

Village Of Manley
Board of Trustees Regular Meeting
November 9, 2017

The Regular Meeting of the Village of Manley Board of Trustees was called to order on November 9, 2017 by Chairman Betty Meyer at 7:01 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 & guest Steve Parr from JEO Consulting. 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 MDalton moved & TGlaser seconded to approve the Consent Agenda with a correction on the month in the Water Specialist's Report. Roll call vote: All approved. Motion carried.

Information from the Consent Agenda:

***Village Clerk's Report** – Jolene Dalton

Filled out & mailed to JEO: Local Option Sales Tax form, Certification to Board of Public Roads Classifications and Standard form, & Fiscal Report Information form; Ran 2016-17 Fiscal Year Financial Reports & gave copies to each Board member; Received Manley Hide Away's liquor license from State. After receiving proper payment, gave liquor & tobacco licenses to Tom Sorensen; Attended the SEACA Luncheon in Malcolm on October 19th; Called LONM regarding if we are required to post a notice when a Board Committee is meeting (ex: Auditing). If a majority of the Board, in our case – 3, is meeting for the purpose of doing the public's business, we have to post a notice of the meeting. If a sub-committee (less than a majority) is scheduled to meet, a public notice is not required; Filled out & submitted Election Certification sent by our Cass County Election Commissioner.

***Sewer/Lagoons** – Ed Blunt

10/12 – Looks freshly mowed; lots of duckweed in lift station & around overflows; took rake & cleaned around the overflows; 10/30 – Lagoons & lift station are looking good; lot less duckweed to clog the system

***Audit Committee** – Tim Glas

Tim Glas, Mickey Dalton & Adam Zierott met on November 1st to audit all the Treasurer's books from May 2017 thru September 2017. All the books were found to be in order. Verifying that the checks issued agreed with the list of Claims approved at the monthly Board meetings was added to the audit this time, resulting in a couple of suggested additions to the list of Claims.

***Fire Extinguishers** – Mickey Dalton

Had the two fire extinguishers in the Community Center recertified by FireGuard in Omaha. No charge.

***Village Office Heater** – Mickey Dalton

To save money on heating the entire building, a portable electric infrared heater borrowed from the Daltons has been put in the Village Office & the heat set at a minimal safe temperature throughout the rest of the building.

***Nebraska One-Call Locate Requests** - Betty Meyer

Eight locate requests. Seven were in a radius of the intersection of Highway 1 and 156th St. Verified with the requesters, by phone, of the location of Manley's Sewer lines in conjunction to their digging. One was on East and West sides of 160th St. No locate necessary for Manley.

***LUCA (Local Update of Census)** - Betty Meyer

Completed and submitted the Registration Form and agreed to attend the necessary up-coming LUCA training for Nebraska to be held on January 12, 2018 at the Lancaster County Health Department, Lincoln, NE. The Census Bureau requests that addresses and city boundaries, etc., be updated for the 2020 Census.

***Cass County Threat And Hazard Identification And Risk Assessment (THIRA) Workshop** - Betty Meyer and

Mickey Dalton attended a THIRA Workshop on October 28, 2017 at the Cass County Fairgrounds Expo Building from 9:00-1:00. Small group discussions brought to light the need for everyone to have a plan of action in the case of any major disaster that could affect our entire community. For example, if the entire Village of Manley was to be hit with a tornado, how would we handle the victims, communication failures and road blockages for emergency services, and many, many more details that we need to plan for, as well as how to evacuate the entire Village in the case of a chemical spill. We also saw the need to document anyone living in Manley that may have special needs in the case of power outages or other emergencies. Our Board will need to discuss ways that we can be better prepared.

***Village Animal Survey/Registration - Betty Meyer**

I have begun compiling records of people in our community that are known to keep chickens, ducks or rabbits, or any other animals that are not required to be licensed.

***Overhanging Trees and Shrubs- Betty Meyer**

I have consulted with other towns as to how they address trees that have been allowed to encroach the streets and right-of-ways to the point of rubbing on traffic vehicles including the trash trucks. Other towns send a letter to the home owner giving them a time limit to have the situation corrected. If not corrected, the Village will have it taken care of and send the owner the bill. I am making a list of owners that need to receive a letter.

