

VILLAGE OF DUNCAN BOARD MEETING
March 8th, 2021
7:00 PM – Village Hall 906 8th Street, Duncan, NE. 68634

The monthly board meeting of the Village of Duncan Board of Trustees was called to order at 7:02 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: Stacy Stempek, Jon Mooberry (JEO) and Nick Larsen. The Pledge of Allegiance was recited by all in attendance. *A motion was made to approve the minutes from the special meeting on January 29th, 2021 by Dahlberg, second---Langton. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none.* The Chairman carried the motion. *A motion was made to approve the minutes from the February 8th, 2021 board meeting by Dahlberg, second—Langton. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none.* The Chairman carried the motion. Oppliger asked the audience if there were any non-agenda items that needed presented to the board. No one presented any concerns. Oppliger then continued with the scheduled agenda.

Old Business: No old business

New Business:

Review Sealed Bids for Street Project Evans reminded the board that Mooberry (JEO) had sent his letter of recommendation. She stated that she physically had the actual bids available, if anyone wanted to look at them closer. Oppliger read the letter from Mooberry. He stated that the engineer's opinion of the cost estimate was \$440k and that the lowest bid was approximately \$366k. JEO's letter recommended awarding the bid to Constructor's which was the lowest bid. The letter stated that JEO would notify whomever the board awarded the contract to. Reves reported that Constructor's was the company awarded the west end of town several years ago and that they did a good job. Mooberry presented to the meeting after discussion. He stated his recommendation and that he had closely looked over all of the bids. Oppliger asked to be sure we are not sacrificing quality for the lower bid. Mooberry assured him they would not be sacrificing quality. The board discussed briefly and *a motion was made to award the 2021 Street Project bid to Constructor's by Boruch, second---Dahlberg. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none.* The Chairman carried the motion.

Proposed Free Library Stand Placement Stempek presented to the microphone and stated her name and address. She stated that she had been in contact with Dahlberg about placing the stand in the new park by the big tree. She stated that the Village would not be responsible for anything and it would not cost the Village anything. She stated that the PRE kids would take care of it. She stated she would like to place it this spring. She explained that it would be for adults as well. Anyone who leaves a book can take a book. *A motion to approve the placement of the little library stand in the new park was made by Boruch, second—Dahlberg. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none.* The Chairman carried the motion.

Review Ball Diamond Summer Usage Nick Larsen presented to the microphone. He stated that he would have approximately 60 kids this year on 5 different teams. There will be an 8U, 2 10U's, 12U and a 14U team. He stated they would be on the field 4 nights per week. Likely, Monday-Thursday. They will start practicing in mid April. They will play until July 4th, and maybe 1-2 weeks after. He stated that he has 12 Duncan kids on teams this year. He stated that he would never turn a kid away, unless there was a situation where there were not anymore spots left on that team. Boruch asked if there were any girls teams. Larsen responded that there are not. He stated that Reves had bought the material to put the new roof on the concession stand. Reves reported the tin roof would be blue and white and would include the equipment shed. Larsen stated he was not sure when he would get that completed but it would be soon. Oppliger asked about a contract. Larsen stated he signed something the first year and the Covid documents last year. Dahlberg stated they needed to check the rule sheet and see if a signature was needed. They briefly discussed some of the rules agreed on. Oppliger asked how security was at the ball field. Dahlberg stated that a motion light needed a new bulb. Reves will continue to mow and Larsen stated he has the same insurance as reported initially. Dahlberg asked Larsen if he had any player parents willing to help with concessions. Larsen stated that they would do the best they can to help out. Reves reported that Terri Hager had inquired about running the concession stand for profit. Boruch stated he would talk with her about that. Reves stated that she may have Brian Laska do some cooking. Larsen reported that they will have a tournament in early June. Reves asked him to let Gary Schlesinger know of the dates of tournaments so that he can be sure Pulaski Hall is not having an event at the same time to avoid parking issues. Larsen also stated that he will be helping with a softball tournament for the 150th celebration. Oppliger stated we need to get the contract approved and send it over to him.

Zoning Administrator Proposed Pay Raise Evans explained that Reves has been the zoning administrator since he started working for the village several years ago. The pay for his position as zoning administrator has always and still is \$20 per month. Evans stated that the amount of time and energy that he spends on that position is worth way more than \$20 per month. She stated that he is very good at it and knows the P&Z book and ordinances very well. He is not just signing zoning permits for fences. He has had difficult cases like the home that was sold and the new owner wanted to pour a driveway. He found that the property line was not where he was told when he bought the house. Reves had previously approved the driveway that went over the line because there were no issues with owners knowing their property lines. So now, anyone requiring a zoning permit for fences or anything near a property line, the applicant must show Reves the property stakes. Reves stated that it is worth it because in that situation, the Village ended up having to pay for a survey of the property

