

## **VILLAGE OF ELMWOOD**

BOARD OF TRUSTEES

**December 16, 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, December 16, 2020. Chairperson Miki Bruns called the meeting to order at 7:00pm. Bruns stated that a current copy of the Nebraska Open Meetings Act was posted. **Roll Call** was answered by Jared Blunt, Pat Wray, Renee Holland, Becky Kicak & Miki Bruns at 7:00pm.

**Minutes:** Kicak made a motion, seconded by Holland to approve December 2, 2020 Minutes with corrections. RCV: Yes: All. Approved 5-0.

Wray made a motion, seconded by Blunt to approve the Claims for December 9-16, 2020 and payroll for December 6, 2020. RCV: Yes: All Approved 5-0

**Claims:** Bauer Underground \$62,707.00, Black Hills Energy \$500.28, BOK Financial \$4,311.28, Bromm Lindahl Freeman \$800, Cass county Economic Development Committee \$1,000, Cass County Elections Office \$100, Cass County Refuse \$65.00, Christiansen Tree Service \$1,680, Elmwood Cultural Arts \$150, Frontier Coop \$139.69, IIMC \$175, Intuit QuickBooks \$5.25, JEO Consulting Group Inc. \$1,000, Mary's Tax Service \$80, Microsoft Office \$106.99, Midwest Laboratories, Inc. \$122.55, NE Dept. of Revenue \$1948.08, NE Rural Water Association \$150, Rembolt Ludtke LLP. \$3,750, U.S. Postal Service \$135, United States Treasury \$772.72, USABlueBook \$107.01, Verizon Wireless \$53.87, Payroll \$4,604.89 RCV: Yes: All. Motion approved 5-0

### **New Business**

#### **Discussion/Action 5<sup>th</sup> payment to Bauer Underground for Street project**

Board members looked over the itemized statement for the 5<sup>th</sup> payment and didn't have any questions but stated to make sure the retainage amount of \$5000.00 is held from Bauer until they come back to finish some work in the spring time.

#### **Discussion/Action Annual investment of Cass County NE Economic Development**

Moriah informed the board that this renewal was coming up for 2021 and the cost is \$1000.

#### **Discussion/Action Clerk School for Moriah**

Board members discussed that it would be beneficial for Moriah to attend Clerk School in March 2021. Moriah let the board know that she did apply for a scholarship to help with the cost and is waiting to hear back on the results. Kicak made a motion to approve the registration fee of \$393 for Moriah to attend the 2021 Nebraska Clerks Institute and Academy, Second by Holland. RCV: Yes: All Motion Approved 5-0

#### **Discussion/Action renewal notice for International Institute of Municipal Clerks**

Moriah informed the board that this renewal was coming up for 2021 and cost \$175.

#### **Discussion/Action Annual Membership for NE Rural Water Association**

Moriah informed the board that this renewal was coming up for 2021 and cost \$150.

#### **Discussion/Action Open Bids for old office rental**

Board members discussed the sealed Bid that was submitted and felt like it would be a great fit for the office space located at 113 West E Street. Kicak made a motion to approve St. Paul UMC Cass County Food Bank as a Lessee for 2021 at \$510/Month, Second by Holland. RCV: Yes. All. Motion Approved 5-0

#### **Discussion/Action Firework Stand**

Bruns received a letter from Scott & Bryan with UP IN SMOKE firework stand that they were interested in having their stand set up again in July 2021 at the Park. The board discussed that they were satisfied with how they handled the whole process and presentation in 2020. The community had nothing but

good things to say about their set up. Kicak approved having UP IN SMOKE July 2021, Second by Holland.  
RCV: Yes. All. Motion approved 5-0

**Discussion/Action Set work hours for the Maintenance Supervisor position**

Designated hours needed to be set for the Maintenance Supervisor so there weren't any discrepancies during our audit. Bruns asked Jeff what time worked best for him and he agreed to 7:00am - 3:30pm.

**Discussion/Action Maintenance repairs from NE Generator Service LLC - Estimate**

Tabled – until we get a new itemized estimate

**Unfinished Business**

**Discussion Street Project**

Bauer will have to add a tube extension on 6<sup>th</sup> and F Street when the weather warms up a little.

**Discussion/Action Governor's update**

Bruns updated the board on what the current situation is with COVID-19 and that we are still in Yellow.

**Reports/Boards, Commissions, and Committees**

**Library:** No Report

**Park:** Jeff installed a timer for the Christmas tree lights.

**Streets:** Tree was removed at 217 E C St. New drop box is installed in front of the new office located at 221 South 4<sup>th</sup> Street.

**Water:** New booster pump was installed at the water plant. They had one little issue with the booster kicking off because of the electrical amps and they came back to adjust the issue, and everything is working as it should now.

**Sewer:** No Report

**Planning/Zoning:** Next Meeting is January 11, 2020 @ 7:00pm

**Public Comment:**

**Correspondence:**

**Future Agenda Items:**

Lease Ordinance

Lease Agreement

New Estimate from NE Generator

Meeting adjourned at 7:54 pm.



X *Miki Bruns*

Miki Bruns  
Chairperson

X *Moriah Lenz*

Moriah Lenz  
Clerk/Treasurer