

**Village Of Manley
Board of Trustees Regular Meeting
November 5, 2015**

The Regular Meeting of the Village of Manley Board of Trustees was called to order on November 5, 2015 by Chairman Betty Meyer at 7:01 PM at the Manley Community Center. Roll call was taken and members present were Mickey Dalton, Tim Glas, and Dawn Holdorf, along with Clerk Jolene Dalton, Water Specialist Jack Faubion, Sewer Specialist Delton Bolles, and guests Paul Randazzo, Matt Shipp, Steve Swenson & Dewayne Switzer. 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 & DHoldorf seconded to approve an amended agenda with the Special Use Request (8b) moved up to #2. Motion carried.

Special Use Permit After discussion of a request submitted by Paul Randazzo for a Special Use Permit & the technical problem that such a permit cannot be issued to someone who does not have control of the property either by ownership or a lease agreement (He presently only has a signed purchase agreement), TGlas moved & MDalton seconded that we honor the Cass County Special Use Permit issued to Dewayne Switzer in 1999 as long as no changes are made to the existing buildings and/or to their usage that would differ from the current buildings and usage for the property legally described as Tax Lot 27, NW1/4 of Section 22, Township 11 North, Range 11 East of the 6th P.M., Cass County, Nebraska. A roll call vote was taken: BMeyer-yes, MDalton-yes, TGlas-yes, DHoldorf-yes. Motion passed 4-0.

Paul Randazzo, Matt Shipp & Dewayne Switzer were then excused from the meeting.

Review/Approve Minutes After reviewing the October 1, 2015 Regular Meeting minutes, DHoldorf moved & MDalton seconded to accept the minutes. Motion carried.

Correspondence Stickers reflecting changes to the Open Meetings Act were received from the League of NE Municipalities to be placed on our Open Meetings Act posters located in the Village Office and the Fire House.
*Surveys were received from NDEQ and DHHS about drinking water & wastewater needs. It was agreed to set up a special meeting with our Village engineer, Steve Parr, to discuss these surveys in addition to discussing our 1&6 Year Street Plan, which has been requested by JEO.
*Information about the 2016 Cass County Tourism Grants was received. Ideas for submission will be discussed with DSwenson.

Bills The following bills were presented: JFaubion for water wages & postage-\$137.10; JDalton for 71-3/4 hr Oct Village Clerk wages-\$659.73; Black Hills Energy for Fire House & CommCtr-\$48.31; Windstream for Fire House-\$98.04, CommCtr (Sept)-\$119.21 & (Oct)-\$132.74; OPPD for Fire House, CommCenter, Sewer, & Water-\$135.45, Street Lights (Sept)-\$350.95 & (Oct)-\$351.19; WireBuilt for website maint-\$50.00; NE Public Health Environ Lab (DHHS) for water testing-\$15.00; WWPS Bldg Fund for CommCtr payment-\$350.00; Delton Bolles for lagoon maint, mowing & fuel (Sept)-\$449.50 & lagoon maint (Oct)-\$125.00; RWD#3 for water (Sept)-\$933.70 & (Oct)-\$826.20; EMC Insurance for quarterly premium-\$1,778.50; Papillion Sanitation for Village CleanUp Day dumpster-\$196.50; T&L Lawn & Landscaping for weed spraying-\$395.00; Weeping Water Public School Fund for liquor & tobacco licenses-\$310.00; Michael Todd & Co. for sign posts-\$88.72; Todd Valley Plumbing for lagoon pump service call-\$85.00; NE Dept of Revenue for 3rd Qtr water sales tax-\$240.83; JDalton for postage, binders & index tabs-\$53.45; MDalton for CommCtr exit signs & mulch-\$53.30; and Fire Guard for 2 fire extinguishers-\$121.94. 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, JDalton was given approval to be the second signature on the two checks payable to her.

Water/Sewer Report

*DBolles, Wastewater Specialist, reported on the condition of our two lagoon pumps. They both are 15 years old & one is presently non-functional and needs to be rebuilt or replaced immediately. He obtained a bid from HTM Sales for both scenarios. He recommended that we delay our yearly flushing of the sewer lines until both pumps are back in service. After discussion, MDalton moved & TGlas seconded that we buy a new pump as opposed to buying a rebuilt. BMeyer will check the warranties for both. Motion carried.

DBolles was then excused from the meeting.

*JFaubion, Water Specialist, reported that we had one coliform hit last week. He re-sampled the water & was notified that this sample met all requirements.

He explained that he is having problems getting the samples delivered on time when mailed through the US Postal Service, unless he sends them Express, which is quite expensive. Various Board members will check into alternative delivery methods.

JFaubion was then excused from the meeting.

Due to the lateness of time, the **Public Forum** was moved up in the agenda.

