**VILLAGE OF DUNCAN BOARD MEETING**

**November 13th, 2017**

**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**:**03 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. There were no visitors present. The Pledge of Allegiance was recited by the board. Prior meeting minutes were reviewed by the board. *A motion to approve both sets of minutes 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.* 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.

**Unfinished Business:**

**Water Line Repair Cost Share** Schaefer reported that we still have not received a bill from Obrist for the cost of this repair. He stated that he will wait for the bill to speak to Judy Dush. Schaefer stated to table the subject until next month in hopes of receiving the bill.

**NEW Business:**

**Attorney Reappointment Change** Schaefer reported that it had been brought up in the past about looking at options with regards to the Village attorney. There were comments made that the current attorney is sick and not working as much anymore. It was also stated that just about every attorney in that group are aging to the point of retirement. Reves reported there is an attorney in Osceola that acts as Villages’ attorney and that he may have more knowledge on smaller communities than our current attorney. Evans reported that in her dealings with him, he would be asked to do something, get his information from her, then turn around and bill the Village for the work he did from the information gathered from Village staff. Young stated that every attorney is like that. She also asked if a new attorney would have to bill for their time in looking over all of our ordinances etc. if taking on new community. Schaefer reported he did not know. He stated that we have had the same attorney/law firm since Duncan became Duncan. He suggested that everyone do some research on other options and talk again about it prior to attorney appointment due which is in January. The board agreed.

**Annual Holiday Lighting Contest** Evans reported that the Village received their annual letter from Loup Power on their donation of $75 for prize money awarded for a Holiday Lighting Contest. The Village would match that amount and the prizes would be $75 for first place, $50 for second place and $25 for third place. The prior year winners will do the judging on their own accord. The board agreed and a *motion was made by Young to approve the Holiday Lighting Contest as stated, second—Dahlberg*. *Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.*

**Request to Attend Clerk Conference** Schaefer reported that Evans is requesting to attend the clerk conference with the Nebraska Municipal Clerks Institute and Academy. She attended the 2 day class last year and benefitted a lot. Evans stated that she learned a lot at those seminars and in talking/networking with other clerks from other communities. There were special speakers from different organizations such as League of Municipalities. Evans revealed the cost of the Institute seminar as compared to the Academy seminar. The Institute is one week long and costs $393 plus $89.95/night for hotel. This includes snacks and lunches at the seminars and a banquet dinner. The Academy sessions are a 2 day seminar that costs $223 plus 89.95/night for hotel. Evans reported that she wished she had gone all week last year as she did miss quite a bit of information that could have benefitted her as the Village clerk. Dahlberg suggested going to the entire week and get all the information she can. The rest of the board agreed. Evans stated that she would wait until the agenda is more updated to decide whether or not she will go the entire week as opposed to the 2 day seminar. A *motion was made to approve Evans’ request to attend the Clerks Conference for the entire week plus hotel 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.*

**Deposit Check Cashed** Evans reported that at the last board meeting the deposit check from the ball diamond rental agreement was still in office with no keys returned. The board had decided to go ahead and cash the deposit check since it had been several months and the keys were still not returned, even after Reves repeatedly called to remind the person to return them or the check would be cashed. The check was later taken to the bank for deposit. 2 days later, the keys were returned and a donation of $63 was made by the person for use of the ball diamond. Reves received the money and explained to the person that we had already cashed her check. The question for the board tonight is whether the Village should refund her deposit of $200 since she did return the keys recently as well as give the Village a Parks & Recreation donation, or keep the deposit money since she waited so long. The board discussed this subject briefly and decided to refund the $200 back to the person but make some rules next year on a timeframe of returning the keys. *A motion was made to refund the $200 deposit money by Young, second—Staroscik*. *Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.*

**VFD Valve Extended Warranty Option** Reves reported receiving an optional extended warranty of the VFD valve that will be off its current warranty in a short time. He reported that it would cover the valve for 3 years and the cost is $1800. He stated that if the valve were to malfunction, it would cost $14,000 to replace it, not including the electrical work or installation needed. The board asked Reves how many times it has needed changed. Reves reported that this is the first time he has ever had it changed and he believes it lasted several years. He reported that the previous valve was a clay valve and the new one is an electrical valve. He stated that it gives us bigger risk with lightning damage, however we should have insurance that would cover that anyway. Schaefer stated he didn’t believe it would be a good investment but we should check with our insurance company first to make sure they would cover lightning damage.

