

MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE MANHATTAN BEACH CITY COUNCIL  
December 5<sup>th</sup>, 2017

The regular monthly meeting of Manhattan Beach City Council was held on Tuesday December 5<sup>th</sup>, 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 and approximately 4 residents.

The Pledge of Allegiance was recited.

**Agenda Amendments:** Mayor Allen asked if there were any amendments to the agenda, there were none. **A motion was made by Council Member Yurek and seconded by Council Member Allen to approved the agenda as printed. Motion carried.**

**Approval of November Minutes:** A motion was made by Council Member Allen and seconded by Council Member Yurek to approve the minutes as printed. Motion carried.

**Clerk-Treasurer's Report:** Clerk-Treasurer Wannebo asked if there were any questions regarding the claims or receipts. There were none. She stated that the city received the last settlement from the county for taxes. An email from Justin Clasen & Co. stated that because the City decertified the T.I.F. district in 2017 and returned excess funds to the County that one more report would need to be filed. The same email addressed making changes to the disbursements ledger for the Road Fund. Chris Clasen stated if the City has already made a transfer from the General Fund to the Road fund, that you should not go back through and reclassify expenditures. Otherwise the City would be doubling up the entries and they would be overstated. Paul Davis of Emily Telephone Co. gave Clerk-Treasurer an update on the new City website, he said that he was working on the layout and would send a test page the following week. He expected the full site to be up and running by the end of December. Mayor Allen stated that approval of claims would be held off until we got through all of the unfinished business due to one of the items possibly changing the claims list.

**Communications:** None.

**Planning & Zoning Report:** Mayor Allen read aloud the report from Darrin Welle, it read as follows; The Planning Commission did not meet in November since there were no items to address. A land use permit was issued to Robert Alexander for a pole shed for personal storage. In speaking with Martin Joyce, he stated that he will not be doing the city inspections for new sewer system installs for 2018. The City will need to start looking for someone new to conduct the inspections. Council Member Hanson-Wannebo asked Mayor Allen if Martin said why her didn't want to do them anymore. Mayor Allen stated that Martin said he was too busy. Mayor Allen also stated that he is speaking with Darrin Welle of NJPA to see if they would be able to handle the new install inspections.

**OPEN FORUM:**

**Unfinished Business:**

**All-in-One Printer:** Clerk-Treasurer Wannebo went over the different printer options with pricing and cartridge pricing. Printer options sheet attached. Council Member Allen stated that she was still waiting on an email from Office Shop to provide pricing. Office Shop said with a service contract, it would cost the city 1.5 cents per copy. They would provide all toner and any service needed on the printer. **A motion was made by Council Member Hanson-Wannebo and seconded by Council Member Yurek to table the All-in-One Printer until the January 2018 meeting when Office Shop will have provided more information. Motion carried.**

**Bylaw Amendments:** Mayor Allen stated these proposed amendments are a draft only and will not be decided on tonight. He also stated that these proposed changes were emailed to the entire council on November 28<sup>th</sup>, 2017 and they have had time to review them. Proposed amendments and email from Andrew Kalis attached. City Attorney Kalis stated that these proposed amendments are the beginning of a process and wouldn't recommend that anyone approve this yet. He stated that the City wants to build flexibility into the Bylaws and clean them up, thus helping to relieve some of the conflicts by creating clear policies. City Attorney Kalis read aloud the proposed changes and options for the council. Mayor Allen suggested that the council go through the proposed changes one by one and discuss each area.

**Subd. 3. Agenda.** Council Members agreed "mayor should have final authority on preparing agenda" should stay. Change unanimous to majority in all areas. All council members agreed that timing for agenda requests, was a reasonable amount of time. Clerk-Treasurer Wannebo suggested adding "the requests to be added to the agenda include an email with a summary of what that person would like to address." Council Members agreed. Mayor Allen suggested that the City change "Any requests to place issues on the agenda for consideration by the City Council that are not made at least ten calendar days before the upcoming City Council meeting shall be heard at the following City Council meeting." To "unless they no longer want to be heard on that issue". Council Members agreed to Mayor Allen's suggestion. Council Members agreed that a citizen's request to be heard on the same issues at the upcoming Council meetings may be approved or denied by a majority vote, will appear on the agenda under agenda amendments. Council Members agreed on setting time limit for citizens to present issues.

