

**VILLAGE OF DUNCAN BOARD MEETING**  
**May 13, 2024 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 7:01 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 Lance Denbo (arriving at 7:33pm), Steve Langton (left at 7:15pm), Nick Wagoner, Jerusha Ratcliffe and Joe Boruch. Also, in attendance were, Village Staff: Doug Michalak, Michelle Schindel and Marianna Evans. Michael Hobac (AMGL Accountant) and Levi Wright (My Place Bar) were also present for agenda items. *A motion was made to approve the minutes from the meeting on April 8, 2024 by Ratcliffe, second---Boruch. Vote was as follows: Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. 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:**

**R24-288 Employee Purchasing Limits** Evans read the resolution aloud and reminded the Board it was what they had discussed and agreed on last month. The Board reviewed the resolution and a *motion to approve R24-288 Employee Purchasing Limits was made by Langton, second—Boruch. Vote was as follows: Voting aye—Langton, Wagoner, Ratcliffe and Boruch. Denbo absent. Voting nay—none. The Chairman carried the motion.*

**New business:**

**My Place Bar SDL (Special Designated Liquor License) Request** Levi Wright (My Place Bar owner) presented the Board with request for approval to obtain an SDL from the Nebraska Liquor Commission to have a street dance on June 2. The Board reviewed the application and discussed briefly. *A motion to approve the SDL was made by Boruch, second—Wagoner. Vote was as follows: Voting aye—Langton, Wagoner, Ratcliffe and Boruch. Denbo absent. Voting nay—none. The Chairman carried the motion.*

**Street Closure (My Place Bar)** Levi Wright presented the Board with a drawing of the area to fence off for the street dance. The form was part of the SDL application from the Liquor Commission. The bar requested to fence off in front of the bar out 47 feet and down the street to the Wright's other building (less than a block). The board reviewed the drawing and discussed briefly. *A motion to approve the street closure as drawn on June 2, 2024 was made by Boruch, second—Langton. Vote was as follows: Voting aye—Langton, Wagoner, Ratcliffe and Boruch. Denbo absent. Voting nay—none. The Chairman carried the motion.*

**Audit Report 2022-23 (AMGL Michael Hobac)** Hobac reported on the audit by going through the pages of the prepared audit report. Hobac stated that the Village looks to be doing well, all in all compared with other Villages. Evans asked Hobac his recommendation on how the Village pay for the phase 2 sewer lining project that is included on the budget this year. Hobac recommended paying out of the general fund as there is enough in that account to cover the entire amount. Evans was worried the Village would need to obtain a loan or didn't want the Village to be affected by writing a check that large. Hobac stated that the Village would be fine paying out of the general account. No further questions from the Board or employees.

**Proposed Sewer Lining Phase 2 Contract (Johnson's Service)** Evans reported that Johnson's had sent the contract as discussed. She stated that Johnson's did a good job on the phase 1. The Board reviewed the contract for the 2<sup>nd</sup> phase of sewer lining and a *motion to approve the contract was made by Wagoner, second—Ratcliffe. Vote was as follows: Voting aye—Denbo, Wagoner, Ratcliffe and Boruch. Langton absent. Voting nay—none. The Chairman carried the motion.*

**Flood Administration (Tom Tremel)** Evans reported that she was asked to add this item to the agenda so that Tremel could speak to the Board about Flood Administration. Evans stated she knew nothing else of the matter and that he doesn't seem to be present and she was never contacted by Tremel prior to the meeting. Wagoner postponed this item until requested again.

**Property/Structure Review** Evans reported that the Dept. of Health meeting scheduled for just before this meeting was cancelled due to one of the members not able to attend. Evans stated that they should have had their meeting first in order to make a recommendation to the Board on the property structure. However, Evans stated that she provided the Board with pictures of the shed and explained the complaints she had received on the safety issues. The Board reviewed the pics and Boruch stated that the shed could be saved if worked on. Wagoner and

Boruch agreed to present this as a project to the Holy Name committee at their next meeting this week. Evans asked if they would like her to wait on rescheduling the Board of Health meeting and they stated to hold on scheduling that meeting. Boruch also noted that when he went to look at the shed, he noted that inside the shed was a pile of cut grass. He stated that the owner had also picked up the debris on the ground that had come off the shed. And, she had put the doors inside as well. Boruch stated that he would talk to her and offer to bring his trailer over for her to pile grass on when she mows. And that he would remove and dump the grass for her. No further discussion.

