

VILLAGE OF DUNCAN BOARD MEETING

March 16th, 2020

7:00 PM – VILLAGE HALL

906 Eighth Street – Duncan NE

The monthly board meeting of the Village of Duncan Board of Trustees was called to order at 7:05 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, Humlicek, Oppliger, Josh Dahlberg and Joe Boruch. Also, in attendance, were Village Staff: Marianna Evans, Stephanie Laska and Don Reves. No visitors were present. A motion was made to approve the minutes from the February 10th, 2020 board meeting by Young second—Dahlberg. Vote was as follows: voting aye—Young, Oppliger, Dahlberg and Boruch. Voting nay—none. Humlicek abstained due to last meeting absence. The Chairman carried the motion. No one in attendance in the audience. Young brought up about the current Coronavirus Crisis and the effect on our customers financially. She asked if we could waive late fees or something in order to help the Village customers during their time of need. Evans reported that she has always worked with anyone who is having trouble paying their water bill and she does not see it to become a problem. If it were to become a problem she would let the board know. Chairman stated that the board could have an Emergency meeting, if ever needed, during this crisis. No further questions or comments from anyone. It was noted that the meeting will be recorded via the Chairman's phone due to the missing recorder.

Old Business:

5th Street Nuisance Update Dahlberg reported that the firemen had a successful burn of the home and that the owner is already talking with the appropriate people to clean the rest up by the time it is ready to be mowed. No further comments or questions.

New Business:

Review Sealed Bids for 2020 Street Project Oppliger stated there are 3 sealed bids in front of him. He opened the first one from Boruch Masonry (Ron-Osceola). Oppliger stated that it was very simple bid with total cost of the project listed as \$110,984. The bid stated that the project would start by July 1st, weather permitting. There were no other details on the bid. Oppliger opened the 2nd bid from Sealcoat Services Inc.-SCS Construction out of Columbus. Oppliger read the entire breakdown to the board and the total project cost is listed as \$128,311. This bid reported August as the start date. Oppliger opened the 3rd and last bid from BD-Construction. He read the entire bid to the board with a total cost listed as \$155,300. It reported that the project would be completed by September. Young asked if we could afford this. It was stated that there is \$50k on the yearly budget approved for this cause, as well as an extra \$50k for general/street use. The board is wondering why the cost is so much higher than what we expected. Reves explained that he estimated the price based off what the 2019 street project on the hill was charged at. He stated that concrete prices must have went up. After looking it up, he reported that concrete prices had increased significantly. Another note was interjected stating that the cost is higher due to the requirement of using NDOT approved concrete. After some discussion, Oppliger stated that he had more questions and was hesitant to agree to this due to cost. Reves brought up about the timing of the project and our ability to use 2 budget years to pay for this project. Oppliger asked if we could shorten the length of the street project. Reves reported that you can but would have to resubmit bids again. Humlicek added that the cost of mobilization of the equipment etc. will still cost the same no matter how long of a street we do. Boruch agreed that we do not want patchwork streets. Oppliger asked if this really is the first area that we need to start with. Reves reported that he prioritized based on the condition of the street and use of the street. This is Main Ave. and used frequently and the dip is in bad need of fixing due to massive potholes. Evans reiterated using the 2 budget years to do this project. By paying half the project in one budget year and the other half in the next. Our budget year ends Sept. 30th. So, we could pay the first half anytime and the second half Oct. 1st. Young stated that she didn't think that these vendors would want to wait that long for their payment. Evans and Reves stated that Sandy (former Treasurer) used to do this for large bills at times when needed. Oppliger asked when we would have to schedule the project in order to pay this way. Evans stated the bidders have all reported they would start this summer and finish by September approximately. So, as long as the bidders are okay with being paid this way, we could go ahead. Oppliger stated to postpone this item to next month in order to inquire if the bidders were willing to be paid this way. Evans stated that we should ask our accountant as well and see if it is possible to cut just one check/payment as well since we have such a large reserve. Reves stated that a vendor in Columbus does not even use NDOT approved concrete on their bids and that saves a lot of money. However, Reves then stated that we should not do that on Main Avenue due to the high truck traffic on it. Boruch agreed and stated that it will hold up a lot better and longer as well. The board agreed to postpone the 2020 Street Project Bid choice to next month's meeting.