**Subd. 4. Recording of Minutes.** All Council Members agreed that the entire meeting should be recorded and that the written minutes should not include open forum. All Council Members agreed that for the purposes of recording, that the Mayor state a disclaimer prior to each open forum and that the recordings will be posted to the City's website. Council Members also agreed to add disclaimers about the quality of the recordings and that if a recording were to include profanities, that particular recording would not be posted to the website and would be available at the office of the City Clerk. All Council Members agreed to add the language discussed. **Subd. 5. Communication with City Attorney.** All Council Members agreed to City Attorney Kalis' proposed language. All Council Members agreed to have the City Attorney make grammar corrections. **A motion was made by Council Member Allen and seconded by Council Member Hanson-Wannebo to have City Attorney Kalis make to changes discussed to the proposed Bylaws and to provide a new draft for the January Council meeting. Motion carried.**

**Survey Roads-Stonemark:** Email along with retainer agreement from Stonemark attached. Mayor Allen stated that surveying of both Goldenstien and Satchell roads would cost around \$2,400. During preliminary work, it was found that there may be some problems. We don't know where these roads start and stop. Mayor Allen stated that Stonemark needs a \$1,200.00 retainer to start work which is why we didn't approve the claims yet. He stated that we should start with a title examination and possibly offer to pay for the legal fees of these property owners that have property along these roads. **A motion**

**was made by Council Member Yurek and seconded by Council Member Hanson-Wannebo to have Goldenstein, Satchell and Meyer Lake Roads surveyed by Stonemark, including the \$1,200.00 retainer, to pay the claims including Crow Wing Power and to authorize Mayor Allen to get the proposed title commitments to the properties. Motion carried.**

**Check numbers 3088 through 3106 excluding 3095 have been paid for a total amount of \$11,236.32.**

**Speed Control Signs:** Sign information, quote and email from Radar attached. Mayor Allen stated that the company will ship the signs to us and invoice at that time. He also stated that he spoke with Rob Hall at the County who said that they would install but didn't say how much they would charge. **A motion was made by Council Member Allen and seconded by Council Member Yurek to purchase the Speed Control Signs. Motion carried.**

**Final Tax Levy:** Doug Wannebo stated that back in September the Mayor Allen gave false information to the council about how if the city didn't levy taxes that the county would. He stated that he wanted the council to levy \$0 and that he wanted to poll each members vote so that citizen's could take this information into account at election time next year. Proposed Tax Rates from County and City Calculations attached. Mayor Allen went over the proposed tax rates and City calculations. He stated that the city's tax capacity is down 1.5% and that the City has the second lowest tax rate in Crow Wing County. Mayor Allen stated that the City has expenses coming up. He stated that the City has roads to consider, fire protection, possibly a dry hydrant and more document storage. Mayor Allen stated that he had concerns that if the City didn't levy anything, that the City might lose government funding. Council Members Allen and Hanson-Wannebo stated that the taxes haven't been raised and have stayed the same for quite some years. Clerk-Treasurer Wannebo stated that as of October 3<sup>rd</sup>, 2017 the City has had \$60,000.00 plus in expenses so far. **A motion was made by Council Member Hanson-Wannebo and seconded by Council Member Allen to leave the City Tax Levy at \$70,000.00. Motion carried unanimously.**

#### **OPEN FORUM:**

**New Business:** None.

**A motion was made by Council Member Yurek and seconded by Council Member Allen to adjourn the meeting. Motion carried.**

**The meeting was adjourned at 8:38pm.**

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**Clerk-Treasurer Amy Wannebo**

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**Mayor/Council Member**

Fund Name: All Funds

Date Range: 11/08/2017 To 12/05/2017


<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
11/21/2017	Robert Alexander	20	building permit	(11/21/2017) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 185.00
12/01/2017	Crow Wing County	21	Dec 1st 2017 Settlement	(12/01/2017) -	N	General Property Taxes(31001 through 31299)	100-31001-	\$ 36,549.10
Total for Selected Receipts								\$ 36,549.10
								\$ 36,734.10

Date Range: 11/5/2017 To 12/5/2017

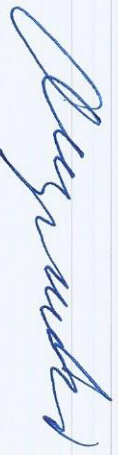
<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/05/2017	Northland Press	Legal Notice: Annual Disclosure of TIF 11/21/17	3088	\$46.75	100-41001-351-	General Government	\$46.75
12/05/2017	Crosslake Communications	December 2017 internet	3089	\$68.18	100-41940-321-	General Government Buildings and Plant	\$68.18
12/05/2017	Wannebo Excavating	November 2017 Goldenstein Road- MOW DITCHES	3090	\$275.00	201-43122-403-	Unpaved Streets	\$275.00
12/05/2017	National Joint Powers Alliance	P&Z services for october 2017	3091	\$50.00	100-41910-106-	Planning and Zoning	\$50.00
12/05/2017	Nicks Lawn Service, INC.	Mowing: 10/5/17 10/19/17	3092	\$107.38	100-41001-405-	General Government	\$107.38
12/05/2017	American Solutions for Business	CTAS Laser Checks w/ new routing number	3093	\$204.80	100-41001-201-	General Government	\$204.80
12/05/2017	Ryan, Brucker & Kalis, Ltd.	legal services from 10/30/17-11/28/17	3094	\$1,417.46	100-41610-304-	City/Town Attorney	\$1,417.46
Total For Selected Claims				\$2,169.57			\$2,169.57

