**VILLAGE OF DUNCAN BOARD MEETING**

**Public Hearing**

**March 6th, 2018**

**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**:**00 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: Don Reves, Stephanie Laska and Mari Evans. Visitors included: Dave Paczosa, Michelle and Jeff Oppliger, Nathan Boone (JEO Engineering) and Dallas Watkins (Ameritas). *A motion to approve the February 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.* Schaefer publicly asked if there was anything that visitors/staff/board members wanted to talk about that is not on the agenda. No requests to speak were made. Schaefer presented Paczosa with a Thank you card and gift (Wilke’s gift card) for his service with the Village of Duncan as the back up water operator and board member (combined 28 years of service). Paczosa accepted and thanked the board. Board members responded by verbally thanking Paczosa for his years of service.

**Unfinished Business:**

1. **Wrecked/Abandoned Vehicles on Properties Update (Paul Conkel)** Schaefer reported that he had spoken to Conkel and was advised that the reason he still had vehicles parked on his property was due to waiting for parts to fix it. As well as that he works out of town a lot and is not home. Conkel reported to Schaefer that he was going to send a n explanation letter to the Village however, there has been nothing received. Schaefer stated that Conkel did move one vehicle off the property after he received the fine. He also paid his fine. Young stated that she drove by the property and it looked a lot better than it did previously. Evans asked the board if they wanted her to cancel the other $275 in fines since Conkel had already paid fines and has put forth effort to remove the vehicles from the property and intends to move what is left. She stated that once he received the fine, he immediately removed one vehicle and then paid the current fines he had. It wasn’t until after he received the second set of fines that Conkel approached her in the office regarding them. Evans then told Conkel to talk to the Chairman and provided Schaefer’s phone number. He was added to the agenda so that he could state his concerns and his intentions. He did not show up, however, Schaefer reported that Conkel was working out of town and could not make it to this meeting. The board discussed the matter briefly and decided to wait on cancelling the remaining fines until we receive a letter or some form of contact from Conkel. Postpone to next month’s meeting.

