

VILLAGE OF DUNCAN BOARD MEETING/PUBLIC HEARING

April 8th, 2019

7:00 PM – VILLAGE HALL

906 Eighth Street – Duncan NE

The monthly board meeting of the Village of Duncan Board of Trustees was called to order at 7:02 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, Jeff Oppliger, Paige Young, Josh Dahlberg and Joe Boruch. Also, in attendance, were Village Staff: Mari Evans, Don Reves and Stephanie Laska. Kayla Humlicek, AJ Bloebaum and Nick Larsen were present. Schaefer publicly asked if there was anything that visitors/staff/board members wanted to talk about that is not on the agenda. Young reported that there were 4 wheelers speeding past her house and wanted to have a reminder sent out about the ordinance and where, specifically, the city limits are. She stated that once they reach the top of the hill, the 'punch it as hard as they can heading west' as if they think they are out of city limits at that point. Schaefer stated that we send out reminders annually. Evans stated that there are 'Welcome to Duncan' signs at the city limits on south and north sides. Reves stated that the north sign was stolen awhile ago and was never replaced as they just keep getting stolen. Reves also stated that he received two phone calls over the weekend complaining about 4 wheelers around town at night (past curfew). He stated there was a close altercation between the parties. The board discussed briefly and told Evans to send out a letter reminding customers of the ordinance governing 4 wheelers in town as well as city limits. Evans reported that she did that last year as well (with exception of city limits). Minutes were reviewed and *a motion to approve the minutes from 3-11-19 was made by Dahlberg, second—Young. Vote was as follows: voting aye—Oppliger, Young, Schaefer, Dahlberg and Boruch. Voting nay—none. The Chairman declared the motion carried.*

Unfinished Business:

- A. Ball Diamond Contract/Concession Stand** Boruch provided each board member with a copy of the contract that he received from the Parish Council at St. Stanislaus. He pointed out that they would like the Village to mow as before with the addition of mowing past the trees on the south side between the ball field and the parish center (approximately 30-40 ft extra). Schaefer and the board look over the contract. Schaefer pointed out that the contract is for a 5-year term (May,1, 2019 until April 30th, 2024). And, the contract will automatically renew for 1 year, each year, until written withdrawal is given by the Village at least 90 days prior to ending the contract. Schaefer also pointed out that the Village will maintain the property in lieu of rent. This included maintenance, restroom cleaning weekly, landscaping, striping of fields, pay all expenses, real estate/prop taxes etc. Schaefer pointed out the #5 in the contract stated we may not sublet the property unless written authorization is obtained from the landlord. The board discussed briefly on whether that meant we cannot let the current requested use be completed without their written consent. Dahlberg called Kathy Sluslarski (Parish Council President) and verified with her that the Village can let whomever they want, use the field as long as the Village approves the use. Schaefer suggested the Village sign the contract with an amendment to the subleasing section. He stated that this is a formal lease and he worries about the subleasing section and needing written permission from the Church on each sublease. Reves stated we aren't technically leasing the field due to not charging any rent or contracting to anyone. Evans pointed out that we wouldn't be subleasing to another entity. Schaefer reread the section and stated that only an agent of the Village can use the field without written permission of the Church. Evans stated that Slusarski is the president and she directly, verbally told Dahlberg just now, that we can decide who uses the field. The Village will also have anyone using the field, sign an insurance waiver. The church will not cover anyone with insurance. *A motion was made to approve the lease with an amendment to section #5 sublease, by Young, second—Oppliger. Vote was as follows: voting aye—Oppliger, Young, Schaefer, Dahlberg and Boruch. Voting nay—none. The Chairman declared the motion carried.* Schaefer pointed out that the contract also stated the Village give a percentage of the concession earnings to the Parish as a donation every year. Everyone agreed with the donation annually. Young stated that Parks & Recreation (P&R) will oversee the concession stand during games. She requested a debit card from the Village P&R account in order to buy supplies etc. She discussed briefly with Larsen about the game schedule. He stated he would get her a schedule the first week of May. Young and Dahlberg will oversee the concessions and come up with a schedule. There was brief discussion on the equipment in the concession stand and supplies needed. Larsen stated they will have two teams (10U & 12U) playing 2 games (Mondays/Wednesdays) each time, with approximately 70 people attending. Schaefer suggested setting up an account specifically for the ball diamond. Evans and Laska reported that there is so little activity on the P&R account that it would be easy to keep track of only ball diamond transactions. Schaefer pointed out that there was money put into the P&R account from the Ball Association when it closed down. He stated he wouldn't want ball park money going to the P&R. Laska stated that she could open another account however we already have 6 accounts and this would fall under the P&R account. Schaefer stated that the scoreboard is in need of repairs or replacement. Bloebaum, who is an electrician and with the ball team, has stated he would need to get power to the board in order to test it. However, the wiring is not good. Schaefer stated that he could bring his generator up to test it. Schaefer stated that the board needed to think about whether or not we would want to buy a new scoreboard for \$3500-4000 or fix the old one for \$2000. Reves reported that there are several missing light bulbs in the scoreboard itself. It was noted that the board is over 20 years old and the wiring is very old and needs replaced. Reves stated that those bulbs could get pricy as well, especially if we upgrade to LED bulbs. Bloebaum stated he could get the wiring for \$700-900 but that does not include cost to bury the wire. He stated he is willing to donate his time and tools to get power to the scoreboard to see if it works at all. Schaefer stated it may be worth trying to get donations from local businesses in order to get a new scoreboard, if needed. Bloebaum stated that the donators can get advertising right on the new scoreboard. Larsen reported that they have already done a lot of work on the field. They have brought in a lot of dirt and

