

Village of Manley
Board of Trustees Regular Meeting Minutes
Monday, February 17, 2025

The Regular Meeting of the Village of Manley Board of Trustees was called to order on February 17, 2025, at 7:04 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, Joe Shera, Madison Garey, & Marcie Lafleur. The Village Clerk, Lindsay Cronk, was in attendance along with 4 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 agenda was made by Tim Glas & seconded by Joe Shera. The agenda was discussed, as well as the delinquent water/sewer accounts and the water shut-off letters that will be sent out.

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

Motion carried.

Consent Agenda Items Approved:

- * January 9th Minutes
- * Correspondence
 - o Notice that meeting summaries must be published in paper within 30 days of the meeting.
01/10/25
 - o Notice that NRD Hazard Mitigation Plan is available for review.
01/14/25
 - o Notice that Cass County Sheriff's Office will now proactively assign deputies to community events in Nebraska.
01/14/25
 - o Notice of League 2025 Midwinter Conference
01/14/25
 - o Confirmation of LARM Payroll Audit submission
01/15/25
 - o Confirmation of accepted Tobacco Licensee Report for 2024
01/23/15
 - o Confirmation that the Audit Waiver Request for 2023-24 was approved.
01/27/25
 - o Notice of MAPA Elected Official Training
01/29/25
 - o Notice that the tornado sirens did not go off at their scheduled time in January.
02/04/25
 - o Confirmation that Check #7058 was stopped.
02/04/25
 - o Notice of Coliform testing results and the need for more testing due to a positive reading in January
02/11/25

- * Water Sewer Report
 - o \$1,946.48 deposited into Water.
 - o \$2,900.36 deposited into Sewer.
 - o 13 Delinquent Accounts noted.
 - o 3 Overpaid Accounts noted.
- * Treasurer's Report
- * Village Clerk's Report
 - o Caught up all Water/Sewer bills through January.
 - o Sent out 20 water/sewer letters.
 - o Posted Animal Licensing Notice
 - o Posted Snow Removal Notice
 - o Finished LARM payroll audit.
 - o Filed Taxes
 - o Filed Annual Tobacco Licensee Report
 - o Filed & mailed 1099s & W2s.
 - o Created Water & Sewer Profit & Loss Report
- * Misc. Monthly Reports
 - o Water Specialist – *No report*
 - o Wastewater Specialist – *Inspections on 01/09/25 and 01/22/2025. Everything looked good.*
 - o 811 Digger Calls – *0 calls for January.*

Remaining Reports:

Claims

- | | | | |
|--|----------|--|------------|
| * Black Hills Energy | \$580.70 | * NE Public Health Lab... \$15.00OPPD (well) | |
| * Windstream CC | \$167.11 | | \$33.00 |
| * Windstream FH | \$66.22 | * Jack Faubion..... | \$132.70 |
| * OPPD CC & FH | \$231.89 | * Otoe RWD #3 | \$1,264.75 |
| * Wirebuilt | \$50.00 | * Highway Allocation Transfer to Highway | |
| * Nebraska Department of Revenue (Annual | | from Sewer – Jan 2025..... | \$341.22 |
| 941N filing-Employee Income Tax) .. | \$160.42 | * OPPD Sewer | \$40.11 |
| * Amazon (ink)..... | \$60.98 | * Ed Blunt | \$175.00 |
| * Office Depot (tax forms to file) | \$122.86 | * United Electric (Christmas décor electrical) | |
| * Ch #7057 VOIDED-Lost in mail... (\$130.00) | | | \$1,009.65 |
| * Svoboda & Chebatoris | \$280.00 | * OPPD Streetlights | \$356.80 |
| * Keep Cass County Beautiful | \$125.00 | * Adam Goble (Plow truck fuel)..... | \$35.72 |
| * Cass County Refuse..... | \$57.00 | * Denise Swenson (Curb markers) | \$100.44 |
| * Lindsay Cronk (clerk wages) | \$968.20 | * Whispering Creek Wallrock (Rock for roads) | |
| * Highway Allocation Transfer to Highway | | | \$373.45 |
| from Water – Jan 2025 | \$341.22 | | |
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- o The claims were discussed. The following Checks were added:
 - o CC #1035 Phillip Tapp (Community Center Electrical)..... \$300.00
 - o H #2019 Denise Swenson (Plow Truck Carburetor from TY's Outdoor)..... \$585.51

- Joe Shera made a motion to approve the claims with checks #1035 & #2019 added. This was seconded by Marcie Lafleur.

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

- Motion carried.

