

**VILLAGE OF ELM CREEK
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
AUGUST 27, 2020, 7:30 P.M.**

A Regular Meeting of the Elm Creek Village Board of Trustees was convened in open and public session at the Elm Creek Village Center, 535 W. Boyd Avenue, Elm Creek, Nebraska at 7:30 p.m. on August 27, 2020. Advance Notice of this meeting was given in advance thereof by posting of Notice in three public places within the Village and publication in the Beacon Observer, 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. Davis Miner called the meeting to order at 7:31 p.m. by calling for the roll with the following members responding: Kyle Lawrence, Davis Miner, and Cory Halliwell. Absent: Mike Brown and Tanner Tool. Mike Brown arrived at 8:42 p.m. and was recognized by the acting Chairperson. Davis announced that the Open Meeting Laws were in the meeting room on the east wall for the public's inspection.

CONSENT AGENDA

It was moved by Davis and seconded by Cory to approve the Consent Agenda consisting of the Claims for the month of August 2020 in the amount of \$464,499.95 and to approve the minutes to the regular meeting on July 23, 2020 and the Special meeting on August 6, 2020. Ayes: Kyle, Davis, and Cory. Nays: none. Absent: Mike and Tanner. The motion carried.

SHERIFF'S REPORT:

Captain Bob Anderson with the Buffalo County Sheriff's Department reported there have been no significant incidents and has been a normal July with activities.

OPEN PUBLIC DISCUSSION – Marvion and Janet Reichert were at the meeting to discuss some communication issues on where they could park for selling their sweet corn. Next year they would like to meet with the village board to clearly communicate where they best could set up their sweet corn stand so they would have the visibility needed while also being in a location where there are no safety concerns. Miner stated that in advance of the sweet corn season the Village would make that determination.

REGULAR AGENDA

Agenda item #5 was moved to the end of the meeting with the other budget items until Mike Brown would be able to join the board.

AGENDA ITEM #1: DISCUSSION/ACTION RE: Approve SCEDD Invoice #1060 for general administrative services as part of the Owner Occupied Rehab project

The Board requested additional information regarding number of hours SCEDD was attributing to each invoice item. Staff was directed to request a more detailed invoice from SCEDD for the September regular meeting.
Tabled

AGENDA ITEM #2: DISCUSSION/ACTION RE: Approval of Request for CDBG Funds Drawdown #5

Tabled

AGENDA ITEM #3: DISCUSSION/ACTION RE: Award Sidewalk Bid

It was moved by Davis and seconded by Kyle to award sidewalk bid to GD Concrete Construction in the amount of \$21,620.00 with a completion date of November 30, 2020 and to authorize the Chairperson to sign a contract to that affect. Ayes: Kyle, Davis, and Cory. Nays: none. Absent: Mike and Tanner. The motion carried.

AGENDA ITEM #4: DISCUSSION/ACTION RE: Approve Pool Repair Bid

It was moved by Davis and seconded by Cory to approve the pool repair bid to Deterding's in the amount of \$5,305.00. Ayes: Kyle, Davis, and Cory. Nays: none. Absent: Mike and Tanner. The motion carried.

AGENDA ITEM #6: DISCUSSION/ACTION RE: Approve revision to Clothing Allowance Policy #2

Brodine stated that the policy change would increase the allowance from \$150 annually to \$200 annually providing for full reimbursement of safety toe shoes or other necessary work clothing. It was moved by Davis and seconded by Cory to approve the revision to the Clothing Allowance Policy #2. Ayes: Cory, Davis, and Kyle. Nays: none. Absent: Tanner and Mike. The motion carried.

AGENDA ITEM #7: DISCUSSION/ACTION RE: Approve revision to Employee Cash Benefit Policy #11

Brodine stated that the cash benefit had not been increased since at least 2001 and recommended an increase from \$400 monthly to \$600 monthly to account for inflation and cost of living increases. It was moved by Davis and seconded by Kyle to approve revision to Employee Cash Benefit Policy #11. Ayes: Davis, Kyle and Cory. Nays: none. Absent: Tanner and Mike. The motion carried.

