

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

The Regular Meeting of the Village of Manley Board of Trustees was called to order on August 13, 2024, at 7:00 p.m. by Vice Chairman, Tim Glas. The Pledge of Allegiance was recited & roll call was taken. Members present at the time were Tim Glas, Phillip Tapp, Patricia Gruber, & Marcie LaFleur. Denise Swenson was excused. The Village Clerk, Lindsay Cronk, was in attendance along with 7 guests. A copy of the newly updated Open Meetings Act was posted in the meeting room for review. The Code of Conduct for Municipalities was read by Vice Chairman, Tim Glas. 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 was made by Patricia Gruber & seconded by Marcie LaFleur.

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

Motion carried.

Consent Agenda Items Approved:

- * July 29th Amended Minutes
- * August 13th Minutes
- * Correspondence
 - o ERP Water System overdue notice.
8/23/2024
 - o Email Providing 1 & 6 Year Road Plan information.
9/3/2024
 - o Confirmation that notices of Budget Public Hearing and 1 & 6 Year Road Plan public hearing were properly published.
9/4/2024
 - o Email from a resident showing concern regarding the Trash/Recycling change.
9/5/2024
 - o Throughout August, emails from Stephanie DeGroot continually detailed information about the budget.
- * Water Clerk's Report
 - o \$2,152.76 Deposited to Water
 - o \$2,946.92 Deposited to Sewer
 - o 19 Delinquent Accounts noted
 - o 2 Overpaid Accounts noted
- * Treasurer's Report

- * Village Clerk's Report
 - o Caught up all Water/Sewer bills through August.
 - o Published Public Hearing Notices.
 - o Filed Ordinance 24-02
 - o Filed Resolution 24-01
 - o Obtained 1 & 6 Year Road Plan
 - o Sent documents to Stephanie DeGroot to complete the budget.
 - o Will send out delinquent water/sewer letters through September 20th.
 - o Will prepare for Audit and Audit Waiver
 - o Will check in with NDOT municipal certification.
 - o Will file taxes.
 - o Will close TCM Bank credit card.
- * Misc. Monthly Reports
 - o Water Specialist – *No report*
 - o Wastewater Specialist – *Inspections on 8/4/2024 & 8/15/2024. No report.*
 - o 811 Digger Calls – *6 calls for August*

Remaining Reports:

- o **August 13th Amended Claims**
 - o Tim Glas suggests striking the Amended Claims, since they were discussed and approved with the shown changes at the August meeting. All board members agreed.

- o **Claims**

* Black Hills Energy.....\$80.18	* OPPD - Sewer\$45.78
* Papillion Sanitation.....\$25.90	* Ed Blunt.....\$175.00
* Office Depot.....\$17.19	* Menards\$229.47
* TCM Bank.....\$85.03	* Walmart 24.49
* Omaha World Herald.....\$33.80	* Home Depot.....\$72.25
* Lindsay Cronk.....\$886.87	* Maple 85\$2,192.08
* Stephanie DeGroot\$650.00	* Barb Ray\$500.00
* Drop In L.L.C.\$117.70	* Rebecca Goble\$213.25
* LARM.....\$9,161.00	* iHeart Media992.00
* Wirebuilt\$50.00	* Madison Garey\$75.00
* Kenny's Mowing.....\$250.00	* Meeske Hardware\$137.40
* LARM.....\$40.53	* Rebecca Goble\$130.97
* TCM Bank.....\$21.44	* St Patrick's Altar Society\$703.72
* OPPD\$33.92	* Phillip Tapp.....\$35.88
* NE Department of Revenue.....\$49.30	* Forms Associates Company\$888.25
* RWD #3.....\$1,226.25	* Forms Associates Company\$239.25
* Midwest Laboratories.....\$438.40	* Denise Swenson.....\$1,049.80
* NE Public Health Environment Lab ...\$15.00	* OPPD\$329.13
* Jack Faubion\$179.67	* Hilltop Fillstop.....\$63.64

- o Patricia Gruber made a motion to accept the claims. This was seconded by Tim Glas.
- o It was discussed that the Walmart purchase was for the new flag.

