

VILLAGE OF DUNCAN BOARD MEETING
June 13th, 2022 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 7:00 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: Pat Siemek (VDFD); Mike Schultez & Associates John and Max (JEO). *A motion was made to approve the minutes from last month's meeting on May 9, 2022 by Dahlberg, second---Wagoner. 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. There were no requests to speak. Oppliger continued with the meeting.

Unfinished Business:

Duncan Welcome Sign Boruch stated that he spoke with Bill and Jeff Lehr, who agreed to allow us to place the sign on their property. Bill Lehr stated that he would donate the leftover stone he had from building the homes on Century Drive. Boruch then produced a paper with a design that he drew up of the base for the Welcome Sign. He included estimates for materials and labor on the paper. Oppliger accepted the paper from Boruch and stated he would send to Schieffer Signs. Boruch then stated that the type of sign chosen needs to be figured out. Whether it is plastic, 3d, wood, metal etc. Evans reported that the state would want all details and size etc about the entire sign/base on the application for the permit before anything is constructed. She also explained that the statute states that the area will need to be maintained by the Village. Landscaping was discussed briefly. Evans asked the Board about the creation of the landowner agreement. Oppliger stated he felt the Village attorney should be involved with that. Oppliger postponed to the next meeting pending further information/quotes.

New Business:

Request Approval for JEO Bumpy Road Design Mike Schultez (JEO Engineer) presented to the microphone and introduced himself and handed out the design for the water main extension up Bumpy Road to the Board. He explained that funding for the project was applied for last year and he has since found out that we would qualify for 55% grant and 45% low interest loan. He stated that the loan would hopefully be around 1% interest. The Board reviewed the design and discussed. *A motion to approve the design by JEO on the water main extension up Bumpy Road was made by Dahlberg, second—Langton. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.*

Request Authorization for Bumpy Road Project Bidding (Upon Funding Agency Approval) Schultez explained that they will get the bidding process started once funding is secured. The Board had no further questions/concerns. *A motion to approve the bidding for Bumpy Road Project was made by Dahlberg, second—Wagoner. Vote was as follows: voting aye—Wagoner, Langton, Oppliger, Dahlberg and Boruch. Voting nay—none. The Chairman carried the motion.*

Proposed JEO Engineering Agreement for Water Main Improvements Agreement was handed out to Board Members. After reviewing, *a motion to approve the JEO agreement for water main extensions and improvements 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 Accounting Firm AMGL Formal Proposal Evans explained that she has been trying to get several different firms to call her back for about a year now. She stated that she finally spoke with a rep from AMGL, out of Grand Island. She was satisfied with the phone conversation and they have now presented a proposal to the Board to attain the Village's opening for a new accounting firm. The board was given the proposal by email prior to the meeting per Evans. Evans repeated the pricing for budget and audit costs quoted by AMGL in their proposal. She obtained information from several other clerks of similar size towns. She reported the numbers to the board and stated that the pricing was all very similar. Every firm has gone up on their costs. The board briefly discussed and *a motion to approve AMGL as the new accounting firm for the Village of Duncan 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.*

DVFD Street Closure Request Pat Siemek had previously sent a written request to the office. Evans emailed the request to the board prior to the meeting. Siemek stated that they would be having the fire hoses pressure tested on June 22nd and they would like to use the hydrant by Iron Works and close that section of road off on 10th Ave. between 10th and 12th streets for a few hours for the testing. He stated he felt that was the best place to be out of the way and not hold up traffic. The company providing the service is 'Fire Cat' from Michigan. Siemek stated the hoses have never been tested this way in the past and that this was the national recommendation. He stated that there would not be a lot of water used. Oppliger conferred with Reves for any potential problems this may produce. Reves stated there were none except that the street sweeper will be coming that week and it may be difficult to sweep if the gutters are filled with water. Brief discussion by the board and *a motion was made to approve the street closure for the fire hose pressure testing on June 22nd on 10th Ave. from 10-12th streets by Wagoner, second—Boruch. Vote was as follows: voting aye—Wagoner, Langton, Oppliger and Boruch. Dahlberg abstained due to conflict of interest being the Fire Chief. Voting nay—none. The Chairman carried the motion.*

Independent Contractor Agreement Proposal Evans provided the form to the board for their review. She stated that Stephanie Laska (former Treasurer) had still been helping Schindel with treasurer duties and no longer wanted to be an employee of the Village and preferred to be independent. The agreement was reviewed by the board and *a motion to approve the agreement with Laska 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.*

Upcoming Board Seat Vacancies Oppliger stated that both he and Dahlberg's terms will be up this year and neither of them plan to run for another term. He reported that the deadline to register to run for the board seats is August 1st.

He also reminded the remaining board members that someone will have to be appointed to the Chairperson position. He suggested putting a notice on the website and Facebook page to make the public aware. He stated that there will be openings for the committees that they are on as well. Dahlberg stated that he is too busy with the Fire Chief position to do this as well.

GIS Mapping Update Evans explains that she and Don had their scheduled training with JEO rep on the equipment for the GIS Mapping. Reves reported the equipment that we received and that it will allow him to give the computer program exact coordinates for any manhole, water/sewer line and curbstops. This will help to be more exact on where things are to be more easily accessible when issues occur. All paid for with the grant that JEO helped us to get. Evans reported that she was sent a schedule of the grant process from JEO. She read the steps that will happen in the next few months in order to complete the grant process. She did state that the Village will have to pay for the program/equipment prior to receiving the grant in return.

