**VILLAGE OF DUNCAN BOARD MEETING**

**Public Hearing**

**February 12th, 2018**

**7:00 PM – VILLAGE HALL**

**906 Eighth Street – Duncan NE**

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The regular meeting of the Village of Duncan Board of Trustees was called to order at 7**:**05 PM by Chairperson Dustin Schaefer. 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 being held. Schaefer assured that everyone present could hear the proceedings. Board members present were Schaefer, Paige Young, Chris Staroscik, Josh Dahlberg and Joe Boruch. Also in attendance were Village Staff: Don Reves, Stephanie Laska and Mari Evans. Visitors included: Betty Kropatsch. *A motion to approve the January minutes was made by Dahlberg, second—Young.* *Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.* Schaefer publicly asked if there was anything that visitors/staff/board members wanted to talk about that is not on the agenda. No requests to speak were made.

**Old Business:**

1. **Wrecked Vehicles** It was noted that Don Schneider had moved two of the wrecked cars that were on his property. There is a Winnebago that is still there. Paul Conkel moved the red pick-up off of his property after he received his first fine. There is a white vehicle still there. Evans reported that she had sent him several days of fines and he had even paid them however, was unsure if the Board would want her to continue fining him since he was showing an effort to remove them. Schaefer suggested that someone get in contact with Conkel to check the status of his effort to remove all of the wrecked/nonworking vehicles from his property prior to anymore fines. Schaefer stated that we just need to keep on top of the matter. The Schrant property was brought up in regards to the nuisance matter. It was reported that there is just as much junk as there ever has been in their front yard. There is an old tv, stroller, garbage, tires and motor sitting in their yard. It was thought that the renters are still living in the home. Schaefer stated to keep fining them however, Evans reported that she had already filed the lien on the property. Reves suggested to have the Sheriff serve them with papers. It might cost us a little money but if it gets them to remove the nuisance it would be worth it. Nothing further reported.
2. **NPAZ (Nebraska Planning And Zoning) Conference Request to Attend** Kropatsch presented to the microphone and stated the conference is scheduled for March 7-9. It is being held in Kearney, NE. Kropatsch reiterated the benefits of attending this conference to help succeed in our Planning and Zoning efforts for the Village of Duncan. She reported that Abbey Wright (P&Z member) would also like to attend. Kropatsch was unsure of the cost. Evans reported what the cost was the previous year. Reves (who attended last year) agreed that the cost was approximately the same as last year. The cost last year was $180 for the entire conference and $95 for the one day conference. Kropatsch stated that Wright should qualify for the scholarship due to being a first time attendee which would mean that the Village would not have to pay for her conference cost. Kropatsch reported that the hotel cost was approximately $94-104 per night. Kropatsch and Wright would have separate rooms for 2 nights each. Kropatsch also stated that meals are included in the conference fee. *A motion to approve Kropatsch and Wright to attend the full NPZA conference and Dahlberg to attend the one day conference was made by Dahlberg, second*—Young. *Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.* Kropatsch suggested to the Board to add conference costs to the Village budget yearly so that approval is not needed each time for the conferences that are attended by P&Z, Board members and Village Staff yearly.

