

**Village Of Manley
Board of Trustees Regular Meeting
January 7, 2016**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on January 7, 2016 by Chairman Betty Meyer at 7:10 PM at the Manley Community Center. Roll call was taken and members present were Betty Meyer, Mickey Dalton, Tim Glas, and Denise Swenson, along with Clerk Jolene Dalton & Water Specialist Jack Faubion. Dawn Holdorf was excused. 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 After reviewing the agenda, MDalton moved & TGlaser seconded to approve the agenda. Motion carried.

Review/Approve Minutes After reviewing the December 3, 2015 Regular Meeting minutes, TGlaser moved & MDalton seconded to accept those minutes. Motion carried.

After reviewing the December 9, 2015 Special Meeting minutes, MDalton moved & TGlaser seconded to accept those minutes. Motion carried.

After reviewing the December 30, 2015 Special Meeting minutes, TGlaser moved & MDalton seconded to accept those minutes. Motion carried.

Correspondence *Email from One Call Concepts notifying us of a standard ticket price increase as of January 1, 2016.

*Received \$25.00 building permit & \$25.00 penalty fees from Tom Sorensen for work done at the Manley HideAway at 215 Main Street.

*Received notice from Cass County Zoning Department of public hearing on January 18, 2016 regarding 'Proposal for Amendments to Zoning Regulations pertaining to Adult Establishments'.

Bills The following bills were presented: Black Hills Energy for CommCtr-\$158.94 & Fire House-\$74.38; JDalton for 59-1/4 hr Dec Village Clerk wages-\$547.18; JFaubion for water wages & postage-\$117.95; NE Public Health Environ Lab (DHHS) for water testing-\$75.00; One Call Concepts for 4th Qtr-\$5.95; OPPD for Fire House, CommCenter, Sewer, & Water-\$184.95 & Street Lights-\$352.61; RWD#3 for water -\$809.00; WWPS Bldg Fund for CommCtr payment-\$350.00; Windstream for CommCtr-\$109.67 & Fire House-\$98.06; WireBuilt for website maint-\$50.00; Inspro Insurance for 2016 Fidelity Bond-\$162.00; JEO for 2015 road program-\$600.00; Midwest Laboratories for sewer testing & supplies-\$246.75; US Treasury for 2015 Form 944 (employee withholding & employer taxes)-\$1,148.26; and NE Dept of Revenue for 2015 Form 941N (employee withholding)-\$38.66. TGlaser moved & MDalton seconded to pay the bills. Motion carried.

Water/Sewer Report

*JFaubion, Water Specialist, reported that the December water sample reflected an absence of harmful pathogens.

*MDalton, Water Commissioner, reported that the new outside meter at 106 Broadway Street is not working. He will work on it further as the weather allows.

After discussion, DSwenson moved & MDalton seconded that, beginning with the April 2016 payment for March usage, we institute a mandatory Village of Manley Water/Sewer Level Payment Plan. Eleven (11) monthly amounts for a resident will consist of a water charge based on their water usage from March 1st of the previous year to March 1st of the present year, sales tax on that water charge, and a sewer charge based on their water usage from November 1st of the previous year to March 1st of the present year. The twelfth (12th) monthly amount will be billed by the Water Clerk for the actual difference for the year. Motion carried.

*JDalton, Water Clerk, submitted the December Water Report. After discussion, DSwenson moved & TGlaser seconded to accept the Water Clerk's report. Motion carried.

*BMeyer reported on the progress of the new lagoon pump. It has been received but waiting to be installed.

JFaubion was then excused from the meeting.

Treasurer's Report After reviewing the Treasurer's Report, TGlas moved & MDalton seconded to accept the Treasurer's Report. Motion carried.

Village Clerk's Report

- *Completed & submitted the Audit Waiver Request.
 - *Faxed Tobacco Licensing Information to DHHS Division of Behavioral Health as instructed.
 - *Posted Pet Licensing flier in Post Office.
 - *Filed 2015 Employer Tax Forms (Federal/annual, State/annual, SUTA/4th Qtr).
 - *Working on January letter to residents.
- MDalton moved & TGlas seconded to accept the Village Clerk's Report. Motion carried.

Old Business

Street Signs – BMeyer reported that she had a resident who needed community service hours help put them up.

Community Center signage – Different options/ideas were discussed. BMeyer will contact a couple of people with sign experience to talk to the Board.

After discussion, TGlas moved & MDalton seconded that we adjust our Community Center rental rates to \$50.00 for rent of the lower level only (maximum capacity-25) & \$100.00 for rent of the entire building, with rent & key deposits remaining the same. Motion carried. We will install locks on the doors leading to the top floor to deny access to that area when the lower level only is rented.

After discussion, the Soup Social was changed to Sunday, February 21st, starting at 4:00 PM. DSwenson will work on details & a flyer.

New Business

The One and Six Year Street Plan, proposed by JEO from our input, was reviewed & accepted. The Village Clerk will publish & post Notice of Hearing on the Plan, which will be held at our regular February 4, 2016 meeting.

After discussion, MDalton moved & DSwenson seconded that we adopt the following policy for Special Board Meetings: "If a Special Meeting of the Village of Manley Board of Trustees and/or Planning Committee is called due to circumstances requiring this meeting regarding a resident request or special circumstance, then the resident would be responsible for the costs associated with the meeting." Motion carried.

Increasing the penalty for failure to request a required permit was discussed. A decision was tabled pending further investigation.

After discussion regarding grants, the Village Clerk was instructed to let the Board know when she gets any information regarding a grant and they will handle them individually.

Adjournment DSwenson moved & TGlas seconded to adjourn the meeting at 9:31 PM. 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.)