**New Business:**

1. **Maintenance Back Up Retainer Fee Increase (Thaine Saunders)** Schaefer reported that Saunders was questioning his retainer fee of $50 per month. Schaefer reported that Saunders told him that there was a misunderstanding. Saunders was under the impression that after he received his water operator certification that his retainer fee would be increased to $100/month. Schaefer reported that Saunders stated he felt that since he was doing more and had more responsibilities than just water operator back up, that he deserved $100/mo. Young asked if he was getting $50 per month for water operator or maintenance. Evans clarified that Saunders gets a $50/mo. retainer for his position as on call water/maintenance back up, as well as his hourly rate when and if he is ever called in. It was also clarified that he did get his certification as water operator. Schaefer asked Reves if Saunders has been coming in when called. Reves reported that he has come whenever called. Evans stated that the previous meeting that they discussed Saunders retainer, the board had decided that after he had gotten through a few months as a probationary period, they would increase the retainer to $100/mo. The board discussed briefly and a *motion was made to increase Saunders’ retainer fee to $100/mo. by Schaefer, second—Dahlberg.* *Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.*
2. **Street Project Start Update** Schaefer reported that Columbus is moving forward with their street project on March 28th. He stated that we need to move quickly to piggyback and keep rates lower. JEO will talk more about the estimated cost and financing options. Boone (JEO Engineering) presented to the microphone and reminded the board that he was here last year and walked all the streets on the 1 & 6-year project with Reves. So, he is pretty familiar with what the Village is wanting to do. Boone reported that he had called Constructors Inc. (Company completing Columbus’ street project and did our last street project). They reported to him that they would be completing 2 miles in Columbus starting March 28th and ending a week later. They do have an asphalt plant located within the vicinity. Boone went over the 1-year plan with the board. He stated that he was advised by Reves that 3 fire hydrants would be replaced along 6th street this month. Boone stated that there are other contractors that may be better. However, we will see who bids on our project and then decide who will be best. He stated that we need to make the plans and get the agreement signed to start. He stated we could then start advertising on Friday and open bids at the end of March and start construction in early April. He reported that the handouts he passed out to the board with all the prices of their services and their estimate of the street project cost are budgeted high in order to avoid any surprises. He stated that most the time that price is a lot less. Watkins (Ameritas) presented to the microphone and handed out a packet to the board with many options for financing the street project through his company. He briefly went over the interest rates and costs associated with each option. He handed Evans a disclosure agreement for her to sign and get back to him in order to start financing options. He stated that it would only be effective if we enter an agreement to start. Watkins added that it should be around $290K to start but again, he had budgeted high. In actuality, it may be more like $230-250K. Interest rates were discussed and Watkins reported that interest rates change every day and that he couldn’t tell us exactly what interest rate he could get us at this point. He stated that when we are ready to close, the interest rates will be set. He stated that we had the possibility of closing by May if we started now. He also reported that most the payments could be paid by our monthly Highway Allocations.
