

**Village Of Manley
Board of Trustees Regular Meeting
January 11, 2018**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on January 11, 2018 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 Village Clerk's Report be moved out of the Consent Agenda, DSwenson moved & TGlaser seconded to approve the amended Agenda. Roll call vote: All approved. Motion carried.

Consent Agenda items approved:

*December 14, 2017 **Minutes**

*December **Correspondence** – received Cass County Tourism Marketing Grant of \$707.23 for 2017 PTV publicity; 2017 Audit Waiver Request has been approved

*December 2017 **Water Clerk Report**

* December 2017 **Treasurer's Report**

***Misc Monthly Reports:**

811 Locate Calls

Zoning/Bldg Permits

Water Specialist – January water sample had no violations

Sewer/Lagoon - Required DMR reports submitted to DEQ; Electrician fixed problem with the lift station & everything is now working as it should

Water Meter House – winterized

Community Center – bldg. cleaned for 12/24/17 rental

Snow Removal/Vehicle Maintenance – Pending approval, Adam Goble has agreed to be responsible for snow plowing & necessary equipment.

Newsletter/Website

NE Rural Water Informational Meeting – scheduled for 1/10/18

Tornado Siren

SENDD Survey

***Claims** - Black Hills Energy for CommCtr-\$136.17& Fire House-\$91.27; DHHS for water testing-\$30.00; OPPD for Fire House&CommCtr-\$130.21, Sewer-\$33.94, Water-\$30.98 & Street Lights-\$342.24; RWD #3 for water-\$918.65; WWPS Bldg Fund for CommCtr payment-\$350.00; Windstream for CommCtr-\$94.93 & Fire House-\$97.97; 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 46-1/2 hr Dec Village Clerk wages-\$536.78; JFaubion for Jan water wages & postage-\$123.75; Ed Blunt for Dec & Jan wastewater specialist-\$250.00; Ball Insurance for qtrly premium-\$1,061.50; NE Dept of Revenue for 4th Qtr sales tax-\$621.62; One Call Concepts for 4th Qtr digger calls-\$14.73; US Treasury for 4th Qtr P/R taxes-\$306.88; BMeyer for postage-\$3.84; JDalton for stamps-\$49.99; NE Dept of Revenue for 2017 P/R Withholding-\$11.26; JEO for 2017 Road Program-\$600.00; and Adam Goble for 5 hr Dec snow plowing & equip maintenance-\$75.00.

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

Village Clerk's Report – filed 2017 Employer Tax Forms; submitted 2018 Cass County Tourism Marketing Grant for PTV;

Talked with SENDD about Survey & 2018 CCCFF Grant application for vertical platform lift in Community Center. JDalton asked for approval of extra hours to go to Lincoln & meet with Betsy Goodman at SENDD for help with our Grant application. TGlaser moved & DSwenson seconded to approve these approx. three (3) extra hours for the Village Clerk. Roll Call vote: All approved. Motion carried.

TGlas moved & AZierott seconded to approve the Village Clerk's Report. Roll Call vote: All approved. Motion carried.

Old Business

Website – Because of the weather, our visit from Irina Harrington/WireBuilt was postponed until next month.

Work Session on Animal Ordinance – The Board met last night and made some progress on the Ordinance. Another work session was scheduled for Thursday, January 25, 2018 at 7:00 PM.

The following resolution regarding hiring a permanent Village Clerk was read:

RESOLUTION NO. 18-01

WHEREAS, it has been determined by the Board of Trustees for the Village of Manley, Cass County, Nebraska that it is necessary and desirable to pass a resolution describing the duties and responsibilities of the Village Clerk/Treasurer in order to foster a proper management of the Village.

WHEREAS, the Village recognizes that it would be in the best interest of the Village and the Village Clerk/Treasurer to adopt guidelines for the performance of the duties of the Village Clerk/Treasurer.

THEREFORE, BE IT RESOLVED by the Village Board Chairman and Board of Trustees of the Village of Manley, Cass County, Nebraska, that the Village Clerk/Treasurer shall be responsible for maintaining and safeguarding the records and financial accounts for the Village of Manley and shall collect and withdraw from such accounts, any monies necessary to settle all claims made to the Village, after approval by the Village Board of Trustees, as required by state statute. The Village Clerk/Treasurer shall also be responsible for receiving all correspondence and notifying the Village Board Chairman of anything that requires a timely response. The Village Clerk/Treasurer shall be skilled in computer programs such as Microsoft Office that includes Excel, Word, Power Point and any financial program such as Quicken or Quick Books or equivalent as designated by the Village Board of Trustees.

BE IT FURTHER RESOLVED that the Village Clerk/Treasurer shall be the custodian of all Village funds and shall account to the Village Board and the State of Nebraska for all money received, expended and remaining on hand.

TGlas moved & MDalton seconded to adopt Resolution 18-01 as read. Roll call vote: All approved. Motion carried. The Board discussed & edited a companion motion regarding the Village Clerk, which will be typed up & distributed to the Board for review & approval at the next meeting.

Nuisance Violations – After discussion, the Board decided to make a list of who they need to talk to & what they need to talk to them about regarding violations stipulated in the Nuisance Ordinance. Then, about March, when it will be warmer, they will take the Ordinance & talk with appropriate residents.

Village Maps – Prices found online for poster displays were found to be quite expensive. After discussion, AZierott moved & TGlas seconded that we allow a budget of \$400 for MDalton to get professional frames made to fit our maps. Roll call vote: All approved. Motion carried.

New Business

After review, MDalton moved & AZierott seconded to approve the final One and Six Year Street Plan submitted by JEO. Roll call vote: All approved. Motion carried. JDalton will take charge of publishing/posting notice of the Hearing on the Plan to take place at our February Board meeting.

Snow Removal & Vehicle Maintenance – The Board confirmed Adam Goebel as our winter street maintenance specialist at \$15.00/hour.

The first Pillage the Village Committee meeting was set for Thursday, March 1st at 7:00 PM. We will publicize that any & all residents are welcome on the committee.

Board Binder Responsibility – After a suggestion that Board members sign a form each meeting stating that they received their binder & read thru the materials, JDalton will design such a form & have it available at each applicable meeting.

2018 Pet Licensing – Any changes in the cost of licensing a pet or applicable late fees will be left to discuss later in the year for implementation next year. A notice regarding licensing this year will be put on the website, posted at the Post Office and sent to residents via an email & the resident’s letter.

Office Repair – Unable to discover where the water came from that caused damage in the basement in early November, DSwenson moved & TGlaser seconded that we move on & MDalton make repairs to the Village Office. Roll call vote: All approved. Motion carried.

Public Forum

2018 NMCA Institute –After discussion, TGlaser moved & AZierott seconded that, pending approval of the two Scholarships (NMCA & SEACA) applied for, we approve the cost of lost wages (\$300) & gas for our Village Clerk to attend the 2018 NMCA Institute in Grand Island in March. Roll call vote: All approved. Motion carried.

A Soup Contest & Bingo Social, open to anyone, was scheduled for Sunday, February 25th from 5:00-7:00 PM at the Community Center. Denise will work on a flier. Everyone was asked to look for some Bingo prizes.

The overhead door on our maintenance building is in dire need of being repaired or replaced. MDalton will get a bid on a new door.

Adjournment MDalton moved & DSwenson seconded to adjourn the meeting at 8:53 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.)