

**Village Of Manley  
Board of Trustees Regular Meeting  
October 1, 2015**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on October 1, 2015 by Chairman Betty Meyer at 7:12 PM at the Manley Community Center. Roll call was taken and members present were Mickey Dalton, Tim Glas, Dawn Holdorf, and Denise Swenson, along with Clerk Jolene Dalton, and guest Justin Backhaus. Water Specialist, Jack Faubion, 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 September 3, 2015 Regular Meeting minutes, DHoldorf moved & MDalton seconded to accept the minutes. Motion carried.

**Correspondence** There was no correspondence that will not be covered elsewhere.

**Bills** The following bills were presented: JFaubion for water wages & postage-\$103.54; JDalton for 68 hr Sept Village Clerk wages-\$625.77; Black Hills Energy for Fire House & Community Center-\$48.94; Windstream for Fire House-\$98.48; OPPD for Fire House, CommCenter, Sewer, & Water-\$243.14; WireBuilt for website maint-\$50.00; NE Public Health Environ Lab (DHHS) for water testing-\$15.00; Garret Westover for 5x mowing-\$750.00; WWPS Bldg Fund for CommCtr payment-\$350.00; Columbus Telegram for budget hearing notice-\$22.02; Meeske Hardware for coffee urn-\$39.99; DSwenson for flowers, plants & card tables-\$259.47; JDalton for postage-\$4.90; USDA-RD annual loan payment-\$1,881.00; Sewer Bond annual principal & interest payment-\$15,866.25; One Call Concepts (Jul-Sept)-\$7.00; Gunners Meters & Parts for outside water remotes-\$170.00; and Village Board meeting remunerations: BMeyer-\$240.00, MDalton-\$240.00, DHoldorf-\$240.00; KHoldorf-\$20.00; DSwenson-\$200.00, & TGlaser-\$60.00. DHoldorf moved & MDalton seconded to pay the bills. Motion carried.

**Water/Sewer Report**

\*JFaubion, Specialist – excused, no report

\*MDalton, Commissioner, no report

\*JDalton, Clerk, submitted the September Water Report. TGlaser moved & DHoldorf seconded to accept the Clerk's report. Motion carried.

MDalton presented a water/sewer level payment plan, starting in April 2016, for the Board to consider. It will be discussed further next month.

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

DSwenson moved & TGlaser seconded that we request to submit an Audit Waiver to the State Auditor for the last fiscal year (2014-15). Motion carried.

**Village Clerk's Report**

\*Sent copies of the 2015-16 Budget to the State Auditor & Cass County Clerk as instructed by Steve Rischel.

\*With MDalton, met with Janice Stopak from USDA to complete a compliance review required every three years for our USDA Loan.

\*Working with Tom Sorensen on renewal of Manley Hide Away's liquor & tobacco licenses.

\*Received appointment as General Notary Public in Nebraska.

\*Working with BMeyer on making an Inventory list of who has keys to our various Village buildings & vehicles.

\*After visiting with Elmwood's Clerk, drafted a Solicitor Policy for Manley. It will be discussed further at our next meeting.

\*Organized the Ordinances in our Village Safe. MDalton moved & TGLas seconded that we purchase 2 legal size binders & necessary index tabs for the Ordinances. Motion carried. It was agreed to keep at least two copies of each Ordinance.

\*With Kevin Holdorf's help, submitted a ReTree Nebraska mini-grant application & was awarded 10 trees (maximum allowed) for the Village. Will work with Kevin on further details as we get them.

\*Started a Board Action List of needed work & projects previously discussed by the Board.

The first was to set up a semi-annual audit of the financial books. It was decided to conduct the audits in October & April each year, with the non-signers on our bank accounts conducting the audits. MDalton, TGLas & DHoldorf will schedule the October date to meet.

The second was to have Jolene send each Board member a copy of our 2014-15 fiscal year financial reports. Then next Board meeting decide if we want a special meeting to discuss & scrutinize the reports.

DHoldorf moved & TGLas seconded to accept the Clerk's report. Motion carried.

### **Old Business**

Pillage the Village – A brief discussion was held, reviewing compiled suggestions for next year.

Trash/Recycle/Organic Program – A brief discussion was held on the program, which began today. The Fall Clean-Up date was set for Saturday, October 17<sup>th</sup> and we will request two containers. Mickey will make arrangements with Papillion Sanitation.

Insurance Review – A report was given about the meeting on Sept 21<sup>st</sup> with our Inspro Insurance agent, Brad Dolson, and the suggested changes that came out of that meeting. After discussion, TGLas moved & DHoldorf moved that we make the suggested changes in our insurance policy. Motion carried. It was decided that it would be a good business practice to get 1-2 additional bids on our insurance needs next year.

LONM Conference – DSwenson gave a brief report on the Conference & the sessions she attended. She will investigate further if any grant information she collected would fit our need for an elevator/lift.

Street Signs – MDalton will check on how to best install the remaining street signs. Then Mickey & BMeyer will work on getting them installed.

Removal of Park tree – MDalton reported that the work is schedule for this Saturday, October 3<sup>rd</sup>, with Matt Macke dropping the tree and Mickey & helpers hauling it away.

Community Center signage – After brief discussion, MDalton volunteered to work on an idea for the building sign & an "Open" sign.

Sound abatement in Community Center kitchen area – Panels & carpeting were discussed. MDalton will check further on prices.

Annexation – BMeyer will talk with the County about getting 160<sup>th</sup> Street paved. DSwenson will ask Kay Gerdes from Weeping Water if she would be willing to visit with us about steps needed to accomplish this.

### **New Business**

A building permit was submitted by Brad & Shannon Josoff for concrete work on their property. DSwenson moved & TGLas seconded to approve the permit. Motion carried.

### **Public Forum**

Justin Backhaus discussed Ordinance 90-5, commonly known as the Nuisance Ordinance, with the Board.

**Adjournment** TGlas moved & DSwenson seconded to adjourn the meeting at 9:51 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](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.)