

MINUTES OF THE REGULAR MONTHLY MEETING
OF THE MANHATTAN BEACH CITY COUNCIL
August 7th, 2018

The regular monthly meeting of Manhattan Beach City Council was held on Tuesday August 7th, 2018 in the City Hall at 7pm. The following officers were present: Paul Allen-Mayor; Janis Allen, Barb Hanson-Wannebo & Marlene Yurek-Council Members; Amy Wannebo-Clerk-Treasurer; approximately 4 residents and one member of the press.

The Pledge of Allegiance was recited.

Agenda Amendments: Mayor Allen asked that the agenda be amended to include Resolution for Planning & Zoning Bylaws under new business. **A motion was made by Council Member Allen and seconded by Council Member Yurek to amend the agenda as Mayor Allen requested. Motion carried.**

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

Clerk-Treasurer's Report: Supporting documents attached. Clerk-Treasurer Wannebo asked if there were any questions and stated that the budgeted \$10,000.00 for the Road Fund and Building Fund needed to be transferred by motion from the general fund into each fund. **A motion was made by Council Member Allen and seconded by Council Member Yurek to transfer from the general fund \$5,000.00 to the Building Fund and \$5,000.00 to the Road Fund. Motion carried.** A motion was made by Council Member Yurek and seconded by Council Member Allen to approve the claims as printed including Crow Wing Power. **Motion carried.** Clerk-Treasurer Wannebo stated that the Council would also need to decide on the liability coverage waiver by motion. **A motion was made by Council Member Allen and seconded by Council Member Hanson-Wannebo to waive the coverage. Motion carried.**

Check numbers 3171 through 3181 & 3183 have been paid for a total amount of \$6,199.37.

Communications: None

Planning & Zoning Report: Zoning Administrator Darrin Welle emailed his report for July-attached. Mayor Allen read it aloud.

OPEN FORUM:

Unfinished Business:

Community Meeting Results: *The results in their entirety are posted on the City website; www.manhattanbeachmn.org Dan Frank reviewed the results, saying that thirty seven people signed in and of those people, thirty of them completed evaluations. He stated that the top three important topics to attendees were: to preserve the quality of life/natural area and shorelines, to preserve the sense of

community/self governing City and to improve parking for Trout Lake boat access. The top three challenges were: to control growth while preserving a country environment, to preserve and improve Manhattan Beach Lodge and to preserve water quality and natural shorelines. Dan stated that the City could utilize the citizens that have volunteered to help with certain projects. Kevin Larson included his invoice and went over all expenses. He expressed that he wanted to donate a large map to the City. Kevin stated that he thought that the event went really well with a great turn out. Council Member Allen stated that she heard a lot of good feedback from people that attended. Mayor Allen suggested sending out a post card letting all property owners/residents know that the results are posted on the City website. He also stated that after the Council has had time to digest the information, that the Council could address some of the suggestions at a future meeting. **A motion was made by Council Member Allen and seconded by Council Member Yurek to pay Kevin Larson's invoice for \$1,409.99. Motion carried.**

Office Desk: The Council went into the office to physically go over the plan for putting in a new office desk. **A motion was made by Council Member Allen and seconded by Council Member Yurek to have Mayor Allen make the discussed changes to the office desk. Motion carried.**

Puzzle Update: Council Member Yurek shared the framed puzzle with the Council and suggested Mayor Allen hang the puzzle.

OPEN FORUM:

New Business:

2019 Proposed Budget: Proposed 2019 Budget and Disbursements Ledger attached. Clerk-Treasurer Wannebo briefly went over the proposed budget line items and the disbursements ledger. She stated that the Initiative Foundation was asking for \$125 this year, up \$25 from previous years. Clerk-Treasurer Wannebo stated that there was plenty of budget money left for the year. The Council expressed that the levy should not be raised from the usual \$70,000.00.

Resolution for Planning & Zoning Bylaws: Council Member Allen stated that the Council should review the Bylaws before deciding on them. Clerk-Treasurer Wannebo stated that she did not receive the Bylaws to distribute to the Council for review, she received only the Resolution. **A motion was made by Council Member Allen and seconded by Council Member Yurek to table the resolution until the Council has had a chance to review the proposed Bylaws and to have Darrin Welle send it in a PDF format. Motion carried.**

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 8:19pm.

DRAFT

Clerk-Treasurer Amy Wannebo

Mayor/Council Member

Date Range : 7/7/2018 To 8/7/2018

<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>
08/07/2018	Sourcewell Formerly NIPA	PRZ services for January & June 2018	3171	\$200.00	100-41910-106-	Planning and Zoning	\$200.00
08/07/2018	Northland Press	Legal Notice: Filing affidavits of candidacy for city offices notice 7/10/2018	3172	\$55.25	100-41001-351-	General Government	\$55.25
08/07/2018	Ryan, Brucker & Kalis, Ltd.	legal services from 5/30/18-8/3/2018	3173	\$1,699.30	100-41610-304-	City/Town Attorney	\$1,699.30
08/07/2018	Wannebo Excavating	Grading Satchell Road	3174	\$50.00	201-43122-403-	Unpaved Streets	\$50.00
08/07/2018	Nicks Lawn Service, INC.	Mowing: 6/13/18 & 6/27/18, 7/12/18 & 7/25/18	3175	\$214.76	100-41001-405-	General Government	\$214.76
08/07/2018	CWC Highway Department	Installation of radar signs	3176	\$346.20	201-43121-312-	Paved Streets	\$346.20
08/07/2018	Crosslake Communications	August 2018 internet	3177	\$72.13	100-41940-321-	General Government Buildings and Plant	\$72.13
08/07/2018	The Office Shop	contract	3178	\$17.67	100-41001-202-	General Government	\$17.67
08/07/2018	Initiative Foundation	2018 Endowment	3179	\$100.00	100-41001-490-	General Government	\$100.00
08/07/2018	On Target Solutions LLC	Facilitation & Plannign services	3180	\$1,000.00	100-41001-313-	General Government	\$1,000.00
07/31/2018	Department of the Treasury	941 2nd Quarter taxes	73118DC	\$286.88			

