

## VILLAGE OF DUNCAN BOARD MEETING

January 13<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 Oppliger, Josh Dahlberg and Joe Boruch. Paige Young and Kayla Humlicek were absent. Also, in attendance, were Village Staff: Marianna Evans, Stephanie Laska and Don Reves. Visitors present are Michelle Oppliger, Carla Dahlberg and Janice Hamilton (Cornerstone Insurance). A motion was made to approve the minutes from the December 9, 2019 board meeting by Dahlberg second—Boruch. Vote was as follows: voting aye—Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion. No unscheduled concerns were noted, so Chairman continued with the regular meeting.

A motion to move agenda item New Business A. Village Insurance Renewal to the top of the Agenda list was made by Dahlberg, second—Boruch. Vote was as follows: voting aye—Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.

**Village Insurance Renewal** (Janice Hamilton Cornerstone Insurance) Hamilton presented to the microphone and introduced herself to board members she hasn't met yet. She handed out a folder packet of info on the Village insurance to all members of the board. She explained that the forms inside show the premiums from last year and this year. She went over the coverages and explained that property increases every year and that is figured not by her, but by a professional company that Cornerstone uses to figure those amounts. She stated that EMC offers a dividend program based on premium and loss history and that the Village could receive a return on their premium in some cases. Hamilton explained that for property, the covered price is what the replacement cost would be, not what it would cost to buy new (i.e. Water Tower). She reported that the pump houses are actual cash value and they depreciate. Reves explained that the west park well is unusable and the green pumphouse well is for emergency use only. The board questioned whether the west park well should even be covered then. Reves stated that the shed itself needs coverage to cover cost of replacing roofing etc. He stated that he does store things in that shed as well. Hamilton stated the 2 usable pumps are replacement cost only. She reported that with the equipment coverage, the board can decide to adjust the amounts if needed or remove or add anything needed. She explained the coverage on the new pick up truck bought last year. She reported there is a \$1,000 deductible. She explained the hired non-owned auto liability policy that will cover an employee in their personal vehicle that is actively doing business for the Village. She also reported the work comp insurance for the Village on employees. She added that if an employee were injured at work and could not work and also could not do home chores and had to hire someone to mow or clean etc., the insurance would cover the cost of that work at home as well. Hamilton went over the umbrella policy which is 4 million dollars and will pay anything over the other policy limits. After her presentation, she asked the board if they had any questions and the board had none. She stated that as soon as she has the official policy, she will drop it off to the Village office. She had Oppliger sign to remove the Terrorist coverage. She also reported that she would get premium price differences if the 2 unused pumphouses were removed or reduced in coverage on the policy if wanted.

### Old Business:

**5<sup>th</sup> Street Nuisance Update** Lance Denbo was not present however, Dahlberg stated that he gave the fire department paperwork to Denbo about a week and a half ago. Reves stated that he gave Denbo a phone number for an asbestos inspector to call for an inspection. Oppliger asked if there should be a deadline set for having the house burned down. Reves stated that Denbo has been actively working on the nuisance. Dahlberg stated he did not know exactly how long it would take for an asbestos inspector to schedule a time to inspect. Dahlberg stated he would follow up with Denbo in a week or so to see what progress is being made. The board agreed. No further info on this subject.

**150<sup>th</sup> Celebration Proposed Donation from the Village** M. Oppliger and C. Dahlberg presented to the microphone and stated that they have been working on the fundraising events for the celebration and have defined specific amounts needed to get the Trivia night going. M. Oppliger stated that they would need \$730 by March 21<sup>st</sup> for the presenter. She stated the event would be at Pulaski Hall (hall donated by Gary Schlesinger). She stated that they can order koozies from Party Palace for \$.75 each. She stated it would be \$187.50 for 200 koozies. She reported the total amount needed for Trivia night would be \$917.50. She is requesting \$1,000 from the Village as a donation to the 150<sup>th</sup> Celebration. The board agreed on the prices and donation. As decided in a previous meeting, the amounts will all be approved with the bills at the meeting following the invoicing.