**Departmental Reports:**

**Parks & Recreation** No report.

**Utilities/Maintenance (Water/Sewer-Reves)** Reves reported that he had received all estimates on replacing the garage doors in the shop. He reported that Clinton Kamm’s estimate was $7700 which is the only one that included repairing the rotted wood and wrapping the jams. Overhead Door’s estimate was $4456 without wrapping and repairing. Dahlberg’s estimate was $5040 without wrapping and repairing. And, Dohmen’s estimate was $4513 without wrapping and repairing. The board discussed briefly and then Dahlberg, Staroscik, Reves and Boruch exited to the shop to look at the doors. Schaefer requested they come back to the meeting in order to record opinions. They returned and Reves reminded the board that Dohmen also wanted to shorten and narrow the doorway. Reves stated that Overhead would be his suggestion except that they would have to hire someone else to do the repairing and wrapping because they do not do that kind of work. Dahlberg also suggested that the walk-in doorway be repaired and replaced at the same time. He reported it was not done right to begin with and there are gaps. He suggested using Clinton as his work is ‘maticulous’. Dahlberg also stated that Clinton and Dohmen used to work for Overhead Door before going out on their own. Schaefer asked if the walk in door actually works. Reves and Dahlberg stated that there are gaps and that a cheap, Menard’s door was used. Reves stated that the holes weren’t in the right place. The board suggested getting everything done by one company/guy. Someone that can do all that we need at once. So that we aren’t waiting for one part of the job to get done due to waiting on the different person. Schaefer stated that the job had already been approved previously at the budget meeting so there is no need for a vote. He suggested calling Dahlberg to get a conclusive estimate to include the repair, wrapping and walk in door repair/replace. Schaefer stated that after all the information is known, they can all agree per email in order to get the job started sooner. The board agreed.

**Planning & Zoning** Reves stated that he has been getting a lot of property owners in town asking questions on Village roads and alleys that are not yet completed but on maps. Reves stated he did not know who actually owns the undeveloped roads and alleys as there has never actually been a study done that would give that evidence/history of the Village roads/alleys. He explained that the maps that are being referenced were made by the Gilmore and Assoc. who last did the mapping of Duncan in 2003. They provided no evidence of roads and alleys. Nor did they leave the Village with any documents stating who owns what. Reves suggested to the board that the Village hire someone to do a complete assessment of the Village property so that we can accurately answer property owner’s questions and so that the Village is aware of their own property. He stated that from what he has seen, the basketball court on the west park is actually out of city limits as well as half of the school property. He stated we need to straighten up our boundary lines on the official maps. Reves stated he had spoken to Tyler Hevlen with JEO Consulting about getting us an estimate on the cost of doing all this work. Reves stated that all surveys completed in town are supposed to be recorded with the Assessor’s office but that is not happening. He stated that the original plat of Duncan was completed in April of 1975. The board agreed that this needs to be completed and await to hear what JEO offers for an estimate.

**Clerk** Evans reported that the office computer crashed and has been down for over a week. After having Brian Laska involved, we found out that the external hard drive became corrupted and wiped out the internal hard drive. This caused loss of anything completed on the computer from November of 2016 to November of 2017. Evans reported that she could get a lot of information from the website however, there will be certain things that will be unattainable such as letters written to property owners. She stated that she has made a hard copy and filed them for most things that have been lost. She stated the computer was just restarted today and that she will continuously work on reattaining the lost information. She reported she could get financial information from our accountant that we gave her during the budget hearing. But that is only up to August 2nd, 2017. She will have to recreate water bills for August, September, October and now November. Billing this month is behind obviously and will be done in the next 2 days and out to customers immediately. Due to the crash, there were no late fees assessed to any accounts on November 2nd. There were no current services of notice needed. Evans also reported that Laska was approximately 12-15 hours in on his share of the work. We have not received an invoice from him yet. Laska also reported that she would work to get all bills and payments updated as well. The board did not report any concerns.

**Treasurer** Laska reported that Reves updated the SCADA system which was a large expense of $14,163.89. She reported to the board the Village income and stated that other than the SCADA system, there was noting out of the ordinary. The SCADA system upgrade was approved on the budget as well. She reported that she had received the Audit Engagement letter in which there is a new 3 year agreement for $6,200 per year. The old contract was $5,000/year for 3 years. Laska was told by the accountant that the increase was due to include all the extra time spent the last few years. The board all agreed to stay with the same accountant for the audit. Laska reported that the new billing software is ready to download. Evans reported that she would not complete that until the computer system is updated to current information. Laska agreed. A motion to approve the bills as written was made by Young, second—Staroscik. *. 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 on the Thursday prior to the meeting. The next regular meeting of the Village Board of Trustees will be on **Monday, December 11, 2017 at 7:00 PM.**  Being no other business, adjournment was made by Schaefer at 8:20p.m.

Minutes recorded and submitted by: Mari Evans (Clerk)