

## VILLAGE OF DUNCAN BOARD MEETING

February 10<sup>th</sup>, 2020

7:00 PM – VILLAGE HALL

906 Eighth Street – Duncan NE

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The monthly board meeting of the Village of Duncan Board of Trustees was called to order at 7:00 PM by Chairperson Jeff Oppliger. 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. Board members present were Young, Oppliger, Josh Dahlberg and Joe Boruch. Kayla Humlicek was absent. Also, in attendance, were Village Staff: Stephanie Laska and Don Reves. Marianna Evans was absent. Laska filled in for her. No visitors were present. A motion was made to approve the minutes from the January 13<sup>th</sup>, 2020 board meeting by Boruch second—Dahlberg. Vote was as follows: voting aye—Oppliger, Dahlberg and Boruch. Voting nay—none. Young abstained due to last meeting absence. Humlicek absent. The Chairman carried the motion. No one in attendance in the audience. Oppliger stated that he will be absent at the next board meeting.

### **Old Business:**

**5<sup>th</sup> Street Nuisance Update** Dahlberg reported that he had sent in the burn permit to do a controlled burn on the structure. The possible dates for the burn will be either March 7, 2020 or March 14, 2020. It was reported that the camper that was parked on the property, was demolished, according to Oppliger.

**Parks & Rec Donation to Church** It was reported that for the first year of the ballpark being in service, there was a profit of \$356. Young reported on the donations that were made to the P&R fund this last season and that the donation to the church should be under what their profit was so that they could at least break even. Oppliger suggested setting a percentage for donation. Boruch thought that was a good idea. Young stated that there may be years when they want to put the money back into the facility and if there is a percentage used, that may put them under profit. It was suggested to use a certain percentage of the net profit for donation to the church every year. Five percent was suggested by Boruch for a donation for future years. Dahlberg and Young agree that they like to revisit it every year and base the donation off of how much they profit each year and not do a certain percentage. Dahlberg suggested that this year they give a donation of \$250 and then revisit the donation amount next year for a final decision. A motion was made to make a \$250 donation to the church from the Parks & Rec 'Ballfield' fund and revisit every year thereafter by Young, second—Dahlberg. Vote was as follows: voting aye—Young, Oppliger, Dahlberg and Boruch. Voting nay—none. Humlicek absent. The Chairman carried the motion.

**2020 Street Bid Notice Proposal** Evans typed up a street bid notice proposal based off what Reves had given her. Each board member was given a copy. It was noted that this street project will be put up for formal bids due to the possibility of it going over the monetary threshold set by law (\$30k). Anything over \$30k needs to be put up for bids by law. Dahlberg read the bid aloud. Reves explained each of the items in the bid that he included, as well as where the exact area is. Oppliger noted the illustration that is attached to the bid notice. Changes discussed were: need to clarify removal and haul away of old asphalt; concrete testing (NDOT approved is in the bid proposal); testing of subgrade; sealed bids until meeting. Possible vendors possible were discussed as: BD's, Gehring, Platte Valley, Wragge, Boruch Masonry, Rising City person. The bid notice will be published in the Columbus Telegram. A motion to approve the street bid notice with aforementioned changes was made by Young, second—Dahlberg. Vote was as follows: voting aye—Young, Oppliger, Dahlberg and Boruch. Voting nay—none. Humlicek absent. The Chairman carried the motion.

**Welcome Brochure Proposal** Each board member had a copy of the brochure that Evans started. Oppliger reads over each section of the brochure. Suggestions included: put in color; add Green Fiber Recycling in amenities; a question was made of whether to include Boystown Day School on it: Oppliger didn't think it would be a school one would opt into; Boruch stated that Shelby and Osceola are other options for school. Young stated that CPS is the actual district that people who would move here would pay taxes to and be in district for; add parking rules in winter; add 'Like us on Facebook'; add TV providers; Young suggested to add—'ATV's are allowed but refer to website for rules'; add the Post Office with phone number. Oppliger stated to refer people to ordinances on common complaints like ATV's and parking. Reves stated that instead of putting too much info on the brochure, it should direct people to go to our website and look at ordinances or info there as well as sign up for alerts. Young and Oppliger agreed that they would like our website to have a 'search' function, to make it easier to find what they might be looking for. Discussion also included that we can have continuous revisions made due to changes in board members etc. No further discussion on this agenda item.

