

Village of Manley
Board of Trustees Regular Meeting Minutes
Thursday, December 12, 2024

The Regular Meeting of the Village of Manley Board of Trustees was called to order on December 12, 2024, at 7:03 p.m. by Chairman, Denise Swenson. The Pledge of Allegiance was recited & the roll call was taken. Members present at the time were Denise Swenson, Tim Glas, Phillip Tapp, Patricia Gruber, & Marcie LaFleur. The Village Clerk, Lindsay Cronk, was in attendance along with Madison Garey, Joe Shera, and 6 guests. A copy of the Open Meetings Act was posted in the meeting room for review. The Code of Conduct for Municipalities was read by Chairman, Denise Swenson. Notice of the meeting was posted on the Village of Manley website & on the Fire House & Post Office bulletin boards.

Agenda:

A motion to approve the consent agenda with the removal of the water clerk report was made by Tim Glas & seconded by Patricia Gruber.

Phillip Tapp	Patricia Gruber	Marcie LaFleur	Tim Glas	Denise Swenson
Yes	Yes	Yes	Yes	Yes

Motion carried.

Consent Agenda Items Approved:

- * November 14th Minutes
- * Correspondence
 - o Notice of LARM Worker's Compensation Payroll Audit
11/15/24
 - o Notice that the old Microsoft 2013 account closed.
11/17/24
 - o Confirmation of Sales-Tax Exempt Submission with Quill Office supplies
11/19/24
 - o Received 2024 Cass County Election Results for Manley
11/20/24
 - o Received Cass County Tourism Check for Pillage the Village worth \$2,421.19.
11/21/24
 - o Received Confirmation of Lead Service Line Resident Notice submission
11/25/24
 - o Received Clerk institute information for March.
11/25/24
 - o Received Papillion Sanitation Refund
12/1/24
 - o Throughout November, Lindsay Cronk & Denise Swenson stayed in contact with Stephanie DeGroot regarding the Audit Waiver
- * Treasurer's Report
- * Village Clerk's Report
 - o Caught up all Water/Sewer bills through November.
 - o Worked with Stephanie DeGroot on Audit Waiver
 - o Sent out Service Line notifications to residents.
 - o Submitted 2024 Year-end Certification of Street Superintendent
 - o Submitted 2025 Street Superintendent Appointment
 - o Submitted 2025 Village Engineer Appointment

- * Misc. Monthly Reports
 - o Water Specialist – No report
 - o Wastewater Specialist – Inspections on 11/06/2024 and 11/19/2024. Lots of duckweed.
 - o 811 Digger Calls – 5 calls for November.

Remaining Reports:

- o **Water Clerk’s Report**
 - o \$1,822.06 Deposited to Water
 - o \$2,608.60 Deposited to Sewer
 - o 14 delinquent Accounts noted.
 - o 3 Overpaid Accounts noted.
 - o The high priority delinquent accounts were discussed.
- o Tim Glas made a motion to approve the water clerk report. This was seconded by Phillip Tapp.

Phillip Tapp	Patricia Gruber	Marcie LaFleur	Tim Glas	Denise Swenson
Yes	Yes	Yes	Yes	Yes

- o Motion carried.
- o **Claims**

<ul style="list-style-type: none"> * Black Hills Energy.....\$98.88 * Windstream CC.....\$167.28 * Windstream FH.....\$155.07 * OPPD CC & FH.....\$122.54 * Quill.....\$89.02 * Wirebuilt\$50.00 * Lindsay Cronk.....\$907.00 * Stephanie DeGroot\$850.00 * Svoboda & Chebatoris.....\$130.00 * Cass County Treasurer.....\$100.00 * Omaha World Herald.....\$64.60 * Highway Allocation Transfer to Highway from Water – Nov 2024.....\$323.25 * OPPD Well.....\$33.00 	<ul style="list-style-type: none"> * Otoe RWD #3.....\$1,006.25 * Jack Faubion (Sept, Oct, Nov.).....\$132.80 * Highway Allocation Transfer to Highway from Sewer – Nov 2024.....\$323.25 * OPPD Sewer.....\$38.89 * Ed Blunt\$175.00 * USPS (stamps).....\$146.00 * Derby’s Heating & Air.....\$99.95 * Phillip Tapp\$109.48 * OPPD Streetlights.....\$330.05 * Adam Goble.....\$1,193.53 * Meeske Auto Parts\$104.47 * Keckler Oil Company\$125
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- o Tim Glas made a motion to approve the claims as presented. This was seconded by Marcie LaFleur.
- o The truck repairs by Adam Goble were discussed.

