**VILLAGE OF DUNCAN BOARD MEETING**

**& PUBLIC HEARINGS**

**March 13th, 2017**

**7:00 PM – VILLAGE HALL**

**906 Eighth Street – Duncan NE**

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The regular meeting of the Village of Duncan Board of Trustees was called to order at 7**:**06 PM by Chairperson Dustin Schaefer. The Chairperson publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was available for review and indicated the location of such copy in the room where the meeting was being held. Schaefer assured that everyone present could hear the proceedings. Board members present were Schaefer, Paige Young, Chris Staroscik, Josh Dahlberg and Joe Boruch. Also in attendance were Village Staff: Stephanie Laska and Mari Evans. Don Reves was absent due to a conference he is attending. The Pledge of Allegiance was recited by the board. Prior meeting minutes were reviewed by the board. A motion to approve the minutes was made by Dahlberg, second—Young. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried. The Chairperson opened the floor to any *unscheduled visitors* for questions or concerns for the board. There were no unscheduled visitor questions or concerns.

**Unfinished Business:**

**Maintenance Back Up Update** There has only been one application the entire time this position has been posted. Schaefer stated that he would schedule an interview with that person. He asked the board members if anyone would like to be present at the interview. No board members wish to attend the interview. Schaefer stated it would be Don and he interviewing the applicant, and Don would be going over all the duties etc.. Schaefer reported that the board had previously agreed on the retainer of $50/month and hourly wage of $15/hour for this position. No objections from the board were noted. Schaefer asked the board when they would like the applicant’s start date to be, since our current water operator back up person’s water license is not up until December. Evans reported that it would be good to start him right away, in order to get him trained and to a certification class prior to December. Dahlberg reported that once the applicant gets his license as water operator, the appropriate action would be for the current person to step down. Schaefer stated he would reach out to the current back up water operator and discuss with him. No objections from the board.

**Emerson Bill** Schaefer reported that he had spoken to Emerson on the phone about the bill in question and Emerson stated he was acting on our behalf, as his client and there was no reason to deny him payment. Emerson suggested to call DEQ (dept. of environmental quality) attorney that contacted him and see if they would pay the bill since they were the ones who contacted him and not the Village in regards to the Lehr sewer plumbing infraction. Evans sent an email to the attorney from DEQ. Evans reported that the DEQ sent a letter to the Village stating they would not pay for our attorney fees and that the Village was in violation for allowing Lehr to have the incorrect sewer lines running since the homes were built. The letter was threatening in a sense that it implied that we could possibly be held liable, as well as Lehr, for the subpar sewer lines. Schaefer reported that there is no way that they could say the Village knew of this and allowed it. The only reason it was caught was due to Reves having NRWA (NE. Rural Water Assoc.) come out and send a camera down the lines in order to see where connections were made. It was then that the lines were discovered to be too small. Therefore, Reves called and reported it to DEQ. Schaefer reported that we will pay the bill to Emerson and leave the DEQ matter alone. He stated it seemed as though the DEQ wanted the Village to get involved with this issue. He stated that he may reach out to Lehr in order to encourage him to fix the problem so that it doesn’t cause trouble for the whole town.

**604 5th Street Update** Boruch stated that he had spoken to the owner of the home. Boruch reported that the owner stated he knew it needed cleaned up but it would take him some time due to his health. He stated he would like a few months to complete it. Boruch reported that he told the owner to call him if he needed help. He stated that there were no relatives of the owner around the area. The owner told Boruch that the inside was a mess and needed a lot of work. Boruch stated he would wait a few months and then go back over to the home to see if he needs help.

**Street Survey Update** Each board member has copies of the survey estimates. Schaefer reported that the titles on the pages may not be correct. The board went over the estimates for each project on the one and the six year plan. Schaefer reported that the Village still owes 45 thousand dollars on the last street loan. Schaefer stated that Reves had told him about USDA possibly having a grant we could apply for. Schaefer got Nathan (JEO) on speaker phone during the meeting and Nathan stated that he would fix the titles and cleared up which estimate was for which plan. 92 thousand to do 6th street was reported on the estimate, which was the original first year plan. For both parts of one year plan it is estimated to be 130 thousand dollars. That would be for 6th street and for south Main Ave to city limits. Schaefer reported that Platte county is going to be resurfacing the main ave from city limits to the south and that we could possibly save some money by tying into their project. Schaefer stated that it would not be wise to spend any money at this point. He reported that the recent audit with Jill Clay (Countryman Assoc.), our auditor, showed that we have a long ways to go to get to where we should be as far as losing money. She did not think it wise to begin street projects at this time with our current monetary situation. Schaefer and the board discussed and reported that it may be important to tie into the project with the County in order to save money on resurfacing south Main Ave. He stated that it may benefit to only do that street for now. The board realized that 6th street was priority, however, if we miss the opportunity with the county, we would have to pay more when we decide to finally resurface that area. Schaefer tabled the subject to next month in order to have the estimates straightened out and be correct. Schaefer stated we would continue to research any possible grant options.

**NEW Business:**

**EMC Insurance Review** Schaefer reported that the difference is so small. There were a couple changes with a higher deductible and lower premium. However, the board is happy with EMC and how they handled past claims for us. Schaefer and the board discuss and decided that there is no need to change for such little difference in price. Schaefer reported that he has the paperwork on the difference if anyone would like to go over it. *Motion to continue EMC insurance was made by: Dahlberg, second—Young*. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.

