**VILLAGE OF DUNCAN BOARD MEETING**

**December 12th, 2016**

**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, Eugene Drozd, Paige Young, Chris Staroscik, Josh Dahlberg and Joe Boruch. Also in attendance were Village Staff: Don Reves, Stephanie Laska and Mari Evans. Scott Cowles (JEO) and Matt Frangburg (CVA) were also in attendance. The Pledge of Allegiance was recited by the board. Prior meeting minutes were reviewed by the board and a motion to approve the minutes as written was made by Dahlberg, second—Boruch. Vote was as follows: voting aye-Staroscik, Drozd, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried. The Chairperson opened the floor to any *unscheduled visitors* for questions or concerns for the board. There were no unscheduled visitor questions or concerns.

Schaefer reported a need to modify the agenda at this time due to the release and induction of board members. Schaefer requests a motion to modify the agenda for said reason. Motion to modify the current agenda to release Drozd and induct Young as board member was made by Dahlberg, second—Staroscik. Vote was as follows: voting aye-Staroscik, Drozd, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried. Schaefer asks Drozd if he has any last thoughts or words before being dismissed from the board. Drozd stated that when Cargill donated $4000 to have a drinking fountain installed at the main park, it was long ago and there is still no fountain. He stated he and Cargill would like to see that completed soon. He stated that the donation was specified to go towards a new fountain only. He stated that it has been 5 years since they donated the money. Scahefer agreed that the Parks & Recreation need to get the water fountain in since it has been that long. Schaefer asks Drozd if there is anything else he would like to say. Drozd stated nothing else to report. Schaefer then asked Drozd to return his Code of Ordinances Book as well as his copy of the Planning & Zoning book. Drozd turned in his Code book however, he did not have the Planning & Zoning book but did make his own and he turned that in. Drozd then turned in the keys for the Village that he accumulated over the years of being on the board. Several keys that will need to be tested to see what they open. Schaefer then thanked Drozd for his near, 28 years of service (inducted on June 7, 1988). Drozd stated that he was happy to have gotten the land for the west park, for the Village. He stated he tried to get the old pumphouse by the main park turned into bathrooms but was unsuccessful. Schaefer then presented Drozd with a card, signed by Village employees and board members and a gift card to Applebee’s as a thank you for his years of service. Being no other comments, Schaefer officially adjourned the meeting with Drozd as board member, at 7:10 pm. Drozd then stepped down. At 7:10 pm, Schaefer called to order the new meeting along with the same instructions and proceedings as the first.

**New Business**

**Swear in New Board Member**: Paige Young stepped up to the open board member seat and stated, aloud, the proper swear in. No objections or comments followed.

**Appoint Board Chair:** A motion to appoint Schaefer as the Chairman was made by Dahlberg, second—Boruch.

**Committee Appointments:** Schaefer appointed Boruch/Staroscik for water/sewer committee. He appointed Boruch/Young for Street committee. He then appointed Dahlberg/Young to the Parks & Recreation committee. He appointed himself for the Finance committee. Schaefer stated that he would table the Solid Waste Coalition Committee appointment to next meeting, to further investigate what it completely entails. Drozd gave some idea of what it involves.

**Zoning Commission Appointments:** Schaefer stated that Gary Schlesinger (P&Z Chairman) and Betty Kropatsch (P&Z Secretary) were up for appointment. Schaefer reported that he had discussed with Schlesinger and Kropatsch and they both were willing to accept reappointment for another term at their current positions. A motion to appoint Kropatsch and Schlesinger as P&Z members was made by Boruch, second—Dahlberg. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried. Schaefer stated that he will invite the P&Z members to a board meeting in order to go over the important highlights of the P&Z book. This will make sure that everyone is on the same page and are aware of the common issues and their resolve.

**Reappoint Village Engineer:** A motion to reappoint JEO Consulting as the Village Engineer 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.

**Reappoint Village Street Engineer:** A motion to reappoint JEO Consulting’s Scott Cowles as the Village Street Engineer was made by Dahlberg, second—Staroscik. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried. Cowles presented to accept the position and reported on what he does for the Village. He stated that the Road program has funds distributed by the Nebraska Department of Roads for road and street maintenance. That amount is grown from the vehicle and gas tax. He reported how it is divided out among the state, city and county. He reported that Duncan received $45,500.00 last year. He reported that he conducts the fiscal year report for Duncan along with the 1 & 6 year Plan and lane mile report. Cowles reported on what the funding can be used for. He stated that if there is a way to tie it into the streets, then it can be used for whatever we need. The 1&6 year road plan was briefly reviewed by the board and Cowles but will be discussed in greater length at the next meeting. The plan has changed slightly. The board discussed and decided that the South end of town (streets on plan) would be done as the 1 year and the North end of town (streets on plan), would be done at the 6 year plan.