**Chicken Farm Truck Traffic** Oppliger stated that he had spoken to Travis Stempek who informed him that there were multiple people at the farm and unsure who to resolve anything with. Reves presented to the microphone and stated that he talked to a county road employee who had called and spoken to the reps for the chicken farm haulers. The county has instructed the haulers to take the Monroe blacktop, rather than go through Duncan to get to and from the farm. Reves reported he has only seen one truck in town since then. It was asked if anyone had spoken to CSS Farms on contributing to our street fund for their heavy use of Main Ave. Oppliger asked if there could be a street tax assessed to them however it was reported that CSS Farms is not in the Village jurisdiction. Reves suggested a board member call and talk to someone there as they have been very generous with donations and time to our town in the past. Reves also suggested someone talk with CVA as well since they heavily use the boulevard.

**Cars on Streets** Reves reported that the last time he snow plowed, there were 52 cars parked on the streets in town that he had to go around. He stated it was mainly on 7<sup>th</sup> and 8<sup>th</sup> street. Oppliger suggested to send a letter reminding residents to get vehicles off the streets when it snows and Reves has to plow. He stated to add in the reminder that they could be fined if they choose to ignore the reminder.

**Parks & Rec Donation to Church** Dahlberg stated that he is unaware of what amount they could donate this year since Young is absent tonight. Oppliger postponed this item to next month.

**2020 Street Bid** Reves stated that he was advised to get our bid out early to ensure the most and best bids possible. Reves reported that he would advise to just keep following the new concreted area on Main Avenue all the way down the hill. He reported that since the project is less than \$30k, we do not need to hire an engineer. Oppliger asked if we have ever used a company that does bids for people. Evans reported that we usually don't except for when we have engineering involved since they do bids for us. Evans stated that she wanted the board to tell her exactly what to include in the bid. She reported she would let the board approve it prior to posting. Boruch suggested asking for the concrete to be tested for 5k pounds in the bid. He stated that there is an area where the curb will need to be replaced in the next section. Reves was aware of the area.

**Welcome Packet** Oppliger stated that there are so many new people moving to town and it would be great to have a welcome packet or something to give to them that would give them useful information such as amenities and providers of services needed etc. As well as how to pay their bill and about zoning permits and parking. He stated it should have a link to our website which includes all of this info. Evans stated that she could work on something and asked in what form the board would like it. The board agreed to use just one sheet of paper so as not to make it too overwhelming. Oppliger suggested reaching out to AJ's and the bar to see if they would like to contribute coupons to place in the welcome packet. Reves suggested giving some of the packets to real estate agents to hand out to people that are buying homes in Duncan. Evans reported she would work on it and email to the board for approval prior to handing any out.

### **New Business:**

**Appoint Village Attorney** A motion to appoint Emerson as the Village Attorney was made by Boruch, second—Dahlberg. Vote was as follows: voting aye—Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.

**Appoint Village Board of Health** A motion to reappoint the same members of the Board of Health (Chairman, Young, Dahlberg) was made by Dahlberg, second—Boruch. Vote was as follows: voting aye—Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.

**Appoint Village Board Committees** A motion to reappoint the same board members to same committees as current, including: Water/Sewer= Humlicek/Boruch; Street/Grade= Humlicek/Boruch; Parks/Rec= Young/Dahlberg; Finance= Oppliger/Young was made by Dahlberg, second—Boruch. Vote was as follows: voting aye—Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.

**Appoint Solid Waste Coalition Representative** A motion to reappoint Dahlberg as the rep and Boruch as the back up was made by Dahlberg, second—Boruch. Vote was as follows: voting aye—Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.

