

**VILLAGE OF MANLEY BOARD
REGULAR MEETING MINUTES
JANUARY 3, 2013**

A regular meeting of the Board of Trustees was called to order by Chairperson Betty Meyer, at the Manley Fire Barn, at 7:11 p.m.. Chairperson Meyer advised attendees that the Open Meetings Act is posted on the bulletin board and South wall for review. Roll Call was taken and members present were Kevin Holdorf, Denise Swenson, Susan Christoffersen and Dawn Holdorf.

Review and Approval of Agenda The Agenda was reviewed and Kevin Holdorf made a motion to accept the Agenda as written. Dawn Holdorf seconded the motion. All agreed. Motion carried.

Public Forum Some snow removal concerns were discussed. No action needed.

Review/Approval of Minutes (12/6) After reviewing the minutes of the December 6 meeting Kevin Holdorf made a motion to accept the minutes. Denise Swenson seconded the motion. All agreed. Motion carried.

Building Permit Mickey Dalton addressed the board with plans of remodeling his attached garage into a bedroom. The project would not alter the building footprint as it is all interior work. A permit will be required from the County due to electrical and plumbing concerns but the board felt no permit was needed from the village. No action was necessary.

Water/Sewer Report Dawn Holdorf reported the sewer deposit was \$1,076.00 and water deposit was \$958.77. State sales tax is due on January 20, 2013. Dawn reported that four residents were behind on payments.

Betty Meyer explained the large bill from Rural Water received last month. When the meter at the main was replaced in August, it was reading in cubic yards instead of gallons and Rural Water undercharged Manley for three months. Betty reported the meter has been re-calibrated to read in gallons and she is working with Rural Water to get the corrected readings offset with what was paid.

Water Booklets Dawn will be ordering new water booklets and it was decided no changes were necessary. No action taken.

Water Operator Report Kevin Holdorf reported that the water tests are still coming back good. Kevin reported that working with Steve Paar of JEO, he had completed

needs assessment surveys with DHHS and DEQ. DHHS needs survey with \$40,000 estimated cost of valve replacement program. DEQ needs assessment \$175,000 for lagoon improvements.

Treasurer's Report Denise Swenson presented reports for September, October, November, December and January as follows:

September

GENERAL CHECKING

Beg Balance 08-3-2012			\$22958.78
Expense			
OPPD			
Fire Barn	59.55		
Town Hall	31.55		
Community Bldg	105.29	196.39	
Windstream		97.14	
Community Bldg. payment-Sept		350.00	
Westover Lawn Care		135.00	
Rishel & Pfeifer—budget		450.00	
Great Plains One Call		.83	
Safe deposit box		20.00	1249.36
Deposits			
State of Nebraska		466.20	
State of Nebraska		5000.00	
Cass County Treasurer		1747.58	7213.78
Ending Balance 09-06-2012			<u>\$28923.20</u>

WATER CHECKING

Beg Balance 08-03-2012			\$12087.16
Expenses			
Dawn Holdorf-Aug wages	80.00		
Rural Water – Aug	480.05		
Kevin Holdorf—water wages-Aug	80.00		
Highway matching funds—Sept	87.50		
Midwest Lab	34.22		
Waterworks	34.45		
DHHS	204.00		
Kevin Holdorf—postage	26.57		1026.79
Deposits			
8-28			1869.34
Ending Balance 09-6-2012			<u>\$12929.71</u>

HIGHWAY CHECKING

Beg Balance 08-3-2012		\$14261.46
Expenses		
OPPD -Aug street lights		364.20
Deposits		
Highway matching	175.00	
State of Nebraska 8-10	1146.54	1321.54
Ending Balance 09-06-2012		<u>\$15218.80</u>

SEWER CHECKING

Beg Balance 08-03-2012		\$16022.62
Expenses		
Highway matching funds –Aug	87.50	
Delton Bolles-Aug maint. & mowing	341.00	428.50
Deposit		
8-28		1860.50
Ending Balance 09-06-2012		<u>\$17454.62</u>