3. **Final Contract Approval (JEO Engineering)** Schaefer asked Boone about the fees we would have to pay JEO for acting as engineer on our project. Boone stated that the fees for bidding, negotiations and services would be approximately $20,750. He stated that they would have someone on site during the project to observe construction and make sure things are being completed properly. He added that with them being on site for construction, it raises the total to approximately $30-35K. He stated that it would be approximately 15% of the total project price. Administrative and material testing are included in that quote. Schaefer reported to Watkins that the Village planned to pay some amount of cash on the project in order to avoid such a large loan. He wondered if paying cash would affect the interest rate at all. Watkins responded that it would not. Watkins stated that it would only change the amount of the payments. He reported that we have time to decide how much cash we would like to put down as we have until a few days before closing to make changes. Discussion between the board and Boone and Watkins continued briefly. Young reminded Schaefer that the board had previously discussed refinancing the old street loan into the new one as well. Watkins stated that we could do that with Ameritas as well. Schaefer stated another possibility could be that we pay the old loan off first. Watkins reported that he will have Brad (Ameritas) contact Evans to see what changes would be made and see which will save us more. Schaefer stated we could have a special meeting in 2 weeks in order to digest this information or move forward with the project and sign the agreement tonight. Young stated we need to look over things a little more. Schaefer stated we could look more into financing even if we decide to sign the agreement tonight. Schaefer asked the board if they agreed with hiring JEO to oversee and help with the project for $40k or should we do it by ourselves? Young stated that she felt as fast as this is going to move, we need to hire JEO to supervise the project. The board discussed briefly but all agreed that hiring JEO would be the best choice. Young also stated that she felt it would be better to have them on site making sure things are being completed correctly. Boone stated that if the Village signed the agreement tonight, then have a special meeting on the 29th, we could get contracts signed and get the project started shortly thereafter. *A motion to hire JEO to supervise the street project 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.* Schaefer stated that we should call other places with regards to financing. He reported that there was $28K left on the old street project loan and we need to figure out what would be the best way to deal with that. Watkins stated he would check with Brad about adding the old loan into the new one and then we will receive an opinion on which option would be best for the Village. Boone went over the final contract. All board members have a copy given by Boone. He stated that we will advertise this Friday for contract bids. He stated for the board to look over the packet and let him know if there are any questions. He stated he would be in touch with Evans with regards to advertising. The advertising for bids will run on March 9th, 16th and 23rd. After that, the board can decide on whose bid to accept at the April meeting. Schaefer also reported to Boone that we will need the estimate on what it will cost to put the millings from 6th street onto 5th street. Boone stated that was included into the contract already. Reves stated that there were sewer/water lines replaced in the past that have concrete patches in the street. He asked Boone if we should leave it concrete or what his suggestion was. Boone stated that after speaking to the street constructors, it was advised to just asphalt over it. He said there’s no sense in tearing it out. *A motion to approve the JEO agreement for advertisement was made by Young, second—Dahlberg,* *Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.* Boone then stated that during construction the contract includes that they must leave 2-way traffic open at all times. And that they have 5 days to mill once they’ve started. There are other safety issues included in the contract dealing with the construction of the road. Boone then stated the risks of using asphalt. He stated that there is no guarantee on asphalt. It could last for years or start to crumble and need repaired in a few years. He stated there is nothing you can do about those risks.
4. **Lottery License Renewal** Evans reported that she received a lottery license renewal form in the mail and it is due back by March 15th with a fee of $100 if we would like to renew. Evans reported that we currently do not have lottery in Duncan however, if anyone would like to start up Keno again, we would need the license. This renewal would last until 2020. The board discussed and agreed to renew. *A motion to renew the lottery license 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.*