Lottery License Renewal Evans reported that the lottery license renewal is due and that she wanted to be sure the board wanted to renew this year. She stated that we do not have any keno or anything in town and the board voted the last couple years to renew anyway, in case a potential new bar owner wanted to start keno. Boruch thought that it may cost more to reapply than to renew. The board agreed to renew. A motion was made to renew the lottery license for 2020 by Boruch, second—Young. Vote was as follows: voting aye—Humlicek, Young, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.

Proposed R20-238 Crack Sealer Sale Evans reported that she no longer has an interested buyer. She stated that the clerk reported to her that her board decided they wanted a 'hot' crack sealer and will buy from a vendor. Evans asked the board if they would still like to sell it since we really have no use for it. The board asked Reves about its use. Reves stated that he used it one time. He used the entire barrel of tar (\$550) for one small area and it took him a long time to do. He stated it is not feasible for him to be doing along with all his other duties and projects. It was asked if he could have Saunders do the crack sealing of the streets. Reves stated that he would

need another vehicle for that. Reves stated that he quoted what it would cost to have a vendor do the street crack sealing and it was around \$900 to do all with the use of hot mix, which is better than cold. He stated that the company could do the entire town in 3 weeks whereas it took him that long to do one half a block. The board agreed to sell. The original price of the sealer was \$6,277 and included one barrel of mix worth \$550. Evans reported that in selling used items, it is usual to set the asking price for half what the new price was. The board agreed on an asking price of half the original price, minus the barrel of mix worth \$550. Boruch asked if we could list it on Big Iron. Reves stated that we could but then we couldn't list it anywhere else and you cannot ask for a minimum price. It starts at zero and you get whatever the highest bidder is. Evans stated that she would put the add in the paper and post in the three usual places for anyone to see. The board agreed. Oppliger reads the entire resolution R20-238 aloud. A motion to approve R20-238 Crack Sealer Sale was made by Young (after reading the title), second—Boruch. Vote was as follows: voting aye—Humlicek, Young, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion. A motion was then made to ask a minimum price of \$2,863.50, list that payment is due on pick up and that must be picked up within 30 days by the buyer by Young, second—Dahlberg. Vote was as follows: voting aye—Humlicek, Young, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.

Duncan Volunteer Fire Dept. Proposed Bylaws Changes Dahlberg stated that these are just a few added changes to the changes that were already approved by the board. These changes were needed to make the by laws more understandable. Each board member was given a copy of the changes and read them. A motion to approve the changes was made by Young, second—Humlicek. Vote was as follows: voting aye—Humlicek, Young, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.

Mid-Winter Conference Review (Oppliger) Oppliger stated that it was very informative and he would recommend at least 2 people go next year in order to benefit from all the sessions that he could not go to. He reported that he saw many good ideas for town media productions that highlight the towns past years etc. He also learned a lot on how to retain people in the town and encourage people to move here. He reported that they talked of a new bill LB-424 which is a land bank proposal that makes it easier to acquire properties with liens and use tax funds to buy these properties so that we can clean them up and sell them for what we can. He brought up the area of debit/credit cards and making sure we are approving all transactions. Evans reminded him that we just approved a credit/debit card policy not too long ago, putting limits on the amount per transaction and per month that these cards can be used. She stated Young has a debit card and Reves has a credit card. Oppliger reported on LB840 that is a 2% sales tax to buy vacant properties and revamp the downtown etc. He suggested looking into this for Duncan. He learned about ordinance enforcement and stated that some places pay for services from sheriff's departments or local police. He stated he learned that some smaller towns are hiring certified law enforcement officers to enforce ordinances. Oppliger went on to state he learned about the importance of having a standard of operation procedure for each employee in the Village in case something were to happen and that person is unable to fulfill their commitment and someone would have to come in and try to fill in. Evans reported that there is no certain schedule she follows and that every day is different, other than when she does billings, late fees and the few minor daily things like checking emails and processing checks. Other than that, it varies everyday. Reves stated that his job is the same and he has varied jobs as well. Evans then reported that she had previously already made a 3 ring binder with step by step instructions on how to do billing, in the event she cannot. Oppliger reiterated the importance of having these standards of operations. Oppliger stated he learned a lot about grants that would be beneficial for us and in improving the downtown and for the 150th etc. He then stated that it is important for us to establish daycares in the town in order to encourage people to move here. He stated he learned there was grant money out there for this as well. He stated again that he enjoyed the conference and knows that he did not get to attend all sessions that he could have benefitted from and suggested at least two people go next year.

