**VILLAGE OF DUNCAN BOARD MEETING**

**December 11th, 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**:**02 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: Jamie Frey (Planning & Zoning) and Scott Cowles (JEO-Street Superintendent). The Pledge of Allegiance was recited by the board. Prior meeting minutes were reviewed by the board. *A motion to approve the 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.

**Unfinished Business:** None.

**NEW Business:**

1. **Reappoint Street Superintendent** Schaefer reported to the board that it is time to reappoint the Village Street Superintendent. *A motion was made to reappoint Scott Cowles from JEO Consulting as the Village Street Superintendent 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.*
2. **Reappoint Village Engineer** Schaefer stated that JEO Consulting is the current Village Engineer. *A motion was made to reappoint JEO Consulting as the Village Engineer 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.*
3. **One & Six Year Road Plan (Scott Cowles)** Scott Cowles (Village Street Superintendent) presented to the microphone and stated his name and position. He gave each board member a handout explaining what he does as the Village Street Superintendent and the rules and regulations behind the Village receiving Highway Allocations. Cowles explained what the Village needs to do in order to stay in compliance and continue receiving the Allocations. He stated that the state allocates money to the Village from motor vehicle registrations, motor vehicle tax, gas tax and sales tax. There are few things that it also includes such as lane miles, population and number of motor vehicle registrations. Cowles reported that last year, the Village received fifty thousand dollars. He stated that the Village must hire a licensed street superintendent (Cowles) and that he makes sure all the paperwork is submitted for the One & Six year road plan every year. He stated that the Village must match the funds rewarded. The state keeps track of the amounts. Last year the Village made twelve thousand two hundred dollars in vehicle sales tax, Motor vehicle fees of four thousand dollars. Schaefer requested Laska’s present and asked Cowles to repeat this to her. Cowles stated that the Village can use the sales tax as their matching monies. Schaefer reported the Village has not been doing that. Laska listened and acknowledged her understanding. Cowles stated that one can look up the amount the state keeps track of online. He stated that we must match 25% and that last year our sales taxes reached that 25%. He stated that he would have Evelyn (JEO) send the link to find the summaries every month so that we are sure we do not need to add to the matching after sales tax. Schaefer stated that every month we allocate the matching monies and we may not need to do that if the taxes would cover it. Laska stated that she would talk to Jill Clay (Countryman Assoc.) about it. Cowles suggested to talk to Clay as well in order to run the numbers again and be sure. Cowles then reported that the Village can use the allocated money for anything that can be related to the streets. The Village can always check with Cowles if there’s a question. Boruch questioned how the state is going to tax electric vehicles. Since they do not pay gas taxes and are still using the roads. Cowles was unsure but stated that it would be taxed in some way or that loss would be made up with other taxes. Cowles stated that he would send the packet of papers with directions on what the Village will need to do and due dates for the One & Six Year Road Plan. Cowles asked the board if everyone was still in agreement with the current One & Six Year Plan. All board members reported that they understood the plan and all agree to it. Cowles then stated to the board that they will then need to have the resolution passed next month and the public hearing on the One & Six Year Plan during the February meeting. Then, he will be able to get all the paperwork turned in to the proper authorities in order to stay in compliance with the regulations to receive the state allocated money.
4. **Planning & Zoning Member Recommendations (Jamie Frey)** Frey presented to the microphone and stated his name and association with the Planning & Zoning Committee. He reported that Travis Stempek and Joe Runquists member spots were up in January. He recommended Stempek for a 3 year term. He stated that Runquist is stepping down due to conflicts with work. He reported that Abbey Wright (alternate member) agreed to replace Runquist’s position and then they would only need to find a new alternate. He stated he was still waiting for a response from a few people as to whether they would accept the position as alternate. Frey eventually heard back from his contacts and formally recommended Stempek for a 3 year term, Abbey Wright for the other 3 year term and Justin Groteleuschen as the alternate. Schaefer reported to the board that Matthew Bates was also interested in the alternate position. Frey admitted that he did not really know Bates and therefore recommended Groteleuschen since he knows him better. Schaefer reported that he does know Bates and stated that he was a school teacher in Bellwood but lives in Duncan on the west side of town. He stated he’s been in town for approximately 10 years and is a great guy. Schaefer explained to Frey and the board the both Groteleuschen and Bates would be good to have on the committee. However, in terms of the Planning & Zoning committee members locations of living, Bates would be a better choice due to the fact that he lives on the west side of town and all the other members live in different areas of town. Schaefer stated that with him on the committee, it would give the committee a good range of members since there would be someone from every side of town. He stated, that way, the committee doesn’t have people that live in one part of town. It would diversify the committee and make it more objective over the entire town. Frey and the rest of the board agreed. *A motion to appoint Travis Stempek to a 3 year term 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. A motion to appoint Matthew Bates as alternate 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.* Reves reported that there is no need to recommend Wright to the other 3 year term, as she was already a member and will be moving up internally within the committee.
5. **Request to Attend Water Conference** Reves is requesting to go to the annual water conference again this year. He was unsure of the total cost but reported what the cost was for last year. He estimated the cost to be $390 for the conference plus hotel. He also reported to the board that, as always, the first day of the conference is free to any board members. He reported it is in March, in Kearney. He stated when he gets the exact info. He would report back to the board. *A motion to approve Reves going to the conference once all the paperwork is in 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.*
6. **Approval Reve’s Water License Renewal and Thaine Saunders’ New Water License** Reves stated that his license has already been renewed and it was the same cost as always. He stated that Saunders would be attending the licensing class tomorrow and the next 2 days and that he would need to get his license as soon as he finds out he passed the exam. He stated that Dave Paczosa (current back-up Water) is retiring at the end of the year and his license expired. *A motion to approve the renewal and new water licenses for Reves and Saunders 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.*
7. **JEO Mapping Estimate** Reves reported that he had received the estimate for the cost of the mapping project from JEO. He reported to the board that there are 4 areas in town where the lines are questionable as well as Village roads and alleyways. He stated that the west side boundary is questionable, the area between Saunders’ and Robert Vaught’s rental as well. He reported that the Dahlberg addition on the north side of town was annexed but not the water treatment. This would need checked out and annexed to include on our maps. Roads and alleyways are in question on the Jareske land that has recently sold. Whether the Village actually owns them or if they are even there. There are questions on the property line halfway through the school ground as well. On the south end, the question is whether or not there is a road plotted or alleyway or easement or anything. Reves reported that JEO would research all these 4 questionable areas. Reves reported that the GIS workshop shows plotted property lines and roads and alleyways however, he believes that they were never surveyed, plotted and recorded. He reported to the board that the estimate to clarify these areas of question would cost one thousand dollars. He stated that the annexation of the two areas would cost one thousand five hundred dollars. There was also a three hundred dollar fee for CAD services to update mapping. Reves asked the board if they wanted to go ahead with it now or wait to put it on the budget next year. The board discussed and decided that they would approve JEO doing the research and map updating however, they do not believe that the annexations are worth doing due to the fact that the Village already owns those two areas and there would be no benefit for the cost of annexing them if it’s just to add those areas on the map. *A motion to approve JEO to do the quoted research and map updating 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.*
8. **Proposed Resolution R17-221 (624 5th Street)** Evans reported that the property has been shut off for a few months and that they owe a total of $718.37, including the lien fees, court costs and attorney fees for filing the lien. She reported that both the renters and the property owner has been given plenty of warning prior to shut off as well as this lien. She reported the last contact she had with anyone was 2 weeks ago when the renter called her and asked her to fax their bill to her Native American tribe. Evans stated that she faxed it immediately after they hung up the phone. And, she has not had any contact by any means since then. Schaefer read R17-221 in full. *A motion to adopt Resolution R17-221 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 stated the lien will be filed this week.
9. **CVA (Central Valley Ag) Sewer Rate** Reves reported that the company is using a lot more water/sewer than they initially estimated that they would use. Their initial estimate was used to come up with the amount the board decided to charge for sewer. Reves reported Randy (NRWA) used those estimates of usage and came up with an amount per thousand gallons used. Reves stated that based on that figure, they should be charged $331.84 per month instead of $130 per month. Reves stated that they are using approximately 232 thousand gallons per month. The initial estimate was 72 thousand gallons per month. Reves spoke to Matt (CVA contact) and he is aware of the amount being so much more than they expected and that it may affect the price of sewer. Dahlberg questioned whether the lagoon is going to be okay with that amount being poored into it. Reves stated as long as we do not have a wet summer, it should be fine. He stated that Benny Jareske would just pump more onto his fields. He will take all he can get. Reves stated that the only times we cannot pump are when there is standing water on frozen ground. He stated that the lagoon is fuller now thaain 2012 at 3.5-4 feet. Schaefer stated that he thought the new monthly charge sounds like a lot and is afraid we might run them off, so we lose their business altogether. Frey spoke up saying that $200 more per month is not going to scare a company off. It was also repeated that Matt (CVA) was not bothered by the new price. Reves reported that it may be necessary to amend the resolution on the sewer amount we charge to CVA, in order to reassess the usage every year and adjust the cost accordingly. The board agreed. Tabled to next month.