Date Range: 11/5/2017 To 12/5/2017

<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>
<hr/>							
	Barbara A Hanson-Wannebo	City Council/Town Board					Date
<hr/>							
	Janis A Allen	City Council/Town Board					Date
<hr/>							
	Marlene Yurek	City Council/Town Board					Date
<hr/>							



Janis A. Allen, Mayor



Barbara A. Hanson-Wannebo

Date Range: 11/11/2017 To 12/11/2017

<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>
12/05/2017	Crow Wing Power	November 2017 service	3106	\$174.00	100-41940-381-	General Government Buildings and Plant	\$174.00
Total For Selected Claims				\$174.00			\$174.00

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Barbara A Hanson-Wannebo

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City Council/Town Board

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Date

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Janis A Allen

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City Council/Town Board

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Date

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Marlene Yurek

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City Council/Town Board

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Date

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Date Range : 11/6/2017 To 12/6/2017

<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>
12/05/2017	Stonemark Land Surveying, INC.	retainer payment for surveying Satchell, Goldenstein & Meyer Lk Rds	3082	\$1,200.00	201-43122-303-	Unpaved Streets	\$1,200.00

Total For Selected Claims

\$1,200.00

\$1,200.00

Barbara A Hanson-Wannebo

City Council/Town Board

Date

Janis A Allen

City Council/Town Board

Date

Marlene Yurek

City Council/Town Board

Date



For the payroll period ending: 11/30/2017

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41110-100		Allen, Paul	3,601.65
		<b>Account Total</b>	<b>3,601.65</b>
100-41110-103		Allen, Janis A	794.21
		Hanson-Wannebo, Barbara A	794.21
		Yurek, Marlene	794.21
		<b>Account Total</b>	<b>2,382.63</b>
100-41425-101		Wannebo, Amy	577.19
		<b>Account Total</b>	<b>577.19</b>
100-41910-103		Iverson, Ralph P	277.05
		Johnson, Mark T	138.52
		Kent, Travis J	138.52
		Wannebo, Isaac L	369.40
		Yurek, Thomas	207.79
		<b>Account Total</b>	<b>1,131.28</b>
		Unallocated due to rounding	\$0.00
		<b>Total For Period</b>	<b>\$7,692.75</b>

Barbara A Hanson-Wannebo

City Council/Town Board

Date

Janis A Allen

City Council/Town Board

Date

Marlene Yurek

City Council/Town Board

Date

*Paul L. Allen, Mayor*  
*Depruned*

12-5-17

Payroll Period Ending: 11/30/2017

Employee		Hours		Earnings				Pretax Deductions				Taxable		Federal			
ID	Name	Regular	Overtime	Regular	Overtime	Tips	Gross	PERA	Def. Income	Cafeteria	Other	Wages	WH Tax	FICA	Medicare		
	Allen,Janis A	1.00	0	\$860.00	\$0.00	\$0.00	\$860.00	\$0.00	\$0.00	\$0.00	\$0.00	\$860.00	\$0.00	\$53.32	\$12.47		
	Allen,Paul	5.00	0	\$3,900.00	\$0.00	\$0.00	\$3,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,900.00	\$0.00	\$241.80	\$56.55		
	Hanson-Wannebo, Barbara	1.00	0	\$860.00	\$0.00	\$0.00	\$860.00	\$0.00	\$0.00	\$0.00	\$0.00	\$860.00	\$0.00	\$53.32	\$12.47		
	Iverson, Ralph P	3.00	0	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$18.60	\$4.35		
	Johnson, Mark T	2.00	0	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$9.30	\$2.18		
	Kent,Travis J	2.00	0	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$9.30	\$2.18		
	Wannebo, Amy	1.00	0	\$625.00	\$0.00	\$0.00	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$625.00	\$0.00	\$38.75	\$9.06		
	Wannebo,Isaac L	4.00	0	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$24.80	\$5.80		
	Yurek, Marlene	1.00	0	\$860.00	\$0.00	\$0.00	\$860.00	\$0.00	\$0.00	\$0.00	\$0.00	\$860.00	\$0.00	\$53.32	\$12.47		
	Yurek,Thomas	3.00	0	\$225.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00	\$0.00	\$13.95	\$3.26		
TOTALS		23.00	0.00	\$8,330.00	\$0.00	\$0.00	\$8,330.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,330.00	\$0.00	\$516.46	\$120.79		
Employee		State		Insurance								EIC		Net Pay & EIC		Check #	
ID	Name	WH Tax	Health	Dental	Life	Union Dues	Others 1	Others 2	Others 3	Net Pay							
	Allen,Janis A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$794.21		\$0.00		\$794.21		3096	
	Allen,Paul	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,601.65		\$0.00		\$3,601.65		3097	
	Hanson-Wannebo, Barbara	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$794.21		\$0.00		\$794.21		3098	
	Iverson, Ralph P	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$277.05		\$0.00		\$277.05		3099	
	Johnson, Mark T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$138.52		\$0.00		\$138.52		3100	
	Kent,Travis J	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$138.52		\$0.00		\$138.52		3101	
	Wannebo, Amy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$577.19		\$0.00		\$577.19		3102	
	Wannebo,Isaac L	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$369.40		\$0.00		\$369.40		3103	
	Yurek, Marlene	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$794.21		\$0.00		\$794.21		3104	
	Yurek,Thomas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$207.79		\$0.00		\$207.79		3105	
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,692.75		\$0.00		\$7,692.75			