Proposed Street Lights at 280th Ave. Oppliger stated that he had concerns brought to his attention at 280th Ave. where it is very dark. He stated there are no lights at the intersection of 280th and the highway either. He stated he believed it would be a good idea to put two lights up there. He stated the price through Cornhusker Power would be \$36/month per light and cost \$150 for the equipment. Loup Power is charging \$13/mo per light. Oppliger stated that the road is commonly travelled. Oppliger stated that it is not in the city limits. Young agreed for the lights especially since the school is right there. Boruch asked if it would be the county's responsibility and if anyone asked. Oppliger stated he did not know and did not ask. Reves reported that we should however, put a yield or stop sign at the turn by the gravel road, past the school (by Olsulfkas) since the shelter belt hides the road and people come flying out from the gravel road. He stated that could be a potentially very unsafe area. He stated it is a very dangerous intersection. Again, that should be county responsibility since it is out of city limits. Young asked if the Olsulfkas would call the county, would it get done faster. Oppliger decided to postpone this item until next month so that someone can reach out to the county and find out if they will help.

Proposed Ballpark Rules Young reported that she met with people that are at ballparks a lot, in Columbus, and found out a lot. She stated that we currently do not charge the teams who play on our field anything for the use of the field. She reported that the Columbus people she spoke to were very surprised that we do not charge anything for use of our field and help with concession stands. She stated that she mentioned to Larsen to have parents run the concession stands etc. Reves reported that they were supposed to do the lawn care and Reves has mowed it every time. Evans reported that the board signed a contract with Nick Larsen last year that stated they would take care of the fertilizing and mowing and we only water the grass. Young was not familiar with the prior year's contract with Larsen. Reves retrieved the contract from his office and it does state that the ball team were supposed to do the groundskeeping with fertilizing, mowing etc. Young asked if we should be charging them for using our field. Reves stated the ball team really hasn't done a whole lot of work on the field with no mowing, fertilizing, weeding etc. Young stated that they have done some things such as bring dirt in. Young stated she thought we need to redo the contract every year. Evans reminded the board that last year, Larsen stated that they wanted nothing to do with the concession stand and that whatever the P&R made, they could keep. Oppliger

stated that whatever we do with them, we need to be clear on what their responsibility is. The board discussed options and finally decided on letting Reves mow and care for the grass. And, the ball team can have the parents run the concession stand and if they cannot or do not want to, they ball team will pay the P&R Committee a fee of \$75 per game, which will pay the people that end up running it. Dahlberg stated he would pick up the lock box when parents run the stand and help open it up. Young stated the ball team should be required to lock up the bathrooms and turn off the lights as well. Dahlberg stated that he understood that last year they didn't help with concessions since they were just getting started and concessions going. However, he stated, they should be able to take it over now. Young agreed and stated the ball team needs to make a schedule and have parents sign up to work the concessions. A new contract for the ball team will be proposed at the next meeting.