COMMUNITY BUILDING CHECKING

Balance 08-02-2012		\$6788.11
Expense Artex		581.50
Ending Balance 09-06-2012		<u>\$6206.61</u>

CDBG CHECKING

Balance 09-06-2012		<u>\$ 1.27</u>
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FIRE BARN SAVINGS

Balance 09-06-2012		<u>\$1355.76</u>
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October

GENERAL CHECKING

Beg Balance 09-07-2012			\$28923.20
Expense			
OPPD			
Fire Barn	67.42		
Town Hall	15.74		
Community Bldg	45.92		
Windstream		95.32	
Community Bldg. payment-Oct		350.00	
Black Hills			
Fire Barn	19.62		
Community Bldg	19.62	78.88	
The Loft Inc-2 tickets		68.00	
AP Touch—population sign		135.00	727.20
Transfers			
To Sewer chkg		1700.00	
To Highway chkg		12400.00	
To Fire Savings		600.00	14700.00
Deposits			
Cass County Treasurer 9-27			6712.89
Ending Balance 10-4-2012			<u>\$20208.89</u>

WATER CHECKING

Beg Balance 09-6-06-2012			\$12929.71
Expenses			
Dawn Holdorf-Sept wages	80.00		
Kevin Holdorf—water wages-Sept	80.00		
Highway matching funds—Oct	87.50		
Meeske Ace Hardware	79.21	326.71	
Deposits			
9-26			1744.20
Ending Balance 10-04-2012			<u>\$14347.20</u>

HIGHWAY CHECKING

Beg Balance 09-06-2012			\$15218.80
Expenses			
OPPD -Sept street lights	364.67		
NL Driveway Maint.	16605.44		
Deposits			

Highway matching	175.00	
State of Nebraska 9-10	1218.14	
From General chkg	12400.00	13793.44
Ending Balance 10-04-2012		<u>\$12042.13</u>

SEWER CHECKING

Beg Balance 09-06-2012		\$17454.62
Expenses		
Highway matching funds -Sept	87.50	
Delton Bolles—lagoon maint.	125.00	212.50
Sewer Bond payment 10-1	15000.00	
Bond interest	4530.00	
2 Wiring fees	30.00	19560.00
Deposit		
9.26	2009.50	
From General ckg. 9-27	1700.00	3709.50
Ending Balance 10-04-2012		<u>\$1391.62</u>

COMMUNITY BUILDING CHECKING

Balance 09-06-2012		\$6206.61
Expense		
Betty Meyer PTV	199.65	
Rick Bruns—meat for PTV	463.96	
Mike's Painting	3010.00	
Meeske Ace Hardware—concrete	125.87	
Denise Swenson PTV	30.00	3829.48
Deposits		
PTV	100.00	
	1145.00	
	3682.55	
	100.00	5027.55
Ending Balance 10-04-2012		<u>\$7404.68</u>

CDBG CHECKING

Balance 10-04-2012		<u>\$ 1.27</u>
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FIRE BARN SAVINGS

Balance	10-04-2012			<u>\$1956.34</u>
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November**GENERAL CHECKING**

Beg Balance	10-05-2012			\$20208.89
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Expense

OPPD

Fire Barn	41.80			
Town Hall	15.74			
Community Bldg	28.84	86.38		
Windstream		95.12		
Community Bldg. payment-Nov		350.00		
Black Hills				
Fire Barn	19.62			
Community Bldg	19.62			
Late fees	.84	40.08		
Lee Enterprises-budget hearing not		36.19		
Betty Meyer-postage		10.70		
Great Plains One Call		2.02	620.49	

Deposits

Cass County Treasurer 10-31				1526.78
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Ending Balance	11-1-2012			<u>\$21115.18</u>
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WATER CHECKING