VII. P+Z

[www.njpacoop.org](http://www.njpacoop.org)



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

November 30, 2017

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

**RE: December Report**

Mayor and City Council,

1. The Planning Commission did not meet in November since there were no items to address.
2. A land use permit was issued to Robert Alexander for a pole shed for personal storage.
3. In speaking with, Martin Joyce, he stated that he will not be doing the city inspections for new sewer system installs for 2018. The City will need to start looking for someone new to conduct the inspections.

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

# December 2017 Meeting

## Unfinished Business:

By-Law Amendments

All-in-One Printer

3 options:

Office Max + Best Buy

\$99.99 → 1) Brother Mono Laser - Black only  
DCP-L2540DW Wireless  
SKU: 700674

Toner: TN-660 (up to 2600 pgs.)

\$36<sup>99</sup> - 53<sup>98</sup>

\$399.99 → 2) Brother Mono Laser - Black only  
MFC-L5850DW Wireless  
SKU: 456699

Toner: TN-850 (up to 8000 pgs.)

\$106<sup>99</sup>

\$529.99 → 3) HP LaserJet Pro Color  
MFP M477fnw Wireless 4812  
SKU: 896462 \$373<sup>02</sup>

Toner: 410XL Bk. \$74<sup>25</sup> \$123

410XL Cyan \$93<sup>99</sup>

410XL magenta 95<sup>88</sup>

410XL yellow \$95<sup>88</sup>

\$284.88  
3PK.

2 year protect plan \$24<sup>50</sup>

a depending on printer.

- will replace printer

# VIII. By-Law Amendments

Amy Wannebo

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**From:** Andrew Kalis <andrewk@rbklaw.net>  
**Sent:** Tuesday, November 28, 2017 3:07 PM  
**To:** Paul Allen; Amy Wannebo  
**Attachments:** Proposed Changes to Bylaws.docx

Mayor Allen and Madam Clerk Wannebo:

Attached hereto, please find my proposed changes to bylaws, as the City Council requested. I have underlined changes and additions, just to make it easier to follow. Please make sure the City Council members are provided these before the City Council meeting.

Also, I did some brief research and also spoke to the League regarding the requests we've been getting from citizens to have the City Council packets before the meetings. In reviewing the public meeting law, nothing requires that we provide this before the meeting. However, I did not want to simply rely on that, so I also asked the League about this. I spoke with Pam Whitmore and she told me that she is not aware of any cities who are sending this information out before the hearing. Documents may change, and then we have confused citizens because the documents they have are different from the most up-to-date packages. Also, in our situation, several Citizens have complained about amending minutes, agendas, things like that, and this would only give rise to more of that. So, at this time, I think it is best to simply provide documents on the day of the meeting. I know that people will say that this is designed to stifle citizen participation, but its really not – its just to make sure everyone is on the same page and is looking at the same documents.

Andy

Andrew B. Kalis  
Ryan, Brucker & Kalis, Ltd.  
201 Minnesota Avenue N.  
P.O. Box 388  
Aitkin, MN 56431  
Telephone (218) 927-2136  
Facsimile (218) 927-6114

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## Proposed Changes to Bylaws

At November City Council meeting, the City Council directed me to address four issues:

- 1) How citizens can get an issue on the Agenda at City Council meetings
- 2) To draft a recording policy, specifically about whether or not to record open forum comments.
- 3) How contact with the City Attorney will be initiated.
- 4) Open forum procedures.

Along with that, citizens raised several concerns at the November 2017 meeting that should also be addressed, which include whether items can be added or deleted from the agenda, and whether meeting minutes can be amended. I will address these items throughout this document.