Phillip Tapp	Patricia Gruber	Marcie LaFleur	Tim Glas	Denise Swenson
Yes	Yes	Yes	Yes	Yes

- o Motion carried.

2024 Election Results:

- Denise Swenson, Joe Shera, and Madison Garey were elected for the Village Board in the 2024 Election.
- Special thanks to Phillip Tapp and Patricia Gruber for their hard work and volunteer hours during their time on the Village Board.
- A motion to approve the election results from Cass County for the 2024-28 Election was made by Tim Glas and seconded by Marcie LaFleur.

Phillip Tapp	Patricia Gruber	Marcie LaFleur	Tim Glas	Denise Swenson
Yes	Yes	Yes	Yes	Yes

- Motion carried.

****At 7:20 pm, Vice Chair, Tim Glas assumed the meeting to issue the Oath of Office to the newly elected board members. ****

Board Nominations:

- Tim Glas opened the nomination for Board Chairman and Mayor.
- Tim Glas nominated Denise Swenson for Board Chairman and Mayor; Denise Swenson accepted.

Joe Shera	Madison Garey	Marcie LaFleur	Tim Glas	Denise Swenson
Yes	Yes	Yes	Yes	Abstain

- Motion Carried.
- Tim Glas opened the nomination for board vice Chair.
- Joe Shera nominated Tim Glas for Vice Chair; Tim Glas accepted.

Joe Shera	Madison Garey	Marcie LaFleur	Tim Glas	Denise Swenson
Yes	Yes	Yes	Abstain	Yes

- Motion carried.
- For the year 2025 the Village Board Chairman and Mayor is Denise Swenson, and the Vice Chair is Tim Glas.

****At 7:45 pm, Vice Chair Tim Glas turned the meeting back over to Chairman Denise Swenson. ****

Unfinished Business:

- **Nuisance Violations**
 - Denise Swenson has contacted some residents regarding possible nuisances on their property.
 - The Village will need to find a company to contract for nuisance cleanup.
- **Building Permits**
 - No building permits were presented.



Cass County Election Commission

145 N. 4th-Room 201, Plattsmouth, NE 68048-1957

Phone: (402) 296-9309 Fax: (402) 296-9332

Email: elections@casscountyne.gov

November 20, 2024

Village of Manley
Attn: Village Clerk
PO Box 97
Manley NE 68403

RE: Election Results

I, Geri Draper, Cass County Clerk, do hereby certify to you the number of votes cast by the Cass County Electors in the General Election held on November 5th, 2024, for the following races:

For Village of Manley Board

Denise Swenson	65
Joseph Shera	63
Madison E. M. Garey	43

Witness my hand and official seal this 20th day of November 2024.

Geri Draper
Cass County Clerk

SEAL

- **Community Center Rentals**
 - Saturday, December 14, 2024, Village Christmas Party
 - December 15, 2024, Dalton Baby Shower
(Downstairs Only)
 - December 24, 2024, Dalton Family Christmas
(Downstairs Only)
 - December 29, 2024, Dalton Family Christmas
- **Pillage the Village Committee**
 - The next meeting will be on Monday, December 16, 2024, at 6:30pm.
 - Rebecca Goble is again applying on behalf of the Village for the Cass County Tourism Grant as well as other grants.
- **Community Center Small Projects**
 - Painting of the Community Center has been tabled, as the Village still needs a third bid.
 - The timeline idea for the picnic shelter painting was discussed.
 - The display case discussed in previous meetings will be put up in January.
- **Road Patch on Main & Locust**
 - This item was tabled as the Village is still seeking out a third bid.
- **Christmas Lights**
 - The Christmas lights for around town have not yet been purchased, as the Village is still gathering the supplies to hook up electricity in specific areas.
 - It is likely the lights will not be ready for Christmas 2024; however, the displays will be ready for Christmas 2025.
- **Snow Removal & Truck Repairs**
 - It was discussed that Patrick McAndrew and Jarod Paul will be doing this year's snow removal.
 - Keys will be issued to both once Daniel Stohlmann returns the necessary keys.
- **Audit Waiver**
 - The Audit Waiver Request was discussed.
 - It is finally ready to submit within this next week.

