

## VILLAGE OF DUNCAN BOARD MEETING

March 10, 2025 7:00 PM – Village Hall, 906 8<sup>th</sup> Street, Duncan, NE 68634

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The monthly board meeting of the Village of Duncan Board of Trustees was called to order at 7:00 PM by Chairperson, Gary Schlesinger. 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 held in the Village Hall. Board members present were Lance Denbo, Nick Wagoner, Gary Schlesinger and Jerusha Ratcliffe. Van Steyn was absent. Also in attendance were Village Staff: Marianna Evans (Clerk) and Michelle Schindel (Treasurer). Doug Michalak (Utility Superintendent) was absent at the annual water conference. *A motion was made to approve the February 10, 2025 meeting minutes by Wagoner, second---Denbo. Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger and Ratcliffe. Steyn was absent. Voting nay—none. The Chairman carried the motion.* The Chairman provided an opportunity for public comments. He stated each individual will have a 5-minute time limit and that the Board may only listen and add to the next agenda if approved. No discussion or decisions may be made. There were no items brought to their attention.

**Unfinished Business** none

### **New Business**

**2023-24 Audit Report (AMGL Accountants—Michael Hoback)** Hoback introduced himself to the Board and reviewed the audit report provided to the Board. Hoback concluded that the Village audit went very well and that the staff are doing a great job. He stated that the water account was still in the red. However, every year it is getting closer and closer to getting in the black. Schlesinger asked if the water account was low due to the water project. Hoback reported that it was not due to the water project. He stated that it is due to past water projects and costs throughout the year. Therefore, he recommended the Board increase the water rates now while continuing to watch the water account and increase rates in the future to get the water account in the black and have some sort of reserve as well. Hoback also commented that out of the many audits he performs on villages this size, he noticed that Duncan's valuation seemed much higher. He reported the average was 30.3 million and Duncan's was 34.6 million. He was unaware of the cause of this, but did state that towns with Coop's do have higher valuations typically. Hoback stated that with a high valuation and low levy, it can affect the ability to qualify for CDBG grants. He also reported that during the budget last year, he did increase the levy as Duncan's levy was the lowest levy of any town this size in Nebraska. The typical levy is \$0.48 and Duncan's is \$0.10. Hoback reported that his audit report reflected that the Village of Duncan is otherwise doing well at this point. He reported no issues were found of any major concern. He stated the petty cash reporting and recording was addressed during field audit and the Treasurer and Clerk have since addressed it.

**Proposed Street Sweeper Contract** The board reviewed the street sweeper contract from Gehring that included \$750 per sweep with 4 sweeps per year. This is only a slight increase from the prior year. Schlesinger reported stopping the street sweeper last year to note the quality of the sweep. Schlesinger stated that since then, he has been sweeping the streets better. *A motion to approve the Gehring Street Sweeping contract for 2025 with the addition of a 3-4 day notice prior to sweep was made by Schlesinger, second—Denbo. Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger and Ratcliffe. Steyn was absent. Voting nay—none. The Chairman carried the motion.*

**Need for Back-up Utility Superintendent Replacement** Schlesinger stated that the current back-up has had some changes to her work and she can no longer be available all the time. *A motion to post the position for 2 weeks was made by Ratcliffe, second—Schlesinger. Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger and Ratcliffe. Steyn was absent. Voting nay—none. The Chairman carried the motion. A motion to approve Interview Committee of Michalak, Schlesinger and Ratcliffe was made by Ratcliffe, second—Schlesinger. Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger and Ratcliffe. Steyn was absent. Voting nay—none. The Chairman carried the motion.*

**Welcome Sign Advertising** Schlesinger stated he would like to change the advertising fees for the electronic sign. After reviewing the current policy, *a motion to approve amending the Resolution Electronic Message Sign Guidelines & Policy to charge businesses \$50/month for advertising; \$70/month for non-resident business; personal messages remain unchanged was made by Schlesinger second—Wagoner. Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger and Ratcliffe. Steyn was absent. Voting nay—none. The Chairman carried the motion.*

