

Village Of Manley
Board of Trustees Regular Meeting
July 13, 2017

The Regular Meeting of the Village of Manley Board of Trustees was called to order on July 13, 2017 by Chairman Betty Meyer at 7:05 PM at the Manley Community Center. Roll call was taken and members present were Betty Meyer, Mickey Dalton, Tim Glas, Denise Swenson and Adam Zierott along with Village Clerk Jolene Dalton and two (2) guests. A copy of the Open Meeting Act is posted in the Village Office for review. The Code of Conduct for Municipalities was read by Chairman BMeyer. Notice of this meeting was posted on our website and in the bulletin boards on the Fire House & Post Office.

Agenda MDalton requested the Village Clerk's Report be moved out of the Consent Agenda. After corrections were made to the minutes of the June 8, 2017 Regular Meeting & an addition was made to the Claims Report, MDalton moved & TGlaser seconded to approve the amended Agenda. Roll call vote: All approved. Motion carried.

Information from the Consent Agenda:

***Water Specialist - Jack Faubion**

Because Jack receives the testing kit the latter part of the month & then with the Memorial Day holiday, NHHS did not receive our May water sample until June so we had to send a notice to our residents that a May sample was not received. When they performed the test in June, they considered it to be a June sample. The results of the water sample for the month of "June" had no violations. Jack has requested from DHHS that the testing kit be sent to him earlier in the month so this situation will not happen again.

***Sewer/Lagoons – Betty Meyer**

Ed Blunt, Wastewater Specialist, found no problems that needed correcting.

The City of Louisville maintenance crew completed flushing the south ½ of the Village sewer lines and will do the north ½ at their earliest convenience.

An agreement was reached between the Village and Justin Colbert, owner of the property where Manley has an easement, to operate and maintain their sewer line and manhole #4. A riser was installed to bring the lid of this manhole to ground level. No type of fencing will be constructed at this time. Justin has agreed that he will be liable for any damages to the appliance.

***Pet Licensing – Jolene Dalton**

One (1) more resident licensed 2 animals this month.

Waiting for a copy of the rabies verification from 1 resident (plus 3 residents with puppies & a kitty waiting for animals to get old enough for shots). Sent email to resident asking for the needed paperwork.

Total animals licensed this year – 61; Total animals licensed last year – 57

***Audit Committee – Tim Glas**

Tim Glas & Mickey Dalton met on June 14th to audit all the Treasurer's books from Oct 2016 to May 2017. All the books were found to be in order. All checks/entries matched and were complete.

***Firehouse Waterline Curb Stop – Betty Meyer**

Betty Meyer & Mickey Dalton met with Terry Kerns, Kerns Excavating, Plattsmouth, to get a bid to install a curb stop valve at the firehouse. No bid was received.

Betty Meyer contacted Randy Hrabik, Murdock, for an estimate, with no response.

***Community Center Rental – Jolene Dalton**

The Ostransky family rented the Community Center on July 2nd for a family reunion and have booked their next family reunion to be held in 2019.

***Spring Clean Up – Jolene Dalton**

Two dumpsters placed in front of the Community Center were filled the weekend of June 10th. Adam Goble disposed of salvage metal. Thank you to Mickey Dalton & Tim Glas for overseeing the activity.

***Claims – JDalton - Black Hills Energy for CommCtr-\$30.81 & Fire House-\$25.20; Ed Blunt for May & June wastewater wages-\$250.00; DHHS for water testing-\$15.00; OPPD for Fire House&CommCtr-\$93.21, Sewer-**

\$60.29, Water-\$23.09 & Street Lights-\$340.98; RWD #3 for water-\$1,058.40; WWPS Bldg Fund for CommCtr payment-\$350.00; Windstream for CommCtr-\$95.04 & Fire House-\$98.14; WireBuilt for website maint-\$50.00; JDalton for 56-3/4 hr June Village Clerk wages-\$524.10; JFaubion for June water wages-\$100.000; Ball Insurance for qtrly premium-\$1,061.50; NE Dept of Revenue for 2nd qtr sales tax-\$652.62; One Call Concepts for 2nd qtr digger calls-\$7.17; US Treasury for 2nd qtr P/R taxes-\$274.25; Mowen Owen's Lawn Mowing for June (4X)-\$560.00; Loftus Septic Pumping & Construction for May-June port-a-potty-\$125.00; MDalton for 8 hr lagoon mowing-\$120.00; Papillion Sanitation for Spring CleanUp-\$207.60; BMeyer for lagoon weed spray & mileage-\$156.40; JDalton for stamps, computer ink & laminating pouches-\$160.10; M&N Investments for diesel for tractor-\$74.55; City of Louisville for flushing of sewer lines-\$787.50; Dave Ortlieb for rock & hauling-\$239.29; Theatrical Shop for Mr. Viking costume-\$80.98; MDalton for PTV Parade candy-\$65.28; and Forms Associates Co for PTV signs, banners & fliers-\$600.00.

Correction from last month: Dave Ortlieb-radiator, ant-freeze, labor-(\$519.71); Dave Ortlieb for anti-freeze & labor-\$134.94; and BMeyer for radiator-\$384.77.

(Note: The Monthly Reports accepted &/or approved with the approval of the Agenda will be attached to the official copy of these minutes.)

Old Business

Village Clerk's Report -(moved out of Consent Agenda above)

Emailed/sent the Public Notice regarding the late May water sample testing to all water clients as required; Filed 2017 2nd Qtr Employer Tax Forms (Federal 941 & SUTA) & 2nd Qtr Water/Sewer Sales Tax form; Worked with Jack Faubion on filling out & submitting our *Contingency/Emergency Response Plan for Community Water Systems* form; Sent/mailed June letter to residents; Mailed the *Cross-Connection Control Reporting Form* to all water customers, as required by state law. Have received 42 of 71. Resent 278 emails & 4 letters asking for completion of the form.

