

**Village Of Manley  
Board of Trustees Regular Meeting  
November 14, 2019**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on November 14, 2019 by Chairman Denise Swenson at 7:00 PM at the Manley Community Center. Roll call was taken and members present were Denise Swenson, Mickey Dalton, Tim Glas, Rebecca Goble, and Adam Zierott, along with Village Clerk Jolene Dalton and Winter Streets Maintenance Supervisor Adam Goble. 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 DSwenson. Notice of this meeting was posted on the Village website and in the bulletin boards on the Fire House & Post Office.

**Agenda** After a request was made to pull the October Meeting Minutes, RGoble moved & TGlaser seconded to approve the amended Agenda. Roll call vote: All approved. Motion carried.

Consent Agenda items approved:

\*October 2019 **Water Clerk's Report**

\*October 2019 **Treasurer's Report**

\*October 2019 **Misc Monthly Reports** –

**Water Specialist** - Jack Faubion – October water sample had no violations.

**Wastewater Specialist** – Ed Blunt & MDalton - #1 pump working; Parts are ordered for #2 & now waiting for repairman from Todd Valley to install them.

**Village Assets** – MDalton & AGoble worked 4-1/2 hours cleaning out & organizing the Maintenance Building on Oct 13<sup>th</sup>. They also worked 2 hours cleaning out & organizing the storage rooms in the Community Center on Oct 20<sup>th</sup>. JDalton & RGoble worked 2-1/2 hours on Oct 13<sup>th</sup> & 2 hours on Oct 20<sup>th</sup> inventorying & taking pictures of our Village assets in the Community Center. There is still some work to be finished in both buildings. RGoble is typing up the first draft of the Inventory list.

**Community Center Water Heater** – MDalton - A Tankless Water Heater has been installed.

**Audit Committee** - Tim Glas, Mickey Dalton and Adam Zierott met on 10/23/2019 to Audit the Village financial books from April 2019 to September 2019.

**MAPA** - Notes from the MAPA Outreach Event that MDalton & JDalton attended in Weeping Water on Thur 10/17 included types of assistance that MAPA has available that the Village might benefit from; the county pays dues (as opposed to SENDD where the municipality paid the dues); and MAPA is willing to help with a Town Meeting and abandoned properties.

**Remaining Reports**

\*October 10, 2019 Regular Meeting **Minutes** – A question was asked if a Board member has to abstain from approving reports submitted by a family member like has to be done for the Claims. JDalton will contact the League to get a clarification. TGlaser moved & RGoble seconded to approve the Minutes. Roll call vote: All approved. Motion carried.

\*October 2019 **Village Clerk's Report** - Purchased a 17 month CD at Farmers & Merchants Bank at 2.50% (2.52% APY) for \$5,000 out of the General Account; Sent request to the League's Legislative Committee regarding proposed changes to two NE Statutes. They replied back that they will let the Board know what the committee decides to do on their request. (No reply rec'd yet.); JDalton attended SEACA Luncheon in Malcolm on October 17<sup>th</sup>. Sent a question to other Clerks about controlling duck weed & got three replies back which was forwarded to MDalton; With the help of Linda Behrns, KCCB, an application was submitted for a Keep America Beautiful & Lowe's Community Partner Grant for the Picnic Shelter. Recipients will be notified by November 12<sup>th</sup> 22<sup>nd</sup>; Sent a letter signed by JDalton & DSwenson to the Midlands Community Foundation for clarification on the \$5,000 grant received for the Playground; Received Manley Hide Away's liquor license from State. After receiving proper payment, the liquor & tobacco licenses were given to Tom Sorensen.

Sent welcome letter to the newly annexed residents. Had Annexation Ordinance published in the Plattsmouth *Journal*. Sent corrected, signed renewal papers to Ball Insurance. Received a hard copy of the policy from them for the Village files.

Discussion was held on unanswered annexation questions: How does the annexation affect the residents' mailing & physical addresses? Does a copy of the new map need to be published? & Is there anything else the Board needs to do? DSwenson will check with appropriate people/organizations to get these answers.