Personal Policy Review & Proposal Young stated that she looked at her husband's policy at his work and at her work for her information. She questioned who approves the hours worked and what we do to keep track of time. Evans reported that they have handwritten timesheets and Laska is their timesheet supervisor that signs all timesheets. Then, Laska and Oppliger sign the checks. Oppliger stated that it is good to have two eyes looking at payroll and he would start signing timesheets from now on. The board all have a hard copy of the current policy. Young and Evans had previously gone through the policy and marked areas that need modified. Young wondered if the area that talks about Reves' insurance stipend benefit amount can be taken out since that was just adjusted and is no longer the amount listed. Evans stated that in the beginning of the policy it refers to ONLY full-time employees. The board agreed to have it say 'all employees'. Young also reported that most places are going to all PTO instead of sick time and vacation time. Evans stated that is what she finds in other communities as well and previous jobs. The board agreed to go to all PTO. Oppliger stated that he believed there should be something about having each employee have a standard operating procedure as well. Young questioned how sick time worked. She suggested giving 24 hour notice before PTO can be taken. Evans read the part of the policy that stated all vacations need to be approved by the Chairman. Oppliger stated he didn't want to make things more complicated than they had to be. The board agreed with all other changes in the policy and agreed to approve it. A motion to approve the policy with the changes included was made by Young, second—Boruch. Vote was as follows: voting aye—Humlicek, Young, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion. Boruch reminded Evans to change the date on the front cover. Evans acknowledged.

Proposed Evaluation Form Review & Proposal Evans reported that she had sent out to the board per email the two examples that she had received from other clerks in towns similar in size, a few weeks ago. One form is short and the other quite long. Young liked the longer one best. The board members looked over each one. Evans stated these were just examples and we could make our own. The board agreed on using the longer evaluation form from Ceresco. Evans reported that the clerk for Ceresco had told her the form was brand new and they hadn't even used it yet to test it out. Evans suggested not approving the form at this time since no one has read completely through it to make the minor changes that will be needed in the wording to make it fit our Village. The board agreed and the item will be postponed to the next monthly meeting after changes have been made.

Departmental Reports:

A. **Utilities** Reves presented to the microphone and stated that the empty lots next to the Blvd, have been sold to a person that is intending to subdivide and sell homes. He has been in contact with Reves and going over all the P&Z laws etc. No timeframe was given. Reves went on to tell the board that he got a quote from Sergeant Drilling on cost of decommissioning the two wells in Duncan that are not and will not be used anymore at the west park and up past the water treatment building. The total cost would be \$7,175. He stated that he learned at the water conference last week that the Lower Loup NRD will give \$2k to us to help with decommission of wells. DHHS rules state it has to be done by a licensed well driller. Reves then talked about the water line that runs up Bumpy road and how it is too small and houses are connected awkwardly to it as they were being built. He stated that he inquired the cost of running the suggested 8-inch line instead of the current 4 inch line. Obrist quoted it at \$68,500. He is awaiting a bid from Randy Koch. He stated that this line is part of the looping plan that was given to us years ago to correct our water lines. He stated that we eventually would want to loop into the south side of town with extending this line. Reves stated that he got quotes for this due to the possibility of the new subdivision by the Blvd. He stated that there is no way they could all hook up to this current line and this is the recommended way to do this. He suggested to look into grants for this loop. He stated that the entire looping project would cost approximately \$360k. That was per a JEO engineer. That includes the plan to loop the north side as well and fix the pressure problem in the Dahlberg addition. He stated that new people that move in there complain that they cannot run two water items at the same time due to lack of water pressure. Reves reported that there was a new family that moved to town and had a high water bill and so they complained. Reves used the app on his phone to go over the last few days/weeks to see when they used most of the water and how much they used. He reported that he explained to one of the family members that the usage was high every day and was average for every hour. He explained this would result in a leak somewhere in the house. The family ended up hiring a plumber and found they had every toilet (total of 4 toilets) in the house running over. Their next water bill should be more average for their size of family and usage. Reves went on to tell the board about his app and that he can check any meter in town for the last 90 days of usage and even hourly for any of those days, to help pinpoint where and when and how much water is being used. This helps to show customers and relieve their fears that we made a mistake or that there is something wrong with their meter. He stated that he tells customers that if a meter were bad, the meter would slow down, not speed up in the usage reading. So, their usage would be reported lower if they had a bad meter. Oppliger inquired how we get our meter readings. Reves explained that he uses an app on his phone that reads them digitally. He explained that we are in the last phase of going to complete radio read and that once we purchase and install and train on the new equipment needed, Evans will

