

VILLAGE OF DUNCAN BOARD MEETING/PUBLIC HEARING

March 11th, 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, Paige Young, Josh Dahlberg and Joe Boruch. Jeff Oppliger was absent. Also, in attendance, were Village Staff: Mari Evans and Stephanie Laska. Don Reves was absent (attending water conference). Kevin Segabart owner and operator of Nebraska Sweeping was also present. Schaefer publicly asked if there was anything that visitors/staff/board members wanted to talk about that is not on the agenda. Young stated that she had received a complaint from people living on Vernon Lane, that the gravel road is horrible. They would like gravel to be applied and possibly crushed concrete. Schaefer stated that it is in the budget already. Schaefer then stated that there was a complaint from a neighbor near a culvert that was filled with so much snow that the water was not draining. Schaefer stated that Reves was made aware and he did go and dig it out and the water could flow afterwards. No further complaints or non-agenda items were discussed. Minutes were reviewed and *a motion to approve the minutes from 2-18-19 was made by Boruch, second—Dahlberg. Vote was as follows: voting aye—Young, Schaefer, Dahlberg and Boruch. Oppliger was absent. Voting nay—none. The Chairman declared the motion carried.*

Unfinished Business: none

New Business:

A. Street Sweeping Bids Schaefer read the bid provided by Nebraska Sweeping. This bid was for a 4 year contract that would take effect March 15, 2019 to December 31, 2022. The price for the 1st year= \$751.90 for 2 regular sweeps and \$835 for the fall and the spring sweeps. The 2nd year= \$781.98 x2; \$868x2. The 3rd year= \$813.25x2; \$902.72x2. The 4th year= \$845.78x2; \$938.82. If we request armour coating, it is swept at a rate of \$165/hour. The city must furnish the water and dump site. Schaefer then read the bid from Gehring Construction & Ready Mix Co., Inc. The contract was only for 2019. They will charge \$624/sweep at 4 sweeps per year. They state on the contract that the price includes an estimate of each sweep taking 5 hours and including one way travel. The city will provide water and dump site. If more sweeping is desired, it is billed at \$125/hour. Young questioned where Gehring's stated '4x's/summer'. Evans stated that they do not sweep in the winter. Young wondered if that meant they did not include the spring and fall clean ups. Schaefer stated that the bids are 'all-inclusive' and the 4 includes spring/fall and they are just calling it 'summer'. Young then questioned the 'estimated 5 hours each sweep'. Kevin (NE Sweeping), who is the current Duncan sweeper, was asked how long it takes him to sweep Duncan. He stated that it takes him 6.5-7 hours curb to curb each time. But it is longer in the spring and fall. Young questioned Gehring's bid stating that they may charge their hourly rate after their 'estimated 5 hours' of sweeping. If they take longer than their estimated 5 hours, do we get billed hourly? Evans stated she believed that since the bid is inclusive and they are new that they would only charge what they estimate and only charge the hourly rate if we ask them to do any extra sweeping. Young disagreed and stated that is not how she read it. Schaefer stated that Gehring is new at sweeping and he believed it is a risk signing with them because they only have a 1 year contract. After that year when they figure out it is going to take longer than they estimated, they will hike up the price. And, the Village may not be able to switch back to NE. Sweeping due to his schedule getting full. Kevin also stated that he would accept other contracts and may not be available in a year if we needed him. Kevin also stated to the board that he knows Duncan's needs and especially the Ribfest every year. He stated that he always makes sure that he has the town streets very clean before the Ribfest because he knows how big it is for our town. Schaefer stated that there had been some concern with the current sweeper due to timing and expectation of sweep days. However, Schaefer stated that some things were out of Kevin's control (leaves and weather turning cold suddenly). Schaefer stated that his opinion is that it would be a risk to accept the cheaper bid. The board discussed briefly and it was mentioned to possibly wait to make a decision until we can clarify the Gehring bid with their 'estimated' sweep time and how they charge if it goes over. Schaefer stated that Oppliger did research on this however, he is not here and the Gehring company is not present to answer any questions. Since this has been on the agenda for 2 months and based on the discussion, the board should vote on it. Young stated that she is 'leary' to accept Gehring. Young stated she would like to choose NE Sweeping. Boruch doesn't like that Gehring's is only 1 year contract because the price will just go way up after first year. *a motion to accept Nebraska Sweeping contract was made by Boruch, second—Young. Vote was as follows: voting aye—Young, Schaefer, Dahlberg and Boruch. Oppliger was absent. Voting nay—none. The Chairman declared the motion carried.*

