

Village Of Manley
Board of Trustees Regular Meeting
April 7, 2016

The Regular Meeting of the Village of Manley Board of Trustees was called to order on April 7, 2016 by Chairman Betty Meyer at 7:12 PM at the Manley Community Center. Roll call was taken and members present were Betty Meyer, Mickey Dalton, Tim Glas, and Dawn Holdorf, along with Village Clerk Jolene Dalton. Denise Swenson was excused. A copy of the Open Meeting Act is posted in the Village Office 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 After reviewing the agenda, TGlas moved & MDalton seconded to approve the agenda. Motion carried.

At 7:18 PM, BMeyer moved & MDalton seconded that the Board go into **Closed Session** to discuss two problem water/sewer accounts. Motion carried.

At 7:30 PM the Board came out of Closed Session & Chairman BMeyer reconvened the Regular Meeting.

Water Specialist Jack Faubion then joined the meeting.

Review/Approve Minutes After reviewing the March 3, 2016 Regular Meeting minutes, TGlas moved & MDalton seconded to accept the minutes. Motion carried.

Correspondence *Received a thank you note from Betty & Terry Meyer for the flowers the Board sent on the death of her mother.

*Received a thank you letter from Keep Cass County Beautiful for our Gold Membership donation.

*Received a Cross-Connection Control Reporting Form from RWD#3. After contacting them regarding this form, JDalton filled out the form as they advised & submitted it.

*Received a notice from the IRS that, since our employer/employee tax responsibility was greater than \$1,000 last year, we need to file Form 941 (quarterly tax return) rather than form 944 (annual tax return).

Bills The following bills were presented: Black Hills Energy for CommCtr-\$119.25 & Fire House-\$148.93; DBolles for Feb & Mar lagoon maintenance-\$125.00+\$125.00; JDalton for 68-3/4 hr Mar Village Clerk wages-\$632.71; JFaubion for Mar water wages & postage-\$122.95; NE Public Health Environ Lab (DHHS) for water testing-\$15.00; One Call Concepts for 1st Qtr calls-\$4.92; OPPD for Fire House, CommCenter, Sewer, & Water-\$252.27, Street Lights-\$349.86, & Chr lights-\$66.75; RWD#3 for water-\$783.20; WWPS Bldg Fund for CommCtr payment-\$350.00; Windstream for CommCtr-\$121.86 & Fire House-\$98.39; WireBuilt for website maint-\$50.00; JDalton for ant-virus program & postage-\$54.19; BMeyer for postage-\$20.90; SE Area Clerks Assoc for 2016 dues-\$10.00; David Chebatoris, atty, for water/sewer ordinance work-\$75.00; M&N Investments for 2014-16 gas for snowplow-\$233.42; Farmers & Merchants Bank for 2 auto trsf change fees-\$4.00; Chase NYC Bank for sewer bond interest & wire fee-\$806.25; Creative Edge Graphics for water books-\$305.10; Todd Valley Plumbing for lagoon pump repair-\$190.38; Midwest Laboratories for wastewater supplies & tests-\$148.55; Derby's Heating & Air for CommCtr furnace diagnostic charge-\$155.00; and US Treasury for 2016 1st Qtr Form 941-\$247.10. DHoldorf moved & TGlas seconded to pay the bills. Motion carried.

Note was made that since the only people present with signature authority were BMeyer & JDalton, they were given approval to be the second signature on the checks payable to themselves.

Water/Sewer Report

*JFaubion, Water Specialist, reported that the March water sample reflected an absence of harmful pathogens.

*MDalton, Water Commissioner, reported that there are 3 old in-ground meters that need to be updated, 2 remote meters that need to be moved, and 15 residences that have no outside remote meters (or ones that are working).

*JDalton, Water Clerk, submitted the March Water Report. TGLas moved & DHoldorf seconded to accept the Water Clerk's report. Motion carried.