**Departmental Reports:**

1. **Utilities/Maintenance/Streets (Reves)** Reves reported that the garage doors have not been started yet. He stated that the day he hired Mark Dahlberg to do the job, he told him to go ahead and order the doors so he could get it done prior to winter weather. Reves stated that Dahlberg told him that it would only be approximately 2 weeks to get the doors in. He stated that was 4 weeks ago. Reves has been attempting to call Dahlberg to no avail. He stated that he would keep trying to get ahold of him to see where he’s at with getting the doors installed. Josh Dahlberg asked Reves if people in town were getting the proper permits for the fences and other construction going on. Reves reported that everyone has been getting the zoning permits and paying the fees. Young reported that the beacon sent from the website said the street sweeper would be here last Friday and so she posted it on the Village Facebook page to warn people to get vehicles off the street. However, she found that the sweeper came that night (Tuesday) and Wednesday. She stated that it was really embarrassing. Evans stated that she had put out a beacon from the Village website to all subscribers as well and that it would be great to have better communication with the sweeper. Young reported the last time he came, we knew a few days in advance and were able to notify the townspeople and it worked great. Reves reported that it is sometimes difficulty for the sweeper to know when he will be able to come because he does certain towns in certain order and he sometimes gets done sooner than expected. Evans suggested that we need to really stress to the sweeper that we need more notice. If he is coming ahead of schedule then please communicate it to us.
2. **Parks & Rec** nothing at this time
3. **Planning & Zoning** nothing other than reported recommendations
4. **Clerk Report** nothing at this time
5. **Treasurer Report** Laska reported that the bills were usual besides the two larger ones to DEQ and DTC. She explained these are normal bills yearly. She reported the lagoon lift station received the necessary work for $5800. *A motion to approve the bills 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.*

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 8, 2018 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)