

**VILLAGE OF DUNCAN BOARD MEETING**  
**November 11, 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 7:10 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 (Utility Superintendent), Sandra Bazer (Back-up Utility Superintendent) and Marianna Evans (Clerk). Michelle Schindel (Treasurer) was absent. *A motion was made to approve the October 22 Special meeting minutes by Boruch, second---Denbo. Vote was as follows: Voting aye—Denbo, Wagoner and Boruch. Ratcliffe and Langton abstained due to not being present at that meeting. Voting nay—none. The Chairman carried the motion.* Chairman provided opportunity for any non-agenda items to be brought to the Board’s attention. He stated there was a 5-minute limit and that the Board may only listen and add to the next agenda if approved. No discussion or decisions may be made. There were no items brought to their attention. Chairman continued the agenda as written.

**New business**

**Change Order #1 Water Project** Dale Bojac (JEO) presented the Change Order and explained that an area of pipe was found to be only 3-inch pipe. It was previously thought that it was 6-inch. In order to be congruent with the water project, this area needed to be replaced with 6-inch pipe. The pipe was near the Fire Station and extended to 8<sup>th</sup> Street. A valve was also added to that line. A fire hydrant near the school was found to be leaking during the 6<sup>th</sup> Street work. The fire hydrant needed replaced. A new valve on 9<sup>th</sup> Street was needed as it was found to be nonworking. Evans reminded the Board that the 9<sup>th</sup> Street valve was previously approved at the special meeting on October 22. Bojac’s Change Order showed a total of \$23,230 (including the valve previously approved). *A motion to approve the Change Order #1 for \$23,230 was made by Wagoner, second---Langton. Vote was as follows: Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.*

**Appoint Village Street Superintendent** 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, 2025 to December 31, 2025 made by Ratcliffe, second—Boruch. Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.*

**Appoint Village Engineer** The Board discussed briefly and Evans reminded them that the Village is required to appoint an engineer every year. However, that does not mean that the Village is required to hire them for jobs. If the Village chooses, they can hire a different engineer for any job. The appointment is required by the state. *A motion to approve JEO Engineering as the Village Engineer for 2025 was made by Ratcliffe, second---Denbo. Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.*

**R24-294 Signing of the Year-End Certification of Street Superintendent** Evans read the resolution aloud in it’s entirety. She explained that the resolution gives Wagoner the authority to sign the certification form for the state. *A motion to approve R24-294 Signing of the Year-End Certification of Street Superintendent with Wagoner signing, was made by Langton, second---Wagoner. Voting aye—Denbo, Langton, Wagoner, Ratcliffe and Boruch. Voting nay—none. The Chairman carried the motion.*

**Proposed Cell Phone Stipend for Treasurer** Evans brought to the Board’s attention that our Treasurer does not have office hours and her only means of communication for her job is with her personal cell phone. Evans stated that this stipend could be for whomever the Treasurer is as long as they do not have office hours. Not specifically for Schindel. Wagoner asked about cost. Evans reported that Michalak gets a \$40/month stipend since the current cell phone line for the Village costs \$40/month. Evans stated that she was the one who set the cell phone service up however, it was several years ago and prices do change. The Board agreed to have Evans look into pricing and Wagoner postponed this agenda item to the next meeting to await cost estimates.

## **Departmental Reports:**

**Utilities** Michalak reported that the PDC is complete on the south side of town and went fairly well. He reported as issue with one resident not having moved vehicles from the street on 6<sup>th</sup> street. He was able to get someone to come and move them off the street. He reported the street sweeper had spent an extra two hours sweeping this time due to the PDC application and would like to bill for the extra time. Michalak reported that Obrist's boring machine is awaiting a part and the final boring should be completed by the end of the week. He stated anticipation of testing coming back for the new areas and being able to place them online soon. He stated that he is getting the tractor and the snow blade ready for snow removal. Bazer has been and will be training on driving the tractor so that she is prepared as well.

**Parks & Rec.** no further report.

**Planning & Zoning** Michalak reported he is still learning. Boruch stated there is a resident that has been putting sheds on their property without permits. Michalak will check out and Evans stated she will send a letter informing them of the one-mile ETJ.

**Clerk Report** Evans reported that she attended the Audit Fieldwork Day last week with Schindel and the Accounting Firm. She reported it went well and there was one thing that was brought to their attention that Schindel will make changes moving forward for. She reported that petty cash, which is usually rare and a minimal amount kept, will now be reported in the bills on the monthly recap. There will also be a better record of the use of the petty cash, other than only receipts. Evans stated the firm will present a report once they have completed the audit.

**Treasurer Report & Updates—Approval of Bills** Schindel was absent however, she did complete and print the monthly recap for the Board. The Board reviewed the recap. Boruch asked why late fees and finance charges were made on the credit cards. Evans stated she did not know for sure but may be due to Schindel's sickness and the approval of bills being delayed. *A motion to approve the bills and monthly recap was made by Langton, second---Denbo. 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 **December 9, 2024 at 7:00 PM**. Being no other business, adjournment was made by Wagoner at 7:50p.m.

Minutes recorded and submitted by: Marianna Evans (Clerk)