

**VILLAGE OF ELM CREEK
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
DECEMBER 16, 2020, 7:30 P.M.**

A Regular Meeting of the Elm Creek Village Board of Trustees convened in open and public session at the Village Center, 535 W. Boyd Avenue, Elm Creek, Nebraska at 7:30 p.m. on December 16, 2020. Advance Notice of this meeting was given in advance thereof by publication in the Beacon Observer and posting of same in three public places within the Village, as shown in the Certificate of Posting affixed to these minutes. Advance Notice was simultaneously given to the Chairman and all members of the Board of Trustees and their acknowledgment of receipt of Notice and the agenda are affixed to these minutes. Chairman Tanner Tool called the meeting to order at 7:30pm by calling for the roll, with the following members responding: Mike Brown, Kyle Lawrence, Tanner Tool, and Davis Miner. Absent: Cory Halliwell. Tanner announced that in accordance with Section 84-1412 of the Nebraska Revised Statutes, a current copy of the Open Meetings Act is available for review and is posted on the east wall of the meeting room.

CONSENT AGENDA

It was moved by Tanner and seconded by Davis to approve the Consent Agenda consisting of the minutes of the Regular Meeting on November 19, 2020, the Special Meeting on December 2, 2020, and the approval of the Claims for the month of December 2020 totaling \$103,515.59. Ayes: Mike, Kyle, Tanner, and Davis. Absent: Cory. Nays: none. The motion carried.

It was moved by Tanner and seconded by Mike to adjourn the meeting Sine Die at 7:31pm. Ayes: Kyle, Mike, Tanner, and Davis. Nays: none. Absent: Cory. The motion carried.

Cory Halliwell was not present at the meeting but Tanner thanked him for his 8 years of service on the Board of Trustees and will present him with a plaque at a later time.

Oaths of Office were administered to the new elected board members: Davis Miner, Mike Brown and Michael Strong. Each new elected board member read aloud their Oath of Office.

REORGANIZATION

The Clerk asked for nominations for Chairperson of the Board. Mike Brown nominated Tanner Tool. It was then moved by Davis and seconded by Kyle to cease nominations. Ayes: Mike, Kyle, Michael and Davis. Abstain: Tanner. Nays: none. The motion carried and the nominations ceased. There was no need to carry out a secret ballot vote. Tanner Tool was appointed as Chairman. Tanner then called the meeting to order at 7:37pm. Tanner appointed Davis Miner as Vice-Chairman. It was moved by Tanner and seconded by Mike to ratify the appointment of Davis Miner as Vice Chairman. Ayes: Mike, Kyle, Michael and Tanner. Abstain: Davis. Absent: none. Nays: none. The motion carried.

SHERIFF'S REPORT: Captain was at the meeting and he said there was not much to report for the month of November. They have continued to assist the school and monitor the school kid traffic.

REGULAR AGENDA

AGENDA ITEM #1: Designate depositories for Village funds; designate legal publication.

It was moved by Tanner and seconded by Davis to approve Firstier Bank and Farmer's Merchants Bank as the designated depositories for the Village funds. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

And it was moved by Tanner and seconded by Mike to approve the Beacon Observer as the legal publication. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

AGENDA ITEM #2: Appointment of Village officials and Boards

It was moved by Tanner and seconded by Davis to appoint the following officials and boards:

- A. Village Attorney- Dewald Deaver L'Heureux Law Firm
- B. Village Engineer-Lance Harter with Oak Creek Engineering
- C. Street Superintendent- Lance Harter with Oak Creek Engineering
- D. Municipal Administrator – Suzanne Brodine
- E. Municipal Clerk/Treasurer-Wendy Clabaugh
- F. Utilities Supervisor – Scott Fisher
- G. Emergency Management Director-Scott Fisher
- H. Librarian-Jane Walker
- I. Zoning Administrator-Suzanne Brodine

- J. Board of Health-Captain Bob Anderson, Carol Jorgensen, and Tanner Tool
- K. Board of Adjustment – to remain the current Village Board members
- L. Committees: to Park/Cemetery: Michael, Mike and Tanner; Sewer/Water: Tanner and Kyle; Streets/Garbage: Davis and Tanner.

Ayes: Davis, Tanner, Mike, Michael and Kyle. Nays: none. The motion carried.