B. Audit Approval Laska handed out the draft to each board member. She stated the audit went well. Clay (Countryman) was here for approximately 5 hours. Laska directed the board to look at page 3 at the 'statement of position'. She went over each major part of the audit report with the board. The board discussed the fact that the Village has too much money available right now. Schaefer stated that we are protected at the bank over the FDIC and we were given advice from Clay on how to help our LID. Laska stated that if we 'restricted' some of the money in the General account, that would help us as well. This should be done on the budget. Schaefer discussed the option of purchasing an AED unit for the Duncan Rural Fire Department to have somewhere local that would be available in case anyone in town needed it prior to ambulance arrival. He stated that they do not have one and would like to have one but cannot afford to purchase one. Schaefer stated this was just an idea and thought it would be a great gesture to the Fire Dept and to the town to help the people of Duncan. The Duncan Fire Dept has 15 members that are trained in CPR and AED training. Evans stated that would be great however there are several things that the Village itself is in need of as well. Schaefer agreed and stated it was just an idea. Laska continued on with explaining the audit report to the Board. She stated that the water department was actually profitable this year. She went

over all the bonds we currently have and their payments. Clay had mentioned to Laska during their meeting that she would like to see more segregation of duties of course. However, she stated that she realized that is hard to do in a small office/town. After little more discussion, *a motion to approve the audit was made by Young, second—Dahlberg. Vote was as follows: voting aye—Young, Schaefer, Dahlberg and Boruch. Oppliger was absent. Voting nay—none. The Chairman declared the motion carried.*

