

VILLAGE OF DUNCAN BOARD MEETING MINUTES

December 8, 2025 @ 7:00pm – 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 7:00 PM by Chairperson, Gary Schlesinger. 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, Nick Wagoner, Gary Schlesinger, Jerusha Ratcliffe and Van Steyn. Also in attendance were Village Staff: Marianna Evans (Clerk), Michelle Schindel (Treasurer) and Doug Michalak (Utility Superintendent). *A motion was made to approve the November 10, 2025 meeting minutes by Ratcliffe, second---Wagoner. Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger, Ratcliffe and Steyn. Voting nay—none. The Chairman carried the motion.* The Chairman provided an opportunity for public comments. Each individual is allowed to have a 5-minute time limit. The Board may only listen and add to the next agenda if approved. No visitors were present for comment.

Unfinished Business

Back-up Water/Maintenance Applicant Schlesinger reported there were no new applicants for the job with exception of the previously discussed applicant who was willing to help with snow removal only. Michalak reported to have received the resume and completed a phone interview of the applicant. He reported all was well and recommended hiring the applicant for snow removal. A motion to approve hiring Michael Ratcliffe for snow removal at a wage set at \$20/hr was made by Schlesinger, second—Steyn. *Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger and Steyn. Voting nay—none. Ratcliffe abstained due to family conflict of interest. The Chairman carried the motion.*

New Business

Proposed Maguire Iron Agreement (Water Tower Maintenance Project) Schlesinger stated that he had reviewed the entire agreement but did not understand it all. Evans reminded the Board that JEO Engineering has gone through the agreement and had no concerns. After discussion of the agreement details, a motion to approve the agreement was made by Wagoner, second—Denbo. *Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger, Ratcliffe and Steyn. Voting nay—none. The Chairman carried the motion.*

Proposed Clerk Conference Attendance Schlesinger explained that he felt the conferences are a great learning opportunity and he recommended approval. A motion to approve Evans attend the Municipal Clerk Conference in March 2026 was made by Denbo, second—Wagoner. *Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger, Ratcliffe and Steyn. Voting nay—none. The Chairman carried the motion.*

Proposed Water Conference Attendance Michalak explained that this water conference is hosted by the Nebraska Rural Water Association and is the main way he receives his continuing education hours required to keep his water license with the state. He also reminded the Board that board members can attend at no cost. A motion to approve Michalak attend the water conference in March, 2026 was made by Wagoner, second—Denbo. *Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger, Ratcliffe and Steyn. Voting nay—none. The Chairman carried the motion.*

Central Valley Ag Annual Sewer Rate Review Evans reviewed the handout in the Board packets that included the Resolution showing the formula for calculating the new rate. She went over the actual calculations as shown on her handout included in the packets as well. There was some confusion about water charges. Evans explained that this agenda item is solely about what CVA pays for sewer each month. And that the resolution was created when CVA decided to hook up to our sewer line. She reported that a representative from Nebraska Rural Water helped with figuring out what formula should be used based on the amount of water they use due to the demands added to the lagoon. They do pay for water as well at the same rate that everyone else pays in town. Questions about CVA paying the same as residents for water were made. Evans explained that some towns do require commercial properties to pay a higher water rate than residential, however Duncan does not differentiate between the two. Evans stated that if this Board would like to change water rates for CVA, they would have to do for all commercial properties

and not just CVA. She stated that would need to be in the form of a new or amended water rate ordinance. She stated that this subject is only dealing with the sewer rate for CVA for 2026. Schlesinger took issue with the fact that CVA does not pay more for their water. Evans referred to her handout that shows the large amounts of water that they do use and pay for. Which again, is why the resolution was created so that they would be fair in what was charged for their sewer service. And it is recalculated each year based on the amount of water used the year prior. A motion to approve the 2026 CVA sewer rate of \$107.19/month was made by Ratcliffe, second—Steyn. *Vote was as follows: Voting aye—Denbo, Wagoner, Ratcliffe and Steyn. Voting nay—Schlesinger. The Chairman carried the motion.*

Clerk Appointment a motion was made to appoint Marianna Evans as Village Clerk for 2026 by Schlesinger, second—Steyn. *Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger, Ratcliffe and Steyn. Voting nay—none. The Chairman carried the motion.*

Treasurer Appointment a motion was made to appoint Michelle Schindel as Village Treasurer for 2026 by Ratcliffe, second—Schlesinger. *Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger, Ratcliffe and Steyn. Voting nay—none. The Chairman carried the motion.*

Water Works Commissioner Appointment a motion was made to appoint Doug Michalak as Village Water Commissioner by Ratcliffe, second—Steyn. *Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger, Ratcliffe and Steyn. Voting nay—none. The Chairman carried the motion.*

