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MINUTES OF THE REGULAR MONTHLY MEETING
OF THE MANHATTAN BEACH CITY COUNCIL

November 7th, 2017

The Regular Monthly Meeting of Manhattan Beach City Council was held on Tuesday November 7th, 2017 in the City Hall at 7pm. The following officers were present: Paul Allen-Mayor; Janis Allen, Marlene Yurek, Barb Hanson-Wannebo-Council Members; Amy Wannebo-Clerk-Treasurer; Andrew Kalis-City Attorney; Paul Davis & associate-Emily Telephone Co.; 1 member of the press and approximately 4 residents.

The Pledge of Allegiance was recited.

Agenda Amendments: Mayor Allen stated there was a discrepancy over setting agenda. The Clerk & I had a discussion about putting Doug Wannebo's agenda request on next month's agenda since the final tax levy will be set at that time. Andrew Kalis had another opinion. The council will need to vote on if Doug Wannebo's request will be heard. The By-Laws amendments need to be added to unfinished business. **A motion was made by Marlene and seconded by Janis to discuss By-Law Amendments at the end of Unfinished Business. Motion carried.**

A motion was made by Janis and seconded by Marlene to put Doug Wannebo's request onto December's agenda when the final tax levy will be set. Mayor Allen asked if the City Attorney had any comments regarding the motion. Andrew Kalis said that it is important to hear citizen comments, but if the council will hear him at the next meeting that would be fine. **Motion carried.**

Approval of October Minutes: Barb pointed out that there was a grammar error on the fourth line from the bottom of the first page and to correct it. **A motion was made by Barb and seconded by Janis to approve the minutes as printed with the correction to the first page. Motion carried.**

Clerk-Treasurer's Report: Claims & Receipts Lists-attached. Amy asked if there were any questions. Barb asked if the TIF report filed would be the last one. Amy said that Chris Clasen stated that one more report would need to be filed next year. Barb said that she would like Amy to find out why another report needs to be filed when the TIF district has been decertified. Janis said that the fine money from the state should be put under fines. If there is not a button for that in the accounting system, create a button. Barb said that the agricultural funds from the state should be under state & local funds & grants because this is a state grant. Mayor Allen asked how much the City has received from Small Cities Assistance, because we need to budget that amount for next year. Amy said that we have received \$2,059.50 and that we will receive the second half on December 26th. On the disbursements ledger, I made a few of the changes that the council asked for. But I didn't make changes regarding the Building Fund and the Road & Bridge Fund because Jane at Justin Clasen & Co. advised me not to make those changes. Mayor Allen asked that I contact Chris Clasen and see if it is as big of a problem as Jane says it is because Chris said that we could make changes to that fund anytime. Barb said that according to the Office of the State Auditor we have until the end of the year to make whatever changes necessary and to make sure that everything is where it needs to be before your end of year report is due. Amy said that she could do that, I was just going off the advice of our accountant. It will take me awhile because I

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will have to back track so that everything balances out with the interfund transfers that were already made. Barb said for Amy to talk to Tiffany at the OSA for her to help make those changes. The state Auditor makes the rules that cities have to follow, so we need to do what they say. Mayor Allen said for Amy to get in touch with Ralph Iverson to find out how many Planning & Zoning meetings were attended by its members so that their checks can be disbursed next month. Amy said that the new checks reflecting the new routing number will arrive next month. While printing checks today, two checks were ruined from getting jammed in the printed. Those check numbers were 3078 and 3079. Mayor Allen asked to see the itemized bill for legal services for next month's meeting because it seems high. On the Ice & Snow Removal contract, that can be discharged off the gas tax credit along with Anderson Bros. poly patching and the class 5 on Satchell and Goldenstein Roads. As long as we exceed the \$7,771.39 we'll be fine. **A motion was made by Marlene and seconded by Janis to accept the claims and receipts lists as printed including Crow Wing Power. Motion carried.**

Amy apologized for forgetting to go over verification of Road & Bridge Fund balance. We will need a motion to transfer \$271.39 into that fund. Marlene rescinded her previous motion. **A motion was made by Marlene and seconded by Janis to accept the Claims & Receipts Lists including Crow Wing Power and to transfer \$271.39 from the General Fund into the Road & Bridge Fund. Motion Carried.**

Check numbers 3077 and 3080 through 3087 have been paid for a total amount of \$5,202.19.

Communications: Mayor Allen stated that since the council has had the chance to review the citizen emails, that he would waive the readings and that they'd be included in the minutes. Emails attached.