RGoble will check with Fire Chief, Larry Schliefert on who has insurance on the personal property items inside the Fire House.

One of the Board members will drill into the lock on the file cabinet upstairs that got locked during a rental, as no key has been found.

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

**\*Claims** – Black Hills Energy for CommCtr-\$22.42 & Fire House-\$20.37; DHHS for water testing-\$15.00; OPPD for CommCtr-\$80.97, Fire House-\$80.62, Sewer-\$35.77, Water-\$33.00 & Street Lights-\$270.53; RWD #3 for water-\$785.35; Windstream for CommCtr-\$96.33 and Fire House-\$99.20 (Oct) & \$99.34 (Nov); WireBuilt for website maint-\$50.00; Manley Hwy Acct for matching trsf from Sewer Acct-\$161.00 & Water Acct-\$161.00; JFaubion for Nov water wages & postage-\$125.50; EBlunt for Oct wastewater specialist-\$175.00; Meeske Hdwr for Picnic Shelter (PS) nuts, bolts, washers-\$39.42; Dan Monahan for PS auger rental-\$108.24; Builders Supply Co for PS lumber & trusses-\$4,840.33; Dave Ortlieb to deliver PS rock-\$80.00; Weeping Water Public Schools for annual liquor & tobacco licenses-\$310.00; Lee Enterprises for Budget Hearing notice-\$88.12 & annexation ordinance publication-\$43.34; Schmitz Land Surveying for alley surveying-\$281.72; Tri-State Pumping for pumping lagoon lift station-\$290.00; HTM Sales for lagoon float repair parts-\$277.56; Meeske Hdwr for lagoon repair equipment-\$75.44; M&N Investments for fuel-\$36.30; JDalton for 66-3/4 hr Oct Village Clerk wages-\$753.94; MDalton for CommCntr PS footing pads, rafter clips, ties, etc-\$145.26; MDalton for PS angle braces & electrical-\$180.88; MDalton for CommCtr smoke alarms, water heater & installation parts-\$518.18; MDalton for Oct lagoon mowing-\$60.00; and RGoble for Christmas street decorations-\$112.51. TGlas moved & AZierott seconded to approve the Claims. Roll call vote: DSwenson-yes, MDalton-abstain, TGlas-yes, RGoble-abstain, AZierott-yes. Motion carried.

### **Unfinished Business**

Annexation Project – (Discussed already in Village Clerk's Report)

Zoning - Schmitz Land Surveying, Inc surveyed the alley behind 209 Broadway. AZierott has talked to the home owner about the fence in question & the Board, with winter approaching, has agreed to allow it to be fixed by May 1<sup>st</sup>.

Nuisance Violations Update – The following properties were discussed:

106 Locust – Dirt has been moved; is being used to level the area up for parking on the property.

Resident complaints have been received about traffic zooming thru the stop sign at North & Elm. The Board will revisit putting speed bumps in the area in the Spring.

Community Center Projects –

Some work has been started on filling in dirt on the west side of the building.

The tankless water heater has been installed.

Four smoke detectors have been installed throughout the bldg.

A good start has been made on cleaning out/organizing the storage rooms (see "Village Assets" under Misc Monthly Reports above).

A metal cabinet has been donated & will replace the metal shelving in the Furnace Room. The metal shelving will be moved to the Maintenance Bldg.

Manley Lane – The new speed limit signs have not been ordered yet.

Painting the lines is postponed until next Spring. Meanwhile, the Board will do further research & get bids for the project.

Lower Platte South NRD Hazard Mitigation Plan – DSwenson completed our Village’s form with help from CCEM & JEO personnel, which listed the five year projects. (A project must be on the list to ask for grant money.) The Board agreed with the presented items, so the form will be submitted for approval.

