present via video conferencing to report on the cost etc. associated with the signage.
2. Discussion/Underground Swimming Pool
The Board discussed the rules and regulations as it relates to underground swimming pools that was provided by the state.
Ed Blunt and Curtis Klabenes stated they didn't think there would be a problem should the homeowners need to drain the pool into the sewer system. It would be best if it was not drained all at one time. The homeowners are to get additional information when they go to the county offices of Cass County.
3. Discussion/ Monkey bars at the Sewer Plant
The item has been tabled to the next meeting, so Miki Bruns has an opportunity to speak to legal counsel regarding the possible sale of the monkey bars.
4. Action/Discussion on Well #3 repair
Two bids were received for repair on the well. One in the amount of \$8,427.00 from Sargent Drilling and \$11,390.00 from Layne Granite Company. Pat Wray made a motion to accept the bid from Sargent Drilling in the amount of \$8,427.00, seconded by Becky Kicak. RCV: Yes: All. Motion approved 5-0.
Curtis Klabenes to contact Sargent Drilling to schedule the repair as soon as possible.
5. Action/Discussion on 4-H project at the park.
Tabled to May 20, 2020 Board meeting due to the Covid-19 Pandemic.
6. Covid-19 Update on Governor's conference call on 4-01-2020.
Miki Bruns reported she was in on the conference call with Governor Ricketts and stated

approximately 400 tests per day were being conducted statewide and coming back with approximately 5% testing positive as compared to Washington DC at 12%. It was important to continue to practice the social distancing. Some of the highlights of the conference call were:

- Public pools not scheduled to open until mid-July
- Fire and Rescue meetings were limited in attendance to officers only
- Encouraged areas not to shut off public utilities for non-payment
- Public Parks could remain open if they no gatherings had more than 10 people.
- SBA Loans are available for small business's

Miki Bruns encouraged fellow Board members, should they have any additional questions to please contact her and she will address it on the next conference call with the Governor.

7. Discussion on Harvest Moon Hustle Insurance

It was noted the necessary insurance has been received and the date of September 11, 2020 has been set for the race.

8. Action/Discussion on the trail connection project

The matter has been tabled as the board is waiting for information from Ryan.

9. Discussion/Action on Village Insurance Policy

Becky Kicak made a motion to accept the insurance policy as presented, which added the Gazebo and was for calendar year 2020. Motion was seconded by Angela Lancaster. RCV: Yes: All, Motion approved 5-0.

Unfinished Business

1. Discussion/Action on Village Credit Card

Tabled to the April 15, 2020 meeting pending additional information.

2. Discussion on Water Plant Phone

The Board had previously made a unanimous decision that the bill from Windstream was not to be paid as the installation of the phone was not what was ordered. Kristen Janssen is to follow up with Windstream.

3. Discussion/Action on Clean-up Date and Keep Cass County Beautiful

The date of the clean update was tabled to the April 15, 2020 meeting as Miki Brun is going to double check the dates of the annual garage sales in the community. There was no interest in the formal registration of Keep Cass County Beautiful over and above the local project held annually.

4. Action/Discussion on tree removal at Stevens & VonRenzell

After much discussion, Angela Lancaster made a motion to accept the bid from Christensen Tree Service to cut down both trees listed above. Motion was seconded by Becky Kicak. RCV: Yes. Motion approved 5-0.

5. Discussion/Action on community center tree stump removal.

Tabled for April 15, 2020 meeting

Reports of Boards, Commissions, and Committees

Library: No formal report, however, it was noted the library is doing a great job in getting books out to people.

Park: The park remains open if not more than 10 people are utilizing it and the social distancing continues to be practiced. Curtis Klabenes is to spray at least once a day with a bleach/water disinfectant in order to help curb the spread of the virus. Pat Wray made a motion to allow Curtis

Klabenes to purchase the necessary bleach products not to exceed \$50.00. Motion was seconded by Angela Lancaster. RCV: Yes: All, Motion approved 5-0.

Streets: Dave was to deliver the rock to be used for the alley ways the week of April 6, 2020.

Water: None

Sewer: None

Planning/Zoning The meeting originally scheduled for March 31, 2020 was canceled and any future dates are TBD.

Public Comment Period:

Pat Wray brought up the possibility of implementing a small additional sales tax that could be designated for future projects, Dave Ernest to check to see how that might be done and report the Information back to the Board at the next meeting. Tabled until the 4-15-2020 meeting.

Personnel

None

Future Agenda Items: Park sign, Monkey Bars, 4-H Project, Trail connection project, Village Water Plant Phone bill Clean up date, Community Center tree stump removal. Under New Business: Brad Slaughter regarding the street improvements, Sales tax

It was also stated the next Board meeting will also be held via video conferencing until the Covid-19 Pandemic has passed or the Governor removes the "no more than 10 people" rule.

