

**Village Of Manley
Board of Trustees Regular Meeting
December 13, 2018**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on December 13, 2018 by Chairman Betty Meyer at 7:04 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, newly-elected Board member Rebecca Goble, Steve Parr from JEO, and two guests. 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 MDalton moved & TGlaser seconded to approve the Agenda. Roll call vote: All approved. Motion carried.

Consent Agenda items approved:

*November 8, 2018 **Minutes**

*November 2018 **Correspondence** – Thank you from Owen Kunz for choosing him to provide our lawn mowing services this season.

*November 2018 **Water Clerk Report**

*November 2018 **Treasurer's Report**

*November 2018 **Village Clerk's Report** – Prepared 2017-18 Fiscal Year Financial Reports; Filled out & submitted annual 'Certification of City Street Superintendent' to DOT; Filled out & submitted annual Insurance Audit form; Filled out & mailed the 2017 Audit Waiver Request; Made correction with bank to change amount of Water & Sewer transfers to Hwy Account for the required 2018-19 matching funds; Received \$350.00 donation from Midwest Farmers Coop for the tornado siren. Deposited the check & then made a payment toward our Tornado Siren Loan at Farmers & Merchants Bank.

***Misc Monthly Reports** –

Water Specialist - November water sample had no violations

Fireproof File Cabinet – Pinnacle Bank in Louisville will donate two fireproof file cabinets to the Village.

***Claims** - Black Hills Energy for CommCtr-\$87.49 & Fire House-\$74.44; OPPD for Fire House&CommCtr-\$121.16, Sewer-\$56.61, Water-\$28.00 & Street Lights-\$342.76; RWD #3 for water-\$1,002.50; WWPS Bldg Fund for CommCtr payment-\$350.00; Windstream for CommCtr-\$95.16 & Fire House-\$98.19; WireBuilt for website maint-\$50.00; Manley Hwy Acct for matching trsf from Sewer Acct-\$161.00 & Water Acct-\$161.00; JDalton for 57 hr Nov Village Clerk wages-\$655.10; JFaubion for Nov & Dec water wages & postage-\$249.40; EBlunt for Nov Wastewater Specialist-\$125.00; MDalton for light bulbs & VPL door trim-\$34.18; City of Weeping Water for ½ firefighter's life insurance-\$315.00; NE Municipal Clerk's Association for annual dues-\$20.00; Mowen Owen's Lawn Mowing for Oct-\$140.00; MDalton for shop vac, trash pump, wall clocks, postage & postcards-\$100.65; Adam Goble for Nov snow plowing, fuel & truck beacon light-\$139.84; M&N Investments for snowplow fuel-\$45.49; Cornhusker State Industries for speed limit & stop signs-\$219.20; Cass County Dept of Roads for breakaway posts-\$266.00; MDalton for nuts & bolts for signs-\$14.36; Manley Hwy Acct for funds short on 2017-18 match from Sewer Acct-\$16.00 & Water Acct-\$16.00; and Manley Hwy Acct for Oct & Nov match balance from Sewer Acct-\$46.00 & Water Acct-\$46.00.

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

Election of New Board Members – BMeyer reported that at the November 6, 2018 General Election, Rebecca Goble was elected & Tim Glas reelected as members of the Village Board of Trustees. Chairman BMeyer read the Oath of Office & installed the two newly-elected members.

BMeyer turned over the floor to Village Clerk, JDalton, who presided over the election of Board officers. MDalton nominated Denise Swenson for Board Chairman. There being no other nominations, nominations were closed & a unanimous ballot was cast for DSwenson as Board Chairman. AZierott nominated Tim Glas & DSwenson nominated Mickey Dalton for Vice-Chairman. Nominations were closed & paper ballots were cast for the office. MDalton was declared the winner. The new officers were congratulated.

A thank you award was presented to out-going Board Chairman, Betty Meyer, for her years of outstanding service on the Board.

The meeting was turned over to new Board Chairman, DSwenson.

One & Six Year Street Plan – Steve Parr from JEO reviewed Manley’s one & six year street plan with us. The one year plan remains the same as last year: Project 26 (Elm Street north from North Street), Project 21 (Main Street from Cherry Street to Manley Lane), and Project 25 (east end of North Street). MDalton moved & TGlas seconded that we accept the one & six year street plan as presented. Roll call vote: All approved. Motion carried. Steve will write up the final plan & send it to us for approval. BMeyer reported she is still working on the railroad parcel on the east side of town.

Public Forum

Our water specialist, Jack Faubion, requested approval of half the cost (registration & mileage) for him to attend the LONM Annual Conference in Lincoln on January 17 & 18, 2019. He is requesting Murdoch cover the other half, which would total ~\$250.00 for each. Sessions at the Conference count toward continuing education hours which are required to renew his certification every two years. TGlas moved & MDalton seconded to approve the expense. Roll call vote: All approved. Motion carried.

Not knowing what the winter weather conditions will be, Adam Goble suggested we get some more rock for maintaining the streets the remainder of the winter. It was agreed to have Dave Ortlieb deliver a load to the maintenance building.

BMeyer brought some carpet squares for the Board to consider for installation in the kitchenette after the cement floor is prepared. She could get them for ~\$600.00.

