

**Village Of Manley
Board of Trustees Regular Meeting
May 10, 2018**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on May 10, 2018 by Chairman Betty Meyer at 7:07 PM at the Manley Community Center. Roll call was taken and members present were Betty Meyer, Mickey Dalton, Tim Glas, Denise Swenson and Adam Zierott along with Village Clerk Jolene Dalton. 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 BMeyer. Notice of this meeting was posted on our website and in the bulletin boards on the Fire House & Post Office.

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

Consent Agenda items approved:

*April 12, 2018 **Minutes**

*April 2018 **Water Clerk Report**

*April 2018 **Treasurer's Report**

*April 2018 **Village Clerk's Report** – All papers for the CCCFF Grant have been finalized & signed. 50% of our award (\$9,500.00) will be direct deposited into the Community Center checking account within 30 days; Received our Jan, Feb, & Mar payments from the Cass County Treasurer for taxes paid, etc

***Misc Monthly Reports** –

Animal License Report

Water Specialist-April water sample had no violations

811 Locate Calls

Dept of Environmental Quality-inspected lagoon system, gave guidance for filing DMR reports, & instructions for completing an Influent Water Test.

Cass County Department of Roads-preparations for the paving of 160th St. is scheduled to begin this week or early next week, depending on the weather

TreeRific-weed control and fertilizer applied to the Comm. Cntr./Park lawn and a sterilizing weed killer will be applied to the dirt ball field after Little League Ball season.

Loftus Septic Pumping/Construction has delivered a **port-a-pot** to the west side of the Community Center.

Mowen Owen's **Lawn Mowing** will once again groom the Comm. Cntr./Park lawn this year.

Library Books-Timothy Miles, son of Michelle Robinson, started work on organizing our library books for service hours he needed to graduate.

Village Spring Bonfire-The remaining Village brush pile was burned on Saturday, April 21st. Thank you to T Glas & M Dalton for tending the fire all day.

***Claims** - Black Hills Energy for CommCtr-\$173.20 & Fire House-\$120.87; DHHS for water testing-\$15.00; OPPD for Fire House&CommCtr-\$163.64, Sewer-\$44.01, Water-\$38.99 & Street Lights-\$342.22; RWD #3 for water-\$826.20; WWPS Bldg Fund for CommCtr payment-\$350.00; Windstream for CommCtr-\$95.04 & Fire House-\$97.92; WireBuilt for website maint-\$50.00; Manley Hwy Acct for matching trsf from Sewer Acct-\$136.00 & Water Acct-\$136.00; JDalton for 37-3/4 hr Apr Village Clerk wages-\$435.78; JFaubion for May water wages & postage-\$124.70; and JDalton for stamps-\$50.00.

(Note: The Monthly Reports accepted &/or approved with the approval of the Agenda will be attached to the official copy of these minutes.)

Unfinished Business

Animal Ordinance – Due to conflicting schedules, the last work session was not held so another was scheduled for Wednesday, May 23, 2018 at 8:00 PM.

Maintenance Building Sliding Door – on Wednesday, June 6th at 8:00 PM, the Board will ‘dig out’ the rock & gravel from under the present sliding door & see if that makes it work better.

Nuisance Violations – TGlas & AZierott will proof letters to be given to a couple of residents. A few properties that have violations were discussed.

Vertical Platform Lift – Final approval of the CCCFF Grant has been received. Between MDalton & AZierott an excavator is being finalized. The design & details were discussed.

2018 NMCA Institute – Report was tabled to the end of meeting, time permitting.

Pillage The Village – A committee meeting was scheduled for Wednesday, May 16th at 8:00 PM.

Any sponsor donating \$100 or more will be given a complimentary booth space the day of the event in addition to their name being on the shirts.

Quilt – The raffle prize from the 2017 PTV has been completed & delivered.

The semi-annual audit of the books was re-scheduled for Wednesday, May 30th at 8:00 PM.

New Business

Community Center rentals – CleanUp for the May 19th rental will be Wednesday, May 16th after the PTV meeting.

A post-rental checklist, submitted by M&JDalton was approved. JDalton will be the principal person for checking the building, with help from Board members if she is not able.

Maintenance Building address – MDalton will get the door labeled “110 Main” to correct the incorrect number on it now.

Street Maintenance – BMeyer presented a bid from NL Driveway Maintenance for \$11,049.36 for Main Street work this year. TGlas moved & MDalton seconded to accept this bid. Roll call vote: All approved. Motion carried.

KAB/Lowe’s Community Partner Grant – We received information about this grant from Linda Behrns/KCCB. It was agreed to submit an application for this grant to help with the re-surfacing of the ball field.

Public Forum

Website sponsor – AZierott will talk to Tom Sorensen, Hide Away Bar, regarding making a donation to be our website sponsor.

Fire Fighter’s School – After discussion, MDalton moved & TGlas seconded to donate \$250.00 to our Manley VFD to help cover part of the cost of sending two of our fire fighters to the School. Roll call vote: BMeyer-yes, DSwenson-yes, AZierott-abstain, MDalton-yes, TGlas-yes. Motion carried.

For educational & succession purposes, the Board will work on making job descriptions for the various job positions in the Village, such as Board Chairman, Board member, Zoning Administrator, Water Specialist, Wastewater Specialist, etc. It was suggested to add the positions of Emergency Preparedness Coordinator & Ordinances Specialist to our list of positions.

2018 NMCA Institute – JDalton went over a few items from the report she submitted last month that she wanted to point out to the Board:

Because the website does not legally count as a place to post our notices, we need to put corkboard in the display case on the Community Center so she can post there.

For the benefit of Board meeting guests & correct Open Meeting etiquette, Public Forum could be listed earlier on the Agenda. *(The Board agreed to move it up on the monthly Agenda before “Unfinished Business” & see how it goes.)*

For disgruntled customers, a can of wasp spray on hand could be a good safety measure.

Job descriptions... (see 3rd paragraph above under Public Forum)

Having a New Elected Official Orientation would be very beneficial to new (& current!) Board members.

Should have a disclaimer at the bottom of emails, etc. to not hit "reply all" because the Open Meeting Law could be violated. (*Jolene will find the wording we need.*)

Social media is an excellent communication & publicity tool but it needs daily oversight (which is more than we can handle with our size of community).

Stress: (Distributed a couple of handouts she received during this session.)

Planning for a Disaster Recovery – For the past couple of years, our Board has learned about being prepared for a disaster and what to do during & after a disaster but, because there's always a list of other projects pending for us to do, we haven't made it a priority. We need to do some planning on this topic.

ADA for Government – Discussed grandfather rights for buildings & playgrounds.

Budget forms look similar to the Audit Waiver Request forms we fill out. With the help offered online & from the State Auditor's Office, we might be able to fill out the Budget forms ourselves & save some preparation money. (*The Board agreed to let Jolene look into the forms & see if this is a possibility.*)

Lots of other interesting & important information was detailed in Jolene's report. If anyone has any further questions, they were encouraged to talk with Jolene.

Adjournment TGlas moved & DSwenson seconded to adjourn the meeting at 9:28 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.)