

**Village Of Manley
Board of Trustees Regular Meeting
December 3, 2015**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on December 3, 2015 by Chairman Betty Meyer at 7:06 PM at the Manley Community Center. Roll call was taken and members present were Betty Meyer, Mickey Dalton, Tim Glas, and Dawn Holdorf, along with Clerk Jolene Dalton & Water Specialist Jack Faubion. Denise Swenson was absent but expected to arrive a little later. 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 & MDalton seconded to approve the agenda. Motion carried.

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

Correspondence *Email from Cass County asking us to send an email to our contact list regarding an optional survey on waste & recycling in households across the county to help them with background information for revising the county's Solid Waste Plan. After discussion, approval was given to send the survey to our email list.

*Received a poster from the Secretary of State to promote Online Voter Registration. JDalton hung the poster in the Post Office.

*Letter from JEO regarding appointing a Village Engineer for 2016. After discussion, TGlas moved & MDalton seconded to appoint JEO Consulting Group as our Village Engineer for the year 2016. Motion carried.

*Letter from JEO regarding appointing a Village Street Superintendent for 2016. After discussion, TGlas moved & MDalton seconded to Steven A. Parr of JEO as our Village Street Superintendent for the year 2016. Motion carried.

*Letter from the NE Dept of Roads with a Certification of City Street Superintendent form to be completed & returned by December 31, 2015. JDalton will fill out & submit.

Bills The following bills were presented: JFaubion for water wages & postage-\$120.05; JDalton for 53 hr Nov Village Clerk wages-\$489.46; Black Hills Energy for Fire House & CommCtr-\$73.10; Windstream for Fire House-\$98.49, CommCtr \$92.56; OPPD for Fire House, CommCenter, Sewer, & Water-\$144.92, Street Lights-\$351.11; WireBuilt for website maint-\$50.00; NE Public Health Environ Lab (DHHS) for water testing-\$83.00; WWPS Bldg Fund for CommCtr payment-\$350.00; Delton Bolles for lagoon maint-\$125.00; RWD#3 for water -\$873.50; Meeske Hdwr for nuts & bolts for street signs-\$9.36; Midwest Laboratories for sewer supplies-\$12.16; Garret Westover for 2x Oct mowing-\$300.00; JDalton for stamps-\$49.00; BMeyer for postage-\$6.22; HTM Sales for lagoon pump removal-\$390.30; Carole's Flowers for Alice Smisek memorial-\$42.60; and City of Weeping Water for ½ annual firefighters life insurance policy-\$273.00. DHoldorf moved & TGlas seconded to pay the bills. Motion carried.

Water/Sewer Report

*JFaubion, Water Specialist, reported that he had to take five water samples this week. He was notified that all reflected an absence of harmful pathogens.

JFaubion was then excused from the meeting.

*MDalton, Water Commissioner, reported that he installed new outside meters at 117 North Street & 106 Broadway Street.

The water/sewer level payment plan was discussed further. A decision will be made next month.

Board member, DSwenson, joined the meeting.

*JDalton, Water Clerk, submitted the November Water Report. After discussion, TGlas moved & DHoldorf seconded to accept the Water Clerk's report. Motion carried.

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

JDalton reported that she closed the CDBG checking account & transferred the \$1.27 balance in that account to the General checking account.

A Board meeting was scheduled for Monday, January 11, 2016 at 7:00 PM to review the 2014-15 fiscal year financial reports.

Village Clerk's Report

*Set up Accounts Payable & Receivable hanging files in the Office file cabinets.

*After discussion, approval was given to set up automatic payments for our monthly Windstream bills.

*Received NE Directory of Municipal Officials update form from League of NE Municipalities which is to be submitted by December 23rd.

TGlas moved & DHoldorf seconded that we retain our present Village Officers for the 2016 year: Betty Meyer, Mayor/Board Chairman, Denise Swensen, Board Vice-Chairman, & Mickey Dalton, Water Commissioner. Motion carried.

*Discussion was held regarding the Community Center rental charge. Giving the Board time to consider details, they decided to address the topic again next month.

*Discussion was held regarding nuisance letters that need to be sent. Because of the winter weather, it was agreed to postpone action on this until the March meeting.

Old Business

Street Signs – BMeyer reported that she has found some street signs in our Maintenance Bldg and will have a couple of residents who need community service hours help put them up.

Community Center signage – We have three ideas submitted already. Entries are due by January 1st, so it will be discussed at the January Board meeting.

New Business

Information about the 2016 General Election was received from the Cass County Election Commissioner. A certification form for our Village is to be submitted by January 5, 2016. With BMeyer's help, JDalton will fill out & submit the form. Candidate filing forms were distributed to all Board members & discussed. JDalton will post this form at the Post Office & in her next residents' letter.

After discussion, it was decided to host a Soup Supper/Contest with Desserts on Sunday, January 24, 2016 at 4:00 PM at the Community Center. Anyone is welcome to enter (not just Village residents only). There will be prizes. Entrants will be asked to submit copies of their recipe to share & for ingredient information. We will publicize in different ways (Facebook, resident letter, Post Office posters, etc.).

Northern Natural Gas Company will hold their annual safety meeting with our VFD next Monday, December 7th at 7:00 PM at the Fire House. Anyone is welcome to attend.

On November 7, 2015 BMeyer sent a registered letter to Matt Macke, putting in writing what she & MDalton discussed with him regarding removing the storage crate on his property. He has requested an extension for removal time. After discussion, it was decided that BMeyer & MDalton will re-investigate the situation. TGlas moved & MDalton seconded that we grant a 30 day extension to the removal date deadline. Motion carried.

BMeyer also reported that she sent a certified letter to Tom Sorensen, putting in writing what she & MDalton discussed with him regarding an addition that has been attached to the Manley Hide Away without a permit.

Adjournment DSwensen moved & DHoldorf seconded to adjourn the meeting at 10:01 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.)