worked on the field. Young donated her home chain link fencing to be used around the field. Reves will be putting that up with help of a community service member. Larsen stated that he tested the sprinkler system and found a few bad sprinkler heads but will fix them. Schaefer stated that there is also a girls softball team requesting to play and practice here as well. Schaefer stated that it would have to be coordinated with Larsen as he was given priority since he asked first.

- B. Salary Review (Thaine Saunders)** Schaefer stated that at the last meeting when we did the salary reviews, Saunders was left out. He stated to the board he needed to be included in the review and raise. The board discussed his current wage, last raise and current retainer fee. His current wage (what he started at) is \$15/hr. His retainer started at \$50/mo. until his 3 month probationary period ended when it was increased to \$100/mo. The board discussed and agreed to increase his hourly wage to \$15.50/hr. and continue with the \$100/mo. retainer. Oppliger agreed and stated that 'we need to apply the same equation' to all employees. *A motion to increase Saunders' hourly wage to \$15.50/hr was made by Oppliger, second—Young. Vote was as follows: voting aye—Oppliger, Young, Schaefer, Dahlberg and Boruch. Voting nay—none. The Chairman declared the motion carried.*

New Business:

- A. Chairman Resignation** Schaefer reads his formal letter of resignation aloud to the board. He stated that he will be moving out of city limits and will no longer be eligible for the Chairman position. His resignation will be effective at the conclusion of this meeting. He stated that the Village staff has been great to him. They have helped him throughout his term. He stated that the Village is lucky to have each one of the staff. He reported feeling that the board was great to work with and he felt that they got a lot done. He wished everyone luck and stated he would be available by phone for any questions that the new chairman or board may have. Schaefer then turned the meeting over to the board for appointment of the new chairman and removed himself from the Chairman seat. A motion to appoint Jeff Oppliger as Village Chairman was made by Young, second—Boruch. *Vote was as follows: voting aye—Young, Dahlberg and Boruch. Voting nay—none. The motion was carried.* Oppliger moved to the Chairman's seat.
- B. Appoint New Board Member** *A motion to appoint Kayla Humlicek as new Village Board member was made by Young, second—Dahlberg. Vote was as follows: voting aye—Young, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman declared the motion carried.* Humlicek moved to the empty board member seat next to Young. Humlicek read the sworn statement aloud. The board welcomed her as the newest board member.