*Per the request at the last Board meeting, the Water Commissioner reported on two (2) more bids he got on a new lagoon pump so we are better prepared when the situation arises again. The information from all three companies, including the one we just purchased, will be put on file in the Village Office for future reference.

Treasurer's Report After reviewing the Treasurer's Report, DHoldorf moved & TGLas seconded to accept the Treasurer's Report. Motion carried.

Village Clerk's Report

*Mickey & Jolene Dalton represented Manley at the 2016 KCCB Appreciation Event held in Louisville on March 12th and accepted a certificate for all the recycling & beautification efforts Manley has undertaken this past year. The award will hang in the Village Office.

*Filled out & submitted the 2017 Government Units Survey received from the US Census Bureau.

*Thanks to Fire Chief Larry Schliefert's help, the Fire House phone/fax problem has been fixed.

*Designed a Village Key Log & received approval of the form by the Board. Will make copies for all applicable key holders & get them signed & filed.

*Received a copy of our NDOR Street Report from JEO with instructions that we need to transfer more matching money from our Water & Sewer Accounts to our Highway Account to make up for the shortage from this past fiscal year & then increase our matching funds for this year. Talked with Evelyn at JEO about the matching requirement and the Report. Have changed with the bank the amount of our automatic matching funds transfer (from \$87.50 to \$113.00 for both our water & sewer accounts) beginning May 1st. Will manually transfer the shortage from last year (\$276.00 each) and the balance needed from this year's transfers to date (\$178.50 each).

*On the Board Action List, MDalton was given permission to purchase some protective coating paint that will be put on the playground equipment after it is power-washed. Regular paint will be used on the field backboards.

*The Semi-Annual Auditing Committee meeting was scheduled for Monday, April 18th at 7:00 PM.

MDalton moved & TGLas seconded to accept the Village Clerk's Report. Motion carried.

Old Business

BMeyer reported on the Cass County Tourism Grant that we have been awarded. She is getting cost estimates together to submit for final approval. We need to match 50% of the cost, with up to 25% being in-kind donations.

JDalton reported on 2016 pet licensing. 53 animals have been licensed to date. Special thanks to JFaubion for date stamping our tags.

Mention was made to check our Animal Ordinance regarding a special-use permit for numerous animals in a residence.

JFaubion was then excused from the meeting.

Due to the lateness of the hour, discussion on increasing Permit penalties was postponed.

JDalton received information from LONM (League of NE Municipalities) regarding nuisance problems & how to handle them. She gave the info to TGLas, who is looking thru the materials and working on suggestions & procedures for our Village.

New Business

Discussion was held about donating some money for our VFD firemen to attend Fire School in Grand Island this year. An amount will be determined after we know how many will be attending.

BMeyer got bids from three (3) companies regarding needed Village lawn care. After discussion, DHoldorf moved & TGlaser seconded that we hire Turf Care to care for our lawns this year. Motion carried.

BMeyer got bids from two (2) individuals regarding mowing our Village properties this year. After discussion, DHoldorf moved & TGlaser seconded that we hire Owen Kunz to mow & weed-eat our properties this year. BMeyer abstained. Motion carried.

After discussion, the Spur Clean-Up was scheduled for Wednesday, April 20th, starting at 6:30 PM.

Discussion was held regarding needed street maintenance this year. BMeyer will check with NL Driveway Maintenance about installing a speed bump or two. A decision will be made at our May meeting.

After discussion, an initial Pillage the Village (August 20th) meeting was scheduled for Monday, April 25th at 7:00 PM.

After discussion regarding the issuance of building permits, TGlaser moved & MDalton seconded that the Board affirm the Building Permits granted to Andrew Bauermeister & Dave Hibler by our Zoning Administrator. Motion carried. BMeyer updated the Board on the status of the Matt Macke storage container.

Adjournment TGlaser moved & DHoldorf seconded to adjourn the meeting at 9:50 PM. 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.)