

**Village of Manley Board of Trustees**  
**Regular Meeting Minutes**  
**January 5, 2011**

A regular meeting of the Board of Trustees was called to order by Chairperson Betty Meyer, at the Manley Fire Barn, at 7:40 p.m. Chairperson Meyer advised attendees that the Open Meetings Act is posted on the bulletin board for review. Roll call was taken and members present were Kevin Holdorf and Denise Swenson.

**Review and Approval of Agenda** Kevin Holdorf made a motion to approve and Betty Meyer seconded, Denise Swenson agreed.

**Review and Approval of Minutes of 12-1-10 Meeting** Kevin Holdorf made the motion to approve and Betty Meyer seconded. Denise Swenson agreed. Discussion was held as to posting future Agendas and Minutes. Kevin Holdorf made a motion that the Community Bulletin Boards at the Post Office, Fire Barn and Website would meet the criteria outlined in the Open Meetings Act. Betty Meyer seconded. Denise Swenson agreed.

**Vacant Village Board Positions** were discussed. Kevin Holdorf made a motion to appoint Susan Christoffersen to one of the open positions, Betty Meyer seconded. Denise Swenson agreed. Susan Christoffersen accepted the position and Chairperson Meyer administered the oath of office. It was decided that Susan Christoffersen would perform the duties of Secretary. There is one Boardmember position still vacant and the Board will continue searching for someone to fill the seat.

**Deck on 217 South Street Property** was inspected by Betty Meyer and Kevin Holdorf. The deck was deemed structurally sound and adhered to all State and County codes. The property line issue was discussed and with no complaints from the adjoining property owners and since the deck was constructed prior to the Planning Commissions new regulations Kevin Holdorf made a motion that no action be taken in the matter, Betty Meyer seconded. Susan Christoffersen agreed, Denise Swenson removed herself from the vote.

**Complaint procedures** were discussed and Kevin Holdorf stated that the board needs to have a more structured procedure for bringing complaints to the board and has volunteered to develop a plan and forms available to the community. He will make some drafts to be presented at the February meeting.

**Fresh Water Specialist** for the Village water testing was discussed. Delton Bolles is still testing the water supply while a replacement is found. Chairperson Meyer stated she had talked with Dan Henry from Louisville and that an interlocal agreement may be possible. Susan Christoffersen volunteered to attend the Louisville meeting on January 12, 2010 to gather information to be discussed at the February meeting.

**Winter Street Maintenance** was discussed and Chairperson Meyer advised the board that the Snow Truck had needed a new fuel pump and also a new cutting edge installed on the blade. Chairperson Meyer said she had talked with Kenny Stastney regarding snow removal for the Village. Denise Swenson made the motion to hire Kenny Stastney for snow removal at \$15.00 an hour, Kevin Holdorf seconded. All agreed.

Chairperson Meyer had also spoken with Heath Lindsey regarding the sand spreading when necessary.

Kevin Holdorf made a motion to hire Heath Lindsey at \$15.00 an hour to operate the sand truck. Denise Swenson seconded. All agreed.

**Water and Sewer Report** was presented by Kevin Holdorf since Dawn Holdorf was absent. Dawn will be forwarding a list of delinquent accounts to Chairperson Meyer. Denise Swenson made a motion to accept the water report as written and Betty Meyer seconded. All agreed.

**Treasurer's Report and Accounts Payable** were presented by Denise Swenson. Denise stated she was unable to complete the Audit Waiver by the deadline and it was agreed that with the changes to the Board that an audit would be acceptable. Denise also presented the cost of a Quicken software program she found at Sam's Club for \$64.99 plus tax, that would enable her to fulfill her duties. Susan Christoffersen moved to authorize Denise Swenson to pay Sam's Club for the Quicken software and Kevin Holdorf seconded. All agreed. Chairperson Meyer stated that she would like to see detailed Treasurer Reports added to the Minutes of the Meetings after Denise Swenson begins using the new software. Kevin Holdorf made a motion to accept the Treasurer's Report and Accounts Payable as presented and Susan Christoffersen seconded. All agreed.

**Review Correspondence (Dec. 2-Jan. 5)** Correspondences were presented by Kevin Holdorf. The most immediate action is to update contact information for the Board, with State and County agencies. Kevin Holdorf will take care of the updates as necessary.

**Adjourn** Denise Swenson made a motion to adjourn the meeting at 9:35 p.m. Kevin Holdorf seconded. All agreed.

**The next meeting of the Village Board of Trustees will be held on  
Wednesday, February 2, 2011 at 7:30 pm at the Manley Fire Barn.**

“Copies of the minutes and reports are on file at the home of either the clerk or the secretary of the Manley Board of Trustees and available for review upon request.”