### **New Business:**

**Appoint Village Attorney** Emerson (Village attorney) had sent a letter to the Village stating that he will be retiring in March 2020. Oppliger read the letter aloud. He had suggested using another attorney in his firm named, Neal Valorz. Emerson's letter stated that Valorz is the city attorney for Columbus and he had confidence that he would be good for the Village as well. The board discussed appointing the firm instead of just the one attorney so that there would be another option in the case that Valorz may not be available when we needed him. A motion was made to appoint the Sipple, Hansen, Emerson and Kluteman and Valorz Firm as the new Village Attorney was made by Young, second—Boruch. Vote was as follows: voting aye—Young, Oppliger, Dahlberg and Boruch. Voting nay—none. Humlicek absent. The Chairman carried the motion.

**NeRWA (Nebraska Rural Water Association) Donation** Evans left a note on past donations to NeRWA. Reves explained how much they do for us and what they could do to help us if needed. They are out here a lot, according to Reves, to help TV lines and help test for leaks and exercise valves etc. They do not charge us a service fee for anything. They depend on donations to allow them to continue their help. Reves explained that the past \$220 donations were for valve exercising specifically. The dues are \$125/yr. Oppliger suggested to base the donation off what they did for us the previous year. Reves stated they were here 4-5 times last year to TV lines. They

helped at the water treatment plant and have assisted us quite a bit last year. Reves stated that if we hired someone to come do what they did for us, it would have been a few thousand dollars. A motion to donate \$250 to NeRWA for 2020 was made by Young, second—Dahlberg. Vote was as follows: voting aye—Young, Oppliger, Dahlberg and Boruch. Voting nay—none. Humlicek absent. The Chairman carried the motion.

**Employee Salary Review** The review had been pushed up to February meeting this year due to the March meeting landing on the week that Reves is gone at the yearly water conference. Reves can be present if the employee salary reviews are held in February. Since the monetary changes are made in April. Current wages for all Village employees were discussed by the board. Reves is at \$20.60/hr; Evans is at \$14/hr; Laska is at \$650/mo; Saunders is at \$15/hr and \$100/mo. Raises go into effect on April 23<sup>rd</sup> (Reves' hire date). Oppliger stated that last year there was a 3% increase. Oppliger stated that everywhere he has worked, there was a review process and sit down with employees. Young agreed that there should be a review process. Reves reported that the employee handbook states that employees are to get annual reviews and he has never had one. After discussion, it was decided by the board to establish a review process based on hire dates. Young suggested doing reviews in January and a self-evaluation. Oppliger stated the consumer price index this year was 1.1%. Agenda item for next month will be to establish a review for March and implement the review policy. Young stated that employees could just sit down with Oppliger and he could report back to the board. Oppliger stated he would like to have the entire board be involved. He stated he'd like to go based on each hire dates instead of all in one month or we could have a long meeting. Young and Oppliger suggested a self-evaluation. The board discussed salary increases and decided to raise all employees' wages 3%. A motion to raise all employee's wages 3%, starting April 23<sup>rd</sup> pay period was made by Young, second—Dahlberg. . Vote was as follows: voting aye—Young, Oppliger, Dahlberg and Boruch. Voting nay—none. Humlicek absent. The Chairman carried the motion. It was decided to approve the actual form for employee reviews at the April meeting and discuss content at the March meeting.

