

**Village Of Manley
Board of Trustees Regular Meeting
January 14, 2021**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on January 14, 2021 by Chairman Denise Swenson at 7:12 PM. Zoom video & audio conference was available. Roll call was taken and members present were Denise Swenson, Tim Glas, Rebecca Goble, Patricia Gruber & Phillip Tapp, along with Village Clerk Jolene Dalton & Streets Maintenance Supervisor Adam Goble. A copy of the Open Meeting Act is posted in the meeting room for review. The Code of Conduct for Municipalities was read by Chairman DSwenson. Notice of this meeting was posted on the Village website and in the bulletin boards on the Fire House & Post Office.

Agenda TGlas moved & RGoble seconded to approve the Agenda. Roll call vote: All approved. Motion carried.

Consent Agenda items approved:

*December 10, 2020 **Minutes**

*December 2020 **Correspondence** – Letter received from NE Dept of Transportation updating information on the transportation improvement project on the Weeping Water Spur (S-13K)

*December 2020 **Water Clerk's Report**

*December 2020 **Treasurer's Report**

*December 2020 **Village Clerk's Report** - Sent Nuisance letters to Dennis Mason/Janie Brown & Cindy Tietgen (dog); Submitted our DHHS 2021 Drinking Water Needs Survey & DEQ CWSRF (Sewer) Needs Survey, the 2021 Cass County Sheriff's Office Business File, the Village 'page' for LNM 2021 NE Directory of Municipal Officials, our "Tobacco Licensure 2021" letter & list to the DHHS Division of Behavioral Health, all necessary 2020 W-2, W-3 and 1099 forms to appropriate people & government agencies, and 2020 Employer Tax Forms (Federal/4th Qtr, State/annual, SUTA/4th Qtr); Sent an email to the residents as requested by Don & Pat Klaumann, thanking the many people that stepped up to help them in an emergency situation ; Submitted the NE-DEE Water/Wastewater Operator Questionnaires that Ed Blunt & Jack Faubion fill out; Gave welcome materials to new residents, Mike McGuire & Jolene Knutzen (301 Broadway Street); Posted signs at the Post Office regarding having streets cleared of vehicles, etc when the Village receives a measurable amount of snow or ice; Made a Manley employment application and short & detailed lists of jobs/responsibilities of the Village Clerk; Worked with Adam Goble on setting up a file/log of Village vehicle repairs & maintenance; and Working on a 2021 Cass County Tourism Marketing Grant application for *Pillage the Village*.

*December 2020 **Misc Monthly Reports** –

Water Specialist - Jack Faubion

The results of the water sample for the month of December had no violations.

Wastewater Specialist – Ed Blunt

12/16 & 12/28 – Checked lagoons; Pumps #1 and 2 are working in auto

811 Digger Calls - Received 13 locate requests this month. Requests for St. Patrick's Church & the culvert at Hwy 1 & Manley Lane were the only ones needing marked.

Vehicle Maintenance Logs – Adam Goble

With receipts received from the Village Clerk, have set up a maintenance spread sheet for each Village vehicle.

Remaining Reports

***Claims** – Black Hills Energy for CommCtr-\$160.75 & Fire House-\$132.86; DHHS for water testing-\$15.00; OPPD for CommCtr-\$76.93, Fire House-\$62.56, Sewer-\$43.42, Water-\$37.52 & Street Lights-\$355.37; RWD #3 for water-\$1,027.50; Windstream for CommCtr-\$96.58 and Fire House-\$99.45; WireBuilt for website maint-\$50.00; Manley Hwy Acct for matching trsf from Sewer Acct-\$138.00 & Water Acct-\$138.00; JDalton for Dec Village Clerk-65-1/4 hr-\$807.09; JFaubion for Jan water wages & postage-\$126.75; EBlunt for Dec wastewater specialist-\$175.00; Ball Insurance for qrtly premium-\$1,199.00; NE Dept of Revenue for 4th Qtr Sales Tax-\$650.01; Manley Water Acct for trsf from Sewer Account for 4th Qtr Sales Tax-\$380.26; One Call

Concepts for 4th Qtr digger calls-\$24.23; US Treasury for 4th Qtr P/R taxes-\$342.05; NE Dept of Revenue for 2020 P/R withholding-\$40.93; Cassgram for Village Clerk ad-\$117.00; M&N Investments for tractor fuel-\$47.48 + \$18.98; Grainger for street sign brackets refund-\$61.75); MDalton for street sign brackets-\$61.75; AGoble for tractor anti-freeze-\$30.00; and AGoble for Dec snow plowing-13 hr-\$195.00. TGlaser moved & PTapp seconded to approve the Claims. Roll call vote: DSwenson-yes, TGlaser-yes, RGoble-abstain, PGruber-yes, PTapp-yes. Motion carried.

Unfinished Business

Building Permits –

After discussion, TGlaser moved & PTapp seconded that the Board approve a variance for a shed for Anthony Jarrett & Lacey Ferris pending approval of a building permit by our Zoning Administrator, DSwenson. Roll call vote: All approved. Motion carried.

There was no update on discussions with Dan Houchin about the permit for 112 Cherry Street & Randy Abbott about the permit for 107.5 Main Street work.