***Animal Enforcement Citation - Betty Meyer**

A citation was issued on October 31, 2017 and hand delivered to Al and/or Jamie Martz for a cream colored Schnauzer Mix Breed Dog that was running at large, and not licensed. We have had numerous calls about this dog running loose in the past. Citation was issued for 1st Offense (\$50.00 + Licensing \$5.00+\$5.00 late fee for licensing), total \$60.00 due November 30, 2017.

***Cleaning Of the Community Center Building - Betty Meyer**

Myself, Tim Glas, Mickey and Jolene Dalton cleaned the building on October 27, 2017.

***Village Manley Website - Betty Meyer**

I am working with Irina Harrington to develop a new Web Site for the Village. She will be in Nebraska on December 15th, and we can finalize the new site easier than working through emails.

***Village Park Maintenance - Betty Meyer**

Turf Care applied a Fall fertilizer/weed control application on the turf at the entire Community Center on October 31, 2017.

***Claims – JDalton - Black Hills Energy for CommCtr-\$25.20& Fire House-\$22.14; DHHS for water testing-\$15.00; OPPD for Fire House&CommCtr-\$145.46, Sewer-\$25.96, Water-\$23.00 & Street Lights-\$341.60; RWD #3 for water-\$778.90; WWPS Bldg Fund for CommCtr payment-\$350.00; Windstream for CommCtr-\$94.68 & Fire House-\$97.97; WireBuilt for website maint-\$50.00; Manley Hwy Acct for matching trsf from Sewer Acct-\$136.00; Manley Hwy Acct for matching trsf from Water Acct-\$136.00; JDalton for 63.25 hr October Village Clerk wages-\$583.25; JFaubion for November water wages-\$100.00; Ed Blunt for October wastewater wages-\$125.00; MDalton for 5 hr lagoon mowing-\$75.00; MDalton for CC bathrooms hand soap-\$10.29; Weeping Water Public School Fund for liquor & tobacco licenses-\$310.00; Turf Care for fall application-\$450.00; and Gretna Auto Supply for truck battery charger-\$39.59.**

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

One & Six Year Street Plan – Steve Parr from JEO reviewed Manley’s one & six year street plan with us. The one year plan includes Project 26 (Elm Street north from North Street), Project 21 (Main Street from Cherry Street to Manley Lane), and Project 25 (east end of North Street). Steve will write up our final plan & send it to us for approval.

After discussion, Steve will ask the DOR how our responsibility for Hwy 1 will change if we annex up to the highway.

Steve Parr was then excused from the meeting.

Public Hearing on proposed Ordinance No. 17-01, referred to as the Peddler Ordinance.

BMeyer reported that the Village Board held a work session on October 25th regarding this Ordinance.

TGlas moved & MDalton seconded to suspend the statutory rules for three readings. Roll call vote: All approved. Motion carried.

JDalton read the proposed Ordinance No. 17-01 regarding peddlers, hawkers, salesmen or solicitors within the Village of Manley.

There being no further discussion, AZierott moved & TGlas seconded that Ordinance No. 17-01 be approved as read. Roll call vote: All approved. Motion carried.

Old Business

Work Session on Animal Ordinance – A January date will be set at the December Board meeting.

SENDD Survey – Due to some unknown reason, the latest sealed surveys received by the Village Clerk & sent to SENDD have not been received at their Office yet. JDalton is in contact with RHarkins regarding the situation. There are still numerous surveys outstanding so Board members will contact the residents on their list to remind them to get them submitted.

Website – BMeyer is working with Irina Harrington/WireBuilt to update our Village website. Betty went over ideas for a new design & the Board made a few suggestions.

Village Clerk evaluation – As requested, JDalton submitted a list what she did for PTV this year. It was agreed that PTV should be a separate activity from the Board with its own committee & meetings. Having an official Village Clerk & evaluating the wage for the position being a new endeavor for the Village, much discussion was held on the Clerk's hours & wage. DSwenson moved & TGlas seconded to increase the Village Clerk's wage to \$12.50/hour, maximum 11 hours/week plus 6 hours/month for meetings & prep, retroactive to October 1, 2017. Roll call vote: DSwenson-yes, AZierott-yes, MDalton-abstain, BMeyer-yes, TGlas-yes. Motion carried.

