

VILLAGE OF DUNCAN BOARD MEETING
November 13th, 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 7:01 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: Nick Wagoner, Steve Langton, Jerusha Ratcliffe and Joe Boruch. Lance Denbo was absent. Also in attendance, was Village Staff: Marianna Evans, Michelle Schindel and Doug Michalak. Josh Dahlberg (Fire chief) was also present. Wagoner asked if there were any non-agenda items that the public would like to bring to the attention of the Board. None noted. Wagoner then continued with the agenda. *A motion to approve the minutes from the Oct. 9, 2023 meeting was made by Boruch, second—Langton. Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

New Business:

New Firefighter/EMT Approval Evans read the names of the new applicants: Justin Macken, Kendra Becker, Tina Oliva, Erin Settles. Dahlberg stated that they were all currently completing their EMT training. He stated that it started the beginning of October and ends in February and includes a total of 176 hours of training. These four will be EMT's only, not firefighters. The board discussed briefly and *a motion to approve all 4 of the aforementioned applicants was made by Wagoner, second—Langton. Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

Certificate of Substantial Completion—Water Project Bumpy Road Evans stated that the Bumpy Road phase of the water project is now complete. Michalak reported no issues. The board reviewed the document and a motion to approve the certificate of substantial completion was made by Langton, second—Wagoner. *Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

Change Order—Water Project Bumpy Road Evans explained the document from JEO stating that this was over what was originally contracted for. The extra \$5,900 (approx..) was itemized for the board to review. Extra costs included a new curbstop and extra water line etc. Evans reported she asked Don Reves to review and he had no issues with it. The board reviewed the document and *a motion to approve the Change Order was made by Boruch, second—Langton. Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

Pay Application #1—Water Project Bumpy Road Evans reported that this document is approving the total amount due since the project was completed. This amount includes the change order. The board reviewed and *a motion to approve the Pay Application #1 for Bumpy Road to Obrist & Co., was made by Langton, second—Boruch. Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

R23-283 Signing of Year End Street Superintendent Certification Evans read the resolution aloud and explained that this resolution is approving Wagoner to sign the Year End Certification reporting that we did have a street superintendent all of last year. This is to allow us to receive highway allocations for 2023. The board reviewed and *a motion to approve R23-283 Signing of Year End Street Superintendent Certification was made by Langton, second—Wagoner. Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

Street Superintendent Annual Appointment The board discussed briefly and *a motion to appoint Brent Ciecior, license # S-1689, Class A, Street Superintendent for the Village of Duncan as a Contractual entity from January 1, 2024 to December 31, 2024, second—Ratcliffe. Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

Engineer Annual Appointment Evans explained that the engineer is appointed every year. She reported that JEO has been great to work with and she has had good experience with them. Wagoner questioned JEO as the engineer for the Village, stating he thought they were expensive. Evans reported that this was looked into a few years ago when the board did not appoint JEO and then had a representative attend a meeting a discuss with the board. Evans stated that prices were compared at that time and JEO was comparable to the same level of engineering services provided by any other vendor. *A motion to appoint JEO was made by Boruch, second—Langton. Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

Holiday Lighting Contest Evans reported she had received the notice from Loup Power of their continued contribution of up to \$100 with matching funds for prizes awarded for our contest. Evans reported that the prize amounts were 1st place=\$100, 2nd place=\$75 and 3rd place= \$50. Evans reported this was increased one or two years ago. Wagoner asked the board if they wanted to increase it anymore. The board decided to wait since it was just recently increased. Evans reported she would get the notices to the previous winners on judging. *A motion to approve the Holiday Lighting Contest with the same prize amounts was made by Wagoner, second—Langton. Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

Planning & Zoning Appointments Evans reported that Betty Kropatsch and Gary Schlesinger were due for reappointment to the P&Z Committee. *A motion to approve Betty Kropatsch and Gary Schlesinger to the P&Z Committee was made by Wagoner, second—Boruch. Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

