

DRAFT

MINUTES OF THE REGULAR MONTHLY MEETING
OF THE MANHATTAN BEACH CITY COUNCIL
January 8th, 2019

The regular monthly meeting of Manhattan Beach City Council was held on Tuesday January 8th, 2019 in the City Hall at 7pm. The following officers were present: Paul Allen-Mayor; Janis Allen, Betty Worts and Barb Hanson-Wannebo-Council Members; Amy Wannebo-Clerk-Treasurer; one resident and one member of the press.

The Pledge of Allegiance was recited.

Agenda Amendments: A motion was made by Council Member Allen and seconded by Council Member Hanson-Wannebo to approve the agenda as printed. Motion carried.

Approval of December Meeting Minutes: A motion was made by Council Member Allen and seconded by Council Member Hanson-Wannebo to approve the minutes as printed. Motion Carried.

Oath of Office: Mayor Allen was sworn in by Council Member Allen, Council Members Worts and Hanson-Wannebo were sworn in by Mayor Allen.

Pro Temp Mayor; Janis Allen: Mayor Allen asked if there was a motion to appoint Council Member Allen as the Pro Temp Mayor. A motion was made by Council Member Hanson-Wannebo and seconded by Council Member Worts to appoint Council Member Allen as the Pro Temp Mayor. Motion Carried.

Appointment of City Services Providers: Mayor Allen asked for a motion to appoint City Service providers as follows. City Attorney; Ryan, Brucker & Kalis, Ltd., City Engineer; to be decided as needed, City Accountant; Justin Clasen & Co., City Insurance; Christensen Agency (agent) League of Minnesota Cities Insurance Trust (provider), Authorized Newspaper for City Publication; Northland Press and the City website (www.manhattanbeachmn.org), City Bank; Frandsen Bank & Trust, City Snow Removal; Hanson Property Services, LLC, City Septic Inspections; Tri-County Inspection and City Fire Protection; Crosslake Fire Dept. A motion was made by Council Member Allen and seconded by Council Member Hanson-Wannebo to appoint the City Service providers as stated. Motion carried.

Clerk-Treasurer's Report: Supporting documents attached. Clerk-Treasurer Wannebo asked for Council's approval to pay the City Credit Card bill each month when it arrives to avoid any late fees and that a copy of all transactions would be provided to the Council. A motion was made by Council Member Allen and seconded by Council Member Worts to pay the City Credit Card as it comes. Motion carried. A motion was made by Council Member Allen and seconded by Council Member Hanson-Wannebo to pay bills as listed and to include Crosslake Communications. Motion carried.

Check numbers 3226 through 3234 have been paid for a total amount of \$3,080.49.

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Communications: None.

Planning & Zoning Report: Mayor Allen read the P&Z report-attached.

OPEN FORUM:

Unfinished Business:

Goldenstein & Satchell Roads Update: Mayor Allen explained that Satchell Road may need to be moved in the future to ensure that there is adequate right of ways on each side and that the City may need to ask one of the property openers for a temporary three year easement agreement until the road can be moved. He stated that the City Attorney, Andrew Kalis has the legal descriptions for Satchell Road. Mayor Allen explained that for Goldenstein Road, the property owner names have been corrected on all documents. The City will be asking each property owner at the end of the road for a thirty three foot easement for a legal access. City Attorney Kalis has contacted these property owners and he has the legal descriptions.

Road Signs for Sale: Mayor Allen said that the City could sell the street signs but didn't think that the stop and speed signs could be sold. Council Member Worts stated that she thought it would be a nice gesture to donate the street signs to someone local and that she would look into what to do with the stop and speed signs.

Old Printer & Scanner: Clerk-Treasurer Wannebo suggested that the City either sell or dispose of the old printer and scanner, explaining that there was no reason to store those items when the City has a service contract with The Office Shop for the current printer. **A motion was made by Council Member Allen and seconded by Council Member Worts to place an ad on Craigslist to give away the printer and scanner for free. Motion carried.**

OPEN FORUM:

New Business:

Meyer Lake Road & Northgate Lane Survey: Mayor Allen looked into it and said that property owners for parts of Meyer Lake Road, Great River Energy and Dave Bollie didn't have any easement information on file with the County that he could find. Mayor Allen said that before the City looks into any major road improvements that it should make sure that the information is correct and have both Northgate Lane and Meyer Lake Road surveyed. **A motion was made by Council Member Allen and seconded by Council Member Hanson-Wannebo to have Stonemark go ahead with surveying Meyer Lake Road and Northgate Lane. Motion carried.**

Update Fee Schedule for Septic Permits: Mayor Allen explained that the current septic permit fee does not cover the City's cost for the septic inspection, it is five dollars short of breaking even. **A motion was made by Council Member Allen and seconded by Council Member Worts to increase the Residential septic permit fee to \$180.00. Motion carried.**

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Adjournment: A motion was made by Council Member Allen and seconded by Council Member Hanson-Wannebo to adjourn the meeting. Motion carried.