**Timeclocks** Schlesinger reported that the Village is a 'multi-million dollar business' and that he's trying to figure out who is watching over everybody, who is in charge and whether they even come to work. He stated it needs recorded if they are here or not here and that a timeclock is not hard to do. Denbo agreed that it needs to be documented when the staff is here and when they are not. Schlesinger stated he looked for prices and found he could buy a timeclock for \$200 or less and he would recommend getting one. Ratcliffe disagreed and felt there would be issues with employees that do remote work. Evans reported that there are many times when staff are not in the building but are still working. For example right now, Doug is at the water conference with which he is paid for his time. It is in Kearney and for 3 days. She stated that she

sometimes has time where she is running errands for the Village or working from remote location or at a conference etc. Evans stated that Michelle doesn't even have regular office hours and that she mainly works remotely. Schlesinger suggested only having the full-time employee use it. Ratcliffe stated that the Village cannot single out an employee with a policy. Evans clarified with the board that they have always and currently do document their hours worked, accurately. She explained that Doug has a timesheet and fills it out then gives to her to go over and enter into the computer. Once that is done, the written and the computer version of his timesheet is given to Michelle who then reviews it and completes his paycheck. She stated that Michelle and herself also keep track of their hours on a monthly timesheet and all staff sign their timesheets, approving what is documented for times etc.. She stated that a prior Board had discussed timeclocks and it was denied because the Village only has one full-time employee and two part-time employees. And the timeclock would be more of a hinderance than a help in this office. For example, if Doug gets an emergency call in the middle of the night, he will have to come to the office first to clock in before attending the emergency. Evans stated that there are too many circumstances where a timeclock will not work. Evans stated that she had inquired to other villages our size on whether or not they use timeclocks and if they do, what brand. She stated that she got 12 responses and that all of the villages our size responded with an emphatic no and that their boards agreed they would not help their town in anyway and were not justified to spend the money or time on it. Evans stated there were three cities, not villages, who stated they used an app on their phones to clock in and out. However, those were cities and not comparable to a village due to number of employees and full-time hours and different job descriptions. Evans also stated that in the past, there was a Chairman who wanted to see the timesheets and approve them prior to paychecks. Evans stated that any of the board members could come to the office and look at these as long as there is no personal information on them. Wagoner worried there may be a situation where an employee that works over 40 hours a week in order to get Comp Time so that they can have Fridays off. Evans stated that if the board is worried about Comp Time abuse, they can create an ordinance to require comp time be pre-approved. So, Doug would have to call a board member/chairman to notify of his comp time if he continues to work that week. Ratcliffe continued to disagree with using timeclocks for the employees and disagreed with singling out one employee. Schlesinger stated that all employees will have to use it. Ratcliffe asked about remote work and how that will work with timeclock. Schlesinger stated 'we will figure it out' and a *motion to start using timeclocks was made by Schlesinger, second—Wagoner. Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger. Steyn was absent. Voting nay—Ratcliffe. The Chairman carried the motion.* Evans asked who would be responsible for ordering supplies, maintaining the machine, installing it and training everyone on it. Schlesinger stated he would.

#### **Departmental Reports:**

**Utilities** Michalak was absent. Evans read a short report given to her by Michalak prior to him leaving for the conference.

**Parks & Rec** no report

**Planning & Zoning** next meeting Apr. 21

**Clerk Report** Evans reported that she received an email from NDOT reporting they would be resurfacing Duncan to Columbus in 2028. She stated that it is not listed on their website yet but, she did notice Silver Creek to Duncan was on their site to start in 2026. Evans reminded the board that she would be gone at the Annual Clerk Conference on Mar. 19-21.

**Treasurer Report** After the Treasurer reported on the bills for the month and the Board reviewed the monthly recap, *a motion to pay the bills was made by Ratcliffe, second—Schlesinger. Voting aye—Denbo, Wagoner, Schlesinger, Ratcliffe. Absent--Steyn. Voting nay—none. The Chairman carried the motion.*

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, T-Bone 2 and the Village website on the Thursday prior to the meeting. The next meeting will be on **April 14, 2025 at 7:00 PM**. Being no other business, adjournment was made by Chairman Schlesinger at 8:07p.m.

*Minutes recorded and submitted by: Marianna Evans (Clerk)*