**New Business:**

1. **1&6 Year Road Plan Approval** Schaefer opened the Public Hearing for the 1 & 6 Year Road Plan at 7:16pm. Schaefer read the title of the Resolution R18-222 and reviewed the road plan that was previously approved last month. There were no questions or concerns from anyone in attendance. Kropatsch asked where the Village was in the process of starting the project. Schaefer reported that with this project it is not necessary to hire engineers. However, he stated that it was going to be discussed tonight during this meeting. Kropatsch recommended having engineering involved for several reasons. She reported that the last road project was completed with engineering and it benefitted the Village greatly. She stated there are studies that need to be done as well as the engineers were always present during the construction. They kept an eye on the workers and observed progress in order to ensure the plan was followed completely. Schaefer stated that Evans was in touch with the city of Columbus and Platte County Roads to see if they had any projects coming up that we could coordinate with in order to save on cost. If the company is already in the area, it will save on the total price. Kropatsch again, recommended to have engineering involved. She stated that they basically do everything for you including the bidding process etc. ‘You basically just sit back and let them do the work.’. She stated that there could be several things we would not know how to deal with and it could be a lot more time and effort than expected for the Village. Schaefer reported that he wass leaning towards having JEO Consulting babysit the project just to make sure things are done correctly. Kropatsch asked about whether Frontier Coop could possibly help pay for the road in front of their building which is used by their trucks that are going over the road there. She stated that 6th street gets a lot of traffic from the school as well. Schaefer stated we had spoken to them several times but we were to get an estimate to show them before they go any further. It was corrected that it was actually CVA who had agreed and requested an estimate. Schaefer stated that we would talk with these companies once we have a good estimate to show them. Schaefer stated that the County was having their meeting the 25th of this month to vote on who wins the bid and they would let us know which company they went with. Schaefer stated we should continue with the next step in getting the project going. He asked if there were any questions on the 1 & 6 Year Road Plan. No questions were asked.
2. **NRWA (Nebraska Rural Water Association)** Schaefer reported that we are members of the NRWA and every year we give them a donation. He stated that it is time to pay our membership dues and donate again. He asked the board if they had any suggestions on the amount of the donation. Schaefer stated that last year we paid our $125 yearly dues as well as gave a $375 donation for a total of $500. Reves went into detail on all the benefits the Village gets from being an NRWA member. He stated that they have been out at least twice a year to TV lines within the Village. This helps us save a lot of money because if we had hired someone to do the work in which they do for free, it would cost the Village approximately $5-10k. He stated that the NRWA is very beneficial to the Village in that they also give very valuable information to Reves on water treatment as well as put on the conference that he goes to every year. He stated that they also let members use their equipment if needed. Smaller communities do not always have the expensive equipment needed, therefore, the NRWA allows them to borrow their equipment. This saves the Villages a lot of money on buying the equipment that they wouldn’t use very often. Schaefer suggested giving them a $500 donation plus the $125 membership dues. He stated that it seems they are saving us a lot more in the help they have provided. The board agreed. *A motion to approve a $500 donation and $125 dues to NRWA was made by Dahlberg, second—Staroscik. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.*
3. **March Board Meeting Date Change** Schaefer reported that the board meeting date may need changed next month due to the fact that two of the board members, including himself (Chairman) would be gone to attend the NRWA conference. He stated that he and Dahlberg are registered for the conference on March 12th (day of board meeting). Dahlberg stated that he was not going to be able to attend the NRWA conference but would like to attend the P&Z conference as approved. Kropatsch stated that it would be good to have one board member at each of the conferences. Kropatsch requested that Evans handle all of the particulars with hotel room reservations, registrations etc. for the P&Z Conference. Evans stated she would take care of it. It was noted that Dahlberg would qualify for the scholarship as well since he is a first time attendee. With the Fire Dept. meeting landing on the following Tuesday (Mar. 13), and the Township meeting falling on the first Monday of the month, it would still be better to change the board meeting to March 6th (Tuesday) just in case Dahlberg decides to attend the NRWA conference. Schaefer stated it will work well to have an earlier meeting in order to stay on top of the street project and get that going. *A motion to approve changing the Board Meeting Date to March 6th, instead of March 12th was made by Young, second—Staroscik. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.*
4. **Street Project Update** Schaefer stated we need to be constantly thinking about this to stay on top of it. He stated that he and Young had gotten financial info from different banks last year on financing the street project. He stated before going any further with that, we need to have bids so that there are more concrete amounts needed to finance. Reves stated that engineering has given us estimates and that should be good enough to use until we get bids. Young reported that we can get a better deal on financing if we refinance our current street loan along with the new one. Reves reported that the millings from 6th street are going to be put onto 5th street to help build up the road to prevent the flooding on it. Reves reported that if we can get it up high enough then we can place gravel on top of that and it should help with the standing water in the road. Boruch asked if that road would need surveyed prior to building the road up. Reves stated that it supposed to be a 60 foot wide road from last survey. That includes all space needed for easements etc. Acutal roadway is only about 30 feet wide. Schaefer also asked where we would get the dirt from to raise the road up. He stated that we cannot dig on the south side due to the sewer line that is not very deep. It would have to be dug up on the north side of the road. Boruch again stated that engineering may be needed to make sure we do that all correctly and in the right space. Schaefer wondered what it would cost to have ‘fill’ brought in vs digging up. Reves suggested having a ditch dug anyway in order for the water to have somewhere to go. Kropatsch stated that if we were going to dig up dirt and work on the road it would be considered road improvements. Evans asked if this is going to be a bigger project than previously discussed since millings were the only thing discussed about doing to 5th street before. Reves stated that it will be a bigger project than previously discussed. Kropatsch stated that we should make sure we do not need to have public hearing and property owner notifications on the 5th street project before we start. Schaefer reported that we would talk to engineering about it before we do anything and see what they say. He stated there is a drainage problem down there anyway. Reves stated there is no where for the water to go down there. The water goes south and through Donald T’s cornfield but he feels it should be brought north. Boruch stated that south is the natural flow of water. He stated that there is a lot of water that sits on Kathy Slusarski’s land and there’s a drainage ditch just south of there. However Schaefer reported it is full with corn stalks and blocked.
5. **Request to Join Duncan Fire Dept.** Schaefer read the letter from Cody Schefcyk requesting to join the fire department. There were no objections and a *motion was made by Boruch, second—Young.* *Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.*
6. **Post Office Steps** Two identical letters were sent to the Village, one of them certified, about the damage to the steps in front of the post office. The letters were from Customer Solutions Center USPS Maintenance. It gave a list of repairs needed which include repair of the post office steps which are crumbling and a safety hazard. It was stated that the first step had a corner that was crumbling with a crack along the entire step. Boruch had been to observe it and estimated the cost to repair it at $200. The letter stated we had until March 3rd to repair it or they will hire someone to do the repair and either charge us for the cost or take off their rent. Schaefer read the entire letter aloud. Schaefer then read the email that Evans had sent to the contact listed on the letter. It stated that the repair included concrete and that given our geographic location, the weather is not permitting us to poor concrete. And, that the Village would have the step repaired as soon as weather permits. Schaefer asked Boruch what the temp needs to be in order to poor the concrete. Boruch stated that it cannot get below freezing at night anymore. *A motion to approve repair of the step in front of the Post Office when weather permits was made by Young, second—Staroscik. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.*
7. **Abandoned Vehicles** Young reported that she called the Sheriff’s office about parked vehicles on the street that don’t move, due to all the harassment and threats that Reves is receiving on social media about moving snow. As well as the complaining about snow not being removed sufficiently around homes. She was told that Columbus’ procedure for tagging vehicles was any vehicle that is parked for more than 24 hours without moving, is tagged, regardless of the season. It just happens to be more noticeable in the winter months with snowbanks around vehicles. The tags state the time they have to get them moved from the street. Young stated that she was told that depending on what our ordinance states, he could better advise us on what they could help us with. Reves stated to have them come out and he will show them our ordinance. Young stated it was recommended for us to talk to Schuller (Platte County Sheriff Deputy). Young noted that there were several vehicles still parked on the street during the last snow, when the roads needed snow removal. Reves reported that with the last snow removal, there were 31 vehicles parked on the street on the west end of town. Evans reported that right now we send a letter as opposed to tagging. Young stated that she felt a notice from the Sheriff’s department would get people to move their vehicles better than a notice from Reves. Schaefer read the Abandoned Vehicle Ordinance 130.23 aloud, which stated that any vehicle that is parked on the street for more than 48 hours, is in violation. The board agreed that it is more of a problem now due to the need for snow removal and the fact that Reves is having to try to remove snow from streets that have several cars parked on it. It forces him to have to go around all the vehicles that are mostly illegally parked, according to our ordinance. Schaefer stated there is also an ordinance about tractor, trailer and trucks not being allowed to park anywhere within the Village streets for any amount of time. The board had previously decided not to be the ordinance police of the town but to enforce the ordinances when there are complaints made. Schaefer noted that he wanted to make a formal complaint about Mark Hollman’s vehicles/truck being in violation of our ordinance. It was reported that Mark Hollman had a truck that continued to be parked in front of his home on the public roadway. Evans was advised by the board to send him a letter referring to the ordinance and requesting he move the truck from the public roadway. There was more discussion about the snow removal and how townspeople are continuing to leave vehicles on the road as well as blowing snow into the street, which is a violation as well. Evans reported that with the last billing, she added a notice on the bill to have vehicles off the streets when there is snow that streets need removed. She also reminded customers that blowing/scooping snow into the street is a violation punishable by up to $500 per occurrence.
8. **Proposed Resolution R18-222 (1 & 6 Year Road Plan)**  *A motion to close the Public Hearing at 8:20pm for R18-222 was made by Young, second—Boruch. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.*  Schaefer read R18-222; *a motion to waive the first and second readings of R18-222 was made by Dahlberg, second---Young. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.* The third reading was read by Schaefer*. A motion to adopt/pass the 1 & 6 Year Road Plan R18-222 was made by Young, second---Boruch. Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.*

