

**Village Of Manley
Board of Trustees Regular Meeting
December 14, 2017**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on December 14, 2017 by Chairman Betty Meyer at 7:02 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. A copy of the Open Meeting Act is posted in the meeting room 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 After a request that the Minutes & Claims be moved out of the Consent Agenda, TGLas moved & MDalton seconded to approve the amended Agenda. Roll call vote: All approved. Motion carried.

Consent Agenda items approved:

*November 2017 **Water Clerk Report**

*November 2017 **Treasurer's Report**

***Village Clerk's Report** – annual 'Certification of City Street Superintendent'; annual Insurance Audit form; 2017 Audit Waiver Request.

***Water Specialist** - November & December water samples had no violations.

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

Discussion was held on what should be included in the **Minutes**. The Village Clerk was asked to contact the League of NE Municipalities about this question. TGLas moved & MDalton seconded to approve the November 9, 2017 Village Board meeting as written. Roll call vote: BMeyer-no, MDalton-yes, TGLas-yes, AZierott-yes, DSwenson-yes. Motion carried.

Discussion was held on the **Claims**. The Village Clerk was asked to contact the League of NE Municipalities about our questions on this subject. TGLas moved & DSwenson seconded to approve the Claims. Roll call vote: DSwenson-yes, AZierott-yes, MDalton-yes, BMeyer-no, TGLas-yes. Motion carried.

***Claims** - Black Hills Energy for CommCtr-\$70.94& Fire House-\$51.27; DHHS for water testing-\$15.00; OPPD for Fire House&CommCtr-\$140.18, Sewer-\$40.31, Water-\$26.14 & Street Lights-\$342.16; RWD #3 for water-\$725.15; WWPS Bldg Fund for CommCtr payment-\$350.00; Windstream for CommCtr-\$94.94 & Fire House-\$97.99; WireBuilt for website maint-\$50.00; Manley Hwy Acct for matching trsf from Sewer Acct-\$136.00; Manley Hwy Acct for matching trsf from Water Acct-\$136.00; JDalton for balance on Oct Village Clerk wages-\$117.75 & 55-1/2 hr Nov Village Clerk wages-\$638.47; JFaubion for Dec water wages & postage-\$147.50; Toys for Tots for donation-\$100.00; John's Appliance for CC furnace repair-\$134.00; JDalton for PTV signs vinyl numbers-\$35.00; MDalton for CC furnace filter & humidifier pad-\$14.38; Conestoga Elementary PTO for Speer Family brick-\$75.00; City of Weeping Water for ½ firefighters life insurance-\$294.00; BMeyer for Park stump grinding reimbursement-\$100.00; NE Municipal Clerks Assoc for 2018 dues-\$20.00; Mowen Owen's Lawn Mowing for Sept & Nov mowing-\$420.00; JPCooke Co for animal license tags-\$38.00; David Chebatoris for legal work re Village Clerk employment-\$240.00; JDalton for postage-\$4.67; M&N Investments for diesel for tractor-\$37.46; and Capitol City Electric to replace sewer pump switch-\$579.06.

Village Board Positions - MDalton moved & DSwenson seconded to approve the appointments of BMeyer as Board Chairman, DSwenson as Vice-Chairman, BMeyer as Zoning Commissioner, and BMeyer as Utility Locator. Roll call vote: All approved. Motion carried.

Old Business

Work Session on Animal Ordinance - was set for Wednesday, January 10, 2018 at 7:00 PM.

SENDD Survey – After 1-1/2 months(!), the envelope with sealed surveys sent to SENDD was returned. JDalton confirmed all information & resent the envelope. She has confirmed with our new representative, Crystal Dunakacke, that it has been received by SENDD this time. There are still numerous surveys outstanding so Board members will contact the residents on their list to remind them to get them submitted.

Website – After discussion about the progress updating our website, BMeyer will ask Irina Harrington from WireBuilt to come to our next meeting.

Village Maps – After further discussion about the best way to display our maps, some different ideas will be investigated.

2018 NMCA Institute – A copy of the tentative schedule of classes was previously provided to each Board member. MDalton moved & DSwenson seconded to allow the Village Clerk/Treasurer to apply for the NMCA & SEACA Scholarships. Roll call vote: All approved. Motion carried.

2016-17 Financial Statements – There were no further questions.

New Business

TGlas moved & AZierott seconded that we appoint JEO Consulting Group as our Village engineer for 2018 and Steven A. Parr from JEO Consulting Group as our Street Superintendent for 2018. Roll call vote: All approved. Motion carried.

2018 Pet Licensing – Due January 1, delinquent after March 15th. The Village will provide an opportunity to obtain the licenses on Saturday, February 24, 2018 from 10:00 AM to 2:00 PM at the Community Center. Fees & late charges will be discussed at the January 10th work session.

Cass County Tourism Marketing Grant – Discussion was held on what PTV marketing items we would like to apply for help with.

Threat and Hazard Identification and Risk Assessment (THIRA) – A brief report was once again given on the workshop that BMeyer & MDalton attended. Our Board will need to discuss ways that we can be better prepared for a disaster.

2017 NMCA Institute – Once again, because of the time, the continuing report by JDalton on the NMCA Institute was tabled.

Public Forum

Sewer Line – Betty Meyer – Waiting for a response from NE Rural Water concerning installing a flow meter in a sewer line that flows into Manhole #4 of the Village Sewer System.

Sewer/Lagoons – Ed Blunt via Betty Meyer - Capital City Electric was called to replace a switch on one of the pumps in the lift station & make adjustments to the floats. Both pumps are now working properly.

Nebraska One-Call Locate Requests - Betty Meyer - Four locate requests were received. One required a phone consultation before being approved. Three did not affect any of Manley's utilities.

Overhanging Trees and Shrubs- Betty Meyer - Three letters have been hand delivered to date, with the deadline for them to have the work completed on or before January 31, 2018, after which the Village will contract to have the work done at the home owner's expense.

Animal Enforcement Citation - Betty Meyer - The fine for the citation issued to Al & Jamie Martz, for a dog running at-large, has been paid & the dog has been officially licensed.

Village Animal Survey/Registration - Betty Meyer – A survey of people in our community that are known to keep

chickens, ducks or rabbits, or any other animals that are not required to be licensed is almost complete.

BMeyer read a Resolution & Motion she had our Village lawyer write up regarding the Village Clerk's job description & responsibilities. After discussion, the Board members asked that she email them a copy of both to look at & discuss at the next meeting.

Because of night vision, MDalton declined responsibility for plowing our streets this year. BMeyer will write up a job description & contact potential candidates before the weather conditions decline.

Adjournment TGlas moved & AZierott seconded to adjourn the meeting at 9:00 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.)