New Business

Village Maps – Having been to other Village/City Offices for Clerks meetings & seen their “official looking” areas, JDalton proposed that we frame our Village maps (Village lots, one-mile jurisdiction, water system & sewer system) & hang them in our building/office. Upon agreement of the Board, MDalton will check into frames for our maps.

Little Library – JDalton also presented ideas on a Little Library structure that she learned about thru her Clerks meetings. It would be a nice addition to our Community Center/Park area & put the library books stored in our basement to good use. MDalton & DSwenson will work on designing & building a unique Little Library for our Village.

Conestoga brick – A brick path is being installed outside Conestoga Elementary School in Murray, NE in honor of Mike & Michelle Speer & their four daughters, who were all killed in a fire at their family home in rural Nehawka. The path leads to a performance pavilion & fountain named after the family. After discussion, TGlas moved & AZierott seconded that we purchase a \$75 brick to read “Village of Manley 2017”. Roll call vote: All approved. Motion carried.

2018 NMCA Institute – The dates for the Institute are March 25-29, 2018 in Grand Island, NE. Before deciding whether to send our Clerk again this year, the Board asked for a copy of the tentative schedule. JDalton will forward it to the Board. Meanwhile, they gave her permission to apply for the NMCA & SEACA Scholarships to help with the costs once again, should they decide to send her.

Each Board member received a copy of the 2016-17 Fiscal Year Financial Statements for all the Village accounts. JDalton briefly went over each statement, explaining any noticeable changes from last year. Board members are to look over the Reports & further questions can be asked at the next meeting.

NMCA Institute – Once again, because of the time, the continuing report by JDalton on the NMCA Institute will be postponed until next meeting.

Public Forum

AZierott has 5 gallons of a neutral beige paint that he will donate if the Board would like to have it for the Community Center. The Board would love to accept the donation & will see if the color will work in the building.

Smoke Alarms – AZierott reported that Larry Schliefert, Manley VFD Captain, will get us information about the Red Cross & their program for free smoke alarms.

2018 Cass County Tourism Book – BMeyer was contacted by Cass County Tourism for any events we want put into the 2018 Book. Our *Pillage the Village* on August 28th is the only such event planned at this time.

Lagoon Lift Station – BMeyer reported that it was malfunctioning & a repair man is scheduled to look at it tomorrow.

2018 Cass County Tourism Grants – Applications for the Marketing & Capital Improvement Grants are now being accepted. JDalton will submit a Marketing application for Pillage the Village. Since no major projects that would qualify are being planned, it was decided to pass on submitting a Capital Improvement application this year.

Overhanging Trees – BMeyer read the draft of a letter she wrote to be sent to applicable residents. The Board gave her approval to send the letter.

Village Insurance – JDalton reported that she talked with Erin Ball, our insurance agent, about our coverage. The Village has Employee Dishonesty & Faithful Performance coverage (rather than a Bond) for \$25,000 on our Clerk. (The state requires \$10,000). Regarding the water & carpet issue, we have a \$1,000 deductible, if the circumstances are coverable.

Noise Ordinance – AZierott reported that he had been asked if we have a Noise Ordinance in the Village. We do not and, after discussion, it was agreed that the reported incident would not merit action if we had one.

Energy Bag – DSwenson showed the Board an orange “Energy Bag” for certain items that cannot normally be recycled but can be burned & then recycled. KCCB is promoting this recycling method available thru Papillion Sanitation. The Board decided to help by publicizing this new item.

Fire House Vandalism – AZierott was asked by VFD Captain, Larry Schliefert, if the Village will pay for the broken window on the Fire House. The outside pane was vandalized quite a while ago but now the inside pane is compromised & the window needs to be replaced. The Board asked them to get bids for the window.

Toys for Tots - AZierott was also asked by VFD Captain, Larry Schliefert, if the Village would like to support the Toys for Tots Campaign that many Fire Departments promote. MDalton moved & DSwenson seconded that the Village donate \$100 (out of the Community Center account) to the Toys for Tots Campaign. Roll call vote: All approved. Motion carried.

Water in Community Center basement – MDalton briefly explained the situation. After discussion, TGlas moved & AZierott seconded that we do whatever needs to be done to identify & correct the problem and then refurbish the basement. Roll call vote: All approved. Motion carried.

Adjournment TGlas moved & AZierott seconded to adjourn the meeting at 9:44 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.

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