*Two complaints have been received about a 40' shipping container that has been moved onto the property at 211 Broadway Street. After discussion, the Board determined that the shipping container located on said property is in violation of Ordinance 90.5, Section 2, #8 and no building permit had been requested or approved. TGlas moved & DHoldorf seconded that we have our Village Attorney contact the property owner to have it removed. Motion Carried. After further discussion, it was decided to talk to the property owner about removing the container before we get the attorney involved.

Water/Sewer Report, continued

*MDalton, Water Commissioner, reported that he & TGlas helped Water Clerk, JDalton, take the semi-annual water meter readings.

The water/sewer level payment plan he presented last month was discussed further. Since no decision has to be made immediately, the Board was to consider this change & discuss it further next month.

*JDalton, Water Clerk, submitted the October Water Report. Delinquent accounts were discussed. It was agreed that the \$5.00 late charge is to be assessed for every month an account is delinquent. TGlas moved & DHoldorf seconded to accept the Clerk's report. Motion carried.

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

TGlas gave the Auditing Committee report. All books were found to be in order with a couple of recommended minor procedural changes.

After questioning the purpose of the CDBG checking account, MDalton moved & TGlas seconded that we move the \$1.27 balance in the CDBG account into the General account & close the CDBG account. Motion carried.

After the last Board meeting, JDalton sent each member a copy of our 2014-15 fiscal year financial reports. These will need to be studied in detail but it was agreed to postpone that session until after the holidays.

Village Clerk's Report

*Inventoried contents of the Fire Safe. Bound & inventoried Village Ordinances found in the Fire Safe. It was agreed that further study will need to be done by the Board on the Ordinances.

*Completed the paperwork & payments with Tom Sorensen on renewal of Manley Hide Away's liquor & tobacco licenses.

*Filed 3rd Qtr SUTA form.

*Set up an Accounts Payable book to keep track of individual accounts.

*Sent/emailed October letter to residents & friends.

TGlas moved & DHoldorf seconded to accept the Village Clerk's report. Motion carried.

Old Business

Trash/Recycle Program – The program seems to be going okay. The few comments & questions have been handled.

The Fall Clean-Up had a good turnout & was well controlled. Thank you to MDalton & TGlas who ‘supervised’, helped residents unload, and pulled the metal out.

Street Signs – BMeyer reported on the progress of the signs at Elm & North Streets. TGlas will look into asking the State to put up a stop sign as we enter the Village from the Spur (west).

Removal of Park tree – MDalton reported that timing has been a problem getting Matt Macke & the volunteers available at the same time. Now he is waiting for the harvest to be completed for the volunteers.

Re-Tree Grant trees – Ten various species of trees were received. Nine were planted in the Village Park & one by the Village Maintenance Shop. A big thanks to Kevin Holdorf for his guidance on the project & to MDalton for digging the holes for planting.

Community Center signage – MDalton presented an idea for the wording on the sign. After discussion, it was decided to sponsor a community contest to design the sign with the required wording. We will work on further details.

Proposed Solicitor Policy – After discussion it was decided to table designing a specific application form for solicitors but to inform the residents of our policy in the next newsletter.

Sound abatement in the Community Center kitchen area, a Community Center elevator & Annexation topics were postponed to a future meeting.

New Business

MDalton volunteered to paint the fire hydrants around the Village if we would buy the paint. Approval was given & then he reported that he already painted them today. He submitted a bill for the paint – special yellow & red for the hydrants - \$42.71. TGlas moved & DHoldorf seconded that we pay the bill. Motion carried. MDalton was thanked for getting that job done.

Flushing the sewer lines was postponed until we get a 2nd pump installed, as recommended earlier by our Wastewater Specialist, DBolles.

A proposed Pet Licensing policy was discussed, amended, & approved for 2016.

A snow emergency policy, which reads “If Manley is included in a Snow Emergency by the National Weather Service, all vehicles must be moved off the street.” was approved. It will be put in our next newsletter and signs will be posted at the Post Office.

According to the 2010 Manley Zoning Regulations, we are to have a Zoning Administrator. TGlas moved & DHoldorf seconded that we appoint BMeyer as our Manley Zoning Administrator. Motion carried.

Two building permits were presented: Brad & Shanon Josoff for a privacy fence at their residence, 301 Locust, and B&T Enterprises for an 8’x10’ garden shed on their property at 103 Locust. TGlas moved & DHoldorf seconded that we approve these two building permits. Motion carried.

It was requested that the Fire Chief or a representative of the Fire Department attend our meetings (at least quarterly) & give us reports. BMeyer will ask them.

Adjournment TGlas moved & DHoldorf seconded to adjourn the meeting at 10:51 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 familiar status. (Not all prohibited bases apply to all programs.)