**2019 Audit** Laska handed out packets to all board members. She stated the info summarized all funds, receipts and disbursements. She stated it showed a loss of \$32,365 in Utilities. She stated that we are getting closer and will be only a couple more years before we are in the black for Utilities. The board agreed to do a rate study next year on water/sewer rates since the water rates have not increased in a year and sewer has not increased since the sewer project several years ago. Evans reminded the board of the idea to have the water rate study include information on what we could charge for sewer usage rather than a \$40 flat rate. She stated it had been discussed previously about charging a usage rate for sewer based on water usage for a residence. She stated that the little old lady in one house is paying the same price for sewer as a household of 5. She thought that it would work out to be the same income as charging a flat rate for everyone. She stated that the NRWA rep is who figured how we charge CVA for their sewer usage which is the same formula. It is based on their water usage. Reves reported that DEQ is who set our sewer rate when we redid the lagoons and that price is what the Village had to charge in order to get the loan for the project. Laska reported that she had contacted the bank to get into compliance with them due to the amount of money the Village has there. Anything over \$200k requires signatures from the Village. A motion to approve the 2019 audit was made by Dahlberg, second—Boruch. Vote was as follows: voting aye—Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.

**Proposed Extension of My Place Beer Garden Contract** Evans reported that she was contacted by a real estate agent that had a client who wanted to put in a bid to buy My Place Bar but wanted the beer garden contract to be increased in how often the Village can change the contract. Evans reported that the current contract states that the Village can renew or change or cancel the contract every 5 years. Oppliger stated that he didn't believe that would be a good idea to do for an interested buyer. The board agreed. Evans stated that she believed that client had already put her bid in and it was very underbid and rejected anyway. Reves reminded the board that it was set at 5 years to make available to the Village to sell it with the post office building, in case the post office ever closed and the Village had no use for the building. The beer garden is part of the same lot that the post office building is on and would make more difficult to sell if we had to separate the lot.

A. **Utilities** Reves reported that Lehr Subdivision sewer project is now complete and DEQ engineer will be meeting with the Attorney General to sign off on it. The engineer is coming to take after pictures for the meeting with the AG for proof. Reves reported he has nothing on the Annual Water Report. He stated nothing else to report on utilities.

B. **Parks & Rec** Dahlberg stated he had nothing to report.

C. **Planning & Zoning** Nothing to report.

**D. Clerk Report** Evans stated she had received court documents in the mail stating that Steve Lloyd is currently suing the property owners of the 'Schant Rental' nuisance. He had bought out the taxes that were owned by another company. He is planning to foreclose on the property and then build another duplex. Evans reminded the board that Lloyd had presented before the board, requested and was approved for the lien on that property to be released. This was to be released upon Lloyd's contact with Evans that he was ready go. Evans had not received any notice yet and she stated that she did not want to release the lien until he is ready just in case somehow another person could come in and pay off the taxes etc. and take the property from Lloyd. She stated that we also have recently learned from experience that on a foreclosure, the liens on properties are cancelled. She stated that we may still want to release the lien anyway just for future purposes. We found out with the Pavel rental that the liens are cancelled (or just ignored) on foreclosures but unless they are released, they remain with the records in the County Register of Deeds office. That is why Pavel was told of the lien on the foreclosure he had bought several years ago. The board agreed and Reves stated that he would talk to Lloyd and make sure he knows to let us know when he is ready for us to go release the lien. Evans reported the winners of the Holiday Lighting Contest as: 1<sup>st</sup> Place= Joe/Bridget Runquist; 2<sup>nd</sup> Place=Gary/Joan Schlesinger; 3<sup>rd</sup> Place= Harold/Jean Ksiazek. She reported that she had posted the winners the day after voting and that she has their winner letters ready to go. She is only waiting for the approval and for Laska to get the checks made out for her to send with the letters.

**E. Treasurer Report & Updates—Approval of Bills** Laska reported that there were no surprise bills or anything out of the ordinary. The board looked over their copy of the bill recap and had no questions. Laska stated she would be sending out W-2's for the employees and board members this week. A motion to approve the bills as reported was made by Boruch, second—Dahlberg. Vote was as follows: voting aye—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, AJ's C-Store and the Village website on the Thursday prior to the meeting. The next monthly meeting will be held on **Monday, February 10, 2020 at 7:00 PM**. Being no other business, adjournment was made by Oppliger at 8:12 p.m.

Minutes recorded and submitted by: Marianna Evans (Clerk)