

## VILLAGE OF DUNCAN BOARD MEETING

**February 14<sup>th</sup>, 2022 7:00 PM – Village Hall, 906 8<sup>th</sup> 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, 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 held in the Village Hall. Board members present were Nick Wagoner, Steve Langton, Jeff Oppliger, Josh Dahlberg and Joe Boruch. Also, in attendance were, Village Staff: Don Reves, Marianna Evans and Michelle Schindel. Visitors present were: Travis Stempek, Betty Kropatsch, Janice Hamilton (Cornerstone Insurance). *A motion was made to approve the minutes from last month's meeting on January 10th, 2022 by Wagoner, second---Langton. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.* Visitors were given the opportunity to speak for 5 minutes on any non-agenda items. No items were brought to the Board's attention. Oppliger continued with the meeting. **Agenda change:** *A motion to move item C to first on agenda was made by Dahlberg, second—Boruch. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.*

### **New Business:**

**Insurance Policy Renewal** Hamilton presented the board with the insurance renewal policy. The board discussed and asked Hamilton to clarify certain items. Cyber liability was added to the policy. Hamilton explained what was included in that coverage. A few equipment items needed to be added. Evans will get information for Hamilton to include them on the policy. *A motion to approve the EMC Insurance policy renewal for the Village was made by Dahlberg, second—Boruch. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.*

**Village Intention of Blight Study** Kropatsch and Stempek presented to the microphone to explain to the board that they are unsure of the board's plan/idea for growth of Duncan. They would like to know before they schedule the next step in the process to get Duncan declared blighted in order to qualify for grants for development. The board discussed briefly and it was decided that an informal 'townhall meeting' with the public would help to direct the board on which way to go with development. Oppliger and Stempek will work out when and where to hold the meeting. No further decisions or voting on this item.

**P&Z Secretary Job Duties to Clerk** Kropatsch stated that she is the current secretary for P&Z and has been looking for a new one for the last few years. She stated that she has had no interest from the public on taking the position. Kropatsch reported that she had previously discussed the position with Evans and that she would agree to take on the P&Z secretary position. Kropatsch recommended that Evans get paid mileage and her current wages for time spent on the job. *A motion to approve adding P&Z secretary duties to Evans' Clerk duties at her regular rate of pay plus gas mileage for meetings was made by Langton, second—Wagoner. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.*

**Audit Waiver Approval for 2020-2021** Evans explained to the board that since our accounting firm dropped us after the budget was completed, she has been looking and calling different firms and cannot get anyone to call or email her back. She was told by one firm that they are busy with audits of current clients. Evans stated that she has been in communication with two employees of the state auditor's office and after some checking, she was told that it may be worth attempting to do the audit waiver this year. She stated that we need approval to do the waiver request for the audit for 2020-2021 by the board. She stated that she and Schindel would prepare the request and submit to her contacts. If we want to complete a full audit, it would most likely be late since the due date is March 31<sup>st</sup> and we do not even have a firm to prepare it. If that happens, we would have our highway allocations withheld until the audit was submitted. She stated that she would prefer to do a full audit as she has learned in her clerk conferences is best, however, time is short and with no prospects of an accounting firm, we may need to try for the waiver this year. The board discussed briefly and *a motion to complete an audit waiver request for the 2020-2021 fiscal year was made by Boruch, second—Wagoner. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.*

**Stealth Broadband Proposed Franchise Agreement** The board reviewed the agreement after the Village attorney had reviewed and made advisements. The board agreed on all of the attorney's suggestions. Evans will have the attorney create an official revised copy and send to Klint at Stealth for his review and response.

**Burn Pile Relocation (Proposed Land Purchase Opportunity)** Reves reported to the board that we were not approved for a new burn permit at our current burn pile location. In working with DEE (Dept. Environmental Energy), it was found that the only area for a burn pile would be near the lagoons (within city limits), due to their new restrictions on how close they can be to customers' homes. DEE now only gives lifetime permits, so the restrictions were changed.

Reves recommended putting the burn pile at the northwest pivot corner that borders the south side of the lagoon. He stated that he had informally discussed what the cost would be to purchase an acre of the land from Chris Blaser. He reported to the board that Blaser stated that he did not want to lose money and that \$5k sounded fair. Reves stated that the total cost would approximately by \$8-9k, after putting in an entrance and fencing around the acre. As well as the other costs associated with a land purchase. He stated that the new location has already been approved for a burn permit by DEE. *A motion to approve a survey of the acre of land was made by Wagoner, second—Dahlberg. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.*

**Crack Seal West & South Streets** Reves reported an approximate cost of \$9k. He stated that we are not budgeted for this, this year. The board discussed and *a motion to hire out crack sealer for only the west streets at \$6k was made by Dahlberg, second Boruch. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.*

**Flag Banners for Farmer’s Market Request** Reves reported to the board that the cost of the 2 banners would be \$220/ea. He showed them pictures of an example banner. He would like to place one near the highway and one in town on Main Ave. The board briefly discussed and *a motion to approve purchase of the 2 banners was made by Wagoner, second—Langton. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.*

**Village Well Registration Form Approval** The board reviewed the new form that Reves and Evans created for well registrations in Duncan. *A motion to approve the new form was made by Dahlberg, second—Boruch. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.*

**Employee Salary Review** Evans gave the board a copy of each employee’s current wage, 2% increase, 3%, 4%, .9% and 6% raises. She stated that inflation was currently 7.5% and the 2022 cost of living increase federally, was 5.9%. Oppliger suggested 3%, like last year’s cost of living raise. Boruch stated that he suggests giving more this year due to the rate of inflation. After brief discussion, *a motion to increase the Village employee wages 5%, starting in April (Reve’s hire date) was made by Wagoner, second—Boruch. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.*

### **Departmental Reports:**

**Utilities** Reves reported that he has put in an application for funds with Platte County. Due to their restrictions on what their ARPA funds can be used for, they are taking applications for Platte County towns to award to them. He stated he put in for the entire \$880k for looping the water mains. He reported that we may not get any, or some or all. He stated that the county board had a meeting the next morning that he would attend to hear who they choose and how much they will award.

Dahlberg inquired about how to fix the sunken spot on 6<sup>th</sup> street. Reves stated that it would have to be cut our and replaced. Oppliger added that 5<sup>th</sup> street is a washboard. Reves reported that the only crushed concrete purchase on the budget for this year is for Bumpy Road.

**Parks & Rec.** No report.

**Planning & Zoning** No report.

**Clerk Report** Evans reminded the board that her annual clerk conference is the week of March 14<sup>th</sup>. She asked if the monthly meeting could be rescheduled due to her unavailability to attend or even prepare for it. The board discussed and the meeting will be rescheduled for March 21, 2022 at 7pm in the Village Hall. Evans stated that she would post publicly of the change in date.

**Treasurer Report & Updates—Approval of Bills** Schindel stated that she would close the 150 account once all transactions have posted, as per the resolution upon opening the account The board reviewed the recap and *a motion to approve the bills was made by Boruch, second—Wagoner. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg 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 **March 21, 2022 at 7:00 PM**. Being no other business, adjournment was made by Oppliger at 8:33p.m.

Minutes recorded and submitted by: Marianna Evans (Clerk)