Requested time off from 8/25/17 to 9/10/17 for vacation; Asked someone to volunteer to take charge of the Electronics Recycling Collection on August 26th. No volunteers at this time.

Schedule work session on proposed Ordinance No. 17-01 to repeal, amend and set forth rules, regulations and laws to govern animals within the Village of Manley and proposed Peddler Ordinance – After discussion, it was decided to table this until after Pillage the Village.

A Pillage the Village meeting was scheduled for Monday, July 17th at 7:00 PM. JDalton will email the residents to inform them of the meeting.

Nuisance Violations – BMeyer reported that an effort has been noticed at 220 Main. BMeyer & TGlaser will personally contact a few that are on the list. The Board will keep working on the remainder. A new complaint has been received about a truck at 107 North Street.

Waterline Repair at Fire House – Discussion was held regarding the difficulty of getting a company to come out & look at the problem. A plan of action was made.

SEND Survey – JDalton got the needed information from Rian Harkins at SEND. Board members decided which residents each would contact. Jolene will have copies of all needed materials for the Board members at Monday's PTV meeting.

New Business

Correspondence - Received a copy of the 2016 Otoe Co RWD #3 *Quality on Tap* Report. There were no violations during 2016; Received an email (last week) from the NE Library Commission stating that they received a grant for libraries in rural communities & an explanation about it. Inquired if they could give us any guidance or recommendations on how to make a "working library" in our Village. No reply to date; Received notice that we were not selected for a CCCFF grant for our vertical platform lift this year.

*Received email from NE Development Office regarding a dialogue about “How to get the 20-30 somethings more engaged in our communities”. The Board felt this was a topic we would like to hear more about. After discussion, JDalton will email them to see if we could possibly schedule this session in our area, even volunteer to host it. If not, we will discuss next month sending someone to the session in Kearney.

*Received an email from Jill Dolberg, who serves on the CCCFF committee & works in the State Historical Preservation Office. She felt our ADA lift project might qualify under the NE Historic Tax Credit program and sent contact information. JDalton got more information on this & we will investigate further when the project gets underway.

2017 Street Maintenance – BMeyer presented bids from NL Driveway Maintenance on projects around the Village. The first one was for our continuing process of doing maintenance on 1/3 of the Village streets each year. The second one included resurfacing sections of two streets & asphalt parking spaces at the Community Center. After discussing the costs, MDalton moved & AZierott seconded that we only contract to do the maintenance on 1/3 of the Village streets at this time. Roll call vote: All approved. Motion carried.

NMCA Institute – Because of the time, JDalton just handed out copies of an email she received on a “NE Open Meetings Law” presentation by Mike Nolan of LARM and two papers she got at the Institute: a Summary of Procedural Steps for passage of Ordinances & Resolutions (sample from the City of LaVista) & a sample of “Guidelines for Citizen Comments during a Public Meeting”.

Public Forum

It was mentioned that there are trees around town that need to be trimmed. BMeyer will compose a letter that we will send as a first step.

There also is a cottonwood tree in town causing havoc for neighbors but the Board agreed there is nothing the Village can do about it.

The storm drain at South & Cherry Streets needs to be cleaned out again and a manhole in the alley between Cherry & Broadway Streets needs to be looked at & fixed.

DSwenson has been working on cleaning out the Village’s flower beds & laying some mulch (but more is still needed). She will plant flowers donated by Plantman Nursery. She was given permission to get some brick edging to place around the flower beds & to get some new solar LED lights for our sign at the entrance of town. Four stumps in the Park were ground up by Ben Murdoch.

Dave Ortlieb installed rock on the Community Center parking spaces.

Two posts for the Park sign at Cherry & Main Streets were donated by Timber Ridge Log Homes. Thank you to Monte Schram for securing the donation. JDalton sent a thank you/tax-deductible receipt to Timber Ridge.

It was stated again that when anyone from the Village needs to go on a resident’s property to do Village work that an effort be made to alert the resident prior to that happening.

The flag pole & flag that the Board purchased will be installed by the Community Center sign by Pillage the Village.

AZierott had someone approach him about making an anonymous donation for work on the ballfield. Proper procedure on how to go about doing this was discussed.

BMeyer reported that, after speaking with our Village attorney, he advised that the letter/agreement to Justin Colbert was unnecessary and not be sent. As reported in the Misc. Monthly Reports above, an agreement was reached between the Village and Justin Colbert on the situation.

A \$30.00 gift certificate was given to Steve Meyer for pulling the Village tractor out of the lagoon border when the bank gave way during mowing.

Betty & Terry Meyer sprayed the weeds around the lagoons & ballfield. It didn't work very well so they will respray the areas.

Having been 2-1/2 years since she was hired, it was decided to put a review of the Village Clerk on the September agenda, including performance, job description, hours, pay, etc. The Clerk was asked to get a copy of the job description that was originally written & a list of the things she does beyond the description for that meeting.

Because of the Cass County Fair, the next Village Board meeting was scheduled for Monday, August 14th at 7:00 PM.

Adjournment TGlas moved & AZierott seconded to adjourn the meeting at 8:50 PM. Roll call vote: All approved. Motion carried.

Jolene Dalton
Village Clerk

Date of Approval

*Copies of the minutes and reports are on file at the Manley Village Office and are available for review upon request. Minutes of the meeting can also be viewed at www.manleyne.com.

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability, marital or familiar status. (Not all prohibited bases apply to all programs.)