1. Regarding how a citizen can get an issue on the Agenda at regular City Council meetings, at the November 2017 City Council meeting, I presented to the city council documents from Grove City, Cambridge, Big Lake, and Burnsville regarding public forums and how, if at all, citizens can get an issue before their respective city council. The City Council reviewed these, and I recommended that I felt that it was important for citizens to be able to get an issue before the Council at least once and possibly multiple times if the City Council felt that the concern warranted additional consideration. As such, I propose the following:

Subd. 3. Agenda. The clerk and mayor shall prepare an agenda of business for each regular council meeting and file a copy in the office of the clerk not later than 5 days before the meeting. If the clerk and mayor have a disagreement about preparing the agenda or in deciding which issues shall be on the agenda, then the mayor shall have the final authority in preparing the agenda. The agenda shall be prepared in accordance with the order of business and copies shall be delivered to each council member and shall be posted to the City's website as far in advance of the meeting as time for preparation will permit. No item of business shall be considered unless it appears on the agenda for the meeting or is approved for addition to the agenda by a unanimous vote (two thirds, or majority? Unanimous may be problematic) of the council members present.

The agenda may be amended, with items being added or deleted from the agenda, only upon unanimous vote of the council members present.

Citizens may request to have matters placed on the agenda and to be heard on such matters by the City Council. Citizens must make all such requests to add items to the agenda and to be heard by the City Council in regards to those requests at least ten calendar days before the City Council meeting they are seeking to have their matter heard on. Any requests to place issues on the agenda for consideration by the City Council that are not made at least ten calendar days before the upcoming City Council meeting shall be heard at the following City Council meeting. A citizen may be heard once on the issue(s) that the citizen wishes to present to the City Council as a matter of right. A citizen's request to have the same issues reviewed again at upcoming City Council meetings may be approved or denied by a majority vote of the council members present.

The Presiding Officer may set a reasonable time limit of at least three minutes for citizens to present issues that citizens have properly requested to be placed on the agenda.

2. Regarding the City's recording policy in regards to recording public forum comments, I believe that this is a fairly simple matter. Either the City will record public forum comments, or the City will not record public forum comments. I understand the competing concerns about this situation. On the one hand, the City wants to ensure that citizens or other people reviewing the meeting minutes understand that comments at public forum are the opinions of each individual speaker only, and are not the City's opinion or position on any of the topics discussed at public forum. At the same time, it is important to have a complete record of the items discussed at each City Council meeting. Individual citizens may record any city council meeting that is open to the public, and as such, it may be beneficial to the City to have its own complete record of everything said at each city council meeting, including public forum comments. In light of these competing concerns, I would propose that the City use one of either of the proposed amendments to the bylaws, and add it to Section three of the bylaws as Subd. 4.:

Subd. 4. Recording of Minutes. The clerk shall record the minutes of each council meeting by using the City's recording device. The clerk shall record the entire meeting, including the comments made a public forum. However, to ensure that it is clear that the views expressed by each speaker at public forum are that person's opinion and is not the City's opinion or position, at the beginning of public forum and before any individuals are allowed to speak, the Presiding Officer will note for the record that views expressed at public forum are the opinion of each speaker and are not the City's position on any topics discussed therein.

Or

Subd. 4. Recording of Minutes. The clerk shall record the minutes of each council meeting by using the City's recording device. The clerk shall record the entire meeting, except the comments made a public forum. The clerk shall allow the Presiding Officer to announce that the Council is moving into the public forum comment, and the Presiding Officer shall then direct the clerk to turn off the City's recording system. The clerk shall turn the recording system back on after public forum has been concluded.

3. The next issue is how contact with the City Attorney shall be initiated and who shall have the authority to contact the City Attorney about any issues. My understanding is that, at the January 2007 City Council meeting, this matter was discussed. The City Council adopted a motion so that, if anyone needed legal information, that person was to contact the Mayor or ask council members first, to limit legal costs. I believe this is still in effect, but if the City Council wanted to add this to the changes of the bylaws, it could do so. If so, I would recommend that we could add such a provision to Section 6, as Subdivision 5 as follows:

Subd. 5. Communication with City Attorney. The Presiding Officer shall be primarily responsible for consulting with the City Attorney about legal matters affecting the City. If other council members or citizens need to contact the City Attorney, then the person wishing to contact the City Attorney will request to have that matter placed on the city council's agenda in accordance with Section 4, Subdivision Three of these bylaws, and the City Council shall take appropriate action on that request.