Beg Balance	10-05-2012			\$14347.20
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Expenses

Dawn Holdorf-Oct wages		80.00		
Kevin Holdorf—water wages-Oct		80.00		
Highway matching funds-Nov		87.50		
Rural Water – Oct		862.75		
Terry Meyer- plumbing-water shed		200.00		
DHHS		14.00	1324.25	

Deposits	10-29			1239.13
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Ending Balance	11/1/2012			<u>\$14262.08</u>
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HIGHWAY CHECKING

Beg Balance	10-5-2012			\$12042.13
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Expenses

OPPD -Sept street lights		364.67		
Bond payment 10-29		10000.00		
Interest payment 10-29		435.00	10799.67	

Deposits	10-10	\$ 175.00	
	State of Nebraska	1457.08	1632.08

Ending Balance 11/1/2012 \$ 2874.54

SEWER CHECKING

Beg Balance 11/1/2012 \$ 1391.62

Expenses

	Highway matching funds -Oct	87.50	
Deposits	10-29	1677.50	

Ending Balance 11/1/2012 \$ 2981.62

COMMUNITY BUILDING CHECKING

Balance 10-5-2012 \$7404.68

Expense	Denise Swenson PTV	\$30.00	
	St. Patrick's Church- ice cream	30.00	
	Terry Meyer- security lights	60.00	120.00

Deposits 10-15 50.00

Ending Balance 11-1-2012 \$ 7334.68

CDBG CHECKING

Balance 11-1-2012 \$ 1.27

FIRE BARN SAVINGS

Balance 11-1-2012 \$1956.34

December

GENERAL CHECKING

Beg Balance 11-1-2012 \$21115.18

Expense

Windstream		95.30	
Community Bldg. payment-Dec		350.00	
Black Hills			
Fire Barn	30.90		
Community Bldg	31.61	62.91	
Betty Meyer—meetings		260.00	
Denise Swenson—meetings		180.00	
Kevin Holdorf—meetings		260.00	
Sue Christoffersen—meetings		160.00	
Justin Plucknett—meetings		50.00	
Sue Christoffersen—15 newsletter		375.00	
Sue Christoffersen—ink and paper		31.01	
Jensen Gardens—trees for park		557.50	
Wirebuilt—4 months		200.00	
Great Plains One Call		8.08	
Wirebuilt- 2 months		100.00	
OPPD			
Community building	33.08		
Fire Barn	41.57		
Town Hall	15.75	90.40	2780.20

Deposits

Mickey Dalton—bldg permit		25.00	
Cass Co. treasurer		356.60	
Manley Hide-A-Way—tobacco license		25.00	
Manley Hide-A-Way—liquor license		300.00	706.60

Ending Balance 12-5-2012 \$19041.58

WATER CHECKING

Beg Balance 11-1-2012 \$14262.08

Expenses

Dawn Holdorf-Nov wages		80.00	
Kevin Holdorf—water wages-Nov		80.00	
Highway matching funds-Dec		87.50	
Nebr. Public Health		14.00	
Dave Ortlieb—welding water shed		20.00	
Terry Meyer—water sample station labor		100.00	
Kevin Holdorf—postage		16.05	
DHHS		74.00	
OPPD—water shed		24.50	496.05

Deposits 11-19		1192.73
Ending Balance 12-5-2012		<u>\$14959.48</u>

HIGHWAY CHECKING

Beg Balance 11-1-2012		\$ 2874.54
Expenses		
OPPD -Sept street lights	365.99	
Dave Ortlieb---rock hauling	171.76	537.75
Deposits 11-6	175.00	
State of Nebraska	1153.20	1328.20
Ending Balance 12-5-2012		<u>\$ 3664.99</u>

SEWER CHECKING

Beg Balance 11-1-2012		\$ 2981.62
Expenses		
Highway matching funds –Nov	87.50	
Delton Bolles –sewer maint. Oct,Nov	250.00	337.50
Deposits 11-19		1882.50
Ending Balance 12-5-2012		<u>\$ 4526.62</u>