**Central Valley Ag Request to Tap into Village Sewer:** Matt Frangburg, from CVA, presented to request permission to tap into the Village’s sewer system. He stated that nothing is set as of yet, however they would like to have the permission of the board to do so, if they decide to. The board discussed and explained to Frangburg that the cost would have to be decided by the board for use of a commercial operation to use our sewer system. Reves reported that we were going to be having a sewer study done that will help us to decide what a fair rate would be. Frangburg reported that they have boilers running off septic tanks at this time. He stated that the tanks cannot handle the amount of water being pushed through. He stated that it is pumping through approximately 150 gallons/hr. He stated that it would probably run 7 days a week but the majority of it would be 5 days a week, 24hrs/day. He reported that if they decide to hook into the sewer, they may decide to put in a couple bathrooms as well. Reves reported that the additional sewage should not affect the lagoons much at all. Schaefer and the rest of the board stated understanding and approval. However, Schaefer reported that the board will need time to get the results of the study to decide what the monthly charge would be for the use. Reves reported that they would need to fill out a permit and pay the fee as well as pay all costs associated with hooking into the Village sewer line.

**Outsider Water Usage Billing Rate:**  Schaefer reported that the current rate for outsiders to buy water from the Village is $3/thousand gallons. Now that we have gotten the back flow device and meter for the proper hook up and readings, we need to adjust the rate. Dahlberg suggested $5/thousand gallons. The board discussed and decided that $5 would be sufficient but suggested to check around other towns to see what they charge. Schaefer stated that we will have a Resolution to change the rate for the next meeting to approve.

**Streets:** (Streets to Resurface) Schaefer reported that the Village has $45 thousand dollars in the street account and $71 thousand dollars in savings. The one year road plan would consist of resurfacing 7 blocks total, making the cost approximately $140 thousand dollars. Based off the last project, which was 12-13 blocks and cost was approximately $15 thousand dollars per block. Schaefer suggested we contact Terry Meier from JEO and ask for suggestions for the funding. Schaefer reported that the Village still owes $48 thousand dollars on the last street project. Young stated that she didn’t think it was a good idea to wait on getting the street project started due to rates that may increase and the possibility of refinancing the current street loan into the new loan at a better interest rate.

**Departmental Reports:**

**Utilities:** Reves reported that he did not have the Water Rate Study Comparison Results with him and would not be reporting on that. He reported that the 6th street drainage ditch on the west side of town is actually considered an alley that is 30 feet wide. He reported that a few people who have moved in by the alley, have asked him if they can build garages in their backyards and use the alley as access to their garages. Reves and the board discussed the drainage issues on that alley along with the possible usage as an alley to access garages by property owners. They came to the decision that making the alley a ‘Restricted Access’ alley, would be the best solution. There would be a lot of upkeep with the drainage problems on the alley in order to allow it to be used frequently. It was stated that the ‘alley’ is actually a power easement and it fills up with water terribly. Reves reported that there is a sewer line being used that is not supposed to be. He stated that there would be further investigation into the matter with Johnson Sewer inserting a camera to find the property using it. He stated it is a sewer line that is not supposed to be used because it is not deep enough.

**Treasurer:** Laska is sick and was unable to attend tonight’s meeting. However she did complete her reports and handed out the monthly billing recap to all the board members for their review. Schaefer reported that there was one large bill to DEQ for the lagoon of $11 thousand dollars. Also, the water treatment plant DTC payment was due. The Municipal Supply bill was for the backflow device and meter approved at the last meeting for outsider usage of Village water. A motion to approve the bills as they are was made by Dahlberg, second—Staroscik. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.

No Reports from Parks & Rec, Planning & Zoning, Clerk.

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 on the Thursday prior to the meeting. The next regular meeting of the Village Board of Trustees will be on **Monday, January 9, 2017 at 7:00 PM.**

Being no other business, adjournment was made by Schaefer at 8:30p.m.

Minutes recorded and submitted by: Mari Evans (Clerk)