

VILLAGE OF DUNCAN BOARD MEETING
January 9th, 2023 7:00 PM – Village Hall, 906 8th Street, Duncan, NE 68634

The monthly board meeting of the Village of Duncan Board of Trustees was called to order at 7:02 PM by Chairperson, Nick Wagoner. 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, Steve Langton, Nick Wagoner, Jerusha Ratcliffe and Joe Boruch. Also, in attendance were, Village Staff: Don Reves, Michelle Schindel, Thaine Saunders and Marianna Evans. *A motion was made to approve the minutes from the meeting on December 12 by Denbo, second---Ratcliffe. Vote was as follows: voting aye—Denbo, Langton, Wagoner and Ratcliffe. Boruch abstained from voting due to absence at that meeting. Voting nay—none. The Chairman carried the motion.* There were no non-agenda items brought to the Board. Wagoner continued with the meeting.

Unfinished Business:

Park Shade Structure Cost Approval Neither Josh Dahlberg nor Jeff Oppliger have been in contact with the Village. Dahlberg had previously stated he would get something put together for this meeting. Wagoner postponed this item until further notice.

Annual Salary Review Board members have a list of employees and their current wages. As well as the amount of increase at several different percentage points. Evans explained that Reves' salary was promised to be increased to a comparable rate 5 years ago. However, board members and chairpersons changed and it had gotten forgotten. Evans explained the research she did 5 years ago and that Reves is still not at a comparable level. Wagoner stated he would like to get things where they should be. He stated that the wages of the Village employees have been low compared to other Villages. Evans then explained that Schindel was hired over 2 years ago. She was on a 90 day probationary hire and was promised that after the 90 days, she would receive an increase of at least \$3/hr. Evans stated that she had never received that raise. She went over her research on comparable wages of other Treasurers in towns of this size and comparable job description. Wagoner stated that inflation now is at 8.9%. He suggested giving Evans a 10% raise. The board agreed and a motion to approve a 10% wage increase for Evans was made by Denbo, second—Boruch. Vote was as follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion. The board discussed Schindel's current rate and discuss job duties etc. A motion to approve Schindel's new payrate at \$21.14/hr was made by Boruch second—Denbo. Vote was as follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion. Evans explained to the board of the potential cost of adding insurance to Reves' benefits. She reported that 5 years ago she requested a quote from the Village insurance company and was quoted approximately \$4,000 to offer insurance to Reves. His current stipend is set at \$200/pay period. After discussion by the Board, a motion to approve Reve's new wage at \$30/hr was made by Ratcliffe, second—Boruch. Vote was as follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion. A motion to approve Reve's insurance stipend at \$300/pay period was made by Ratcliffe, second—Denbo. Vote was as follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion. The Planning & Zoning Administrator job pays \$200/mo. currently. A motion to increase that to \$250/mo. was made by Boruch, second—Denbo. Vote was as follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion. Evans explained that Saunders is currently paid \$100/mo. for on call pay and an hourly wage for on the clock work. After discussing, a motion to approve Saunders' hourly wage to \$21/hr. and \$150/mo. for on call pay (pending amendment of Wages ordinance) was made by Denbo, second—Ratcliffe. Vote was as follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.

New Business:

Open Bids for Sewer Lining Project—Approval of Contractor Evans opened the only bid received from Johnson's and read the memo aloud. She read that the total bid quote was \$94,391. The board passed the bid form around and inspected it. After some discussion a motion to accept the bid for the 2023 Sewer Lining Project from Johnson's Service was made by Boruch, second—Denbo. Vote was as follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.

Village Easement Water Project Evans reported that for the Village easement paperwork, the board will need to authorize someone to sign it with a notary. A motion to approve Reves as the authorized signer of the Village Easement for Water Project was made by Denbo, second—Ratcliffe. Vote was as follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.

Engine Brake Sign (Hwy 30) Wagoner stated that he would like to look into putting an Engine Brake Prohibited sign up on the highway in town. He stated that several trucks are using their jake brakes and it is very loud and disturbing. Wagoner stated that he had spoken to the Sheriff and was told that if we put the sign up, they would help enforce it. He was advised that the sign would have to be erected by the state. The board agreed and Wagoner will continue looking into this matter. A motion to move forward with having an Engine Brake Prohibited sign installed on the highway was made by Denbo, second—Boruch. Vote was as follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.

Approve Board Committees

Water/Sewer: Boruch; Langton **Street/Grade:** Boruch; Wagoner **P&R:** Denbo; Wagoner **Finance:** Wagoner; Langton **Board of Health:** Wagoner; Ratcliffe; Denbo A motion to approve the committees as appointed was made by Denbo, second—Boruch. Vote was as follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.

Appoint Solid Waste Coalition Delegate (R23-272) Evans read the resolution aloud. A motion to pas R23-272 appointing Boruch and delegate and Langton as alternate was made by Boruch, second—Denbo. Vote was as follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.

Appoint Village Attorney Evans reported that Neal Vlorz is our current attorney and she has had no problems with him. A motion to reappoint Neal Vlorz and his firm as Village attorney was made by Boruch, second—Denbo. Vote was as

follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.

R23-271 Miscellaneous Expenditures (Conferences; Items of Value) Evans read the document aloud. The board discussed briefly and agreed with the details. A motion to pass R23-271 Misc. Expenditures was made by Boruch, second—Langton. Vote was as follows: voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.

Departmental Reports:

Utilities Reves stated that he had to send in the receiver for the meter reading equipment because it would not work. He is awaiting an estimate of the cost to fix or replace. He borrowed Albion’s receiver and took readings then returned it with a thank you note from Reves. Reves then read his retirement/resignation letter to the board. He stated that it will be effective on May 5, 2023. He would like to remain the back up water operator but not back up maintenance. He stated he would also continue the P&Z Administrator position if the Board wanted him to. However, he stated he would not do it forever. Just until they can find someone. Reves read aloud his opinion of accomplishments while he has been employed at the Village. Evans stated that she would research and come up with a hiring package in order to advertise and get qualified candidates for the job.

Parks & Rec. no report.

Planning & Zoning Meeting is Monday night. There is no report.

Clerk Report no report.

Treasurer Report & Updates—Approval of Bills Schindel handed out monthly recap reports to the board. The board reviewed all bills. *A motion to approve all bills as reported was made by Boruch, second—Denbo. Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch.. 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 **February 13, 2023 at 7:00 PM**. Being no other business, adjournment was made by Wagoner at 8:33p.m.

Minutes recorded and submitted by: Marianna Evans (Clerk)