have a much easier time for billing. He stated right now she had to individually match each meter number to the customer's address and name. Evans explained that once we have the full radio read installed, Reves will have equipment that will take an automatic read of the meters and connect to the office computer and thus the billing software. Through the new software, the readings will directly insert to each customer's account. She stated that this will take away any possibility of human error in readings. She stated that we are waiting right now to have our billing software usage all up to date and working before we can get the final equipment. Oppliger asked how much it cost. Evans stated that the amount has went down now because it has been so long since we quoted and equipment has gotten cheaper. However, the initial cost was \$11k. Oppliger asked more questions on how it works and thought maybe he could save the Village \$11k. Evans stated that if he would like the information, she can give it to him to read all about it. Evans stated it was approved on the budget and has been approved and that we haven't gotten it yet due to awaiting the administrative general ledger side of the billing software to be in full use.

- B. Parks & Rec** Young showed her 3-D video from Andrew, of the new park design. She stated there are some areas where there will be seating that aren't shown. She stated there may be some grass on the north side or east side. She stated that a drawing will be available next month. However, in order to allow for Andrew and Dave to attend our meeting, we will need to move the meeting to Tuesday, April 14th. Dahlberg stated he cannot attend that night due to Fireman's meeting. Young stated that Wednesday, April 15th would be ok. A motion was made to move next month's meeting to Wednesday, April 15th at 7pm by Dahlberg, second—Young. Vote was as follows: voting aye—Humlicek, Young, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.
- C. Planning & Zoning** Reves reported further on the possible new subdivision. He stated that his communication with the new owner included that all the streets, water and sewer must be installed prior to any building permits being issued due to current ordinances. He stated the owner reported that they don't have to be in Columbus. Reves explained that the homes the owner builds in Columbus are on already subdivided properties. So, the streets, water and sewer are already installed. In this situation, the owner will be the 'Subdivider' and have to install these things prior to building. Reves stated he wants to be sure this is done correctly and up to code. Reves reported that at his Planning & Zoning Conference that he attended this month, that he was told by another P&Z person that with all the changes we have made to our P&Z ordinances, we may as well throw it out. He explained that the ordinances are getting changed to help one person do what they want. However, doing this, changes the ordinance for everybody else too. Oppliger asked Reves if we would have to make the subdivider pave the new streets. Reves stated, yes, that it is in the ordinances. He stated that he is the Zoning Administrator and that building permits go through him. He stated that he is not supposed to issue a permit for building if the streets, water and sewer were not completed first. He stated that these issues do not go through the Village Board. They go through the Planning & Zoning Committee and Zoning Administrator.
- D. Clerk Report** no report.
- E. Treasurer Report & Updates—Approval of Bills** Laska stated she had made the second payment to Duncan Rural Fire. She paid JEO for their new park design. She asked the board if they would like her to reimburse the general fund from the P&R fund with all the payments she has made so far out of the general fund. The board told her to continue paying from the general fund. Laska asked the board to direct her when/if they would like her to transfer anything from the P&R account to the general fund. Oppliger stated that we will approve the new park budget at the next meeting. Evans stated that she needs an ordinance for this and Young responded that Andrew is working on that. Oppliger asked Laska if refunds could be made for the people who have paid for the Trivia Night. He stated that the event has been postponed. Laska stated that the new account was automatically closed due to lack of activity. She stated she is working on getting it reopened and will do the refunds once it is. It was also stated that the check to the host for the event can be cancelled. Dahlberg stated that the host was the one who cancelled due to the COVID19 crisis. A motion to approve refunds for Trivia Night was made by Young, second—Boruch. Vote was as follows: voting aye—Humlicek, Young, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion. A motion to approve the bills as reported was made by Young, second—Humlicek. Vote was as follows: voting aye—Humlicek, Young, 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 changed from Monday, April 13th to **Wednesday, April 15th, 2020 at 7:00 PM** due to P&R guests availability. Being no other business, adjournment was made by Oppliger at 9:28 p.m.

Minutes recorded and submitted by: Marianna Evans (Clerk)