4. The final issue that the council directed me to prepare some proposed language for was to address open forum procedures. My understanding is that this was primarily a mixture of issues about whether to record public forum statements, and how citizens could get on the agenda at city council meetings. I think that we have addressed these issues in this memorandum, but if there is another specific issue that I should address, I would be happy to do so. At this time, I do not think that there are any changes that are necessary for the open forum procedures. However, I will note that I believe it is inappropriate for people to use the open forum to make personal attacks against the mayor or other city council members. I also think that it is inappropriate for audience members and citizens to argue with the Presiding Officer when the Presiding Officer has tried to maintain basic order during public forum.
5. There was a comment at the November 2017 meeting that it was unclear whether meeting minutes could be amended to ensure that the minutes were accurate. I do not think that this is unclear at all. I believe that Section 3, Subd. 2 makes it clear that there can be additions or corrections to the meeting minute. However, if the council believes that it would be helpful, we could change Section 3, Subd. 2 to add the word "amendments" to each reference to additions or corrections.
6. On page 2, Section 2, "Subdivision 1" needs to be in bold type.

# VIII. SURVEY ROADS

Amy Wannebo

---

**From:** Paul Allen <paulphr@crosslake.net>  
**Sent:** Wednesday, November 29, 2017 4:41 PM  
**To:** Amy Wannebo  
**Subject:** Fw: Satchell Road and Goldenstein Road  
**Attachments:** Attachment E.pdf; Attachment D.pdf; Attachment C.pdf; Attachment B.pdf; Attachment A.pdf

Amy, forward this to council members.  
Thanks  
Paul

----- Original Message -----

**From:** Pat Trottier  
**To:** paulphr@crosslake.net  
**Sent:** Wednesday, November 29, 2017 3:21 PM  
**Subject:** Satchell Road and Goldenstein Road

Paul,

Thanks for giving us the opportunity to earn your business. I have done some research on the two roads the City of Manhattan Beach is considering having surveyed.

Satchell Road: (see attachment A) a portion of road is dedicated to public as 33' wide and highlighted blue; another 33' wide portion (orange) is deeded public easement from Fuhrer to the City per deed no. 667359, attachment B. The same deed also from Fuhrer grants an additional 33' wide strip (pink). However, it doesn't appear that Fuhrer owned the "pink" strip at the time of the deed (tax records show Wannebo ownership). I was not able to find another easement deed to city over the pink strip. I therefore just want to make the City aware of a potential problem before we would survey the road as to the existence/validity of a full 66' wide easement over Satchell Road.

Goldenstein Road: City owns in fee a 33' strip of land – parcel report is attachment C. A private easement runs next to roadway for an additional 33' feet, again per a deed which is attachment D. I have not seen any city road rights over the private easement. It appears the physical road will lie on both the city-owned strip and privately-owned (Shetka) parcel to east – see attachment E. Again, may not be a "clean" 66-foot wide strip.

Each site would have a cost of \$1,200.00 (\$2,400.00 total if both are done) and would include a physical location of: roadway, location of visible utilities, driveway entrances, etc along the road; together with a certified drawing showing road location and known right-of-way limits. Staking limits of road right-of-way are not included in this proposal. Separate quote can be provided if needed – I would not suggest this service until at time of construction.

Feel free to call/email with questions, clarifications, etc. Thanks again,

Pat

Patrick Trottier, PLS  
Stonemark Land Surveying, Inc.  
30206 Rasmussen Rd, Suite 1  
PO Box 874  
Pequot Lakes, MN 56472

Office Phone (218) 568-4940  
Mobile Phone (218) 821-9026



CURRENT TAX CERTIFICATION  
( ) REQUIRED (X) NOT REQUIRED  
CERTIFICATE OF REAL ESTATE VALUE  
( ) FILED (X) NOT REQUIRED  
NO DELINQUENT TAXES-TRANSFER ENTERED  
DATE June 22, 2004  
Roy A. Luukkonen BY SE  
CROW WING COUNTY AUDITOR  
DATE June 22, 2004 RECEIVED  
DEED TAX HEREON OF \$ EXEMPT  
ROY A. LUUKKONEN, BY SE  
CROW WING COUNTY AUDITOR  
TRANSFER # 405801/405868  
RE CODE: PT 27030240000009  
PT 27030230000009

Office of County Recorder  
County of Crow Wing, MN }

I hereby certify that the within instrument was filed  
in this office for record on the 22 day of June  
A.D. 2004 at 2 o'clock P.M.  
and was duly recorded as Doc. No. **0667359**

County Recorder

Deputy

RETURN TO

### EASEMENT DEED

STATE DEED TAX DUE HEREON: \$ Exempt

Date: June 22, 2004

FOR VALUABLE CONSIDERATION Jerry Fuhrer and Shawna Fuhrer, husband & wife, Grantor(s), hereby convey and quit claim to The City of Manhattan Beach, a Minnesota Municipal Corporation, Grantee, an easement regarding real property in Crow Wing County, Minnesota, described as follows:

A 66-foot wide easement for ingress and egress and roadway and utility purposes over, under, and across the following described real property:

The East 33 feet of the Southwest Quarter of the Northwest Quarter and the West 33 feet of the Southeast Quarter of the Northwest Quarter, all located in Section 30, Township 138 North, Range 27 West, Crow Wing County, Minnesota.

together with all hereditaments and appurtenances belonging thereto.