Bargains For You on 92 Event Request Evans stated that she had emailed the board members the flyer and other forms she received from another clerk. She read the letter that requested participation and/or a donation of \$100 or whatever the board decided to give. Oppliger stated he thought this was a great idea and that they did help Duncan by advertising the 150th Celebration on their Facebook page. He suggested to give the \$100 donation. He also suggested adding the flyer to our website. Evans stated she would do that. The Board discussed briefly and *a motion to approve a \$100 donation to the Bargains for you on 92 program 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.*

Board Goals Evans reminded the board of the previous year's goals that were set. She stated that we are currently working on the Water Main Looping. The Walking Trail is a bigger project and will take time to complete. The ice-skating rink idea dissolved after realizing there were a lot of obstacles in providing that feature at the west park. Paving Dahlberg Addition should be added to the One and Six Year Road Plan. However, there are other gravel roads in town that are older than that one. Oppliger stated that he thought it would be a great idea to try to connect Duncan with Duncan Lakes with a walking trail. Evans stated that we would have to have our engineers help with that and with design and potential grants. Other stated that contact with county, highway and personal property owners would be necessary as well. In order to obtain this goal. Oppliger would like to see that added again. Evans asked each board member of their goals. She suggested thinking of priorities that Duncan may need, such as infrastructure projects that would update the town as well. She asked Reves if there were projects that have been suggested in the past that would be good to add to the list. He stated that since the looping project is underway, another item on the 2014 engineer plan was to line the sewer mains. He stated that the cost of lining compared to the cost of replacing sewer mains when things need to be, is very large. He stated it would be a lot cheaper to line the lines than would be to replace them. The board agreed. Oppliger suggested not to lose site of parks and recreation. He stated that there will always be department goals. He suggested to be conscious of the committees. Oppliger postponed this item to next month.

Budget Needs Reves reported that the financing for the water main looping will need on the budget. He stated that there may be a couple carryovers from last budget such as decommissioning a well and crack sealing the streets. Oppliger postponed this item to the next meeting pending further information.

Departmental Reports:

Utilities Reves reported that Dick Hegi has been mowing the ditch from Stock's property to the river. Reves stated that Hegi was requesting the Village pay him for mowing that ditch. Hegi reported to Reves that he used to get paid by the Village for mowing it in the past. Reves stated he contacted the Central Platte NRD and confirmed that the ditch is their ditch. However, the NRD contact told Reves that he was not sure of any maintenance contract with anyone. Reves reported that the Village has no responsibility to pay anyone for maintenance on that ditch. He stated that Stock's ditch is NRD as well. Stock had suggested to Reves in the past that the Village should be paying for the maintenance. Reves stated that once the NRD updates him on the maintenance contract, he will contact Hegi and let him know. The NRD contact stated that some of their ditches have contracts and some don't. So Reves will wait to hear back about this ditch.

Reves reported that there was a sewer main back up into two homes on 7th street on Memorial Day. He reported that he has our insurance working on it. He had NRWA come out and tv the line and found tree roots to be the cause. Drain Surgeon came out to cut out the roots and open it up, however, it took a few hours due to the holiday and everyone Reves attempted to contact were not available or didn't answer. Drain Surgeon was out of town and came as soon as he could. The line was opened back up and the residents were informed from Reves on the process for the next few steps with insurance. He stated that Johnson's (who comes every year to cut roots and foam a section of town) were due to tend to that line in July. He stated that they have a 3-year guarantee on their foam and the line was last foamed in 2018. Reves stated that he has done some research on other options in cases of emergency on holidays like this and has found a few more options to call in the future.

Parks & Rec. Dahlberg stated that the tables for the park will not be in by Ribfest. However, they are being welded and painted currently.

Planning & Zoning Reves stated that Lloyd had reported to him that he would start on the homes prior to the street being put in. Reves informed Lloyd that he could not do that. He could only start building homes after the water/sewer and streets are put in. The home he just finished is on a lot that is not included in the subdivision, so it does not follow the same zoning rules.

Clerk Report Evans reported that she has one severely delinquent account and it is the same as last year. She reported that she had offered payment plan and the dhhs new help with paying utilities. She reported that the customer always pays cash. One time in 2020, they paid off their account online with a credit card and then told their credit card company that they did not authorize that transaction. Evans explained that since there are 3 parties involved in our online pay system, that she was never made aware that the customer did that. The treasurer only recently found that we were not only never paid the amount that was reported by our billing system, but that we were also charged a \$15 dispute fee that the credit card company charged. Evans stated that they just recently paid their account off with a second online credit card payment. She stated she has sent them a letter with the amount added back onto their account and explaining the chargeback that occurred. She offered

another payment plan or they would be shut off on a certain date. She stated she will await to hear from them within the 5 days before they will be shut off. Evans stated that she will work with the billing company so that they are no longer allowed to pay online. As well as b sure that we are contacted should a chargeback ever be filed again on any payments made online. The board agreed.

Treasurer Report & Updates—Approval of Bills Schindel handed out the monthly recap to the board members. She went over the receipts and bills. Oppliger asked about direct deposit for payroll. Schindel stated that she just needs to set it up on Quickbooks. He then asked about remote computer access and if she had set it up yet to work from home. Evans stated that our computer already has a program on it for that and that all Schindel needs to do is follow the directions Evans printed for her on how to set it up. Schindel stated that she had not yet done that. *A motion to approve the bills was made by Dahlberg, second—Langton. 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 **July 11, 2022 at 7:00 PM**. Being no other business, adjournment was made by Oppliger at 8:49p.m.

Minutes recorded and submitted by: Marianna Evans (Clerk)