

**Village Of Manley
Board of Trustees Regular Meeting
November 3, 2016**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on November 3, 2016 by Chairman Betty Meyer at 7:25 PM at the Manley Community Center. Roll call was taken and members present were Betty Meyer, Mickey Dalton, Tim Glas, Dawn Holdorf and Denise Swenson, along with Village Clerk Jolene Dalton. 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, TGlas moved & DSwenson seconded to approve the agenda with an amendment to separate out the monthly reports and to move #5a (Administrative Subdivision) up to #2. Motion carried.

Administrative Subdivision After discussion, TGlas moved & DHoldorf seconded to approve an Administrative Subdivision, being the replat of Lots 1 thru 5, Block 2, Village of Manley, located in the NW1/2 of the SE1/4 of Section 15 (replatted into Lot 1R, Block 2 and Lot 2R, Block 2). Motion carried. The appropriate papers were signed and fees received from Randy Abbott, land owner.

Cass County Economic Development Presentation The representative who was to address the Board was not present.

Review/Approve Minutes After reviewing the October 6, 2016 Regular Meeting minutes, DSwenson moved & TGlas seconded to approve the minutes with a correction & clarification to the Zoning Administrator's Report. Motion carried.

Correspondence *Received an explanation from the Cass County Treasurer regarding a new VTRSRM fee being deducted from our monthly receipts from the Treasurer's Office.

Bills The following bills were presented: Black Hills Energy for CommCtr-\$23.90 & Fire House-\$22.66; JDalton for 70-1/4 hr Oct Village Clerk wages-\$646.54; JFaubion for Oct water wages & postage-\$122.95; NE Public Health Environ Lab (DHHS) for water testing-\$66.00; OPPD for Fire House, CommCtr, Sewer, & Water-\$198.25; RWD#3 for water-\$768.15; WWPS Bldg Fund for CommCtr payment-\$350.00; Windstream for CommCtr-\$119.87 & Fire House-\$98.14; WireBuilt for website maint-\$50.00; NE Dept of Revenue for 3rd Qtr Sales Tax-\$652.78; One Call Concepts for 3rd Qtr-\$9.81; MDalton for trash bags & printer ink-\$90.55; AkSarBen Pipe & Sewer Cleaning for sewer backup in town-\$753.75; and Turf Care for fall fertilization & weed control-\$450.00. TGlas moved & MDalton seconded to pay the bills with one directive to hold the AksarBen check until Chairman BMeyer checks further on their bill. Motion carried with BMeyer voting against.

The Auditing Committee questioned the OPPD bill for the lagoon over the past few months. After discussion, it was decided to keep an eye on the bill.

Water/Sewer Reports

*JFaubion, Water Specialist, sent a report that the water sample for October tested positive for Coliform. He ran a second test & it reflected an absence of harmful pathogens.

*JDalton, Water Clerk, submitted the October Water Report. Three accounts need special attention. Jolene will call the owners of 111 Broadway Street & 105 Locust Street to discuss their accounts. The owner of 106 Broadway will be sent a letter with a 10 day shut off notice. DSwenson moved & TGlas seconded to accept the Water Clerk's report. Motion carried.

Treasurer's Report After reviewing the Treasurer's Report, DHoldorf moved & TGlas seconded to accept the Treasurer's Report. Motion carried. For clarification, the \$299.00 approved last month for Betty Meyer's work at the lagoon was adjusted to pay \$150.00 to Betty & \$150.00 to Terry Meyer for the lagoon work.

TGlas reported that the Auditing Committee met on October 20th & audited the five Village checking accounts. The books were found to be in order & the report will be filed in the Office. DHoldorf moved & DSwenson seconded to accept the Auditing Committee's Report. Motion carried.

Village Clerk's Report

*Sent/emailed October letter to residents.

*Ran 2015-16 Fiscal Year Financial Reports & gave copies to each Board member.

*Sent letter to Cass County Fair Board re Parade registration

*Set up automatic payments for OPPD Street Lights, Comm Center & Fire House, Sewer, Water, and WireBuilt

*Sent email to Father Tom Wiedel at St. Patrick's Church regarding the parking problem during Masses

*Attended Louisville's October City Council meeting with Betty Meyer & Mickey Dalton

*After discussion, TGlas moved & MDalton seconded that we pay the \$10.00 NMCA (NE Municipal Clerk's Association) membership fee for our Village Clerk. Motion carried. The NMCA Clerk's Institute was recommended by the Louisville, NE Clerk but, because of the cost, we will get more information on it before a decision is made regarding sending our Village Clerk to it.