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

Motion carried.

****At 7:10 pm, the regular meeting was closed by Tim Glas and the Budget Public Hearing was opened. ****

Budget Hearing:

- Stephanie DeGroot Presented the proposed budget.
- A brief recap of the 2023-24 Budget and a comparison to the new 2024-25 Budget was shown to board members.
- The budget was determined by state posted documents, past income, and past expenses.
- Budgeted expenses for 2024-25 are \$305,000.00. The Village can spend less than the budget but not more.
- The Village of Manley has not gone over budget in the last two years.
- A motion to approve the proposed budget was made by Patricia Gruber and seconded by Phillip Tapp.

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

Motion carried.

- Resolution 24-02 was read by Tim Glas.
- A Motion to approve Resolution 24-02 as read and presented was made by Patricia Gruber and seconded by Phillip Tapp.
- Time for residents' comments and concerns was made.

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

- Motion carried.
- A motion to close the Public Hearing for the Budget was made by Tim Glas and seconded by Phillip Tapp.

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

- Motion carried. Public Hearing for the Budget was closed at 7:24 pm.

RESOLUTION SETTING THE PROPERTY TAX REQUEST

RESOLUTION NO. 2024-02

WHEREAS, Nebraska Revised Statute 77-1632 and 77-1633 provides that the Governing Body of the City or Village of Manley passes by a majority vote a resolution or ordinance setting the tax request; and

WHEREAS, a special public hearing was held as required by law to hear and consider comments concerning the property tax request;

NOW, THEREFORE, the Governing Body of the City or Village of Manley resolves that:

1. The 2024-2025 property tax request be set at:

General Fund: \$ 35,047.00
Bond Fund: \$ -

- 2. The total assessed value of property differs from last year's total assessed value by 0.33 percent.
3. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property would be 0.249861 per \$100 of assessed value.
4. The City or Village of Manley proposes to adopt a property tax request that will cause its tax rate to be 0.267656 per \$100 of assessed value.
5. Based on the proposed property tax request and changes in other revenue, the total operating budget of the City or Village of Manley will increase (or decrease) last year's budget by 5.54 percent.
6. A copy of this resolution be certified and forwarded to the County Clerk on or before October 15, 2024.

Motion by PAT GRUBER, seconded by PHIL TAPP to adopt Resolution # 2402

Voting yes were:

Handwritten signatures: Tim Blas, Marie Lafleur, Patricia Brubaker, Phil Tapp

Voting no were:

Blank lines for voting no

Dated this 12 day of SEPTEMBER, 2024

****At 7:25 pm, the 1 & 6 Year Road Plan Public Hearing was opened. ****

1 & 6 Year Road Plan Hearing:

- It was noted that the 1 & 6 Year Road Plan doesn't really change from last year.
- Most of the changes will occur within six years rather than next year.
- A brief description of road work for 2025-2030 was shown with estimated costs.
- Time for public comment was made.
- A motion to approve the 1 & 6 Year Road Plan was made by Tim Glas and seconded by Marcie LaFleur.

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

- Motion carried.
- Resolution 24-03 was read by Tim Glas.
- A Motion to approve Resolution 24-03 was made by Tim Glas and seconded by Marcie LaFleur.

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

- Motion carried.
- A motion to close the Public Hearing for the 1 & 6 Year Road Plan and reopen the agenda and regular meeting was made by Patricia Gruber and seconded by Tim Glas.

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

- Motion carried. The Public Hearing for the 1 & 6 Year Road plan was closed at 7:38 pm.

RESOLUTION No. 2024 - 03

The following resolution was introduced by Tim Glas who moved its adoption, seconded by Marcie LaFlaur.