Meeting was adjourned at 7:45pm.

Clerk-Treasurer Amy Wannebo

Mayor/Council Member

For the payroll period ending: 12/31/2018

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41425-101		Wannebo, Amy	577.19
		Account Total	577.19
100-41425-101		Unallocated (Due to rounding)	\$0.00
		Total For Period	\$577.19



Barbara A Hanson-Wannebo City Council/Town Board Date 1-8-19



Janis A Allen City Council/Town Board Date 1-8-19

Marlene Yurek City Council/Town Board Date

 Council member

Date Range : 11/13/2018 To 12/13/2018

<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>
12/13/2018	Crow Wing Power	November 2018 service	3225	\$153.00	100-41940-381-	General Government Buildings and Plant	\$153.00

Total For Selected Claims

\$153.00

\$153.00

Barbara A Hanson-Wannebo

 City Council/Town Board

1-8-19

 Date

Janis A Allen

 City Council/Town Board

1-8-19

 Date

Marlene Yurek

 City Council/Town Board

1-18/19

 Date

Elyse West

Council member

For the Period : 1/1/2018 To 1/8/2019

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$308,492.66	\$69,508.23	\$57,358.42	\$320,642.47	\$0.00	\$1,222.48	\$321,864.95
Road and Bridge	\$8,737.62	\$9,079.00	\$11,490.20	\$6,326.42	\$0.00	\$1,260.00	\$7,586.42
Tax Increment Financing Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Fund	\$8,004.46	\$5,000.00	\$0.00	\$13,004.46	\$0.00	\$0.00	\$13,004.46
Total	\$325,234.74	\$83,587.23	\$68,848.62	\$339,973.35	\$0.00	\$2,482.48	\$342,455.83

Barbara A Hanson-Wannebo
 Barbara A Hanson-Wannebo
 City Council/Town Board
 Date 1-8-19

Janis A Allen
 Janis A Allen
 City Council/Town Board
 Date 1-8-19

Marlene Yurek
 Marlene Yurek
 City Council/Town Board
 Date 1-8-19

Fund Name: All Funds

Date Range: 12/08/2018 To 01/08/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
12/13/2018	Crow Wing Power	3225	November 2018 service	N	General Government Buildings and Plant	100-41940-381-	\$ 153.00
Total For Check							153.00
01/08/2019	Northland Press	3226	Legal Notice: Meeting Notice 1/8/19 displayed 12/11/18	N	General Government	100-41001-351-	\$ 17.00
Total For Check							17.00
01/08/2019	Crow Wing County Auditor-Treasurer	3227	Mail Ballot Fees	N	General Government	100-41001-301-	\$ 133.28
Total For Check							133.28
01/08/2019	Visa Community Card-Cardmember Serv	3228	Frandsen Back CC office supplies	N	General Government	100-41001-206-	\$ 62.22
Total For Check							62.22
01/08/2019	Sourcwell Formerly NJPA	3229	P&Z services for November 2018	N	Planning and Zoning	100-41910-106-	\$ 50.00
Total For Check							50.00
01/08/2019	Stonemark Land Surveying, INC.	3230	professional services	N	Unpaved Streets	201-43122-303-	\$ 900.00
Total For Check							900.00
01/08/2019	Hanson Property Services LLC	3231	snow plowing 12/27/18, 12/28/18, 12/31/18 & 11/11/18	N	Ice and Snow Removal	201-43125-106-	\$ 360.00
Total For Check							360.00
01/08/2019	Crow Wing Power	3232	December 2018 service	N	General Government Buildings and Plant	100-41940-381-	\$ 175.00
Total For Check							175.00
01/08/2019	Payroll Period Ending 12/31/2018	3233	Clerk december 2018 salary	N	Clerk	100-41425-101-	\$ 577.19
Total For Check							577.19
Total For Selected Checks							2,427.69



Northland PRESS

13833 Riverwood Lane, Suite 2. Crosslake 56442 • P.O. Box 145, Outing 56662
Phone: 218.692.5842 | Fax: 218.692.5844 | news@northlandpress.com | www.northlandpress.com

December 28, 2018

To: Manhattan Beach City Council
Re: 2019 Legal Newspaper Designation

Dear Mayor and City Council,

I would like to take this opportunity to thank the City of Manhattan Beach for designating the Northland Press as your legal newspaper in 2018. We would like to continue as your resource for legal publishing in 2019.

We remain a free publication delivered through the U.S. Mail to every postal customer in Manhattan Beach every week. This ensures that each resident has the opportunity to view every legal/public notice as well as follow any city business as reported in the paper.