1. **Village Insurance Renewal/Review** Schaefer handed out the summary of insurance renewal to all board members. He pointed out that the valuations. He stated the premium is $700 for general liability. He stated there’s not much difference in the renewal plan. He stated that the value of the water tower is set at $305k. He stated that the price of replacing our water tower would be closer to $700k if we had to start new and be sure it fits our town needs. It would be $550k to replace with the exact tower we have. Schaefer asked if we should raise the value to $550k. If we increase the value of the water tower to 550k, it would increase our premium $525/year. Schaefer reported everything else in the insurance renewal is the same. He did realize that the new mower was not on there. Reves reported that he would contact Janice Hamilton (Cornerstone Insurance) and let her know to add it in. Schaefer also noticed that the John Deer tractor was valued at $43,900. Schaefer did not believe it was worth that much. Reves stated that he believes the tractor trailer, blade, loader, shredder are all included. Schaefer stated those are all listed separately. Schaefer reported that leased equipment would be for example, the backhoe we rent when needed. There is an equipment floater that covers all equipment that are not covered under the property insurance. The title is ‘Inland Marine’, to clarify. There is also a commercial umbrella that covers everything else at $2668. Schaefer went over the rest of what is covered under this policy with the other board members. No questions were asked. Schaefer reported that he did sign a release to reject the mandated terrorism insurance which saves $90 on the premium. Reves reported that the current water tower would need to be replaced with a larger one due to recommendations from JEO. He stated that our current water tower should be able to hold 1 ½ days of water for the entire town. It only holds 2/3 worth of a day. All-together, the insurance premium would only go up $500/year if we increase the value of the water tower to $550k from $305k. Schaefer reported that increasing the water tower premium would make our total premium right around $13k/year. Evans asked Schaefer if he had talked to Hamilton about the need to raise the water tower valuation. For instance, do other towns tend to run low on their water tower valuations? Evans asked if it was lower due to government funding or emergency funding that would be used in a situation where the water tower would need replaced. Reves reported there are grants and funding opportunities out there that could be utilized if there was a need to replace the water tower. Schaefer stated that Hamilton did not say much in that regard. Evans stated she was unsure that we could insure the water tower at the price of a new one. She believes you can only insure something for the price of the actual replacement. However, Schaefer reported that the current covered value of our water tower is not even at the price of replacement. The board discussed briefly and decided to raise the value of the tower in order to avoid large sums from having to be used to replace or repair a damaged water tower. All board members agree that it is worth it. All other values will remain the same and Reves will call Hamilton tomorrow to have her add the new mower and take the old one off and add the extra value of the water tower. *A motion to increase the value of the water tower to $550k was made by Young, second—Dahlberg*. *Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.*
2. **Annual Salary Review** Laska handed out a sheet to each board member that showed them what a 2%, 2.5% and 3% raises would do to each employee’s wages. Schaefer went over the wage increase at 3% for each employee. The board agreed that Saunders should not be part of the raise since he had just recently started and we are raising his retainer. Schaefer suggested making Evans’ hourly wage go from $12.60/hr. to $13.25/hr. He reported that she does so much for the board and chairman, planning and zoning and the Village. He stated she is great at what she does. He stated she is more than worth that amount per hour. All board members agreed. Young reported that she felt there needs to be a review and/or appraisal process of all employees if we are going to give them raises every year and raise water rates. Schaefer stated that that is what we are doing at this meeting. Dahlberg added that the salary review is posted and if anyone had questions, they could come to the meeting to discuss. Young stated that we should have it on paper and Schaefer stated that all the discussion from the salary review will be in the minutes. Schaefer reported that’s why it’s on the agenda and why we talk about it at the meeting. The minutes record the evaluation given by the board members at the yearly meeting for salary review. Schaefer stated that if anyone (customer, Villagers) questions the raises, they can come to the meeting when they see it on the agenda and hear the discussion/evaluation of the employees and voice their opinions if needed. Schaefer then asked the board if $13.25/hr. for Evans was agreed on. All agreed. He stated that Laska currently receives $600/mo. salary. He stated that his opinion would be to raise her salary to $625/mo. He reported that she has done a great job since she was hired. He reported that all the employees are valuable. All board members agreed. Boruch stated that Evans raise would be 5 1/2 % compared to Laska’s 4%. He suggested making it more even. Schaefer reported that we do not have to use the national average when figuring raises. Evans handed out a worksheet to each board member prior to the meeting dealing with several other nearby, similar size towns water/maintenance employee wages. Schaefer referred to it and the board looked at the worksheet. It showed hourly wage, benefits and water/sewer rates for 3 other town of similar size to Duncan that are around Duncan for their Maintenance/Water person. Currently Reves makes $17.25/hr with a $150/pay period insurance stipend. He is paid 8 holidays per year and receives 2 weeks of vacation each year but has to use it or lose it. The worksheet Evans created also showed that for the Village to cover Reves on insurance it would cost us $1400-1900 per month (per Janice Hamilton of Cornerstone Ins.). Schaefer looked over the worksheet and stated that he was in shock at how much the other maintenance/water people were making in other towns similar to Duncan. He stated that we are obviously way behind on Reves pay/benefits. Schaefer reported that Reves does a great job and is very valuable. Evans reported that Reves $150 stipend for insurance has never changed since he was hired 6 years ago. And that after Obamacare had went into effect, that amount should have changed. Reves reported that when he had to cover himself for 2 months last summer, Obamacare charged him $5,600 for those 2 months. He currently is covered under his wife’s plan at her work. Reves reported he would rather stay with his wife’s insurance in order to save the Village some money. After looking the sheet over and comparing and discussing with the board, Schaefer responded by suggesting $20/hr. and increase the insurance stipend to $250/pay period. He stated that he doesn’t think it should be jumped up $5-10/hr. at one time and maybe we could increase it more each year to become more comparable to other towns. Young suggested to do $20/hr. and $200/pay period for insurance stipend. Evans asked if there could be a bonus or something since others are receiving bonuses and retirement funds etc. Young also suggested a Christmas bonus that could be decided during the budget meeting in October so that he could receive it in November prior to Christmas. She suggested voting on the bonus yearly so the amount could possibly change. It is just a suggestion. Schaefer reported again that he thinks they are worth more than the national average. After more discussion *a motion was made to increase Evans’ hourly wage to $13.25 and Laska’s salary to $625/mo and Reve’s hourly wage to $20/hr with $200/pay period for insurance stipend and Christmas bonus to be determined in October board meeting was made by Young, second—Dahlberg.* *Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.*