"WHEREAS, the City Street Superintendent has prepared and presented a One Year and Six Year Plan for Street Improvement Program for the Village, and

WHEREAS, a public meeting was held on the 12th day of September 2024, to present this plan and there were no objections to said plan;

THEREFORE, BE IT RESOLVED BY THE Chairperson, Denise Swenson and Village Board of Trustees of Manley, Nebraska, that the plans and data as furnished are hereby in all things accepted and adopted."

Upon roll call vote as follows:

Tim Glas
Marcie LaFlaur
Patricia Strube
Ralph Egan

Denise Swenson
Mayor

ATTEST: Andrey A. Crank
Clerk



****At 7:38 pm, the regular meeting and agenda was reopened. ****

Unfinished Business:

- **Nuisance Violations**
 - A list of violations was not yet prepared.
 - Sample nuisance letters were presented, and board members will review them and send their opinions to the Village Clerk.
- **Building Permits**
 - Building permit for a wood deck addition to 217 South St. was presented to the board along with a diagram.
 - A motion to approve the permit was made by Phillip Tapp and seconded by Patricia Gruber.

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

- Motion carried.
- **Community Center Rentals**
 - September 15, 2024, Meyer
 - October 12, 2024, Stohlmann
- **Pillage the Village Committee**
 - It was stated that a meeting would be held on Sunday, September 22nd at 5:00 p.m.
- **Community Center Small Projects**
 - Denise Swenson is collecting bids for painting and repairing the picnic shelter.
 - The Eagle Scout project was presented to the board. It is a display case meant to be hung on the wall.
 - There was discussion on which wall to hang the display case.
 - Many residents expressed it would fit well on the Northwest corner of the East upstairs room.
- **Road Patch on Main & Locust**
 - A bid for the repairs of the road patch by Midwest DCM was presented to the board with a total estimated cost of \$21,670.00.
 - The Village is still seeking additional bids.
- **Revised Fireworks Ordinance**
 - This item was tabled until the October meeting
- **Revised Peddler's Ordinance**
 - This item was tabled until the October meeting
- **Christmas Lights**
 - Marcie LaFleur has already begun looking into this.
 - A committee was formed with Marcie LaFleur, Madison Garey, and Jodi Tapp.

New Business:

- **Water System ERP**
 - Lindsay Cronk explained that she previously was seeking information to properly fill out the updated Water System ERP. That information is no longer needed.
- **Zoning Regulation Change**
 - Zoning change requests require a meeting with the Planning Commission.
 - There was discussion of updating the Comprehensive Plan/Zoning
- **Keep Cass County Beautiful Cleanup**
 - KCCB has reached out requesting a possible cleanup date this Fall.
 - The board and community members present agreed upon October 26th at 10:00 am.
 - More information will be provided.
- **Audit**
 - Stephanie DeGroot presented a quote for her services to assist the Village Clerk in preparing the Audit Waiver.
 - A Motion to accept the quote of \$850 for 2024 Audit Waiver preparation by Stephanie DeGroot was made by Tim Glas and seconded by Phillip Tapp.

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

- Motion carried.
- A Motion to approve up to fifteen additional hours for Lindsay Cronk (Village Clerk) to assist with the Audit Waiver and to seek any additional hours from Denise Swenson was made by Tim Glas and seconded by Patricia Gruber.

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

- Motion Carried.
- The Audit Committee: Tim Glas, Phillip Tapp, Patricia Gruber, and Pat Klauman will conduct an internal audit in October.
- The Audit date was scheduled for Tuesday, October 15, 2024, at 7:00 pm.
- **Louisville Interlocal Agreement**
 - It was noted that the three-year Interlocal agreement with Louisville has expired.
 - The Village Clerk will contact Louisville to discuss this and send new copies to Village Board members to discuss this in October.
- **Planning Commission Recommendation on Colbert Property**
 - The Planning Commission met on August 29th with five members present.
 - The Planning Commission approved the zoning change from Ag to Ag-Res and presented their recommendation to the board.
 - The Village board will vote during the October 10th meeting.
- **TCM (Pathfinder) Bank Credit Card**
 - It was noted that the TCM Credit Card was never properly closed.
 - For the Village Clerk to close the account, Lindsay Cronk needs to be added to the account.
 - Resolution 24-04 was read by Tim Glas.
 - Motion to approve Resolution 24-04 was made by Patricia Gruber and seconded by Marcie LaFleur.