- C. **Annual Salary Review** Schaefer stated that last year the board reviewed Evans' research on what other towns of similar size were paying their Maintenance/Water employees. Schaefer then asked the staff how they feel about their salaries. He asked if they felt like they were underpaid. Laska and Evans stated they were fine with their salaries. Reves was absent. Evans reminded the board of the email that she had sent out to them all a week or so ago that had info on the salary review. Including copies of the minutes from last year's salary review. All but Schaefer stated they remember seeing the email. Schaefer stated he didn't see the email. Evans reported that she repeated in the email that last year's meeting they had decided that they did not want to jump up Reves' salary too much at one time and would look at it again this year. They also had decided last year that he would get a Christmas bonus every November, amount to be decided on during the budget. Evans stated that Reves' Christmas bonus was looked over this last year and he did not receive one as agreed on during the salary review last year. Evans stated to the board that she wanted to remind them of last year's discussion and decisions to help them decide what to do this year for Reves. As well as decide what to do about his missed Christmas bonus. Young stated to make a note to put it on the November meeting as a standing item every year. Schaefer agreed. Dahlberg stated to put on the October agenda in order to receive the bonus prior to Christmas. Evans stated that she will mark it on her calendar in the office under 'October' for the board to decide on Reves' Christmas bonus. Young asked if Reves had complained. Evans stated that he did not complain, but that she had just thought of it and decided to look back at minutes and found they did agree to do it and it was missed. She stated she asked Reves if he received it and was told that he did not. There was no complaints made by Reves. Schaefer attempts to look back at last year's minutes from the salary review. Young stated that she feels that since Reves got the increase in his insurance stipend and pay last year that we don't need to back pay a missed Christmas bonus. She also stated that she feels that he is doing a good job. Boruch asked what percentage was the raise last year. Young stated that Reves got \$3/hr raise last year. Schaefer briefly looks through minutes from last review and stated that it's not going to kill the Village to increase their wages again. He reminded the board that Evans is at \$13.25/hr and Laska at \$625/mo and Reves \$20/hr plus \$200/pay period for insurance. He asked Evans what her averaged hours/wk are. She stated 16. Schaefer stated if we put Evans at \$14/hr would be extra \$12/wk. Schaefer reported that as his opinion. Young stated that she would like to do employee written evaluation every year. Evans stated that she did get that same advice from the clerk conference last year. Young stated it would be good to have it be documented as well as employees have goals and then see if they meet their goals etc. She stated that it is typical in any job. She would like to see something in place that proves why they are receiving the raise they are. Schaefer stated that he doesn't disagree. Young stated that it could be a self-appraisal and have a board member go over it and sign off on it. Employees sign off on it and then it will be cut and dry and documented. Schaefer asked why she doesn't think this is the same thing. Young would like it to be more personable. She asked Laska if she has appraisals and she stated no but they are supposed to. Young thinks that if we are using tax dollars that we need to prove why we are increasing wages. Also if there is a reason to 'let go' an employee, the Village will be protected. Evans stated that she agrees with Young on the protection of both sides and evaluations however, that can't just be a decision she makes and is started. It has to be in the employee handbook and our employee handbook is in dire need of restructuring. Evans asked Young if she would like to redo our employee handbook. Young stated that if it needs done then to do it. Evans stated that we may need to hire a professional to do that then. Evans also reminded the board of info from her last clerk conference on dealing with a troubled employee. She reminded Young that when you have a problem employee, you have to have some sort of plan in place, in the employee handbook, as well. You can't just make rules up here and there and start. You have to have this all in the employee handbook and follow the handbook. Evans also stated that our current employee handbook is very small and not all inclusive. She stated that if we want to go down that road, then we may need to hire someone to write an employee handbook with these things in it that Young would like to see in it. Evans stated that at her conferences, it is discussed that it is tough when you have a small office like us. Because, you can't do everything that the big cities/businesses always do. It is a disadvantage. However, Evans stated, that at her conferences she is finding out the Duncan is actually ahead of a lot of other similar communities in many ways. Schaefer stated that he was told the same by Clay (Countryman, audit CPA). Schaefer agreed that it would be worth looking into. He stated that it would be good timing prior to the audit as well due to the fact that Clay always asks about the employees etc. Schaefer moved the meeting back on track with Reves salary. Young reported that at the 3%, "Reves would make \$20.60/hr and would put him at \$42,848 /year on a 40 hour work week and that's pretty good.". Schaefer agreed. Evans asked if they would like her to retrieve her research info from last year about Reves' salary compared to other similar communities. Schaefer stated yes. Evans retrieved the info and repeated that in Bellwood, their full time Maintenance/water guy makes \$51,000/yr. He also gets \$1,200/year in a retirement fund along with the usual vacation/holiday pay. She stated that the guy in Silver Creek makes \$22.50/hr. plus \$600/mo. for insurance stipend. And \$300/mo. stipend for work clothing/shoes plus \$500 Christmas bonus every year. Last year he was given a 4% raise as well. Evans reported that last year's report stated Reves made an average of \$8,850/yr. less than the two comparable towns she reported on. Schaefer stated we also need to think about someone training on Reves duties in case something happens to him or if he gets upset and walks out, someone needs to know how to take care of the town. The back up person was hopefully going to take over when he retires. However, that was not Thaine's idea. Schaefer would like to have someone chat with Thaine to see if he does not plan to do that, Schaefer would be willing to be the back up operator. Schaefer's opinion is to give Evans \$.75/hr and Reves a \$.50/hr raise. Young reminded Schaefer that 3% would be \$.60. Schaefer stated he knows and that this is what his opinion is...\$.50/hr. Schaefer stated that he did not base

on percentage but just doesn't like the odd amounts. He suggested to increase \$25/mo to Laska's salary. He stated that she now has to drive a long ways and does a great job. He stated that most villages do not have a treasurer with the professional background Laska has. Evans asked Young her opinion: She stated she would go with the national average of 3%: Evans \$13.60/hr. \$643.75/mo for Laska and Reves \$20.60/hr. Evans asked Dahlberg his opinion: He stated that he would go with Schaefer's opinion. Evans asked Boruch what his opinion was: Reves \$20.60/hr; Evans \$14/hr; Laska \$650/mo. *A motion was made to increase salary by 3% for Reves at \$20.60/hr; Laska \$650/mo; Evans \$14/hr. by Young, second---Boruch. Vote was as follows: voting aye—Young, Schaefer, Dahlberg and Boruch. Oppliger was absent. Voting nay—none. The Chairman declared the motion carried.*