Picnic Shelter – Construction is moving along nicely. Resident Dan Monahan donated his time & equipment to scrape the area & dig the hole footings. Thanks to the mayor of Eagle for the referral to Buel Trucking for rock to put in the footings. Some residents & friends donated their time & labor to build the basic structure.

### New Business

UNL Rural Community Prosperity Initiative – MDalton & JDalton attended the session in Lincoln on Oct 24<sup>th</sup> & presented a report to the Board about it, which they also sent to the presenting group. The UNL Working Group wrote back, offering to see how they could assist the Village. JDalton will invite a member of the Working Group to one of the Board meetings when there is good weather & daylight.

After discussion, MDalton moved & RGoble seconded to appoint JEO Consulting Group as the Village Engineer for 2020 and Steven A. Parr (License No. S-859, Class A, Contracted) from JEO Consulting Group as the Street Superintendent for 2020. Roll call vote: TGlas-no, RGoble-yes, DSwenson-yes, AZierott-no, MDalton-yes. Motion carried. Engineering firms will be researched for next year.

Because procedures have changed as mandated by the State Legislature, a Resolution of the Village Board authorizing the signing of the Year-End Certification of City Street Superintendent form by the Village Board Chairman is required to determine the yearly Incentive funds. DSwenson read the following resolution:

#### Resolution 19-04

##### SIGNING OF THE YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT FORM – 2019

**Whereas:** State of Nebraska Statutes, sections 39-2302, and 39-2511 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive payment;

**Whereas:** The State of Nebraska Department of Transportation (NDOT) requires that each incorporated municipality must annually certify (by December 31<sup>st</sup> of each year) the appointment of the City Street Superintendent to the NDOT using the Year-End Certification of City Street Superintendent form;

**Whereas:** The NDOT requires that such certification shall also include a copy of the meeting minutes showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number and Class of License (if applicable), and type of appointment, i.e., employed, contract (consultant, or interlocal agreement with another incorporated municipality and/or county), and the beginning date of the appointment; and

**Whereas:** The NDOT also requires that such Year-End Certification of City Street Superintendent form shall be signed by the Mayor or Village Board Chairperson and shall include a copy of a resolution of the governing body authorizing the signing of the Year-End Certification of City Street Superintendent form by the Mayor or Village Board Chairperson.

**Be it resolved** that the Village Board Chairperson of Manley, NE is hereby authorized to sign the attached Year-End Certification of City Street Superintendent form.

MDalton moved & RGoble seconded to adopt Resolution 19-04 as read. Roll call vote: TGlas-yes, RGoble-yes, DSwenson-yes, AZierott-no, MDalton-yes. Motion carried.

Donated copy machine – Forms Associates (via TGlas) donated a Canon C7055 copier to the Village. TGlas will get answers to questions about the cost of servicing & running the machine before the Board decides whether to accept it.

Zoning Administrator & Planning Commission positions – A resignation letter was received from Betty Meyer from her positions as Zoning Administrator, Locate 811 Officer, Building Permit Coordinator and Website Editor. A resignation letter was also received from Hope Hibler from her position as Planning Commission Board member.

The Board will put out a notice for applications for the position of Zoning Administrator and Website Editor. A timely notice for a Planning & Zoning Class at UNKearney has been received. More information about the class will be looked into.

**Public Forum**

MDalton met with Steve Parr from JEO about adding Sunrise Court to our 1&6 Yr Road Plan. SParr said that concrete was more expensive than asphalt but was worth it in the long run. MAPA might be a good place to start regarding grants or other funding opportunities for this project. SParr agreed that chip sealing was a new, good option for our streets. He suggested we check with the county to see when they might be doing similar work to what the Village needs & try to coordinate with their contractors.

JDalton distributed the 2019 PTV Financial Report for the Board to look over before a committee meeting after the first of the year is scheduled.

**Adjournment** RGoble moved & AZierott seconded to adjourn the meeting at 9:00 PM. Roll call vote: All approved. Motion carried.

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Jolene Dalton  
Village Clerk

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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](http://www.manleyne.com).

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