*After discussion, TGlas moved & DHoldorf seconded to charge \$50.00 rent for use of one room upstairs at the Community Center on a case-by-case basis. We would lock the doors to the kitchen & put a sign "Emergency Exit Only" on the closed door leading to the second room upstairs. Motion carried. This special rate was approved for rental of the one room by Marilyn Plowman on Christmas Eve this year.

TGlas moved & MDalton seconded to accept the Village Clerk's report. Motion carried.

Old Business

Cass County Tourism Grant – Betty will get the paperwork to Jolene to see what we need to submit for reimbursement for the Community Center sign & sidewalk work.

Pillage the Village – JDalton gave a copy of the Action List compiled at the committee meeting to all the Board members. TGlas reported on prices he got for additional banners & yard signs.

Community Center roof – After further discussion, it was decided to remain with the decision to just patch the roof at this time.

Community Center Parking Signs - TGlas reported on prices he got for the metal signs. Further discussion regarding specifics about the signs was postponed until next month.

Water Repair contracts – Still no real progress on this item. Jolene will check again with LONM.

Nuisance Complaints – TGlas talked to the owner of 220 Main Street who said the dumpster would be moved by the next weekend but it is still there. In addition to the dumpster there are trash cans, a trailer, etc. that need to be addressed. Tim will work Jolene on a letter to send to them. DSwenson reported that the property at 201 Locust Street has been mowed but could use some weed work. It was decided to delay further action at this time.

Pot Luck Soup Supper & Bingo Social on November 13th – JDalton has designed a flier which she emailed to our residents. DSwenson will take a flier around to all the houses. All Board members were asked to look at home for Bingo prizes.

Tornado Siren – The electrician completed the wiring last Tuesday. This Saturday, November 5th, the county will conduct the first test around 11:00 AM. Next week the electrician will work on upgrading the electrical

service in the Community Center & will test the siren battery. After discussion, TGlas moved & DHoldorf seconded to purchase five exterior padlocks needed for the siren. Motion carried. A \$150.00 donation for the Tornado Siren Fund was received from Jean Colbert in memory of Reg Colbert. JDalton will send a thank you note. BMeyer is continuing to work on obtaining donations/grants for the cost of the siren.

Wastewater Specialist – BMeyer is continuing to search for a replacement for Delton Bolles.

New Business

A letter was received from Jim & Tracy Zeorian requesting that the Village pay a plumbing bill for a backup in their basement drain. After much discussion, TGlas moved that we pay the bill in full. The motion died for lack of a second. DSwenson moved & MDalton seconded that we pay half the bill & send along a letter with an acknowledgment of their letter and an explanation that we are paying this amount because it is difficult to determine who was responsible for the backup. We had the lines cleaned just two months ago. TGlas abstained. Motion carried. It was agreed that we need to educate our residents that if their sewer backs up, they need to call the Village first.

After discussion, MDalton moved & TGlas seconded that, starting next month, we move our Village Board meetings to the second Thursday of each month.

All reports for the meetings are to be to the Village Clerk by the Monday prior to the meeting. She will print & assemble them in a binder for each Board member. The binders will be available on the library table downstairs for the Board members to pick up any time after Tuesday afternoon. The Board members will look over the reports in the binder prior to the Thursday meeting. Unless there is a question on a certain report, all these reports will be automatically accepted &/or approved when the Agenda is approved at the meeting.

Each Board member received a copy of the 2015-16 Fiscal Year Financial Statements for all the Village accounts. During the next month, the Board members are to look over the Reports & decide at the next meeting if there is a need to schedule a separate time to discuss the Reports.

After having done much research & discussing, MDalton moved & TGlas seconded that we change our Village Insurance carrier to Ball Insurance Services. Our Property, General Liability, Auto & Professional Liability coverages will be written thru One Beacon Government Risks & our Workers Compensation coverage will be written thru Bitco Insurance Companies. Motion carried.

We will not have to renew our Fidelity Bond when it comes due in January because employee dishonesty is now covered under our Property policy.

TGlas moved & DHoldorf seconded that we get our lawns winterized. Motion carried.

Adjournment MDalton moved & DHoldorf seconded to adjourn the meeting at 9:57 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 familial status. (Not all prohibited bases apply to all programs.)