AGENDA ITEM #3: Add new authorized signers to all Village Accounts

It was moved by Tanner and seconded by Davis to add the following as authorized signers to all village accounts: Wendy Clabaugh, Suzanne Brodine, Tanner Tool, Davis Miner and Mike Brown. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

AGENDA ITEM #4: Appoint Adam Gill to serve on the Planning Commission Board

It was moved by Tanner and seconded by Kyle to appoint Adam Gill to serve on the Planning Commission Board. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

AGENDA ITEM #5: Award Bid for Sale of 2017 Garbage Truck

The village received 3 bids and the highest bidder was Village of Arcadia with a bid of \$100,001.00. It was moved by Tanner and seconded by Kyle to award bid to Village of Arcadia for the sale of the 2017 Garbage Truck in the amount of \$100,001.00. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

AGENDA ITEM #6: Award Bid for Veteran’s Memorial Improvements

Two bids were received for the Veteran’s Memorial Improvements. Lowest bidder was TL Sund Constructors, Inc. It was moved by Tanner and seconded by Davis to award the Veteran’s Memorial Improvements Contract to TL Sund Constructors, Inc, for their base bid in the amount of \$41,538.75. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

AGENDA ITEM #7: Approve Grant Administration Services for Community Development Block Grant 20PW-002

Suzanne Brodine walked the board through the Community Development Block Grant 20PW-002 for Public Works in the amount of \$435,000.00 we recently were awarded and that notice was published accordingly to request Grant Administration Services for the CDBG grant. Of these funds, \$400,000.00 have been allocated toward the construction of the Elm Avenue Paving Project, \$25,000.00 for grant administration and \$10,000.00 for construction management. We received 3 proposals: South Central Economic Development District, Cozad Development Corporation and Miller & Associates. SCEDD and Cozad Development Corporation bid for both the grant administration and construction management. Miller & Associates only submitted a bid for the grant administration. After scoring the proposals, Miller & Associates scored the highest for grant administration. Suzanne Brodine recommending that the construction management be handled in house as she is certified and can do the construction part of it. The \$10,000.00 would then just come back to the village. It was moved by Tanner and seconded by Mike to award contract to Miller & Associates for grant administration not to exceed \$25,000.00 for CDBG 20PW002. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

AGENDA ITEM #8: Status of Water Meter Project

Tabled

AGENDA ITEM #9: Sidewalk Project

It was moved by Tanner and seconded by Davis to amend the Mike Mitchell Sidewalk project bid with GD Construction with a new completion date of January 8, 2021. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

AGENDA ITEM #10: Approve CDS Inspections Invoice #Elm Creek OOR-A07 for housing administrative services as part of the Owner Occupied Rehab project

It was moved by Tanner and seconded by Davis to approve CDS Inspections Invoice #Elm Creek OOR-A07 for housing administrative services as part of the Owner Occupied Rehab project in the amount of \$408.29. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

AGENDA ITEM #11: Review/Approve Claim from CMH Interiors for Application #ELM-HR-03

It was moved by Tanner and seconded by Davis to approve claim from CMH Interiors for Application #ELM-HR-03 as part of the Owner Occupied Rehab project in the amount of \$3,927.00. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

AGENDA ITEM #12: Review/Approve Claim from Homeowner for Application #ELM-HR-03

It was moved by Tanner and seconded by Mike to approve claim from Homeowner for Application #ELM-HR-03 as part of the Owner Occupied Rehab project in the amount of \$155.87. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

AGENDA ITEM #13: Approval of Request for CDBG Funds Drawdown #9

It was moved by Tanner and seconded by Davis to approve request for CDBG Funds Drawdown #9 for \$4,491.16. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

DEPARTMENT REPORTS

EMPLOYEE REPORTS: Suzanne discussed at the January meeting that she would like to go over zoning items with the board as well as have a Board member orientation. Also discussed was the hiring of the new Village Superintendent, Scott Fisher. He is currently the Village Superintendent at Amherst and has his water and sewer certifications. His start date will be December 28, 2020. Suzanne informed the board that all the employee paperwork has been taken care of. Tanner mentioned that the Village Agency board has requested to have our guys make sure that they are keeping the village hall sidewalks and drives cleared of snow in the event that there is a unit call. They need to make sure that the emergency vehicles can get in and out of the building. Kyle recommended that our guys should not be salting the new streets and driveways for the 1st year.

PUBLIC COMMENT: Jolene with Miller & Associates thanked the board for selecting their firm to handle the grant administration work for the CDBG Public Works grant and that they look forward to working with the Village.

It was moved by Tanner and seconded by Davis to go into Executive session at 8:23pm to discuss land purchase agreements. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried. It was moved by Tanner and seconded by Kyle to come out of Executive Session at 8:33pm. Ayes: Tanner, Mike, Davis, Michael and Kyle. Nays: none. The motion carried.

AGENDA ITEM #14: Adjournment.

All agenda items having been considered, it was moved by Michael Strong and seconded by Mike Brown to adjourn this Regular Meeting. Ayes: Tanner, Michael, Davis, Mike, and Kyle. Nays: none. The motion carried and the meeting was adjourned at 8:34p.m.

Chairman-Elm Creek Village Board

(SEAL)

ATTEST:

Village Clerk