Planning & Zoning: Darrin Welle-report attached. Mayor Allen read the report aloud.

OPEN FORUM:

Speed Control Signs: Mayor Allen said that he spoke with Rob Hall and discussed possible locations for the signs. One being right out here at City Hall and the other up by the sub station. He thought it was a reasonable request but couldn't give us a figure for what it would be to install. He is waiting to hear back from the Sheriff's Department to get input from them. I think we should get a quote from the company, I'll need to council's permission to proceed. The signs probably won't be as expensive because we won't need the cement pads and such. **A motion was made by Marlene and seconded by Barb for Mayor Allen to get quotes on Solar Speed Control Signs. Motion carried.**

Website Update: Paul Davis; Your current website is about 10 years old and quite difficult to work on. The new website would be phone friendly (responsive) for people using phones and tablets to view. It would be very user friendly. If there are changes to council members it is easy to use and simple to learn. I would build the website, which would have its own server for security purposes. The website would be operated by the City. It would cost between \$500-\$1,500. Training costs would be \$75 per hour and would require a few hours. We could have the website set up in a few weeks. It doesn't have to have all the bells and whistles, but it will be nice. Everything from the current website can be migrated over to the new one. I'll email Amy the quote and she can get that to whoever needs it. **A motion was made by Janis and seconded by Barb to have Paul Davis build a new website for \$500-\$1,500 and to have him train interested council members at \$75 per hour with no more than two members being trained at a time.** Barb, Marlene, Janis and Amy all want training. Mayor Allen said to

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make sure to split the training into two secessions so as not to violate the open meeting law. We will pay for two secessions. **Motion carried.**

All-in-One Printer: Amy said that she found a HP all-in-one laser color printer for \$399.99 at Best Buy. The additional 2 year protection plan is \$49.99 and would replace the printer if anything went wrong with it. The same printer was available at Office Max for the same price. She didn't look into the prices for the toner cartridges. Janis said that she would like more comparisons from more stores along with the pricing of the toner cartridges. I will look at them at the Office Shop, I don't expect you to run all over the place. Amy said she would get information from Office Max. **A motion was made by Janis and seconded by Marlene to table the All-in-One Printer until we get more information on cartridge prices and more comparisons. Motion carried.**

Recorded Minutes Policy: Mayor Allen asked Paul Davis if the audio recorded meetings could be put onto the new website. Paul Davis said that yes they can easily be added to the website. Mayor Allen said that we can combine the Recorded Minutes Policy into the By-Law Amendments, either way we need to have a policy. **A motion was made by Barb and seconded by Marlene to table the Recorded Minutes Policy until By-Laws have been discussed. Motion carried.**

By-Law Amendments: Mayor Allen stated that the council should have the forwarded email that the city attorney received from the League of Minnesota Cities regarding By-Laws. Examples attached. Andrew Kalis; How does someone get on the agenda? The current By-Laws are not clear as to how to get on the agenda. In my opinion, I think it is the overarching goal of all city governments to encourage community involvement. We want to maximize participation. Most cities take a fairly liberal approach to allow citizens to be put onto the agenda. Mayor Allen stated here the Mayor & the clerk set the agenda, but this hasn't worked with both of us. I say no to an agenda item and it gets printed. Andrew said he thinks by having a definite policy in place on how to get on the agenda, will help to resolve any disagreements in creating the agenda. The potential for disagreement disappears. It is important to strike a balance between allowing people to be heard and being considerate of everyone's time. Setting a deadline for requests to be added, and setting, say a limit of 2-3 times for the same person to speak on the same subject. Also setting time limits on the duration of speaking. Mayor Allen expressed his concern that the more we do that, the more we set ourselves up to follow it. It should be up to the discretion of the council. Janis said that once the council makes a decision, it shouldn't be brought up for X number of months. Mayor Allen said that during open forum comments, false information and accusations are coming out. And we can't retaliate. Andrew said that personal attacks shouldn't be tolerated and that the Mayor can use his powers of presiding officer to maintain order of the meeting. Janis expressed that she feels wrong information is coming from open forum and it can't be corrected. Andrew said that the council has the ability to react and discuss if they feel that wrong information was said during open forum. Mayor Allen stated that some cities don't even allow open forum discussion unless it is an agenda item. Andrew said yes and other cities will not allow open form discussions about agenda items. Mayor Allen said that we also need to address if we are going to include open forum in the minutes. Andrew can create an amendment to the By-Laws with bullets options. For how to get on the agenda, recorded minutes policy, who can contact the city attorney and open forum procedures. Andrew suggested that regarding who can contact the city attorney, the council could require approval prior to anyone contacting the attorney. I'll start putting together some proposals for By-Law Amendments and send them to Mayor Allen and the clerk for distribution.