**Departmental Reports:**

1. **Utilities/Maintenance/Streets** Reves reported that the cost for gravel to put over the millings on 5th street will be $840. He reported that he is preparing to have Obrist help him replace 3 fire hydrants that are on 6th street, prior to the street project. He reported to the board the procedure to replace the hydrants. He also reported that the gutter by the school needs replaced. He stated that Terry Micek had looked at it. Reves then reported that he attended the Chamber of Commerce meeting. He stated there was a guy from Lindsay there that talked about what they do on their streets. They get investors and once enough is invested, they put the street in. He reported that there really was not any information that would help the Village of Duncan. Reves then discussed his suggestion for a new park at the old ball diamond. He reported that there are bathrooms there already as well as underground sprinklers. He stated if we added a couple shelters and made it into a nice new park with the Parks and Recreations funds, it may help the town. Right now, the ball diamond is doing nothing for the town. He stated we would have to attend a Parish meeting to discuss leasing contract. There are no papers found on the old contract with the church with regards to renting the ball diamond land from the church. It had always been known that the Village rents the land the ball park sits on for $1/yr. from the church however, no paperwork could be found. We would need a new contract anyway. Young reported that she would rather see the Main Ave. park look nicer since it is what anyone who drives into town sees first. Reves stated that the new park may encourage developers to come in and develop subdivisions around there. He stated that Saunders owns land just west of the ball park and he may be interested in developing it or selling the land to developers. He also stated that with the several celebrations held at the Parish every year, it would be used a lot by the children that may be there for those events. Young reported that after hearing of the Lucy Boruch lawsuit monies that the Village may receive, she suggested to use that money for Parks & Recreation and make the Main Ave. park nicer. Evans asked if that money could be immediately put into one certain account or if it had to be used from general account or dispersed into all accounts evenly. Laska stated she did not know however she was not sure they had anything other than a general account at the time the money was found missing. Young reported that she would put that question on the list of questions for the Village attorney.
2. **Parks & Recreation** no report
3. **Planning & Zoning** no report
4. **Clerk Report** Evans reported that she received a Great American Clean Up advertisement and invitation in the mail last week. She explained that it is to get communities to do a yearly clean up. This would be due back by March 9th. After reading the advertisement, the board members discussed briefly and decided not to join. Schaefer read the letter from Stan Emerson (Village attorney) regarding the Lucy Boruch case. There was a law suit by the Village over missing monies during Lucy Boruch’s employment with the Village. It had been awarded to the Village however there was nothing left of her estate to pay the Village. Recently there was another retirement fund found in her name and that money would be used to pay debtors. The letter reported that the Village could expect to receive $47k out of the $60k law suit. There was a scheduled court hearing to award on March 8th in Platte County Court. Emerson’s letter stated he would attend the hearing and advise the Village of the outcome. Schaefer reported he would find out what account(s) that money should go into and what we can use it for. The decision of what to use it for can be made another time…once the money is actually awarded to us. Young reported that she called Eakes and inquired about their ability to provide technical services to us at an hourly rate. She stated they said they do not do that. However, she stated that she spoke to Tony Kresha at Connecting Point who stated they could do that and that Evans should contact him to get the details. Young reported that she found out they cover a lot of little towns for technical services. Schaefer reported that Ed Schrant died last week and that Young will be talking with our attorney on the lien we hold on that property as well as a few other things. Staroscik asked if we could ask about Marci Carr’s property and the lien we hold on that property as well. Schaefer stated that it is also on the list. No other business was discussed.
5. **Treasurer Report** Laska reported the monthly bills. She stated that the second Duncan Rural Fire District bill was paid. She reported a change from last month’s bill recap. It showed that Reves was actually paid 3 times even though he was not. She corrected the error and is asking the board to sign the new bill recap sheet in approval. She reported she paid the sewer outfall and that we received the Loup Power Rebate worth over 32k. She reported that with Jill Clay working on it, the audit should be done by the end of the month and she will report on it at the April meeting. Young noted that the electric bill for the Village went down approximately $240 for the month. After the board reviewed all the bills and there were no questions or concerns, *a motion was made to approve the bills to be paid by Yong, second—Boruch*. *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, post office, AJ’s C-Store and the Village website on the Thursday prior to the meeting. The next regular meeting of the Village Board of Trustees will be on **Monday, April 9, 2018 at 7:00 PM.**  Being no other business, adjournment was made by Schaefer at 9:25p.m.

Minutes recorded and submitted by: Mari Evans (Clerk)