Departmental Reports:

- A. Utilities/Maintenance/Streets** Reves is attending a water conference and therefore has no report on his duties. Schaefer stated that the water tower had frozen up last week and McGuire Iron wanted \$8k to thaw it out. He called NRW and the guy stopped by and they reset some levels to prevent the alarms from continuously alarming. Reves ran the fire hydrant on 6th street for a couple hours to drain the sand pipe and get water down then fill it back up with fresh water. It broke the ice loose and all is well now. Schaefer brought up again about the culvert that was full of snow and blocking water run off. Evans stated that Reves was irritated that the cause was from someone down there scooping their snow into the culvert in the first place. She stated that Oppliger was called about the blockage and so he called Reves. Reves was not upset however Evans reported that he stated that he has no problem with telling people that they cannot scoop their snow like that. However, it is the board members' job to enforce the ordinances. He is not the town police or enforcer. He just wants to know that he has the board backing him up if he does say something to someone.
- B. Parks & Rec** Young stated that they are working with JEO and Fry & Assoc. on getting together and coming up with a game plan. She mentioned to them about us doing a community build. She was advised to have the company install just the poles. She stated that we did not qualify for state loans due to income restrictions. Boruch stated that he talked to Kathy Slusarski about the usage of the ball diamond. He stated that she reported they are working on getting something drawn up for us to continue to 'rent' the land. There are a few teams that are wanting to use the ball diamond for practices and games and we need to get the contract squared away. This item will be added to the agenda for next month to further discuss.
- C. Planning & Zoning** No report.
- D. Clerk Report** Evans reminded the board of the NRWA guy that came out a few years ago and did a 'class' during a meeting to teach us all about the Open Meetings Act. She stated that she has been told that we can request that again. Evans suggested it would be good to do since it has been a few years as well as getting new board members since the last class. Schaefer stated it is not extra cost to the Village. He stated he thought it would be a great thing to do. Dahlberg suggested to have the P&Z members join us for that meeting as well since they must also follow the Open Meetings Act. Evans then asked the board if they wanted to be part of the 2019 Great American Clean Up. She reminded them that they would be part of that and by signing up they would receive garbage bags and other supplies to help with the clean up. Evans reminded the board that last year, they did not think it would benefit us. Schaefer stated that there are too many times that people try to dump stuff they are not supposed to. The board briefly discussed and decided not to take part in the clean up. Young reported that she does not care for the billing software with the ebill/epay. She complained that since signing up she has had problems. She stated that her bill was not posting to her account. Evans reported that because her last name is at the end of the list, the internet may not be transmitting the info completely. She stated that this happened 2 times to Young where her view of her account showed incorrect amounts due. Evans reported that she had dealt with this each time and corrected it each time. Evans told the board that she had already told Young that she will make this part of her billing process to be sure it doesn't happen again. Evans stated that the bill is getting posted to Young's account in the billing software system but it is just not showing Young when she tries to look at it through her online account. Laska stated that there were two payments that are not showing in our bank either. Evans stated that she had contacted the software company and they gave her a report that showed they sent to our bank. Evans gave this report to Laska. Laska stated that she cannot find the payments. Evans stated she will contact them again then.
- E. Treasurer Report** Laska reported her usual bills and bill recap. She stated we did get the Loup rebate for \$37,927.67. The board members each take a moment to study the bill recap document and a *motion to approve the bills was made by Young, second—Dahlberg. Vote was as follows: voting aye—Young, Schaefer, Dahlberg and Boruch. Oppliger was absent. 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, April, 8, 2019 at 7:00 PM.** Being no other business, adjournment was made by Schaefer at 8:52 p.m.

Minutes recorded and submitted by: Mari Evans (Clerk)