Nuisance Violations – After sending notices out, the nuisance at 202 Cherry has mostly been cleaned up. There has been no contact from the resident at 106 Broadway so the matter will be turned over to the Village attorney. A mailing & physical address has been found for the garage immediately west of the Manley Hide-Away Bar so a letter has just been sent to him.

A letter will be sent to the owners of 220 Main regarding vehicles on their property. DSwenson will talk to the resident at 112 Cherry regarding vehicles on his property.

Discussion was then held on the property at 220 Main regarding it being a single family home vs apartment complex.

Animal Violations – As stated above, no reply has been received from the resident at 106 Broadway, so it is being referred to the Village attorney. We also have received no reply from the resident at 201 Cherry. A Board member will personally contact her regarding the unlicensed dog. DSwenson will check on how many dogs reside at 112 Cherry when she talks to the owner about the needed building permit.

Park projects –

*Park Benches – no update at this time

*Picnic Shelter & Playground – no update at this time

*DSwenson will get the donor plaques for the picnic shelter, playground & picnic tables made this month.

Tornado Shelter in the Community Center – DSwenson is ordering the weather radio from Amazon.

Culvert at Manley Lane & Hwy 1 – Mike Moore from the NE Dept of Roads has looked at it & said the State will get it cleaned out.

Insurance – RGoble presented an insurance quote from Ball Insurance to get the Park structures added to our policy. She will get further clarification about a couple of items in the quote.

Vacant Property Registration Ordinance – It was decided to have the Board committee look over this Ordinance while studying the IPMC book/fees & Village's Ordinances. It was scheduled to set up this committee after the first of the year so it will be put on the February agenda.

UTV/ATV Ordinance – DSwenson presented a proposed document, which the Board was instructed to look over during the month.

Planning & Zoning Virtual Training - Fri, October 2nd – DSwenson will write Chad Nabity again to get a reply.

Fire Extinguishers recheck – JDalton & AGoble will gather the fire extinguishers from the Community Center & Maintenance Building for PTapp to get them checked.

Village Generators – Because there are so many different kinds, TGlas & PTapp will get together & decide which generators would be best for the Village, and then DSwenson will order them.

Hiring New Clerk – There have been no applicants. JDalton has graciously agreed to stay on for a reasonable amount of time until we find a new Clerk. DSwenson will call back those who called expressing interest. Other avenues to advertise were discussed.

James Struthers fence – The agreement was that progress needed to be seen by 12/31/20. DSwenson will talk to him about the deadline & fine.

Animal Ordinance – TGlas presented an edited Ordinance as requested last month. Board members were asked to look it over, check with our previous animal ordinances & email him any further suggested edits.

Sales Tax Ordinance – The Village attorney, David Chebatoris, prepared a draft of an Ordinance for the Sales Tax process. The Ordinance did not state what the funds were to be used for, so it will be sent back to him to be edited. A Public Hearing will be scheduled on the matter at next month's Board meeting.

New Business

Snow Plowing & Maintenance Building – AGoble reported that he installed tire chains & did maintenance on the tractor. Part of the problem occurring with the Village vehicles in the winter is that the Maintenance Building has no heat. He was given permission to investigate what it would take to heat the building up to 40-45 degrees, like a hanging heater, etc. He also suggested that it would be beneficial for the Village to have a small skid loader &/or small excavator.

RGoble found out that if another person is willing to help move snow, he would be covered by the Village's Workman's Comp Insurance if he uses the Village equipment. If he uses his own equipment, he would have to have his own Workman's Comp.

Items in Community Center Basement – TGlas volunteered to get some small pallets that the PA System could be stored on in one of the basement storage rooms. The trash can lids will be taken to the Maintenance Building where the painting can be done when the weather is appropriate. At the same time, BMeyer's popcorn machine can be taken to her porch as she requested.

Rural Fellow Program – A UNL program where students come & help a municipality during the summer was investigated but the Board decided it would not be something for our Village at this time.

Electronic ways to store files – RGoble suggested the Village set up either a Google Drive or Drop Box to store files. Discussion included security & cost (free). She was given permission to set up a Google Drive for the Village.

Public Forum

TGlas reported that he & Laura have some pots & pans that they will donate to the Village kitchen. He also has some new letter/menu boards being discarded at his work that he will donate for use at *Pillage the Village*, etc.

Village jobs to be filled were discussed;

Community Center Manager – PGruber volunteered to take this new position. DSwenson is working on a complete job description for the position.

Maintenance Supervisor – DSwenson, along with input from MDalton, presented a detailed job description for this position. After discussion, TGlas moved that we post to hire a Maintenance Supervisor for the presented job description, starting at \$600/month. The motion died for lack of a second. TGlas then moved &

RGoble seconded that we post to hire a Maintenance Supervisor for the presented job description, starting at \$500/month, negotiable depending upon experience. Roll call vote: All approved. Motion carried.

DSwenson reported that she received a call from Brett Anderson from the NE Department of Environmental Control, stating that the Village has not been in compliance with our wastewater. After discussion, he thought maybe the problem occurred when paper submission was changed to electronic. He is working with DSwenson & Ed Blunt, our wastewater operator, to rectify the problem. There will be no fine.

Approval was given to hold the annual Village Animal Licensing opportunity on Saturday February 27, 2021 from 10:00 AM to 2:00 PM.

Adjournment TGlas moved & PTapp seconded to adjourn the meeting at 9:54 PM. Roll call vote: All approved. 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.)