

**VILLAGE OF DUNCAN BOARD MEETING**  
**January 15<sup>th</sup>, 2023 7:00 PM – Village Hall, 906 8<sup>th</sup> Street, Duncan, NE 68634**

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The monthly board meeting of the Village of Duncan Board of Trustees was called to order at 7:07 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, Steve Langton, Nick Wagoner, Jerusha Ratcliffe and Joe Boruch. Also, in attendance were, Village Staff: Doug Michalak and Marianna Evans. Michelle Schindel (treasurer) was absent. *A motion was made to approve the minutes from the meeting on December 11 by Ratcliffe, second---Langton. Vote was as follows: voting aye—Langton, Wagoner, Ratcliffe and Boruch. Denbo abstained from voting due to absence at that meeting. Voting nay—none. The Chairman carried the motion.* There were no non-agenda items brought to the Board. Wagoner continued with the meeting.

**Unfinished Business:**

**Back Up Maintenance/Water Job Applications** Evans reported that after posting the position on Indeed, she has received 4 applications/resumes. The Board reviewed the resumes and agreed on the 3 to interview. One applicant lived too far away to consider for the position. *A motion to approve Denbo, Wagoner and Michalak as the Interview Committee was made by Langton, second—Ratcliffe. Voting aye—Langton, Ratcliffe and Boruch. Denbo and Wagoner abstained due to conflict. Voting nay—none. The Chairman carried the motion.*

**New Business:**

**Fireman Application Review** The Board reviewed the application for the volunteer EMS position and a *motion to approve the applicant was made by Wagoner, second—Denbo. Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.*

**EMC Insurance Review & Renewal** Evans reported that she had not heard anything or received anything in the mail about the insurance renewal. This item will be postponed to the next meeting.

**Village Holiday Schedule** The Board reviewed the info provided by Evans on other Villages' Holiday schedules. After reviewing the document, the Board agreed to add a floating holiday, Christmas Eve and Good Friday to the Village Holiday Schedule. This would affect benefits for full time employees as well as close the office on these days. A motion to approve adding Christmas Eve, Good Friday and a floating holiday to the Village Holiday Schedule was made by Langton, second—Denbo. *Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.*

**Clerk Conference Request to Attend (Evans)** Evans stated that this is usually on the budget each year and approved then however, it did not make it this year. She reported this is the same conference she has attended the past 7 years and would really like to attend the entire week this year since it is being held in Columbus. She reminded the Board that there will be no hotel or mileage cost this year. A motion to approve Evans attend the Clerk Conference (\$443) this year was made by Boruch, second—Langton. *Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.*

**Appoint Chairman** Wagoner and Boruch both remind the rest that they will not be up for re-election. A nomination for Wagoner as Chairman was made by Boruch. Wagoner nominates Boruch. *A motion to approve Wagoner as Chairman was made by Denbo, second—Ratcliffe. Voting aye—Denbo, Langton, Ratcliffe and Boruch. Wagoner abstained due to conflict. Voting nay—none. The Chairman carried the motion.*

**Appoint Board of Health** *A motion to appoint Wagoner, Denbo and Ratcliffe as the Board of Health was made by Boruch, second—Wagoner. Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.*

**Appoint Board Committees** Evans reminded the Board which committees they are on. After going over each committee and the members, a *motion to appoint the same members to the same committees this year was made by Langton, second—Denbo. Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.* Water/Sewer (Langton/Boruch); Street/Grade (Boruch/Wagoner); P&R (Denbo/Wagoner); Finance (Wagoner/Langton).

**R24-284 Appoint NENSWE Representative and Alternate** Appointee Boruch and Alternate Langton—*a motion to approve R24-284 Appoint NENSWE Representative and Alternate was made by Denbo, second—Ratcliffe. Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.*

**Departmental Reports:**

**Utilities** Michalak stated that things are going well except for the pickup freezing up when trying to remove snow. He attempted thawing it with a heater but still not working well. He reported that he was only able to push snow so close to the curb due to the amount. So, he stated that he is using the bucket on the tractor to move more of the snow back. He only has the tractor to use at this point due to the pickup issue. He reported that there were a few people in town (and farmers) that helped him with snow removal voluntarily. Ronnie Micek, Jeff/Brock Lehr and Travis Stempek. Langton brought up about the snow piles by the highway blocking view of oncoming traffic when crossing. He asked if Michalak could move some of it so that it will be safer. Boruch asked Michalak to try and stay off lawns as there may be sprinkler heads in the way and could possibly break. Boruch, Denbo and Wagoner offer to help if there is a need in the future for snow removal since Michalak had no help for the two storms. The Board discussed possibly asking to use a straight truck to remove some of the big piles of snow. Wagoner asked about the water tower and possibility of it freezing. Michalak stated that Reves had stated prior that there is no need to worry about that since the water is circulated so much.

**Parks & Rec.** no report.

**Planning & Zoning** Abbey Wright resigned from the committee due to life conflicts at this time. The Board is advised that they will need to appoint someone for the committee. *A motion to accept the resignation of Abbey Wright from the P&Z Committee was made by Wagoner, second—Langton. Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.*

**Clerk Report** Evans reported the League of Municipalities Mid Winter Conference will be held in February again this year. Ratcliffe attended last year and advised that it was very informative. Evans stated that if any other Board member would want to attend, to let her know and she will register them and arrange hotel etc. if needed. No further comment.

**Treasurer Report & Updates—Approval of Bills** Schindel was unable to attend due to driving conditions from Lincoln, where she is at this time. Evans handed out monthly recap reports to the board. The board reviewed all bills. *A motion to approve all bills as reported was made by Wagoner, second—Langton. Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. 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 **February 12, 2023 at 7:00 PM**. Being no other business, adjournment was made by Wagoner at 8:10p.m.

Minutes recorded and submitted by: Marianna Evans (Clerk)