**Proposed Audit Financial Statements** Laska presented to the board reporting that the water/sewer account lost 39 thousand dollars last year. She stated she had to transfer from the general account. Clay reported to Laska that this loss is why we needed the water rate increase so badly. Laska reported that there were no other significant changes from the prior year. She reported that receipts were down 57 thousand dollars from previous year. Last year we received 75 thousand in grant funds. We had over 13 thousand in sales tax receipts and cash is up 56 thousand dollars partly due to operating water and sewer being up 15 thousand. So we are seeing an improvement. Laska reported that Clay suggested a few changes for the Village. One was to have Schaefer review all of the bank reconciliations monthly. Also, she would like the entire board to put their initials on only one of the bill recaps at the meeting when approved and file with the minutes. Schaefer discussed the financial statements with the board. No questions from board. Schaefer reiterates that applying for more loans at this time is not wise. He stated that we do have other maintenance issues that need addressed as well, including a valve on 8th street and hydrants that need replaced. We have to decide what is important. Schaefer stated he is really skeptic about acquiring more debt at this time. Schaefer reported that due to our limited staff, we are unable to assign transactions to multiple employees so it will continue to be monitored by the auditor. It is just something we have to do the best we can with which is why Clay made the suggestions she made. *Motion to approve the financial statements for the audit made by Young, second—Staroscik.* Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.

**Proposed Resolution R17-216 (SWC Appointe)** Schaefer read the resolution in whole to the board. No questions were brought up. *Motion to appoint Chris Staroscik as our SWCA Representative was made by Dahlberg, second—Boruch.* Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried. *Motion to appoint Joe Boruch as the alternate was made by Dahlberg, second—Young.* Vote was as follows: voting aye-Staroscik, Young, Schaefer and Dahlberg. Voting nay- Boruch -. The Chairperson declared the motion carried.

**Proposed Resolution R17-217 (Restricted Alley Access)** Schaefer reported that the road is south 6th street between 12th and 15th avenues. Schaefer read the resolution in whole to the board. No questions were brought up. *Motion to approve R17-217 was made by Dahlberg, second—Young.* Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.

**Duncan Fire Dept. Letter to Join** The Village received a letter requesting to join the Fire Dept. The board discussed the letter and request after Schaefer read the letter. *Motion to approve Todd Brehm to join the Fire Dept. was made by Dahlberg, second—Boruch.* Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.

**Annual Salary Review** Schaefer reported that last year the board approved a 2% increase to the Village employees. Laska handed out a form to the board stating what the current wages are for each employee and what they would be from 1-2.5%. The board reads over each amount. Schaefer reported that Laska also added to the form, previous years and what was paid to the Treasurer. Laska is requesting salary as opposed to hourly wages. Schaefer reported that Laska has been able to get the work done and we have ultimately had to pay her a lot less than the previous treasurer. Schaefer stated that the treasurer is a very important job for the Village and Laska has been doing a great job and knows what she is doing. Schaefer suggested a salary for Laska of $600 per month as we are only paying her approximately $350 per month for an hourly wage. The board discussed and a *motion was made to approve Laska be paid a salary of $600 per month by Boruch, second—Dahlberg*. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried. With regard to the maintenance and clerk hourly wages, Young reported that the national accepted cost of living increase was set at 3.0% for 2017. This would put the maintenance wages at $17.50 per hour and the clerk position at $12.60 per hour. The board discussed and a *motion to approve a 3.0% wage increase for maintenance and clerk positions was made by* Dahlberg, second—Young. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.

**Resident Complaints** There were two resident complaint letters received by the Village last week. Evans read one letter that reported a stray cat going to the bathroom in her flower bed. Evans responded by sending her a letter and copy of our animal ordinance stating that there was no ordinance against cats. However, this could be considered a nuisance and if the cat belongs to someone, we could send a letter for the nuisance violation. The next letter was read by Schaefer and it referred to a resident having an abandoned vehicle sitting on the street in front of their home for months now and the tags are expired on it. The letter quoted ordinances that were in violation. Schaefer and the board suggested sending a letter to the resident. Evans reported she had just sent a letter with copies of the ordinances being violated to the resident. Evans also sent a copy of the general offense ordinance in which it states that the board has the power to fine anyone who is in violation of any ordinance. There was no further discussion on this subject.

**Departmental Reports:**

**Utilities** No report.

**Clerk** Evans requested the board go the Village website and sign up to receive alerts and news from the website. She asked the board to encourage other members of the community to join as well. Evans reported that she is the person who adds and removes things from the website so if there are any mistakes found or anything that needs added or removed, to please let her know and she will fix it. Also, if there are any events that anyone would like posted on our website, you will need to let her know the What, When, Where etc. and she will get it posted to the website.

**Parks & Recreation** Dahlberg stated he had spoken to Ron Lueschen (CVA) and he stated that the 4 thousand dollar donation given to Parks & Rec a long time ago for a water fountain, is fine to be redirected to something more reasonable and decided on by the board. Young reported that CSS Farms had offered to sponsor a fundraiser for the park. Young requested fundraiser ideas from the rest of the board. Young will continue to work on fundraiser ideas. No further discussion on the subject was had.

**Treasurer** Laska reported the bills to the board. There was the second Duncan Rural Fire Department payment was made. All other bills are usual monthly bills. Laska stated that all the accounts look good. *A motion to approve the bills was made by Young, second—Staroscik*. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.

All meetings are open to the public and a current agenda for said meetings will be posted and available for public inspection at the office of the village clerk on the Thursday prior to the meeting. The next regular meeting of the Village Board of Trustees will be on **Monday, April 10, 2017 at 7:00 PM.**

Being no other business, adjournment was made by Schaefer at 9:07p.m.

Minutes recorded and submitted by: Mari Evans (Clerk)