TCM Bank

Business Officer Resolution Form 24-04

Note: The person signing this form, cannot self-elect to be Authorized business officer, and TCM Bank reserves the rights of asking additional information to support the update or designation of new business officers.

I, Tim Glas, VICE CHAIR, hereby certify that I am a qualified Officer, of VILLAGE OF MANLEY NE (Business Name), with Tax id 47-0834096; that the following resolution was duly adopted on 9-12-24 (date); and that the following is a true and correct authorized resolution as it appear in the organization's minutes book.

RESOLVED, that any of the following officers of this organization are empowered to authorize TCM Bank, N.A. to make any type of changes to this business account.

	Print Name	Signature	Title or Position
1	<u>LINDSY CRONK</u>	<u>Lindsay A. Cronk</u>	<u>CLERK/ TREASURER</u>
2	<u>/</u>	<u>/</u>	<u>/</u>
3	<u>/</u>	<u>/</u>	<u>/</u>
4	<u>/</u>	<u>/</u>	<u>/</u>
5	<u>/</u>	<u>/</u>	<u>/</u>

Authorized by: Tim Glas Signature: [Signature]
Title: VICE CHAIR, VILLAGE OF MANLEY



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

- o Motion carried.
- o **Office 365**
 - o Prices for the Village to subscribe to Microsoft 365 were presented to the board.
 - o Motion to approve Microsoft Office 365 Business Standard Plan at \$12.50 per month, paid annually was made by Marcie LaFleur and seconded by Patricia Gruber.

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

- o Motion Carried
- o **Annual League of Nebraska Municipalities Conference**
 - o The annual League of Nebraska Municipalities Conference will take place this year on October 3rd and 4th. The itinerary and prices were presented to the board.
 - o The learning opportunities for the Village Clerk were discussed.
 - o Stephanie DeGroot discussed the benefits of going to the conference.
 - o Motion to send Lindsay Cronk (Village Clerk) to the League Conference on both Thursday and Friday for \$425 as well as \$30 for Thursday Lunch, mileage at \$0.65 per mile, and normal hourly pay for Thursday and Friday minus lunch break was made by Tim Glas and seconded by Patricia Gruber.

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

- o Motion Carried.

Claims:

- o Motion to amend the Claims portion of the agenda was made by Tim Glas and seconded by Marcie LaFleur.

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

- o Motion Carried.
- o It was noted that due to the excused absence of Denise Swenson it will need to be approved for Lindsay Cronk to sign her own check for August wages.
- o Motion to allow Lindsay Cronk to sign her own check for August wages was made by Tim Glas and seconded by Marcie LaFleur.

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

- o Motion carried.

Public Forum:

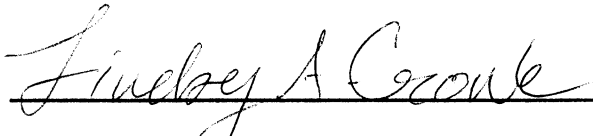
- It was noted that there will be no homeschool group renting the Community Center this year.
- Cass County Refuse will send out notices to residents regarding the Trash/Recycling contract change and new rates as well as pick up dates.
- New Trash/Recycling bins will be dropped off starting September 23rd.

Adjournment:

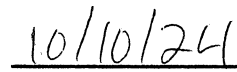
A motion to adjourn the meeting was made by Tim Glas at 9:24 p.m. & seconded by Phillip Tapp.

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

Motion carried. Meeting adjourned.



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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