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OPEN FORUM:

Survey Roads: Mayor Allen said there have been issues with some about the roads, Chairman of P&Z, Isaac Wannebo keeps bringing it up to me that Satchell Road is not right as far as who owns what. I think that a survey would clear up what the city does and does not own. **A motion was made by Barb and seconded by Marlene to have Mayor Allen get quotes for surveying Satchell and Goldenstein Roads. Motion carried.**

A motion was made by Marlene and seconded by Janis at adjourn the meeting. Motion Carried.

The meeting was adjourned at 8:41pm.

Amy Wannebo Clerk-Treasurer

Mayor Allen or Council Member

Date Range: 10/4/2017 To 11/7/2017

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/07/2017	Crosslake Communications	November 2017 internet	3064	\$68.18	100-41940-321-	General Government Buildings and Plant	\$68.18
11/07/2017	Justin Clasen & Company, LTD.	2016 TIF Annual Report	3065	\$325.00	100-41530-301-	Accounting	\$325.00
11/07/2017	National Joint Powers Alliance	P&Z services for September 2017	3067	\$50.00	100-41910-106-	Planning and Zoning	\$50.00
11/07/2017	Ryan, Brucker & Kallis, Ltd.	legal services from 9/13/2017-10/23/2017	3074	\$2,272.46	100-41610-304-	City/Town Attorney	\$2,272.46
11/07/2017	LMC Insurance Trust	P&C insurance premium	3079	\$1,202.00	100-41001-361-	General Government	\$1,202.00
11/07/2017	Nicks Lawn Service, INC.	Mowing: 9/7/17 9/21/17	3080	\$107.38	100-41001-405-	General Government	\$107.38
11/07/2017	City of Fifty Lakes	Northgate Lane-Winter Road Maintenance	3081	\$500.00	201-43125-403-	Ice and Snow Removal	\$500.00
Total For Selected Claims				\$4,525.02			\$4,525.02

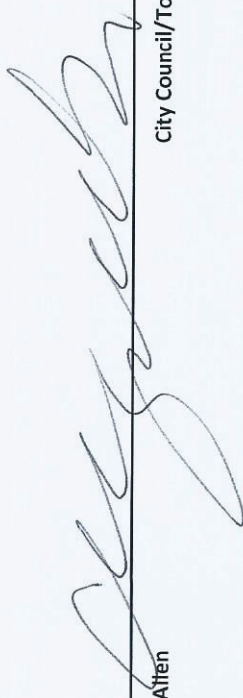
Janis A Allen

City Council/Town Board

Date

Date Range: 10/13/2017 To 11/13/2017

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/07/2017	Crow Wing Power	October 2017 service	3086	\$100.00	100-41940-381-	General Government Buildings and Plant	\$100.00
Total For Selected Claims				\$100.00			\$100.00


 Janis A Allen
 City Council/Town Board

11/13/17
 Date

City of Manhattan Beach

Receipts Register

11/7/2017

Fund Name: All Funds

Date Range: 10/04/2017 To 11/07/2017

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
10/06/2017	General Fund	15	transfer per council	(10/06/2017) -	N Transfer From General Fund	201-39201-	\$ 10,712.62
							<u>\$ 10,712.62</u>
10/06/2017	General Fund	16	transfer per council	(10/06/2017) -	N Transfer From General Fund	502-39201-	\$ 8,004.46
							<u>\$ 8,004.46</u>
10/23/2017	State of Minnesota MN Management &	17	Fines Sept. 18, 2017	(10/23/2017) -	N Street, Sidewalk and Curb Repair Fees	100-34301-	\$ 350.00
							<u>\$ 350.00</u>
10/30/2017	Fred Gridley	18	Sewer Permit Fee	(10/30/2017) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 145.00
							<u>\$ 145.00</u>
11/06/2017	State of Minnesota MN Management &	19	MV Credit-Agricultural	(11/06/2017) -	N Street, Sidewalk and Curb Repair Fees	100-34301-	\$ 67.06
							<u>\$ 67.06</u>
Total for Selected Receipts							<u>\$ 19,279.14</u>