End of Year Bonus (Doug) Evans explained that this is an agenda item every year in October however, Evans stated that she forgot to put it on the agenda last month. She reported her opinion that Doug has been doing a great job and she loves working with him. She stated that since he is very mechanical, he has been completing most of the repairs on the mower, pick-up, tractor and changing fluids in the new side by side. She stated with the repairs he completed on the tractor and other equipment, he had saved the Village approximately thousands of dollars in mechanic labor wages. It was noted that Reves had received \$1,000 the last three years in a row. Michalak started in April. Wagoner recommended \$1,000. Boruch recommended \$750 since he only started in April. Ratcliffe believed that \$1,000 was fair with inflation. Langton agreed with Ratcliffe and stated that Reves bonus would have been more this year. After discussion a motion to approve \$850 for a Year End Compensation Bonus For Michalak was made by Wagoner, second—Langton. *Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

Snow Blower Sale Bids Evans stated that she had gotten only one bid on the snow blower. The bid was \$50 from Levi Wright. Michalak stated he did have another interested but had no received a bid from them. Wagoner verified the bidding was closed. Evans stated the bidding closed on 11-13-23, prior to the meeting. A motion to approve the bid given by Levi Wright for the sale of the snow blower was made by Ratcliffe, second—Boruch. *Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

Departmental Reports:

Utilities Michalak reported that he had some chlorine pump issues that are now fixed. He stated that he received 4 loads of crushed concrete that was spread out onto Bumpy Road on Nov. 7th as previously approved. No report on sewer.

Back-up Water/Maintenance Position Posting Evans reported that Mick had resigned his back-up position due to lack of time to dedicate to the position. *A motion to approve Evans post the job listing until the next meeting was made by Wagoner, second—Langton. Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. The Chairman carried the motion.*

Parks & Rec. Michalak stated the sprinklers are all shut down for the winter and no further report.

Planning & Zoning Evans reported that she had received a call from the realtor that Lloyd has selling the lots/homes in the new subdivision. Evans stated that it was requested to add advertising on the Village website. Evans reported that she had added it. She reported that it stated they were looking at homes being completed in 2024. Wagoner asked if she could add the advertising to the highway sign. Evans reported that it would be difficult with what she was sent to post. Evans stated she could put something on it about home for sale but would not be able to fit a whole lot on the sign due to visibility. Wagoner suggested using several slides for the info. Evans stated that each slide lasts 10 seconds and people driving by would never get all of the info in time. However she stated she would put contact info to the realtor so people can call if they are interested.

Clerk Report Evans reported that she had all of the paperwork and notarizations completed for her Notary application. She only needed the \$30 check that Michelle would have ready tonight. She stated she would send everything tomorrow and once it was received by the Secretary of State, they would email a link to the test. Evans stated that she would then need to pass the test and then wait for her certificate before she can order her stamp supplies. She stated that once she has everything she will let the board know by email so that they can start referring people to the Village if they need something notarized.

Treasurer Report & Updates—Approval of Bills Schindel asked Evans about the bill from Drain Surgeon. Evans looked at it and reported that she was only concerned with the price of \$1,800 for two jettings and removal of only some roots. Michalak stated that they had come out two days in a row for the sewer back up. Evans stated that Nebraska Rural Water came out a few days later and tv'd the line and found severe root buildup on several areas that were almost solid. Michalak stated that Drain Surgeon provided clearing of a separate line and that the video of that line showed the hole that Drain Surgeon created with his equipment. Evans stated she just wanted to report the concern. No further comment. Schindel reported on the rest of the bills. She asked how long the board wanted her to wait to close the ARPA account since the balance is zero. Wagoner referred the question to Evans. Evans stated that since the balance is zero, close it now. She stated that unless there is some sort of rule with the ARPA funding on how long the account needs to be open, that she could close it as soon as she wants to. Schindel reported that the audit fieldwork with the accountant was rescheduled by the accountant for sometime in December. Schindel agreed. The board reviewed the monthly recap and a *motion to approve the bills was made by Langton, second—Wagoner. Voting aye—Wagoner, Langton, Ratcliffe and Boruch. Voting nay—none. Denbo was absent. 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 **November 13, 2023 at 7:00 PM**. Being no other business, adjournment was made by Wagoner at 8:04p.m.