### **Departmental Reports:**

- A. **Utilities** Reves reported the touch screen at the water treatment plant went out and needed repaired and the bulb replaced. He reported the cost associated. He researched and found the best price possible for the light bulb. Down to \$216 from \$700. It is something we have to have and cannot do without.
- B. **Parks & Rec** Young stated that she had met with JEO's Dave & Justin and Andrew Ferguson (park sales person). They decided to put one handicapped parking space north of the Village shop garage doors, parallel with the ballards. She stated grants to look at are Game & Parks, UP and Surfacing Grants with Kiewit Foundation. Dave Henke with JEO is working on the looking into the grants. Young explained the 4 different 'zones' planned for the park. There will be a 'swing' zone, 'spin' zone, 'tots' zone and 'big kids' zone. Different surfacing and equipment for each. Drainage issues are being planned for in the park. It will be replaced with something see through such as aluminum with clear site lines. Young stated 6 foot for the fence and that it would be cheaper and last longer than a chain-link fence. Oppliger would like some sort of picture to give to the property owner, so that he can see what it will look like. Dahlberg stated he talked to a company today and they do not carry this type of fence so he will do more research. Young stated that JEO is putting together a 2-D picture and then Andrew will do a 3-D picture and bring to the board to show. Young stated the 6ft fence currently at the park, could be moved to the ballpark and reused. It was stated that there are grants for shade structures that we could look into. We could make a park by the ballfield on the east side (behind the outfield fence). We can re-use all the old park equipment except for the merry-go-round, legally. Dahlberg and Young tell Reves that he can begin taking merry-go-round down from the main park. Young will be attending the next Church Council meeting to talk to them about the ideas for park between the ballfield and the PRE center/church. Young stated that they would be donating all the used park equipment to the church since it is on church ground and that could be part of their donation for next year. She stated at the Main park, there will need to be driplines for landscaping that are on timers, however, there will be no need to mow or trim. The trees will need trimmed up. Young stated there are phases for this project as well. Would like to do a big unveiling to the public and get them excited about the park and take donations. Oppliger would like to see a 2-D with elevation plan along with samples of products etc. Young stated that there will be a new sidewalk all the way around the park. Phase 1 is the Main Ave. park that will include the ballfield with the used equipment being moved there. It was discussed to fence in the two street sides of the park for safety. It was discussed that with the fence on the west side, there could be a sign on the fence that notes the donators etc. Reves stated the current slide is melted at the bottom of the slide and Young and Dahlberg stated that Andrew may not have looked at it close enough. She stated the ballfield will be started in 2 months and will be getting the concession plumbing fixed and a 2 ½ gallon water heater, kitchen overhaul, security light and camera installed and the entrance to be gated and not allow parking inside the ballpark. This would be a safety issue and keep from kids getting hurt with cars driving in and out of the park. Dahlberg stated the ball teams can warm up by the cemetery as well and there will be no cars to be hit by foul balls. Oppliger suggested putting together a budget for what needs to be done at the ballpark. Young stated that she will be putting together a game plan for concessions this season. As far as scheduling with parents and the rules will need to be in place as well. Oppliger suggested the parents of the ball teams run the concessions and they would only be sure to it is locked up afterwards and that they have everything they need. An agenda item will be added for next month to cover the rules & guidelines for the ballfields. Oppliger stated that for the 150<sup>th</sup> Celebration, the donation checks are beginning to come in now. He stated they received \$1,000 this week in donations. Many letters for donations were sent out and we will continue to keep track of the donations coming in.
- C. **Planning & Zoning** There are lots in Duncan for sale again north of the tree pile. Reves reported that it could be developed into 6-8 houses if wanted. It is separated into 2 pieces of land with several lots per each piece. He stated that the waterlines may need redone to feed into a new development there

however. The current water main in that area is only 4 inches (along Bumpy Rd) and would not be enough for that many houses. He stated that there is only a four-inch line feeding the Dahlberg Addition and there are major problems with water pressure in that area. Reves reported that after he gets finished with all the fire hydrants on the list to replace/fix, he plans to work on how to loop the water lines together on the north side of town (cost \$48k) in order to be in line with the Plan for Duncan, suggested by the JEO guidelines. Oppliger suggested starting to look into grants for these costs. Reves also reported that a P&Z Committee member is currently talking to a developer about the opportunities in Duncan.

**D. Clerk Report** Evans is absent. She left nothing to report.

**E. Treasurer Report & Updates—Approval of Bills** Laska stated that last month's bill recap did not have the Home Tour \$880 income on it and didn't have the reconciliation of all accounts yet. She also left off a few expenses. They are all included now. A motion to approve the Dec/Jan revisions of bills was made by Boruch, second—Dahlberg. Vote was as follows: voting aye—Young, Oppliger, Dahlberg and Boruch. Voting nay—none. Humlicek absent. The Chairman carried the motion. Laska reported the bills as shown on the newest bill recap handed out to each board member. No other questions or concerns from the board. The Duncan Rural Fire District \$18k bill will be broken into three monthly payments. The sewer funding bond will be coming to an end shortly. Laska reported there is no money in the 150<sup>th</sup> account so she had to use a check from the general account for the koozies. She now has \$1,000 in donations that will be put in the 150<sup>th</sup> checking account. Oppliger stated the guy coming on Trivia night will need a check for \$700. Young mentioned there are historical grants out there. A motion to approve the Jan/Feb bills as reported was made by Young, second—Dahlberg. Vote was as follows: voting aye—Young, Oppliger, Dahlberg and Boruch. Voting nay—none. Humlicek absent. 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, AJ's C-Store and the Village website on the Thursday prior to the meeting. The next monthly meeting will be changed from Monday, March 9<sup>th</sup> to **Monday, March 16<sup>th</sup>, 2020 at 7:00 PM** due to Chairman's availability to be present. Being no other business, adjournment was made by Oppliger at 8:45 p.m.

Minutes recorded by Stephanie Laska (Treasurer) and submitted by: Marianna Evans (Clerk)