Adjournment

Meeting was adjourned at 8:02 PM

Next Meeting: April 15, 2020 7:00 PM

Miki Bruns
Chairperson



Kathy Steffen
Clerk

Village of Elmwood
Transaction List by Vendor
 April 1 - 14, 2020

Type	Date	Num	Memo	Account	Clr	Split	Amount
Black Hills Energy							
Bill	04/13/2020			20000 · Accounts P...		-SPLIT-	-396.20
Bill Pmt -Check	04/14/2020	29795		1010 · AE Bank Che...		20000 · Accou...	-396.20
Core & Main LP							
Bill Pmt -Check	04/14/2020	29796	Invoice # M15...	1010 · AE Bank Che...		20000 · Accou...	-1,141.79
D.R. Ortlieb Trucking							
Bill	04/13/2020	1799602	Labor and Ro...	20000 · Accounts P...		-SPLIT-	-1,328.00
Bill Pmt -Check	04/14/2020	29797	Labor and Ro...	1010 · AE Bank Che...		20000 · Accou...	-1,328.00
Frontier Coopertive							
Bill Pmt -Check	04/14/2020	29798		1010 · AE Bank Che...		20000 · Accou...	-66.20
Midwest Laboratories, Inc.							
Bill Pmt -Check	04/14/2020	29799	Invoice 987302	1010 · AE Bank Che...		20000 · Accou...	-124.80
Municipal Supply, Inc. of Nebraska							
Bill	04/13/2020	G13664		20000 · Accounts P...		-SPLIT-	-152.93
Bill Pmt -Check	04/14/2020	29791		1010 · AE Bank Che...		20000 · Accou...	-152.93
One Call Concepts, Inc.							
Bill Pmt -Check	04/14/2020	29792	Invoice 00310...	1010 · AE Bank Che...		20000 · Accou...	-19.19
Randy Bornemeier							
Bill Pmt -Check	04/14/2020	29790	Sludge hauling	1010 · AE Bank Che...		20000 · Accou...	-1,260.00
Verizon Wireless							
Bill	04/13/2020	98518...		20000 · Accounts P...		-SPLIT-	-55.91
Bill Pmt -Check	04/14/2020	29793		1010 · AE Bank Che...		20000 · Accou...	-55.91
Windstream							
Bill Pmt -Check	04/14/2020	29794	April 2020 Tel...	1010 · AE Bank Che...		20000 · Accou...	-130.29

Village of Elmwood Payroll Summary April 15, 2020

	Blunt, Edward H		Janssen, Kristen M		Klabenes, Curtis	
	Hours	Rate	Apr 15, 20	Hours	Rate	Apr 15, 20
Employee Wages, Taxes and Adjustments						
Gross Pay						
Hourly Overtime	9	22.08	198.72	11.67	17.50	204.24
Hourly Regular	71	22.08	1,567.67			204.24
Vacation			0.00			0.00
Health Insurance Benefit			0.00			0.00
Total Gross Pay	80		1,766.39	11.67		2,047.00
Adjusted Gross Pay	80		1,766.39	11.67		2,047.00
Taxes Withheld						
Federal Withholding			-215.00		-6.00	-8.25
Medicare Employee			-50.00		-5.62	0.00
Social Security Employee			-100.00		-11.86	-126.92
NE - Withholding			-77.41		0.00	-101.02
Medicare Employee Addl Tax			0.00		0.00	0.00
Total Taxes Withheld			-442.41		-23.48	-236.19
Net Pay	80		1,323.98	11.67	180.76	1,810.81
Employer Taxes and Contributions						
Federal Unemployment			0.00		1.23	0.00
Medicare Company			25.62		2.96	29.68
Social Security Company			109.52		12.66	126.92
NE - Unemployment Company			0.00		0.00	0.00
NE - UI Wage Base Increase			0.00		0.00	0.00
Total Employer Taxes and Contributions			135.14		16.85	156.60

Village of Elmwood
Payroll Summary
April 15, 2020

	Steffen, Kathleen		TOTAL	
	Hours	Rate	Hours	Rate
Employee Wages, Taxes and Adjustments				
Gross Pay				
Hourly Overtime	54.93	20.00	6.00	207.00
Hourly Regular			155.60	3,341.56
Vacation			71.00	1,567.67
Health Insurance Benefit				0.00
Total Gross Pay	54.93		232.60	5,116.23
Adjusted Gross Pay	54.93		232.60	5,116.23
Taxes Withheld				
Federal Withholding				-336.25
Medicare Employee				-55.62
Social Security Employee				-306.35
NE - Withholding				-194.07
Medicare Employee Addl Tax				0.00
Total Taxes Withheld				-892.29
Net Pay	54.93		232.60	4,223.94
Employer Taxes and Contributions				
Federal Unemployment				6.59
Medicare Company				15.93
Social Security Company				68.11
NE - Unemployment Company				0.00
NE - UI Wage Base Increase				0.00
Total Employer Taxes and Contributions				90.63