VILLAGE OF GRESHAM, NEBRASKA
BOARD OF TRUSTEES – REGULAR MEETING MINUTES

November 10, 2026

Meeting called to order:	6:14 p.m.	**Adjourned:**	7:59 p.m.
Chairperson:	Justin Brahmsteadt	**Clerk/Treasurer:**	Michelle Lowther
Location:	Gresham Village Office	**Open Meetings Act:**	Available

ATTENDANCE

Trustees Present: Justin Brahmsteadt, Colton Luettel, Conner Luettel, Kim Sheehan, Theo Prusia.
Village Staff Present: Michelle Lowther, J.T. Welch
Guests / Visitors: Dan Otto, Charles Overgaard, Corrina Black, Jeff Kramer

Call to Order.
Chairperson Justin Brahmsteadt called the meeting to order at 6:14 p.m. A current copy of the Nebraska Open Meetings Act was available in the public meeting binder and accessible to the public.

Notice of the November 10, 2026, regular meeting was posted on Oct 27, 2026 and revised for CDA Meeting Nov 2, 2026 at York State Bank–Gresham Branch, the Gresham Post Office, and the Village Office, in accordance with the Board's previously designated method of providing reasonable advance publicized notice.

Public Comments

Dan Otto of 525 Elm asked about adding gravel to an existing driveway, the extent of the right-of-way, and a possible sinkhole in the backyard. The Clerk stated that she would research the questions and follow up. No action was taken.

Resolutions and Motions

A motion was made by Kim Sheehan and seconded by Conner Luettel to approve the consent agenda as presented.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

A motion was made by Justin Brahmsteadt and seconded by Theo Prusia to adopt Resolution No. 2026-15, approving the Village of Gresham's One- and Six-Year Street Improvement Program as presented.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

A motion was made by Conner Luettel and seconded by Justin Brahmsteadt to adopt Resolution No. 2026-14, approving the Year-End Certification of City Street Superintendent and authorizing the Village Chairperson to sign the certification and related documents.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

A motion was made by Justin Brahmsteadt and seconded by Colton Luettel to allow the homeowner at 520 Elm Street, Charles Overgaard, to trim dead branches from trees in the right-of-way with approval from a Tree Board representative.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried**.

A motion was made and seconded to adopt Ordinance No. 2026-07, repealing and replacing Sections 177.01 through 177.04 of the Gresham Municipal Code concerning Construction Codes and adopting the state building code by reference.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

A motion was made by Colton Luettel and seconded by Justin Brahmsteadt to approve building permit application from Jeff Kramer to build a privacy fence at 430 Alice Street.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried**.

A motion was made by Justin Brahmsteadt and seconded by Theo Prusia to approve Dan Otto's building permit application for 475 Elm Street painting and renovation.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

A motion was made by Justin Brahmsteadt and seconded by Kim Sheehan to approve Grant Grossnicklaus's building permit application to paint the building at 375 Maud Street, acknowledging that the work was completed before permit approval.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

A motion was made by Kim Sheehan and seconded by Theo Prusia to approve the building permit for roof replacement at 600 Elm Street, with the work already completed.

Roll Call: Justin Brahmsteadt; Abstain, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

A motion was made by Justin Brahmsteadt and seconded by Theo Prusia to approve Colton Luettel's building permit application for repair/replacement of the deck at 510 Ella Street, with the work already completed.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; Abstain, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

A motion was made by Conner Luettel and seconded by Justin Brahmsteadt to approve Ordinance No. 2026-06 granting Kinetic ABS NE LLC a non-exclusive franchise to construct, install, operate, maintain, repair, or remove fiber optic cables and related facilities within Village rights-of-way.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

A motion was made by Kim Sheehan and seconded by Justin Brahmsteadt to direct the Clerk, in consultation with the Village Attorney, to prepare an ordinance establishing compensation of $75 per meeting attended for the Chairperson and $50 per meeting attended for each other Trustee, applicable to regular and special Board meetings, beginning on a date permitted by Nebraska law, for later Board consideration.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

A motion was made by Justin Brahmsteadt and seconded by Conner Luettel to adopt Resolution No. 2026-16 establishing biweekly payroll, with the final monthly payroll issued January 12, 2027 for December 1–31, 2026; a transition payroll issued January 22, 2027 for January 1–17; and regular biweekly payroll beginning February 5, 2027 for January 18–31, continuing every other Friday thereafter with approval of each payroll by the Board Chairperson.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

A motion was made Kim Sheehan and seconded by Justin Brahmsteadt to adopt Resolution No. 2026-17, establishing the Citizen Complaint Policy attached as Exhibit A and approving the standard Citizen Complaint Form attached as Exhibit B, effective immediately upon adoption.

Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

Discussion

Charles Overgaard and Corina Black - 520 Elm Street, addressed concerns about repeated complaints and contacts concerning their property, yard maintenance, and leaves in the drainage area. Board members discussed the proposed citizen complaint procedure and verification of complaints. Charles and Corrina also requested permission to trim dead and obstructing branches from a tree in the Village right-of-way and asked about privacy fence requirements.

525 May St. - The Board returned to agenda item 8 concerning the building permit application and unsafe building, temporary weatherproofing, and vacant property registration exemption for 525 May Street. John Cartier, attorney for Ted Beck participated by telephone on behalf of the property interests represented in the proposed agreement. He requested additional negotiations with Village Attorney

Drew Graham concerning inspection and engineering costs, construction deadlines, an opportunity to cure deficiencies, and the signing deadline.

Board members discussed the October inspection findings, deficiencies in work already completed, the stop-work order, and the proposed rehabilitation schedule. The representative stated that temporary winterization had been allowed by the Village Attorney; Brahmsteadt indicated that he would verify that authorization. The Board did not approve the proposed Rehabilitation and Compliance Agreement, building permit, temporary weatherproofing motion, or vacant property registration exemption at this meeting. No formal motion or vote was taken on any of the three subitems. Brahmsteadt directed the Village Attorney to continue negotiations, with the matter to return at the December 8 meeting and a signing deadline to follow any subsequent approval.

Board compensation
The Board reviewed compensation comparisons from other Nebraska communities and discussed paying the same rate for attendance at regular and special Board meetings.

Citizen Complaint Policy
The Board discussed a written complaint process, including initial review by the Clerk, referral to the Chairperson when necessary, and Board review when appropriate. Discussion addressed documentation, repetitive complaints, appropriate referrals, and directing residents to the official complaint form. An employee-related complaint affecting the Clerk was to be referred to the Chairperson.

Maintenance report
Maintenance activities included installation of street signs, pothole repairs, and work at the burn pit. Discussion included muddy access conditions, a fertilizer spreader, water sampling, and preparation of an inventory of Village equipment and significant tools. The inventory was to include available model and serial numbers, equipment year, purchase year, operating hours, and maintenance information. The Clerk and maintenance staff were to coordinate the inventory form.

Members also discussed sorting stored playground materials, retaining useful components, appropriate tire disposal, and obtaining information about possible value or core credit for a damaged motor before disposal. Other topics included replacement or improved stop signs, a possible speed display, flagpole lighting, and gravel for Depot Street, the cemetery route, and other locations needing attention. Staff were to obtain gravel pricing and coordinate delivery and spreading. No action taken.

The Clerk reported receipt of the Gresham Housing Authority annual report, which was made available for review and filing. The Sheriff’s Report was addressed with the Clerk’s Report. Members discussed traffic and motorcycle concerns. No action taken.

Final Adjournment

Motion by Kim Sheehan to adjourn. Second by Conner Luettel.
Roll Call: Justin Brahmsteadt; yes, Colton Luettel; yes, Conner Luettel; yes, Kim Sheehan; yes, Theo Prusia; yes. **Motion Carried.**

Meeting adjourned at 7:59 p.m.

Claims

Card Services, office/maintenance supplies, $2,227.24; Central Valley Ag, gas/fuel and $20 overpayment refund, $250.35; Column Support PBC, publication, $7.99; Great American Financial, Xerox contract, $99.94; James Zook, water deposit refund, $75.00; Joe Prigge, water refund, $17.55; Joni Willmot, GCC housekeeping, $150.00; Kubota Credit, Kubota lease, $1,578.99; Lavi Potter, water deposit refund, $72.67; Mierau & Co., professional fees, $270.00; Miller & Associates, water/sewer project, $1,357.38; NE Public Health, water tests, $512.00; NMCA, annual dues, $50.00; Petty Cash, supplies, dues, and postage, $33.76; Perennial Public Power, electricity, $1,331.93; Power Manager, software, $5,159.54; RO Youker, inspection, $3,200.00; Shelby Lumber, band saw, $383.97; Svehla Law Offices, professional fees, $9,986.00; Triple S Service, trash service, $64.00; Viaero Wireless, maintenance phone, $61.27; IRS, FICA/Medi, $1,134.24; IRS Fed Tax, $526.00 State withholding tax $790.65 NE IRS, sales taxes, $276.33; transfer to Street Fund, $550.00; and total payroll, $6,233.17. An additional Miller & Associates claim of $12,242.62 for the CDBG water/sewer NE IRS, state project for preapproval, with payment pending the DED drawdown.

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Michelle Lowther,
Villager Clerk/Treasurer

Justin Brahmsteadt,
Chairperson