

**Village of Manley Board of Trustees**  
**Regular Meeting Minutes**  
**February 2, 2011**

A regular meeting of the Board of Trustees was called to order by Chairperson Betty Meyer, at the Manley Fire Barn, at 7:37 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 Susan Christoffersen. Denise Swenson was absent.

**Review and Approval of Agenda** Kevin Holdorf motioned to approve Agenda and Susan Christoffersen seconded. All in favor.

**Review and Approval of Minutes (1-5)** Upon reviewing the minutes of the January minutes Kevin Holdorf made a motion that a fine of \$50.00 be assessed to the property owners of 217 South Street, due to failure to take out a Building Permit (\$25.00) and a fine (\$25.00) equal to the cost of the Permit, regarding the Deck construction, per Village Ordinance. Betty Meyer seconded the motion. All in favor.

Kevin Holdorf then made a motion to approve the minutes as written and Betty Meyer seconded. All in favor.

**Vacant Village Board Position** Kevin Holdorf stated he had spoken with a member of the community that may be interested in filling the vacant position. The item was tabled for further action.

**Complaint Procedures** Kevin Holdorf presented forms that he created to have complaints to the Board documented, if any action is required. The forms consist of documenting complaint, investigation of complaint and resolution or action taken when necessary. With the general outcome to have a record of complaints for future reference. Kevin Holdorf also presented a well documented complaint he has with a local dog owner. A ticket will be issued to the dog owner for not complying with the local ordinance. In the discussion of Complaint Procedures, Susan Christoffersen suggested adding a Public Forum to the beginning of the Agendas as a starting point for any complaints, Kevin Holdorf stated he would be willing to assist anyone needing to file a complaint with the Board. Susan Christoffersen made a motion to approve the implementation of the Complaint Forms and Open Forum time included in the Agendas to begin complaint procedures with an option of anonymity available as long as complaint is in writing. Betty Meyer seconded. All in favor.

**Fresh Water Specialist** Susan Christoffersen reported the information gathered from the Louisville Board Meeting she attended on January 12, regarding an inter-local agreement for mandatory water testing. Louisville Board had stated that they would have to double what Manley has been paying Delton Bolles for the testing.

Kevin Holdorf volunteered to obtain the Class IV certification required and to take over the testing duties if the Board was willing to purchase the class and books required, he also presented the information that the Dept. of Health and Human Services will reimburse the Village for the costs of the class and books upon completion of the certification (\$187.00).

It was also discussed that if anyone else in the community showed interest in becoming certified, the books will be shared and the Village will take care of the initial expense since DHHS will continue to reimburse the class expense.

Susan Christoffersen motioned that Kevin Holdorf take over the responsibilities of Fresh Water

Specialist, and the Village will purchase the class and books, which will be reimbursed by DHHS. Betty Meyer seconded. All in favor.

**One and Six Year Road Plan** provided by JEO was reviewed. Susan Christoffersen made a motion to accept the One and Six Year Road Plan. Betty Meyer seconded. All in favor.

**Water and Sewer Report** was presented by Village Water Clerk Dawn Holdorf. Dawn's report showed several delinquent accounts that are up for disconnection at the end of the month. She also presented that the gallons being billed to the Village by Rural Water has not balanced in her year end review. She presented changes she would like to implement in the new water books, including raising the **late fee to \$10.00** if paid after **6:00pm on the 20<sup>th</sup> of the Month**. She also would like to include a statement urging **anyone having difficulty paying, to contact the Water Clerk**.

Susan Christoffersen motioned to approve changes requested by Water Clerk Dawn Holdorf. Betty Meyer seconded. All in favor.

**Treasurer's Report** No report is available in Denise Swenson's absence. Betty Meyer reported that she made an inquiry and that there is still time to complete the audit waiver. She will pass the information on to Denise Swenson.

**Review Correspondence (Jan. 5-Feb. 2)** Betty Meyer stated she had sent out notices for the dog licenses due March 1, 2011. Kevin Holdorf has updated Village contact information with County and State Agencies as they have arrived.

**Adjourn** Kevin Holdorf motioned to Adjourn the meeting at 10:56pm. Betty Meyer seconded. All in favor.

**The next meeting of the Village Board of Trustees will be held on  
Wednesday, March 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.”