The rate for publishing legal and public notices in 2019 will remain at \$8.50 per column inch. All notices will be posted on our website as required by Minnesota Statute. The paper is for sale at several retail outlets in the lakes area for residents that do not have a post office box, or are seasonal. We also offer subscriptions for six months and one year.

Enclosed with this letter is a copy of our filing with the Minnesota Secretary of State and rate card.

Again, thank you for your consideration to continue as your official newspaper. Please direct any questions to me. I can be reached at 218-340-4162 (cell), or email at paul@northlandpress.com.

Sincerely,

Paul Boblett Owner/Editor Northland Press

Northland PRESS

Crosslake Office: 13833 Riverwood Lane, Suite 2, Crosslake, MN 56442

Phone: 218.692.5842 • Fax: 218.692.5844

Outing Office: P.O. Box 145, Outing, MN 56662 • FAX: 218.792.5844

Email: news@northlandpress.com • website: www.northlandpress.com

Frequency: Weekly, Tuesday, U.S. Mail (50 weeks, 2019) **First Publication:** April 5, 2005
Circulation: Free Distribution with Total Market Saturation; Circulation Verification Council (CVC) Audit
Serving: Breezy Point, Crosslake, Emily, Fifty Lakes, Jenkins, Manhattan Beach, Merrifield, Outing, Pequot Lakes, Pine River and surrounding townships.
Owners: Joanne & Paul Boblett
Deadlines: Display Advertising: Thursday by 12:00 pm; Classifieds: Friday by 11:00 am
Page Specs: Broadsheet Format; Print Area: 11.75 inches wide by 20.5 inches tall; 6 Columns
Column Sizes: 1 col. = 1.8" 2 col. = 3.79" 3 col. = 5.78" 4 col. = 7.77" 5 col. = 9.76" 6 col. = 11.75"
Office Hours: Crosslake: Tuesday-Thursday 9 am - 4 pm, Friday 9 am - 12 noon; Outing: By appt. only

Display Advertising Rates: (Deadline Thursday at 2:00 pm)

Term And Volume Rate Discounts Available

- **Display Ads - Open Rate** \$9.90 per Column inch
- **Political - *Prepaid only** \$9.90 per Column inch
- **Classified Display - Open Rate** \$9.90 Column inch
- **National Commissionable** \$16.00 per Column inch
- **Legal Advertising** Available on Request
- *** Professional Directory** Available on Request

Process Color: \$100 - Some discounts are available based on size

Personal Display Ads: (Deadline Thursday at 2:00 pm)

- Birth and Death Notices FREE w/limited availability due to space constraints
- Milestone Anniversary FREE w/limited availability due to space constraints
- Milestone Birthday FREE w/limited availability due to space constraints
- Birthday/Anniversary \$8.50 per column inch (for first 4 column inches, then open rate applies)
- Personal (non-business) Thanks \$8.50 per column inch (for first 4 column inches, then open rate applies)

Classified Word Advertising Rate: (Deadline Friday at 12 noon)

- Lost and Found ads are free; all other Classifieds: 65¢ per word (\$8 minimum/week) + \$1 Box
- Options: **Bold Face** \$1.00

Preprinted Inserts: (Deadline Thursday 4:00 pm)

- \$70 per thousand* for full run; Zoning is available with a flat broken route charge of \$50

*Rates may vary depending on size and weight of insert

Northland Press Advertising Policy:

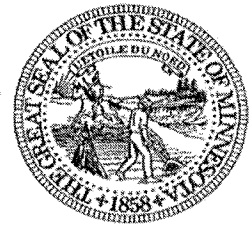
Our policy is simple: If you charge, we charge. We regularly receive requests for free publicity, including items with the words "Press Release" or "News Release" in large print across the top followed by a description promoting products or services of the individual, agency, organization or business that sent the request. If you charge for something, it is generally to cover expenses, and one of those expenses needs to be promotion (i.e. advertising). We want your news. We want your advertising. Let the Northland Press assist you in presenting both to our readers.



Office of the Minnesota Secretary of State

Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



Must be filed between September 1 and December 31, each year

Filing Fee: \$25.00

Please read the instructions before completing this form.

1. Current Name and Known Office of Issue Address of Newspaper:

The Northland Press Inc
2220 Peninsula Rd NE
Outing, MN 56662

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

DEC 01 2018

Steve Pinn
Secretary of State

2. **IF CHANGED**, list the new name and/or address of known office of issue:

Name of Newspaper: _____

Street Address: _____
(Must be a complete street address or rural route and rural route box number)

City: _____ State: MN Zip Code: _____

3. County of Known Office of Issue: (Required) Cass County
4. Legal Newspaper Phone Number: (Required) 218-792-5842 - Outing, MN office
218-692-5842 - Crosslake, MN office
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Joanne W. Boblett, Publisher/Co-Owner 218-792-5842
Contact Name Daytime Phone Number

6. Email Address for Official Notices

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

E-Mail Address: jo@northlandpress.com

7. This legal newspaper certifies that it has complied with all of the requirements of Minnesota Statutes, section 331A.02.

8. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Joanne W. Boblett 11-13-2018
Signature of Authorized Representative (Required) Date

Fund Name: All Funds

Date Range: 12/08/2018 To 01/08/2019

<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>
12/20/2018	LMCIT	50	2018 PC Dividend	(12/20/2018) -	N Dividend	100-36231-	\$ 67.00
12/26/2018	State of Minnesota MN Management &	48	MV Credit-Agricultural	(12/26/2018) -	N Agricultural Market Value Credit	100-33426-	\$ 66.86
12/26/2018	State of Minnesota MN Management &	49	small city assistance	(12/26/2018) -	N Small Cities Assistance	201-33465-	\$ 2,039.50
Total for Selected Receipts							\$ 2,039.50
							\$ 2,173.36

January 2, 2019

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

RE: January Report

Mayor and City Council,

1. There was no planning commission meeting this past month since there was no business to discuss.
2. There was no land use permits applied for or issued in December.

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

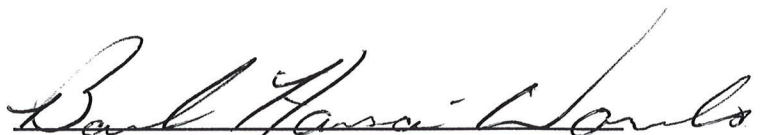
Sincerely,

Darrin Welle
Zoning Administrator

Oath of Office

COPY

I, Barbara Hanson-Wannebo, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota and to discharge faithfully the duties of the Office of City Council Member, of the City of Manhattan Beach, Minnesota, to the best of my judgement and ability, so help me God.



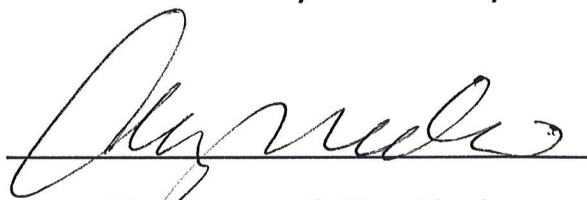
Signature

State of Minnesota

County of Crow Wing

City of Manhattan Beach

Subscribed and sworn to before me on this 8th day of January 2019



Signature of City Clerk

12/31/2022

Term Expires

Oath of Office

A blue, stylized watermark of the word "COPY" with a small square icon to its left.

I, Elizabeth Worts do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota and to discharge faithfully the duties of the Office of City Council Member, of the City of Manhattan Beach, Minnesota, to the best of my judgement and ability, so help me God.

A handwritten signature in black ink, reading "Elizabeth Worts", written over a horizontal line.

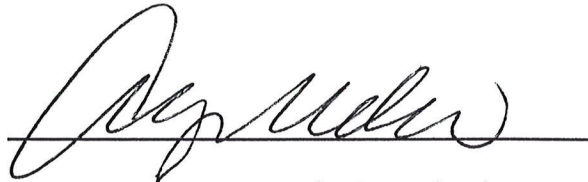
Signature

State of Minnesota

County of Crow Wing

City of Manhattan Beach

Subscribed and sworn to before me on this 8th day of January 2019

A handwritten signature in black ink, written over a horizontal line.

Signature of City Clerk

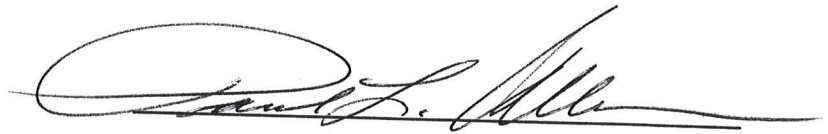
12/31/2022

Term Expires

Oath of Office

COPY

I, Paul Allen, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota and to discharge faithfully the duties of the Office of Mayor, of the City of Manhattan Beach, Minnesota, to the best of my judgement and ability, so help me God.



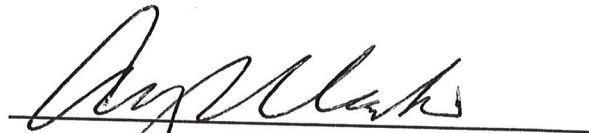
Signature

State of Minnesota

County of Crow Wing

City of Manhattan Beach

Subscribed and sworn to before me on this 8th day of January 2019



Signature of City Clerk

12/31/2022

Term Expires