New Business:

- **Audit Committee Appointments**
 - It was discussed that the audit committee consists of the three board members who do not sign checks (Tim Glas, Madison Garey, and Joe Shera) as well as Pat Klauman and any other community members who wish to help.
- **Highway Allocation**
 - A letter to the State Auditor's Office regarding the Highway Allocation matching transfers was read by Denise Swenson.
 - A motion to accept and submit the letter with the Audit Waiver was made by Denise Swenson and seconded by Tim Glas.

Joe Shera	Madison Garey	Marcie LaFleur	Tim Glas	Denise Swenson
Yes	Yes	Yes	Yes	Yes

- Motion carried.



Village of Manley

Village of Manley

115 Cherry St. P.O. Box 97
Manley, NE 68403
clerk@manleyne.com
(402) 234-2304

December 12, 2024

Attn: Nebraska State Auditor's Office
Lincoln, NE 68509

To whom it may concern.

On behalf of the Village of Manley, we would like to inform your office of a potential concern in our financial processes related to the Highway Allocation funds received from the State of Nebraska for the fiscal year 2023-24. Due to the transition of clerks within our office during this period, the required monthly transfers—intended to match 25% of the payments received from the state—were not made throughout the fiscal year. Rather, the full transfer was processed in October 2024. We acknowledge that this delay is not in line with the proper allocation schedule, and we regret the oversight.

Please be assured that the Village will be sure to make the necessary transfer within the fiscal year in the future. If any additional information or documentation is required, we would be happy to provide it at your request.

We appreciate your understanding and cooperation regarding this matter.

Sincerely,

Lindsay Cronk
Village Clerk/Treasurer
Village of Manley

Board Chairman
Village of Manley

Board Members who approve this letter:



- **2020 Recovery Fund**

- It was discussed what to do with the recovery fund money.
- A Motion to use the Recovery Funds for road patching was made by Denise Swenson and seconded by Tim Glas.

Joe Shera	Madison Garey	Marcie LaFleur	Tim Glas	Denise Swenson
Yes	Yes	Yes	Yes	Yes

- Motion carried.

- **NMCA Membership Dues**

- The Nebraska Municipal Clerks Association was discussed.
- A motion to pay the annual \$50.00 membership dues was made by Denise Swenson and seconded by Marcie LaFleur.

Joe Shera	Madison Garey	Marcie LaFleur	Tim Glas	Denise Swenson
Yes	Yes	Yes	Yes	Yes

- Motion passed.

- **SEACA Clerk Institute & Academy**

- The SEACA Institute was discussed, it was noted that it will be held in South Sioux City for six days in March. The hotel will cost \$110.00 per night and the registration will be \$443.00. A potential scholarship to cover these costs was discussed.
- A motion to send Lindsay Cronk (the Village Clerk) to the SEACA Institute, allowing her to register for the event, book the hotel, and apply for the scholarship, with other expenses to be discussed at a later date, was made by Tim Glas and seconded by Marcie LaFleur.

Joe Shera	Madison Garey	Marcie LaFleur	Tim Glas	Denise Swenson
Yes	Yes	Yes	Yes	Yes

- Motion carried.

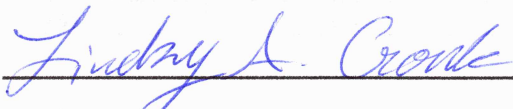
Public Forum:

- Denise Swenson purchased a stick vacuum for the Community Center during Black Friday sales.
- The need for security cameras was discussed.
- The Village is looking into getting a new printer (for the office).

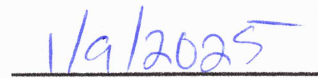
Adjournment:

A motion to adjourn the meeting was made by Denise Swenson at 8:36 p.m. and seconded by Tim Glas.

Joe Shera	Madison Garey	Marcie LaFleur	Tim Glas	Denise Swenson
Yes	Yes	Yes	Yes	Yes



Lindsay Cronk,
Clerk



Date of Approval

**Copies of the minutes & reports are on file at the Manley Village Office & are available for review upon request. Minutes of the meeting can also be viewed at www.manleyne.com*

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(Not all prohibited bases apply to all programs.)*