AGENDA ITEM #8: DISCUSSION/ACTION RE: Approve Policy #13 Financial Reserves

Brodine stated that the policy would set target thresholds for cash reserves in accordance with General Accounting Principals and annual targets for the Capital Improvement Money Market fund. It was moved by Davis and seconded by Cory to approve Policy #13 Financial Reserves. Ayes: Davis, Kyle and Cory. Nays: none. Absent: Tanner and Mike. The motion carried.

AGENDA ITEM #9: DISCUSSION/ACTION RE: Approve Personnel Schedule for Funding Year 2020-2021

Brodine reviewed changes to pay grades for various permanent position descriptions as well as a proposed 1% COLA increase for FY20-21. It was moved by Davis and seconded by Kyle to approve Personnel Schedule for Funding Year 2020-2021. Ayes: Davis, Kyle and Cory. Nays: none. Absent: Tanner and Mike. The motion carried.

At 8:42pm, acting Chairman Davis Miner acknowledged Mike Brown had joined the meeting.

AGENDA ITEM #5: DISCUSSION/ACTION RE: Approve the additional 1% Allowable Increase in the Restricted Fund Authority

In preparation for the Budget Hearing in September, the allowed 1% increase to vote on is an additional 1% increase in the Restricted Fund Authority. The village is automatically granted a 2.5% increase but are allowed the additional 1% increase as long as the board approves it. This 1% increase helps the village be able to request for more money in taxes from the county. If the village did not approve this, it would potentially limit the village on future requests for tax money from the county. It was moved by Cory and seconded by Mike to

approve the additional 1% increase in the total 2020-2021 Restricted Funds Authority subject to limitation. Ayes: Cory, Davis, Mike and Kyle. Nays: none. Absent: Tanner. The motion carried.

AGENDA ITEM #10: DISCUSSION/ACTION RE: Approve Policy #14 Limited English Proficiency

Procedure

Brodine reviewed the requirements of Executive Order #13166 for local governments that receive federal funding to provide translation services. Most recent census data shows that less than 2% of the Elm Creek population reports speaking English “less than very well” and that Spanish is the only other language reported in the community. Staff will continue to track requests for translation and reassess the procedure as needed. It was moved by Davis and seconded by Kyle to approve Policy #14 Limited English Proficiency Procedure. Ayes: Davis, Mike, Kyle and Cory. Nays: none. Absent: Tanner. The motion carried.

AGENDA ITEM #11: DISCUSSION/ACTION RE: Appoint Park Advisory Board

Tabled

AGENDA ITEM #12: Consider Approval of Business Retention and Improvement Loan Program Application

Brodine stated that the Board had granted the CDA authority to execute the BRIL program and grant funds when it was created. Item was skipped over as the CDA had approved application at their meeting prior to the village board meeting.

AGENDA ITEM #13: Approve ordinance #2020-2 to define trucks by weight and establish prohibitions

Tabled

DEPARTMENT REPORTS

BUILDING PERMITS – currently there are 2 Building Permits with a combined total of \$6,100.00.

EMPLOYEE REPORTS – DHM Phase III has been extended through September 14th. Funding year 2020-2021 draft budget documents were discussed as well as the potential of offering employees health insurance. Quotes for multiple plans from two agencies were solicited for comparison. The board would like to have someone from Barney Insurance come in to discuss the details with the board at our next regular meeting scheduled for September 24th. CHS has applied for a Conditional Use Permit which will go before the Planning Commission on September 16th. The Planning Commission will review and then provide their recommendation to the Village Board which will meet directly after their meeting.

AGENDA ITEM #14: Adjournment

All agenda items having been considered, it was moved by Mike and seconded by Kyle to adjourn this Regular Meeting. Ayes: Davis, Kyle, Cory, and Mike. Nays: none. Absent: Tanner. The motion carried and the meeting was adjourned at 9:38p.m.

Chairman-Elm Creek Village Board

ATTEST:

Village Clerk

(SEAL)