Jerry W. Fuhrer  
Jerry W. Fuhrer

Shawna L. Fuhrer  
Shawna L. Fuhrer

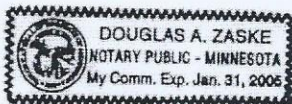
STATE OF MINNESOTA )

COUNTY OF Cass )

) SS

The foregoing instrument was acknowledged before me this 22<sup>nd</sup> day of June, 2004  
By Jerry W. Fuhrer and Shawna L. Fuhrer, husband and wife, Grantors.

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR BANK)



Douglas A. Zaske  
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

Tax Statement for the Real Property described in this instrument should be sent to (Include name and address of Grantee):

Unaffected

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS)

Absolute Capital Corp.  
P.O. BOX 290  
PINE RIVER, MN 56474

Attachment "B"

CURRENT TAX CERTIFICATION  
( ) REQUIRED (X) NOT REQUIRED  
CERTIFICATE OF REAL ESTATE VALUE  
( ) FILED (X) NOT REQUIRED  
NO DELINQUENT TAXES-TRANSFER ENTERED  
DATE May 13 2008  
Deborah J. Shetka BY RJS  
CROW WING COUNTY AUDITOR  
TRANSFER # 0803183  
RE CODE: 2702923000000092+

Office of County Recorder  
County of Crow Wing, MN }  
I hereby certify that the within instrument was filed  
in this office for record on the 14 day of May  
A.D. 2008 at 8 o'clock a M.  
and was duly recorded as Doc. No. **0747843**  
Dorothy M. Juel County Recorder  
Deputy

Easement Deed  
Individual(s) to Individual(s)

STATE DEED TAX HEREON: NA

Date: April 14<sup>th</sup>, 2008

FOR VALUABLE CONSIDERATION, Edward T. Shetka III and Barbara J. Shetka, husband and wife, Grantor(s) hereby conveys and quitclaims to Daniel P. Miller and Steven L. Wannebo, Grantees, real property in Crow Wing County, Minnesota, described as follows:

An easement for ingress, egress, and utility purposes over, under and across the West Thirty-three feet (33') of the Southwest Quarter (SW ¼) of the Northwest Quarter (NW ¼) of Section 29, Township 138, Range 27.

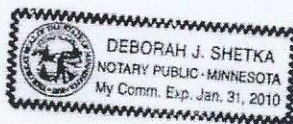
Total consideration for the transfer of this property \$500.00 or less.

together with all hereditaments and appurtenances belonging thereto.

Edward T. Shetka III  
Edward T. Shetka, III  
Barbara J. Shetka  
Barbara J. Shetka

STATE OF Minnesota }  
COUNTY OF Crow Wing } ss.

The foregoing instrument was acknowledged before me, a notary public, this 14<sup>th</sup> day of April 2008, by Edward T. Shetka III and Barbara J. Shetka, husband and wife, Grantor(s).



Deborah J. Shetka  
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

This instrument was drafted by  
Complete Title Services, LLC.  
PO Box 868  
Crosslake, MN 56442 RETURN TO

Tax Statements for the real property described sent to:  
NA

This document was drafted without the benefit of a title exam.

973274

Attachment D





# General Information

Parcel Number: 270301400A00009

## General Information

Township/City: CITY OF MANHATTAN BEACH

Taxpayer: CITY OF MANHATTAN BEACH  
39148 COUNTY ROAD 66  
MANHATTAN BEACH, MN 56442

Property Address:

Township: 138

Range: 27

Section: 30

Plat:

Lake Number: 0

Lake Name:

Acres: 1.00

School District: 2174

Legal Description:

THE E 33 FT OF THE SE1/4 OF NE1/4.

## 2017 Assessment for 2018 Tax Payable

Class Code 1:	Municipal - All Other
Class Code 2:	N/A
Class Code 3:	N/A
Homestead:	Non Homestead

Estimated Land Value:	\$10,900.00
Estimated Building Value:	\$0.00
Estimated Total Value:	<u>\$10,900.00</u>

## 2017 Tax Payable

Net Tax (Specials Not Included):	\$0.00
Total Special Assessments:	\$0.00
Current Year Balance Due:	\$0.00
Delinquent:	NO

Attachment "C" h

Nov 28, 2017

# VIII. Speed Control Signs

Amy Wannebo

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**From:** Paul Allen <paulphr@crosslake.net>  
**Sent:** Tuesday, November 28, 2017 2:43 PM  
**To:** Amy Wannebo  
**Subject:** Fw: Radarsign Line Item Quote for 2 x TC-600S  
**Attachments:** City of Manhattan Beac 11-28-17 .xlsx; Radarsign TC-600 Radar Speed Sign Spec Sheet With options17v11.pdf

