

**Village Of Manley**  
**Board of Trustees Regular Meeting**  
**April 2, 2015**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on April 2, 2015 by Chairman Betty Meyer at 7:01 PM at the Manley Community Center. Roll call was taken and members present were Mickey Dalton and Denise Swenson, along with Water Specialist Jack Faubion and Clerk Jolene Dalton. Board member Dawn Holdorf will be arriving late. A copy of the Open Meeting Act is posted at the Fire House/Town Hall 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, DSwenson moved & MDalton seconded to approve the agenda. Motion carried.

**Review/Approve Minutes** After reviewing the March 5, 2015 Regular Meeting minutes, MDalton moved & DSwenson seconded to accept the minutes. Motion carried.

**Correspondence** A letter was received from the NE Auditor of Public Accounts stating that our Audit Waiver request for the fiscal year ended September 30, 2014 has been approved.

**Bills** The following bills were presented: JPCooke Co. for animal license tags-\$39.25; Creative Edge Printing for 2015-16 water books-\$305.10; Pankonin's for tractor repair-\$120.88; JDalton for office supplies-\$26.18; DSwenson for work on Audit Waiver Request & postage-\$178.25; MDalton for misc bldg. maintenance supplies & dumpster costs-\$152.57; DHoldorf for reading water meters & distributing new water books-\$70.00; MDalton moved & BMeyer seconded to pay the bills. Motion carried.

**Water Specialist Report** Jack Faubion reported that the March water sample reflected an absence of harmful pathogens. He submitted written reports he received for the March results and the 2014 Annual Water Quality Report, which we will post in our bulletin boards on the Fire House & Post Office. JDalton will email the NDEQ to get JFaubion's phone number corrected on the report.

**Refuse/Recycling Program** John Love & Kim Luick from Papillion Sanitation presented us with details about the trash/recycling program they could offer us. (They have no organic program at this time.)

**Animal License Report** Discussion was held on the Clerk's report regarding 23 dogs & cats licensed at our Open House on March 21<sup>st</sup>. MDalton moved & DHoldorf seconded that we include a notice in a letter that JDalton was planning to send to residents in the area soon that, because of the change in personnel this year, the deadline to license their dogs & cats has been extended to May 15<sup>th</sup>. After that, a late fee of \$5/license will apply. Motion carried. We will discuss & set up next year's licensing guidelines at a future meeting.

JFaubion was then excused from the meeting.

**Water/Sewer Report** JDalton presented the monthly Water & Sewer Report. After discussion DSwenson moved & BMeyer seconded to accept the Report as presented. Motion carried. MDalton reported that he has recorded who had what type of meter and where the meters & shut offs were located. There are 5-6 remotes that need to be replaced. BMeyer moved & DSwenson seconded that we appoint MDalton as Manley Water Commissioner at a rate of \$10/hour. Motion carried.

**Refuse/Recycling Program** Doug Johns from Cass County Refuse presented us with details about the trash/recycling program he could offer us. (He has no organic program.)

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

**Clerk's Report**

\*Office email ([clerk@manleyne.com](mailto:clerk@manleyne.com)) has been set up. Had our webmaster Irina Harrison bring our posted Village weekly newsletters up to date. Proposed updates to our website were approved & will be submitted to Irina to make. Discussion was held regarding applying for a grant from Cass County Tourism for our webpage costs and offering local resident business owners the opportunity to advertise on the webpage.

\*Set up the phone message & registered our phone number on the "Do Not Call" list.

\*Sent a thank you note to Chris Tierney for his IT help in the Office. After recommendation from CTierney & discussion, MDalton moved & DSwenson seconded that we purchase a one year subscription to KasperSky Anti-Virus at their \$29.97 special. Motion carried.

\*Registered as our Manley Clerk with NDOR and submitted our annual Street Superintendent Certification to them.

\*Personally delivered an introductory letter to all residents in the Manley area. Included a second letter in the Water bags distributed to Manley residents.

\*Set up employers tax records/forms with IRS (annual filing status), NE Dept of Revenue (annual filing status), & NE Dept of Labor (state unemployment reimbursable status).

\*Inventoried our Safe Deposit Box at Farmers & Merchants Bank in Weeping Water. We did not know what two "Pledged Securities" were so JDalton will go to the bank to get more information on them.

\*Designed expense voucher, time sheet, and two designs for official letterhead. After discussion, one design was chosen to be used as our official letterhead.

(DHoldorf joined the meeting.)

\*MDalton obtained a master calendar for the Village and it is located in the Office.

\*After discussion it was approved to send our monthly minutes to the *Cassgram*. Steve Warga, editor, had requested them with the intent that if he ever has any extra space and we have an activity or news-worthy item in our minutes, he will put it in the *Cassgram*.

\*Discussed moving the padded chairs & safe from the Fire House to the Community Center. BMeyer will call Jim Woolhiser &/or Larry Schliefert to clarify ownership of the chairs & request help in moving the safe.

\*Presented a bill for \$733.10 (81 hours worked in March minus employee taxes). DHoldorf moved & DSwenson seconded to pay the bill. Motion carried.

### **Old Business**

The review of the Village File Cabinets contents and what to keep & shred was tabled until next month.

BMeyer reported that 8-8' laminated tables and 64 Cosco non-padded metal chairs were purchased from Meeske Hardware in Weeping Water. MDalton picked up the order and MDalton & DSwenson unpacked them in time for our March 21<sup>st</sup> Community Center Open House.

The Community Center Open House on Saturday, March 21<sup>st</sup> was discussed. As planned, the Board members (plus JDalton & Alice Smisek) went thru the building upstairs & down, cleaning & finding "homes" for all kinds of items, and getting it ready for the Open House. Publicity included distributing fliers, delivering a written notice to residents in the area, and putting a notice in 6 issues of the *Cassgram*. The day was considered a success. Many residents toured the building, got their animals licensed, and purchased "school treasure" items for sale. Leftover sale items will be saved for a possible May/June Garage Sale &/or Pillage the Village.

Discussion was held concerning the proposed Trash/Recycle/Organic Program. There seems to be ample interest with the main concern being the cost. BMeyer will compose a survey about a possible Village-wide program to be included with the next Clerk's letter which will be distributed in a couple of weeks.

### **New Business**

After a brief discussion, DSwenson will get more information on pros & cons of annexing additional areas outside of the present Village limits and how we would go about doing that, if we decide it is something we would like to do.

Some past Manley school pictures have been submitted. DSwenson will check with a past school parent to see if she would prepare the prints for display. We will continue to request donations of more pictures.

Due to an inquiry, discussion was held on developing zoning regulations concerning new & existing towers in our jurisdiction. The county has regulations regarding this but Manley does not. BMeyer asked our attorney, David Chebatoris, to draw up an ordinance, based on the county's ordinance. After review, MDalton moved & DHoldorf seconded that we accept Ordinance 15-1 as submitted to be incorporated into the official Village of Manley zoning regulations. Motion carried.

Garrett Westover, who has mowed our village property in the past, has agreed to do so again for the same price (\$150/mowing). DSwenson moved & MDalton seconded that we contract with Garrett Westover to mow our village property for the 2015 season. Motion carried.

MDalton reported that he talked to our Manley fire personnel to see if there is any funding available to update & relocate our Tornado Siren system. He will continue to research the subject.

Spring Clean Up on the Spur was set up for Thursday, April 9<sup>th</sup> at 5:30 PM.

**Adjourn** DSwenson moved & DHoldorf seconded to adjourn the meeting at 10:21 PM. 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).

\*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.)