Payroll Period Ending: 11/07/2017

Employee		Hours		Earnings			Pretax Deductions					Taxable		Federal		Medicare	
ID	Name	Regular	Overtime	Regular	Overtime	Tips	Gross	PERA	Def. Income	Cafeteria	Other	Wages	FICA	WH Tax	FICA	Medicare	
TOTALS	Wannebo,Amy	1.00	0	\$625.00	\$0.00	\$0.00	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$625.00	\$38.75	\$0.00	\$38.75	\$9.06	
		1.00	0.00	\$625.00	\$0.00	\$0.00	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$625.00	\$0.00	\$0.00	\$38.75	\$9.06	
Employee		State		Insurance													
ID	Name	WH Tax		Health	Dental	Life	Union Dues	Others 1	Others 2	Others 3	Net Pay	EIC	Net Pay & EIC		Check #		
TOTALS	Wannebo,Amy	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$577.19	\$0.00	\$577.19		3087		
		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$577.19	\$0.00	\$577.19				

Amy Wannebo

From: Larry Wannebo <wannebo@uslink.net>
Sent: Sunday, October 29, 2017 2:58 PM
To: amy@manhattanbeachmn.org
Cc: Larry Wannebo
Subject: Agenda

Amy,

In the absence of a by-law or policy, we know that you use common sense to make your clerk responsibility decisions.

So, will you please attach any correspondence, handouts and other supporting information about agenda items (per By-Laws Sec. 4 Sub. 4, "materials relating to agenda items") when you send out the agenda, in advance of the council meetings?

Providing this information to the public and council in advance of the council meetings will result in a better informed public; giving both council and citizens alike more time to read the sometimes growing volume of documents prior to the meetings.

For example, the city attorney is drafting by-laws; his work should be included with the agenda if the topic is on the Nov. or Dec. agendas.

Thank you,
Larry & Marilyn Wannebo
39911 County Road 66
Manhattan Beach, MN 56442
218-543-4622

P.S. Out of curiosity, does this email to you constitute "requests and communications" and therefore should be distributed to the council and public in accordance with Sec. 4, Order of Business? No problem.

Amy Wannebo

From: Doug Wannebo <d.gwannebo@crosslake.net>
Sent: Monday, October 30, 2017 1:43 PM
To: amy@manhattanbeachmn.org
Cc: d.gwannebo@crosslake.net
Subject: 2018 property tax

I WOULD LIKE THIS EMAIL INCLUDED IN THE CITY OCTOBER MEETING AGENDA

I WOULD RECOMENED THAT THE CITY DOES NOT REQUEST A TAX LEVEY FOR THE CITY FOR THE YEAR 2018
THE CITY HAS APORXIMATLEY 300 THOUSAND DOLLARS IN THE CITY BANK ACCOUNT.

AT THE AUGUST MEETING THE MAYOR MISLEAD THE CONCIL AND THE CITY GIVING A STATEMENT THAT IF THE CITY DIDN'T REQUEST A TAX
LEVEY? THAT IT WOULD BE PASSED ON TO THE COUNTY? THIS WAS PROVEN WRONG WHEN LARRY WANNEBO CONTACTED THE COUNTY
COMMISONOR AND FOUND OUT THAT THE CITY AND COUNTY WERE TWO SEPARATE ENITYS.

I WOULD LIKE THE MONEY TO STAY IN THE POCKET OF THE TAX PAYER. NOT TO BE GIVEN TO THE CITY TO INCREASE ITS BANK STATEMENT. THE
TAX PAYER IS THE PERSON THAT PAID IT.
THANK YOU, DOUG WANNEBO

November 3, 2017

202 12th Street NE
P.O. Box 219
Staples, MN 56479

City of Manhattan Beach
39148 County Road 66
Manhattan Beach, MN 56442

RE: November Report

Mayor and City Council,

1. The Planning Commission did not meet in October since there was no items to address.
2. A SSTS permit was issued to Fred Gridley to replace a septic tank.

I do not plan to be in attendance at your upcoming meeting. If you have any questions or concerns, feel free to contact me at (218) 895-4142.

Sincerely,

Darrin Welle
Zoning Administrator

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 On Display at Roseville Change Store

HP LaserJet Pro MFP All-In-One Printer: Print crisp, easy-to-read documents, scan straight to e-mail and make copies to hand out at the next meeting with this all-in-one printer, which features built-in Wi-Fi for simple printing right from your mobile device.



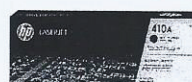
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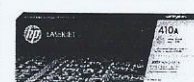
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