Village Attorney Appointment Schlesinger stated he was not happy with the current appointment but has not had time to search for another option. A motion to approve Neal Valorz for Village Attorney for 2026 was made by Ratcliffe, second—Steyn. *Vote was as follows: Voting aye—Denbo, Wagoner, Ratcliffe and Steyn. Voting nay—Schlesinger. The Chairman carried the motion.*

Village Engineer Appointment Schlesinger conveyed his strong opinion of appointing Advanced Engineering. Steyn agreed and stated that he did not care for the comments made by the JEO rep during that interview and believed Advanced Engineering would be a much better choice. Ratcliffe asked the Board for review of the interview of Advanced Engineering. No comments were given to her directly. A motion to appoint Advanced Engineering Services for Village Engineer for 2026 was made by Steyn, second—Denbo. *Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger and Steyn. Voting nay—none. Ratcliffe abstained due to absence at the interview of Advanced Engineering. The Chairman carried the motion.*

Village Street Superintendent Appointment A motion to appoint John Zwingman at the Village Street Superintendent for 2026 was made by Schlesinger, second—Denbo. *Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger and Steyn. Voting nay—none. Ratcliffe abstained due to absence at interview of John Zwingman. The Chairman carried the motion.*

Annual Salary Review The Board reviewed the table in their packets that showed each employee's wage and what each raise would be for 2-10% raise. The table included the federal COLA for 2026 at 2.8%. Schlesinger stated that he did not believe in COLA raises and the government would care more if it were their money from their pockets rather than taxpayers' money. He stated he did not believe employees should receive a raise every year. He explained that, as a previous business owner, he would sometimes not give any raises. And when he did, it was more around the amount of 25 cents. He stated that 2.8% is way too much in his opinion. He also reported that he was not against the raise, however he was not in favor of 2.8%. He stated he did not believe in bonuses or raises every year. Steyn disagreed and stated that he believed that an employee doing well should be rewarded. Ratcliffe stated that she agreed with Steyn and added that retention is something to think about as well. She stated that with as long as the back-up job position has been open with no success and the difficulty finding others was proof that retention is important. She also stated that the list of other town's clerk's wages show nothing less than \$20/hr and the current clerk is not even at that. She believed that the wage should show that the Village wants to keep the talent that they have. After brief further discussion, a motion to approve a 3% raise for 2026 for all employees was made by Ratcliffe, second—Steyn. *Vote was as follows: Voting aye—Denbo, Ratcliffe and Steyn. Voting nay—Wagoner, Schlesinger. The Chairman carried the motion.*

Departmental Reports:

Utilities Michalak stated that he spoke with Obrist and they are planning to repair/replace the broken sewer line in March or April. He reported that water is doing well. He stated that he had his first snow removal of the season and reported there were a lot of cars parked along the streets especially 7th and 8th streets. He warned that with how wet and heavy the snow is, the parked vehicles are difficult to go around and avoid any snow possibly damaging the parked vehicle. Schlesinger suggested that Michalak clear the snow on Main Ave and 8th St. at the very least in the early morning to avoid work traffic smashing the snow down. Which makes it more difficult to remove after. He also stated that after it warms up and the snow left on roads gets slushy, Michalak should be out removing that from the streets. Michalak reported that he was out at 11am on the Saturday that the snow fell. He also reported that he did return to remove the leftover snow that was melting once the weather turned warm. Michalak asked Schlesinger when exactly he would like Michalak to start snow removal. At 1/2inch? Or 3/4in? Schlesinger just expressed the need to remove the snow for the main streets first and early to help those who are trying to get to work. He also suggested laying gravel on the highway intersection when icy. Schlesinger reported he felt the street sweeper did a good job this last time. Michalak reported no complaints received from residents. Michalak reported that the cars parked on the road for street sweeper are just as bad as when snow removal is needed. Schlesinger stated that there used to be an issue on his street but that he spoke to some neighbors and that there is no longer an issue with vehicle parked on the street for street sweeper and snow removal.

Parks & Rec no report

Planning & Zoning next meeting in January.

Clerk Report no report

Treasurer Report After the Treasurer reported on the bills for the month and the Board reviewed the monthly recap, *a motion to pay the bills was made by Ratcliffe, second—Denbo. Vote was as follows: Voting aye—Denbo, Wagoner, Schlesinger, Ratcliffe and Steyn. 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 **January 12, 2025 at 7:00 PM**. Being no other business, adjournment was made by Chairman Schlesinger at 8:00p.m.

Minutes recorded and submitted by: Marianna Evans (Clerk)