**Departmental Reports:**

1. **Utilities/Maintenance/Streets** no report
2. **Parks & Recreation** no report
3. **Planning & Zoning** no report
4. **Clerk Report** Evans reported that she had started the training sessions on the new billing program. She stated that she will need to do 8-10 one hour training sessions before she is fully trained. In between sessions there is homework to do as well. So it may be a little while before she will make the switch for billing. The company will be on the phone and right there helping when we do the first billing with the new program. Evans also reported that she had contact with Applied Connective for tech support. She stated that they sent her a packet that shows what they offer. There was no exact number for cost. Evans is waiting for that actual cost but they seem to want to do a monthly fee as opposed to each time we need them hourly fee. Evans stated she doesn’t think that this is what the Village would need and it will be expensive. She was hoping to find a private person who may be able to be more available and reliable than the current service. Schaefer reported that the re-election applications arrived per mail for Staroscik and Dahlberg who need to reapply to be on the ballot for next fall to be on the Village Board. They need to file by July 16th, according to the letter. The names of the filers are needed by June 15th. Schaefer explained to them of the dates they are due and if they want to run for re-election they need to fill out the paper and send it in. If you do not want to run you do nothing. The applications are in the village office.
5. **Treasurer Report** Laska reported the monthly bills. There were no unexpected bills. She explained the larger bills including the Duncan Rural Fire bill which Laska showed to the board. Schaefer requested copies of the itemized bill be given to each board member. Laska copied and handed them out to each board member. Dahlberg state the firehouse got a new furnace which had decreased the power bill dramatically. *A motion to approve the bills was made by Young, second—Staroscik.* *Vote was as follows: voting aye-Staroscik, Young, Schaefer, Dahlberg and Boruch. Voting nay--none. The Chairperson declared the motion carried.*

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, AJ’s C-Store and the Village website on the Thursday prior to the meeting. The next regular meeting of the Village Board of Trustees will be on **Tuesday, March 6, 2018 at 7:00 PM.**  Being no other business, adjournment was made by Schaefer at 8:35p.m.

Minutes recorded and submitted by: Mari Evans (Clerk)