Unfinished Business:

- **Nuisance Violations**
 - Nuisances were tabled until the next meeting in hope of better weather.
- **Building Permits**
 - No building permits were presented.
 - It was discussed that moving forward, all permit applications will be sent to the Cass County Assessor after board approval and if necessary they will forward that to the Zoning Department to issue the permit.
- **Community Center Rentals**
 - Saturday, March 8, 2025, Spangler
- **Pillage the Village Committee**
 - Pillage the Village is always looking for volunteers.
 - It was discussed that Pillage the Village is no longer using the Village Bank accounts as it is its own committee, which is set apart from the Village Board. Therefore, the Pillage the Village Committee is requesting the use of the Village of Manley’s EIN number for tax purposes and to set up Pillage the Village bank accounts.
 - A motion to allow Pillage the Village to use the EIN for tax purposes and bank account set up 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.
- **Community Center Small Projects**
 - The Village is looking for bids for the Community Center upstairs bathroom remodel.
 - A new microwave is needed.
- **Planning Commission**
 - The official resignation letter from Trent Stott was read by Denise Swenson.
 - A motion to accept Trent Stott’s resignation from the Planning Commission 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.
- **Speed Bumps**
 - Don Colbert requested that the speed bump on 160th St. be removed at least for the remainder of the winter due to the wear and tear on farm equipment and trucks.
 - The issue of speeding in various parts of Manley was discussed as well as how residents feel it has made the streets unsafe for children in Manley. It was noted that having the speed bumps has reduced this.
 - Other possible solutions including replacing the speed bumps with speed humps were discussed.

- Motion to remove the speed bump on 160th St. until a better solution can be found was made by Tim Glas. No one seconded this motion. The Motion died.
- There was further discussion regarding possible solutions.
- A motion to temporarily remove the speed bump on 160th St. contingent upon having the Cass County Sheriff's department bring out radar on that street for 45 days was made by Tim Glas.
- There was discussion on the timeframe of the motion.
- Tim Glas amended his motion to temporarily remove the speed bump on 160th St. contingent upon having the Cass County Sheriff's department bring out radar on that street until the next board meeting on March 13th where the situation will be rediscussed. Denise Swenson seconded this motion.

Joe Shera	Madison Garey	Marcie Lafleur	Tim Glas	Denise Swenson
Yes	Abstain	No	Yes	Yes

- Motion carried.
- **March Clerk Institute**
 - A hotel stay for the duration of the conference has been booked for \$660. Payment will be due upon check-in.
 - Lindsay Cronk (the Village Clerk) applied for the Southeast Area Clerks Association (SEACA) scholarship to cover the cost of registration and the hotel. Results will be announced near the beginning of March.

New Business:

- **Water Books**
 - Water Books for 2025 need ordered.
 - Lindsay Cronk presented a profit and loss detailing how much the Village made on water from October 1, 2023, to September 30, 2024:
- | | |
|---|--------------------|
| ○ Total Deposits: | \$ 30,074.11 |
| ○ <i>Less</i> Necessary transfers to Sewer: | \$ 5,933.04 |
| ○ <i>Less</i> Water Deposit Refunds: | \$ 30.00 |
| ○ Gross Income: | \$ 24,111.07 |
| ○ <i>Less</i> Expenses: | |
| ▪ <i>Utilities & maintenance:</i> | \$ 1,298.10 |
| ▪ <i>Testing & sampling:</i> | \$ 2,040.08 |
| ▪ <i>Highway Allocation Match transfers:</i> | \$ 3,762.47 |
| ▪ <i>Sales Taxes:</i> | \$ 980.31 |
| ▪ <i>Bank Charges:</i> | \$ 27.75 |
| ▪ <i>Otoe County Rural Water District (Supply):</i> | \$ 13,681.00 |
| ○ Total Expenses: | \$ 21,789.71 |
| ○ Net Income: | \$ 2,321.36 |