**Proposed Welcome Sign Advertising Guidelines & Fees** Evans stated that she had brought up charging a fee for advertising once the sign was installed and working. She reported bringing it up at a board meeting and the board had agreed not to charge anything for the advertising. Evans stated that the electronic sign alone, had cost around \$45k. She reported looking at electricity bills and the average cost of electricity to that sign is \$40-45/month. There was no fundraising nor grants obtained to help pay for the signs. Evans presented guidelines and fee structure to the Board based on information she obtained from other clerks with electronic signs. She reported that one clerk had reported only receiving donations for advertising on their sign. The Board reviewed the guidelines and fees and discussed briefly. They agreed that there should be an 'in-town' rate and an 'out-of-town' rate. Evans clarified with the Board that the one-mile ETJ was included as 'in-town'. The Board agreed on business advertising as \$25/7 days in-town, \$35/7 days out-of-town; personal messages \$10 in-town, \$15 out-of-town.

**R24-289 Electronic Messaging Sign Guidelines & Policy** Evans read the resolution aloud. A motion to approve R24-289 Electronic Messaging Sign Guidelines & Policy was made by Wagoner, second—Denbo. *Vote was as follows: Voting aye—Denbo, Wagoner, Ratcliffe and Boruch. Langton absent. Voting nay—none. The Chairman carried the motion.*

**Proposed Street Sweeper Contract** The Board reviewed the contract quote from Gehring and agreed it was a good deal at \$700/sweep. *A motion to approve the contract with Gehring for street sweeping this year was made by Wagoner, second—Ratcliffe. Vote was as follows: Voting aye—Denbo, Wagoner, Ratcliffe and Boruch. Langton absent. Voting nay—none. The Chairman carried the motion.*

**Proposed Water Treatment Equipment Replacement & Testing** Michalak reported that he had the resin in the tanks tested. The Board reviewed the report on the testing. Michalak stated that it appeared to him that the resin was still in good shape. However, he stated that he had not yet spoken with the representative about the report yet. He stated that if the resin is okay then he would request that the equipment in the plant be gone through and tested to see if there are any issues that need addressed. Michalak stated that he was quoted \$4,500 for that process. The Board agreed that the equipment would need testing since it is so old and there has been no replacement of anything. Michalak reported that he is treating the water at 100% now. He stated that Don used to treat at 60%. This is further proof that there is some kind of issue happening that would possibly be causing the elevated Nitrate levels. *A motion to approve the testing of all equipment in the water plant for \$4,500-5,000 was made by Denbo, second—Wagoner. Vote was as follows: Voting aye—Denbo, Wagoner, Ratcliffe and Boruch. Langton absent. Voting nay—none. The Chairman carried the motion.*

**Proposed Full-Time Employee Retirement Plan** Evans stated that she had gotten a recommendation from Sundance Investments (Lot of small Villages use Sundance). She provided the Board with the options. She stated it was advised to use a SIMPLE IRA. \$10 set up fee and \$10 yearly maintenance fee. The Village would be required to match the employee contribution up to 3%. The Board discussed briefly and decided they would like Doug to research and see what he thinks. No further discussion.

**Burn Pile Issue Proposed Solutions** Michalak stated that there have been issues with people dumping illegal items in the tree pile. He stated that he had recently moved the camera to see if he can get a better view of the violators. He stated that another option would be to fence it off and install a gate and open it only during the week when Doug is around. Evans stated that she had posted several notices on this issue to the public and it seems to be doing very little to help the situation. Michalak stated he would see how the camera repositioning goes before moving to fencing and gating the pile. The Board suggested Michalak get some pricing on fencing and a gate and bring to next Board meeting. No further discussion.

## **Departmental Reports:**

**Utilities** Michalak stated that Sandra Bazer (new back up water/maintenance) is doing well. Stated she has had some training and has helped him a little bit. Michalak stated that the pickup truck has acted up on him,

however there is no engine light on. He stated that it may need transmission expert. Michalak stated that he had a different siding guy come and side the west park shed. He stated the original guy did not work out and that this guy charged less and came out within a week. He reported that he and Denbo will do shingles on the sheds as approved prior except that they will not do metal roofing. Michalak also stated that the mower has been having issues and is in the shop now. He stated the starter was replaced and now it is something else. He was provided a loaner mower until the Village mower is fixed. No further report.

**Parks & Rec.** no report.

**Planning & Zoning** no report.

**Clerk Report** no report.

**Treasurer Report & Updates—Approval of Bills** Schindel was absent but left Monthly recaps for the Board to review. After reviewing, a *motion to approve all bills as reported was made by Boruch, second—Denbo. Voting aye—Denbo, Wagoner, Ratcliffe and Boruch. Langton absent. 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 **June 10, 2024 at 7:00 PM**. Being no other business, adjournment was made by Wagoner at 8:53p.m.

Minutes recorded and submitted by: Marianna Evans (Clerk)