DSwenson donated a live animal cage for the Community Center, which she got at a lumberyard closeout sale.

MDalton reported that, with JDalton’s help, he secured a donation of two fireproof file cabinets from Pinnacle Bank in Louisville. The Board members set up a time to pick the cabinets up.

DSwenson pointed out an article in the latest NE Municipal Review (that all Board members receive) on Clerks.

BMeyer presented a claim she just received for \$100.00 from the Cass County Election Commissioner for the Village’s cost of the 2018 General Election. Feeling it shouldn’t wait until next month for approval, MDalton moved & DSwenson seconded we approve this claim. Roll call vote: All approved. Motion carried.

A cleanup of the Community Center was scheduled for Monday, December 17th at 7:00 PM. because we have five rentals the remainder of this month.

Because of the holidays & travel, JDalton was given approval to adjust her hours this month.

Unfinished Business

Zoning & Annexation Project – BMeyer reported that she talked with Jeff Ray from JEO about the necessary steps for carrying out an annexation. Steve Parr joined in the discussion with the Board. JEO will be able to help with whatever steps we need help with.

After agreeing to accept the position and with the Board's approval, Chairman DSwenson appointed Betty Meyer as our Village Zoning Administrator for the coming year.

Steve Parr was then excused from the meeting.

BMeyer reported that she has sent a letter to the property owner across Hwy 1 from Manley Lane & talked to the people who are renting that property about the steps necessary to obtain a permit to construct a driveway leading to a camper storage area they would like to build there.

Neglected Building Ordinance – After getting assurance from Clint Schukei, the attorney who recommended it during his presentation at the LARM Risk Seminar we attended last month, that the International Property Maintenance Code (IPMC) would be appropriate for our Village, TGLas moved & MDalton seconded that we purchase the book (for ~\$40.00). Roll call vote: All approved. Motion carried.

Nuisance Violations Update – Since personal contact has not been effective, letters will be sent to property owners regarding violations at 106 Broadway, 209 Broadway, and 220 Main. The property at 106 Locust is looking better but is still being worked on.

Louisville Area Foundation – DSwenson distributed documents that she received about the Foundation. The Board was directed to look further at them during the month and Denise will get someone to come & talk to the Board about it.

Sales Tax – The Board needs to review Hartington, NE's resolution to approve a municipal sales tax and make a list of the steps needed to proceed.

Traffic Signs – MDalton reported that we have received the signs, posts, etc. We just need better weather now to get them installed.

Vertical Platform Lift – MDalton reported the Lift is officially done. There is just some small stuff left, like paint touch ups, signage, directions, keys, etc. JDalton will work on submitting our final report for the CCCFF Grant.

Water/Sewer Infrastructure – MDalton reported that he talked with Steve Parr tonight & he will help us get some further information.

We are in need of better job descriptions of what Ed Blunt, Jack Faubion & Betty Meyer do so we can make sure all bases are covered. JDalton will work on this.

With approval of the Board, Chairman DSwenson appointed MDalton as Water Commissioner. JDalton will update our public notices that residents are to call MDalton or DSwenson regarding any water problems.

Insurance Changes – TGLas talked to Erin Ball, our insurance agent, and she said that we need to itemize any outdoor structures we want to add to our policy. JDalton & RGoble will be working on cataloging our Village assets in the near future, so we will wait to update our insurance in that area until they compile that list.

Job Descriptions – We need to continue working on compiling descriptions of the various jobs required around the Village. This will assure that we are covering all necessary tasks & we can use this to educate our residents about all that is done to keep the Village running smoothly.

With the Board's approval, Chairman DSwenson appointed TGLas to be in charge of Nuisance issues and Ordinances issues. She also appointed BMeyer to be in charge of the Website/Newsletter.

New Business

JDalton distributed copies of our 2017-18 fiscal year financial reports.

TGlas moved & MDalton seconded that we appoint JEO Consulting Group as our Village Engineer for 2019 and Steven A. Parr from JEO Consulting Group as our Street Superintendent for 2019. Roll call vote: TGlas-yes, RGoble-yes, DSwenson-yes, AZierott-no, MDalton-yes. Motion carried.

2019 Cass County Tourism Grants – Their Marketing & Capital Improvement Grant applications are due by January 31, 2019. We will apply once again for the Marketing Grant for Pillage the Village. JDalton will send a copy of the Capital Improvement Grant guidelines to the Board to help them consider during the month if there is some capital improvement we would like to apply for.

2019 Pet Licensing – Due January 1, delinquent after March 15th. The Village will provide an opportunity to obtain the licenses on Saturday, February 23, 2019 from 10:00 AM to 2:00 PM at the Community Center. MDalton moved & TGlas seconded that the pet licensing fees & late charges remain the same as last year. Roll call vote: All approved. Motion carried.

JDalton finally had the opportunity to talk to the Weeping Water Clerk about why they changed attorneys. Just because it is a good idea to occasionally put work out for bids, DSwenson will call David Chebatoris, Roger Johnson & any other local attorney we might want to consider, to get an hourly bid from them.

The Christmas lights need some maintenance work so they will not get put up this year. The Board will work on the lights & the poles next spring/summer so they will be in working order next Christmas.

Adjournment MDalton moved & RGoble seconded to adjourn the meeting at 9:43 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.)