- Tim Glas presented the cost for getting water books printed through FAC at \$1.40 per book.
- A motion to keep the water and sewer rates the same and order new water books through FAC 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.
- **NRD Hazard Mitigation Plan Review**
 - The Village Board reviewed the Lower Platte South NRD Hazard Mitigation Plan as provided by JEO.
 - It was discussed that since the map within the plan did not include the annexation, it could not be approved.
 - The item was tabled with the possibility of an emergency or special meeting after consulting with JEO.
- **International Building Code of 2018**
 - It was discussed that there has been an updated 2024 version of the International Building Code.
 - This item was tabled until a new copy can be obtained.
- **Pillage the Village Reorganization**
 - It was discussed that Pillage the Village is not run by the Village Board, instead it is a separate entity run by Village residents.
- **Cass County Tourism Grant**
 - Rebecca Goble is applying for the Cass County Tourism Grant.
 - If awarded, it was discussed that it would be used for benches and shade for the playground.
- **Bernice Hopper Grant**
 - Rebecca Goble is applying for the Bernice Hopper grant.
 - If awarded it was discussed that this grant will be used for projects such as the upstairs bathroom remodel.
- **Doyle Stohlmann Water Hookup Fee**
 - It was discussed that Doyle Stohlmann needed to have the water turned off due to a break.
 - While waiving the water hookup fee was discussed, it was determined that it was not necessary since a re-hookup fee would not apply anyway.
- **2025 Publication & Newspaper Choice**
 - It had been discovered that the Village must publish meeting summaries in a legal newspaper within 30 days of the meeting. It was also discussed that the Village is required to vote every year on which legal newspaper it chooses to use for all required notices and publications.
 - The few legal newspapers in the area and their publication dates were discussed.
 - A motion to use Omaha World Herald for all Village Publications for 2025 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 carried.

- **MAPA Training of Elected & Appointed Officials**

- The MAPA training for elected and appointed officials on Thursday, February 27, 2025.
- The training is from 5:00 pm to 8:00 pm, including a light dinner and costs \$10 per person.
- It was noted that Joe Shera, Tim Glas, and Denise Swenson would be able to attend.
- A motion to spend \$10 per person for the board members who can attend the MAPA training with a maximum of \$50 spent was made by Denise Swenson and seconded by Joe Shera.

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

- Motion carried.

- **League of Nebraska Municipalities 2025 Midwinter Conference**

- The 2025 League of Nebraska Municipalities Midwinter Conference Program was presented to the Village Board. The conference will be on February 24th and 25th.
- Madison Garey expressed her interest in attending the conference and the cost was discussed.
- A motion to send Madison Garey to the League of Nebraska Municipalities Midwinter Conference including lunch was made by Tim Glas and seconded by Joe Shera.

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

- Motion carried.

- **Louisville Area Foundation**

- It was discussed that the Louisville Area Foundation would like to donate to Pillage the Village.

- **Pet Licensing 2025 Fee & State Payment**

- It was discussed that as per Village Ordinance 21-03, the Village board must vote on the 2025 pet license fee and late fee.
- It was also noted that according to State Statute 54-603, the Village is required to pay \$1.25 per license as a license tax to the State of Nebraska.
- A motion to leave the 2025 pet licensing fee at the current \$5.00 per pet rate with a \$10.00 late fee after March 15th was made by Denise Swenson and seconded by Madison Garey.

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

- Motion carried.

- **Jessica Tummons – January 2024 Pay & Tax Filing**

- It was discussed that there was concern with the accuracy of Jessica Tummons's & Jennifer Smith's taxes for 2024.
- There was concern that Jessica Tummons's W2 could have possibly needed to be a 1099 instead.
- Regarding Jennifer Smith's Taxes there was concern that two checks were not included in the second quarter 941 tax return and her W2.
- The concerns and their possible consequences were discussed.
- A motion to amend Jessica Tummons's January 2024 pay to contract labor in the office accounting records 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.
- A motion to amend Jennifer Smith’s W2 and the 941 for the second quarter to include checks #7000 and #7004 and their withholdings was made by Tim Glas and seconded by Denise Swenson.

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

- Motion carried.
- Further discussion on Jessica Tummons’s taxes determined that switching her information from employee to contract labor may not be the best solution due to lack of paper evidence that states whether she should or should not be contract labor.
- Other possible solutions and outcomes were discussed.
- A motion to amend Jessica Tummons’s tax and payroll information contingent upon the opinion of a tax professional was made by Tim Glas and seconded by Denise Swenson.

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

- Motion carried.

Public Forum:

- Tim Glas noted that the Village will need to discuss the 2025 meeting dates at the March meeting.
- Tim Glas suggested discussing the Master Fee Schedule and administrative fees at the March meeting.
- An email from the Cass County Sheriff’s office was read, noting that moving forward the department will be assigning deputies to all community events in Cass County at no cost to municipalities.
- The new printer has been received from the bank and set up.
- A letter from the Nebraska State Auditor’s Office was read detailing that the Audit Waiver Request for 2023-24 was accepted and approved.

Adjournment:

A motion to adjourn the meeting was made by Tim Glas at 10:09 p.m. and seconded by Marcie Lafleur.

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

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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