COMMUNITY BUILDING CHECKING

Balance 11-1-2012		\$7334.68
Deposits 11-6		50.00
Ending Balance 12-5-2012		<u>\$ 7384.68</u>

CDBG CHECKING

Balance 12-5-2012		<u>\$ 1.27</u>
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FIRE BARN SAVINGS

Balance 12-5-2012		<u>\$1956.34</u>
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January**GENERAL CHECKING**

Beg Balance 12-6-2012			\$19041.58
Expenses			
Windstream		96.73	
Community Bldg. payment-Jan		350.00	
Black Hills			
Fire Barn	78.85		
Community Bldg	82.85	162.33	
Sue Christoffersen—5 newsletter		125.00	
Garrett Westover—11-15 mowing		135.00	
Wirebuilt—inv 3560		50.00	
One Call Concepts		1.10	
OPPD			
Community building	43.48		
Fire Barn	35.81		
Town Hall	15.74	95.03	
City of Weeping Water—firefighter ins		273.00	
Big Rig Truck Access.—recycling trailer		11.98	
JP Cooke—pet license tags		53.38	
JEO---road program project		600.00	1953.55
Deposits			
Cass County Imprest—recycle trailer			11.98
Cass County Treasurer		842.09	854.07
Ending Balance 1-3-2013			<u>\$17942.10</u>

WATER CHECKING

Beg Balance 12-6-2012			\$14959.48
Expenses			
Dawn Holdorf-Dec wages		80.00	
Kevin Holdorf—water wages-Dec		80.00	
Highway matching funds-Jan		87.50	
Dawn Holdorf—4 hr meter reading		40.00	
DHHS		70.00	
OPPD—water shed		20.96	378.46
Deposits 12-6			958.77
Ending Balance 1-2-2013			<u>\$15539.79</u>

HIGHWAY CHECKING

Beg Balance 12-6-2012			\$ 3664.99
Expenses			

OPPD -Sept street lights	366.40	
Meeske Auto—oil and filters	43.35	409.75
Deposits	175.00	
State of Nebraska	1102.91	1277.91
Ending Balance 1-2-2013		<u>\$ 4533.15</u>

SEWER CHECKING

Beg Balance 12-6-2012		\$ 4526.62
Expenses		
Highway matching funds –Dec		87.50
Deposits 12-6		1076.00
Ending Balance 1-2-2013		<u>\$ 5515.12</u>

COMMUNITY BUILDING CHECKING

Balance 12-6-2012		\$7384.68
Deposits		
PTV	90.00	
Murdoch—rent and donation	100.00	190.00
Ending Balance 1-2-2013		<u>\$ 7574.68</u>

CDBG CHECKING

Balance 1-2-2013		<u>\$ 1.27</u>
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FIRE BARN SAVINGS

<u>Balance 1-2-2013</u>		<u>\$1956.34</u>
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Kevin Holdorf made a motion to accept the treasurer's reports to bring us current and also bills that Denise presented for payment. Susan Christoffersen seconded the motion. All agreed. Motion carried.

Denise Swenson had to order checks for the General Account and will issue checks when that arrives. Denise also reported she is working on the Audit Waiver Request and hoping to be complete soon.

Review Correspondence Kevin Holdorf presented correspondence as follows:
Economic Development - CDBG information
Steve Paar of JEO – information requested last month regarding dust control solutions
Cass County Tourism – visitor promotion committee, marketing grant committee
newsletter to promote the community for tourism.

Adjourn Denise Swenson made a motion to adjourn the meeting at 8:37 pm. Kevin Holdorf seconded the motion. All agreed. Motion carried.

**The next meeting of the Village Board will be at 7:00 pm on Thursday, February 7, 2013
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, minutes can also be viewed at www.manleyne.com”

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