Departmental Reports:

- A. Utilities/Maintenance/Streets** Reves presents to the microphone and stated that he had no report on utilities however, he would like to read a statement he prepared in regards to the last meeting involving his salary review. Reves read his statement to include quotes from the prior year's salary review minutes. The board, at that time, had decided not to raise his wages too much at once and would raise further, the next year, to get closer to neighboring town's maintenance/water supervisors' wages. He stated that he was supposed to receive a Christmas bonus and never did. And at the last meeting, it was decided that it was not necessary to 'back date a Christmas bonus'. Reves reported the exact salaries reported for the same position in Bellwood and Silver Creek from 2017. They are both substantially more than Reves' wages are after his raise. And, they have help with their duties. The Silver Creek water/maintenance supervisor has a full time mower in the summertime. He stated that he feels that the board is unaware of all the things he actually does for the Village. He listed several actions he has taken to help the Village. He reported on the improvement of the water/sewer system since he has been on staff. He stated he was offered a job last spring in which he declined because he felt appreciated here. He stated that he no longer feels that way, after last month's meeting and decision on his raise, while he was absent. He also stated that he would like the salary review to take place when he can be present. Due to meetings being moved to the second Monday of the month, he is usually at the water conference during that time. He was not present last month at the salary review meeting and he feels cheated. He also reported that he has been questioned about his break times. He stated that most days he does not even take his afforded 2, 15-minute breaks. He stated that he takes calls on his lunch hour and does not charge. He takes calls on weekends and evening and does not charge the Village for those. The board reported to Reves that they do value him and know he is great at his job. Boruch stated he was impressed that Reves stood up for himself and that he realizes they may not know all of the things he does. But he does feel Reves does a good job. Oppliger apologized to Reves for the situation. He stated that he values Reves and his work and appreciates him a lot. He promised Reves that he would make things right. He stated that it says a lot that Reves stood up there and voiced his opinion. 'It says a lot for your character'. Oppliger stated that the bonus will not be missed anymore. Evans stated it was added to the calendar of agendas. Dahlberg also stated that he appreciated Reves work. Evans reported that she can verify that Reves save the Village so much money and time on things that he wouldn't have to do. Young stated that she would, again, like to see evaluations on employees every year with goals being stated and brought to the meeting. She also thanked Reves for being available during the flood. Oppliger admitted there is a lot to his job that the board does not know about. He stated that from now on we will be more organized and do reviews and have dialogues. He stated '...you've got commitment from me on that.'. Dahlberg apologized to Reves for calling him about an ordinance last weekend. Boruch stated he does not want Reves to feel underappreciated because he knows and sees that he is always doing something around town. He is always busy.
- B. Parks & Rec** Reves reported that he has a new American Flag if needed at the ball diamond.
- C. Planning & Zoning** No report.
- D. Clerk Report** No report by Evans. Young reported again that the website looks too busy with the article that is on the home page. She stated it needs to be easier to use. Evans stated that the article is put there by the website company and that she does not understand why it seems so hard to navigate or how it is 'too busy'. She reported she did as requested in putting a 'one-click button' on the home page to get to the current agenda. Oppliger then asked how Evans is encouraging customers to sign up for alerts. Evans reported that she has sent out requests for sign ups per billing and in reminder letters. Anything that goes out to all

customers, she asks for them to sign up for alerts on the website. She stated that any new customers are also told to go to our website and subscribe. She stated that our website is very easy to remember, villageofduncan.com. Young reported that she had over 300 followers on the Facebook page before the flood and now after the flood, she has over 700 followers on the Village of Duncan Facebook page that she is administrator of. Evans stated that it would be a great place for her to ask followers to go to the website and subscribe. Young stated she had put something on there previously, but she will again. Oppliger also suggested that anything being mailed out should also be emailed out.

- E. Treasurer Report** Laska reported her usual bills and bill recap. She stated that the 3rd payment to Duncan Rural Fire is complete and we now have only one left. The board looked over all expenses and receipts on the bill recap and a *motion to approve the bills was made by Young, second—Dahlberg. Vote was as follows: voting aye—Humlicek, Young, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman declared the motion carried.*
- F.** 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, post office, AJ's C-Store and the Village website on the Thursday prior to the meeting. The next scheduled meeting will be held on **Monday, May, 11, 2019 at 7:00 PM.** Being no other business, adjournment was made by Schaefer at 8:27 p.m.

Minutes recorded and submitted by: Mari Evans (Clerk)