Amy, add this to agenda and send attachments to council members.  
Paul

----- Original Message -----

**From:** William Warwick  
**To:** paulphr@crosslake.net  
**Sent:** Tuesday, November 28, 2017 2:28 PM  
**Subject:** Radarsign Line Item Quote for 2 x TC-600S

Hello Mayor Allen,

Attached is the quote for 2 x TC-600S that you requested. We are a very easy company to do business with as once the signs ship we bill you NET 30. My contact information is listed below. Feel free to reach out to me at the office or on my cell phone if you have any questions.

**William Warwick**  
**Account Manager**



***WE HAVE MOVED!!! EFFECTIVE SEPTEMBER 1, 2017 our new address is:***

1220 Kennestone Circle, Suite 130  
Marietta, GA 30066  
O: 678.965.4814  
M: 770.878.3869  
F: 678.278.1256  
Email: [wwarwick@radarsign.com](mailto:wwarwick@radarsign.com)  
Website: <http://www.radarsign.com>

**Quotation**

Date: 11/28/2017

1220 Kennestone Circle  
Ste 130  
Marietta, GA 30066

PROPOSED BY:	
Name	William Warwick
Phone	W: 678.965.4814 M: 770.878.3869 wwwarwick@radarsign.com
Fax	(678)278-1256

PROPOSED TO / SOLD TO:	SHIP TO:	
City of Manhattan Beach		Account
		Address
Manhattan Beach, MN		City, ST, Zip
(218) 820-4854		Phone
paulphr@crosslake.net		Email
Mayor Paul Allen		Attention

P. O. NUMBER		TERMS			F.O.B
					Marietta, GA
LINE #	QTY	PART #	DESCRIPTION	PRICE EACH	TOTALS
1	2	TC-600S	Solar Power Radar Sign - 13" Display Area: Full Matrix 13" LED display - superbright amber with est. 100,000 hour life 40 watt solar panel with pole mounting bracket Two 12V 18 amp hour AGM batteries, provides up to 12 days backup operation 28" w x 33" h YOUR SPEED faceplate with 4" lettering K Band radar, meets FCC Part 15 rules, detection range up to 1200 feet "SLOW DOWN" & "TOO FAST" speeder alert messages Sign mounting clamp set (specify pole type/diameter, up to 4.5") 3/8" thick Bashplate™ (provides the ultimate in vandal protection of sign) WiFi transmitter - use web browser to communicate with sign up to 300 feet	\$3,595.00 Included Included Included Included Included Included Included Included	\$7,190.00
2	2	RW002	Two year warranty (includes parts & labor) Turnaround time to repair after receipt, 10 business days	Included	
3	2	SH600S	Ground Shipping for TC-600S with solar panel	\$150.00	\$300.00
4	2	AR004	Flat Bracket Mounting Kit - for square post, wood post, or 'U' channel post	\$36.00	\$72.00
5	1	-	Customer Discount	(\$364.00)	(\$364.00)
Minimum re-stock fee: 15%					
* Quote valid for 60 days. Pricing does not include any international taxes, fees, or duties or US State Sales Tax.				TOTAL	\$7,198.00

Authorized Signature

Print Name/Title

Date



# CITY CALCULATIONS

CITY OF MANHATTAN BEACH  
PROPOSED RATES

CITY OF MANHATTAN BEACH

C/S Nov-17

PAYABLE 2018

PREV TIF 0

LGA Relief Rate: 0.000%

INITIAL TAX CAPACITY:	292,230
less TIF Value:	0
TAXABLE TAX CAPACITY	292,230

Population	59
------------	----

PREV TAXABLE MV	26,808,899	1.7%
PREV TC	296,587	1.5%
PREV LEVY	70,000	0.0%

REF MV	11,738,300
TAX MV	26,356,432
CST MV	26,875,200
NEW CONST	134,400

TYPE	FUND NAME	TOTAL LEVY REQUEST	HACA	TIF EXCESS	ADJUSTED LEVY	FISC DISP DISTRIB	FINAL LEVY	SPREAD LEVY	PREV RATE	GENERAL RATE
10	CITY REVENUE	60,000	0	0	60,000	0	60,000	60,000.66	23.602%	0.352%
35	ROAD FUND	5,000	0	0	5,000	0	5,000	5,000.06		
87	BUILDING FUND	5,000	0	0	5,000	0	5,000	5,000.06		
TOTAL		70,000	0	0	70,000	0	70,000	70,000.78		23.954%

CITY OF MANHATTAN BEACH