for the new owner. Reves stated that he sometimes will just get a question about a project that will take time for him to research and possibly call and discuss with our engineers before he can even answer the resident's question. And then they may not even continue. Evans stated that she put the question out to her fellow clerks to see what other P&Z administrators are getting paid. She stated that the answers were very different. She reported one was paid the permit fee for each permit and a certain amount for other permits. One was paid \$400/mo. to start and now makes \$800/mo. A few clerks had reported to Evans that their P&Z administrators quit and their Chairmen had taken over and realized how involved it can be and decided to outsource and pay it as an employee with an hourly wage. Reves stated that he is usually less busy in the winter however, if these rumored new subdivisions begin in Duncan, he will be very busy with that job. Oppliger and Reves briefly discussed his normal work hours and duties. Reves reported that at one time he had kept track and found that he spent approximately 25-30 hours that month, on P&Z administrator issues. He stated that he spends downtime studying the P&Z book. Reves reported that counties have to hire an administrator but municipalities aren't required to. The board discussed their thoughts on sufficient pay for this position. The board decided that a monthly flat rate would be best. Wagoner suggested \$200 per month. When asked if that was fair, Reves stated he felt it was fair. Boruch stated that it could be adjusted in the future if things get busier. *A motion to increase the P&Z Administrator pay from \$20/month to \$200/month was made by Langton, 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 picked up the roofing materials for the concession/equipment shed today. He stated they may need soffets too. Dahlberg stated he would like to put a hot water heater in the concession stand for the sink. He stated he has a person willing to donate a small one so it will not cost anything. Reves stated that Larsen had mentioned about possibly wanting to raise the outfield fence since they would have older kids that would easily hit it out and put the new scoreboard at risk of getting hit. Reves stated he told Larsen that if they found fencing and put it up, and it wouldn't cost the village anything, that it would most likely be ok. Reves then reported on the lagoon. He stated that he had recently found small syringes with needles in the lagoon. He stated that he could possibly get stuck if he ever needed to go in and grab a piece of equipment. He reported that he called NRW and was told they could TV sewer lines to narrow down where they are coming from. Reves reported that he called the Sheriff as well to report it. He was told that they could not do anything at this point but if he could narrow down the area where it may be coming from, they could get involved. Reves stated that he started noticing them 1-2 weeks ago and saw 6-8 of them floating. Dahlberg suggested sending a flyer out to residents of non-flushable items including syringes. After some discussion the board stated a flyer that is more specific would be better. Reves then reported that during the arctic snap, the water lines froze in the village. He stated he had Obrist come out and it still took several days for them to thaw out and begin working again. He stated that same day, he found the furnace was not working. He called and had it fixed. It needed a new fan and was fixed easily. He stated the furnace is approximately 30 years old. Dahlberg asked about cold patching the potholes in town. Reves stated he just did this morning but they won't stay due to the cold weather. He stated that it is usually around May 1 before the asphalt thaws and he can use it. He stated there are a few other big potholes he plans to try and fill for now. He stated that he tried to fill most of the dip potholes because there is nowhere to even avoid the holes anymore.

Parks & Rec. Dahlberg stated he is getting proofs for the pickets. He stated he needs to figure out how many he can place so that he doesn't oversell them. He stated that Paige has all the proofs and is giving them to him. Reves stated he finally got his calling system and internet at the water treatment building fixed by Applied Connective.

150 Committee Oppliger stated that the committee continues to meet and discuss the event. He reported that donations are coming in. He stated that he is trying to figure out the Village Hall sign above the hall. He stated that there is an open space that they could possibly put a historical photo of the town. Reves reported that Joan Schlesinger went to the Columbus museum and is going to be able to get Duncan pictures etc. for the 150th celebration. A Welcome sign for Duncan was briefly discussed that could possibly be placed off the highway. Reves suggested talking to Ron Stock about placing on his property (Uncle Shaky's) so that we wouldn't have to deal with the highway department and getting approval etc. for their right of way.

Planning & Zoning Evans reported that Jeff Ray should be contacting her to discuss the public hearing dates and notices. He had spoken to Betty Kropatsch for the P&Z public hearing. Evans is waiting for further instruction from Ray.

Clerk Report Evans reported that her conference was changed to virtual and will be all next week. She reported that she would not have the office open while attending the virtual conference, in order to get the most out of it. She stated that Reves would be gone at his water conference as well that week.

Treasurer Report & Updates—Approval of Bills Schindel handed each board member a monthly recap of the bills. She reported a Loup Power Rebate check was received and deposited. There were no out of the ordinary bills this month. *A motion to approve the bills as recorded for February was made by: Boruch, second—Dahlberg. 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, AJ's C-Store and the Village website on the Thursday prior to the meeting. The next monthly meeting will be on **Monday, April 12, 2021 at 7:00 PM.** Being no other business, adjournment was made by Oppliger at 8:06 p.m.

Minutes recorded and submitted by: Marianna Evans (Clerk)