

VILLAGE OF DUNCAN SPECIAL MEETING
April 4th, 2023 5:00 PM – Village Hall, 906 8th Street, Duncan, NE 68634

The Special meeting of the Village of Duncan Board of Trustees was called to order at 5:02 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, Nick Wagoner, Jerusha Ratcliffe and Joe Boruch. Steve Langton was absent. Also, in attendance was Village Staff Don Reves and Marianna Evans. *A motion was made to approve the minutes from the meeting on March 13th, by Ratcliffe, second---Denbo. Vote was as follows: voting aye—Denbo, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.* Evans reported that this special meeting was called in order to quickly progress with the hiring process of the Utility Superintendent position. She stated that Reves retires on May 5th and that if the new hire needed to give 2-weeks-notice to his current employer, that would only leave approximately 2 weeks of training with Reves. Reves reported that he would be willing to help out training longer than May 5th if it was necessary. Wagoner then continued with the agenda.

New Business:

Final Decision Utility Superintendent Applicants Wagoner stated that he and Reves have interviewed several applicants. There was a total of approximately 13 applications/resumes submitted. Wagoner stated that they interviewed approximately 6 applicants that passed the screening process. Wagoner stated that he believed that all of the top 3 would be capable of doing the job. However, a lot of things come into play as it is considered a ‘Jack of all trades’ kind of job. He stated that he felt personality was key, as well as politeness and willingness to learn. And they must have good communication skills and be able to accept criticism. He stated that they would need to be self-motivated and know how to use their time constructively. They would need to be aware of what is going on with day-to-day operations in town and respond in a timely manner to any issues that arise. Wagoner and Reves agreed that location was an important factor in choosing the final candidate. Wagoner stated that the top three are currently living in Duncan, Duncan Lakes and Columbus (but willing to move to Duncan). Wagoner and Reves agreed that out of the top three, there was one that had similar experience, had a great personality, did well in the interview and also had an outstanding referral from a previous employer. After Reves and Wagoner (Interview Committee) gave their report to the Board, the Board discussed the three candidates individually and all agreed that they felt Doug Machalak was the best choice for this position. *A motion to offer the Utility Superintendent position to Doug Machalak was made by Denbo, second—Boruch. Vote was as follows: voting aye—Denbo, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.*

New Hire Pay Rate Denbo suggested not to offer below what Machalak makes now. The Board agreed. After discussion, the board agree to offer a starting pay of \$26/hr with an increase to \$28/hr after he becomes certified as Level IV Operator. After discussing the insurance stipend, the board agreed that current rate would be offered. *A motion to approve an offer of \$26/hr with increase to \$28/hr after water certification for the new Utility Superintendent, plus \$300/paycheck for an insurance stipend was made by Ratcliffe, second—Denbo. Vote was as follows: voting aye—Denbo, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.* After Board agreement, Wagoner called Machalak with phone on speaker to offer the job. Machalak did answer and Wagoner offered the job with aforementioned pay rate and insurance stipend. Machalak reported that he was very excited but was not at home and would like to get home and figure some numbers and talk to his wife before accepting or denying the position. Wagoner invited Machalak to call back or stop in if he wanted and that the Board would wait a bit for his return. While awaiting Machalak to call back, the board discussed the possibility of him not accepting based on the benefits he gets now and won’t yet here. After discussing, *a motion to approve a negotiation range up to \$28/hr with increase after certification was made by Ratcliffe, second—Boruch. Vote was as follows: voting aye—Denbo, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.* *A motion to set a ceiling insurance stipend at \$450/paycheck was made by Ratcliffe, second—Wagoner. Vote was as follows: voting aye—Denbo, Wagoner, Ratcliffe and Boruch. Voting nay—none.* Machalak called back at 6:16pm and stated that his current insurance is really good and while he would make a bit more wages, his county job would bump him up to that by next year too. Wagoner stated that the Village was willing to negotiate and to give him a call back once Machalak has ran all the numbers and though about it. Evans stated that once she heard anything from Wagoner, she would let the Board and Personnel know. 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 10, 2023 at 7:00 PM**. Being no other business, adjournment was made by Wagoner at 6:23p.m.

Minutes recorded and submitted by: Marianna Evans (Clerk)