Date Range : 7/7/2018 To 8/7/2018

<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>
				\$4,042.19	100-41425-171-	Clerk	\$286.88
Total For Selected Claims				\$4,042.19			\$4,042.19

Barbara A Hanson-Wannebo City Council/Town Board

Date

Janis A Allen *Janis A. Allen* City Council/Town Board

Date

Marlene Yurek *Marlene M Yurek* City Council/Town Board

Date

8-7-18

8-7-2018

Date Range : 6/20/2018 To 7/20/2018

<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>
07/09/2018	Crow Wing Power	June 2018 service	3170	\$170.00	100-41940-381-	General Government Buildings and Plant	\$170.00
Total For Selected Claims				\$170.00			\$170.00

Barbara A Hanson-Wannebo City Council/Town Board

Date

Janis A. Allen

8.7.18

Janis A Allen City Council/Town Board

Date

Marlene M Yurek

8-7-2018

Marlene Yurek City Council/Town Board

Date

For the payroll period ending: 08/07/2018

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

Barbara A Hanson-Wannebo City Council/Town Board

Date

Janis Allen

Janis A Allen

City Council/Town Board

8.7.18

Date

Marlene M Yurek

Marlene Yurek

City Council/Town Board

8-7-2018

Date

For the Period : 7/7/2018 To 8/7/2018

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$326,334.03	\$515.00	\$4,393.18	\$322,455.85	\$515.00	\$3,936.30	\$325,877.15
Road and Bridge	(\$596.38)	\$2,039.50	\$396.20	\$1,046.92	\$0.00	\$396.20	\$1,443.12
Tax Increment Financing Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Fund	\$8,004.46	\$0.00	\$0.00	\$8,004.46	\$0.00	\$0.00	\$8,004.46
Total	\$333,742.11	\$2,554.50	\$4,789.38	\$331,507.23	\$515.00	\$4,332.50	\$335,324.73

Fund Name: All Funds

Date Range: 07/07/2018 To 08/07/2018

<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>
07/20/2018	State of Minnesota Management &	34	Small City Assistance	(07/27/2018) -	N	Small Cities Assistance	201-33465-	\$ 2,039.50
08/07/2018	Zachary Hanson	35	building & sewer permit	(08/07/2018) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 515.00
Total for Selected Receipts								\$ 2,554.50

For the Period 1/1/2018 to 7/27/2018

Name: Amy Wannebo
 40251 Guy Wannebo Trail
 Manhattan Beach, MN 56442
 Number of Exceptions: Federal 0, State 0
 Employee Number: 475-98-6906
 Social Security #: Married
 Tax Status: Additional Withholdings: Federal \$0.00, State \$0.00
 Effective Date: 11/07/2017
 Employment Date: 11/07/2017
 Separation Date:
 Type: Monthly
 Retirement Plan: PERA Number:

Salary Rate Name: Rate
 Monthly Salary: 625.00

Pay Period	Check Date	Hours		Earnings			Pretax			Taxable Wgs	
		Regular	Overtime	Regular	Overtime	Tips	Gross	PERA	Def. Inc.		Cafeteria
01/02/2018	01/02/2018	1.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	0.00	625.00
01/31/2018	02/07/2018	1.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	0.00	625.00
03/06/2018	03/06/2018	1.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	0.00	625.00
04/03/2018	04/03/2018	1.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	0.00	625.00
05/01/2018	05/01/2018	1.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	0.00	625.00
06/05/2018	06/05/2018	1.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	0.00	625.00
07/03/2018	07/03/2018	1.00	0.00	625.00	0.00	0.00	625.00	0.00	0.00	0.00	625.00
Total		7.00	0.00	4,375.00	0.00	0.00	4,375.00	0.00	0.00	0.00	4,375.00

Insurance

Pay Period	Fed WH Tax	FICA	Medicare	State WH Tax	Health			Life	Union Dues	Other 1	Other 2	Other 3	Net Pay	EIC	Net Pay
					Health	Dental	Life								
01/02/2018	0.00	38.75	9.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	577.19	577.19
01/31/2018	0.00	38.75	9.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	577.19	577.19
03/06/2018	0.00	38.75	9.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	577.19	577.19
04/03/2018	0.00	38.75	9.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	577.19	577.19
05/01/2018	0.00	38.75	9.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	577.19	577.19
06/05/2018	0.00	38.75	9.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	577.19	577.19
07/03/2018	0.00	38.75	9.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	577.19	577.19
Total	0.00	271.25	63.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,040.33	4,040.33

For the Period: 4/1/2018 To 6/30/2018

Account Number	Employee Number	Employee Name	Withholding	FICA Employee	FICA Employer	Medicare Employee	Medicare Employer	Total	Total Employee
100-41425-101		Wannebo, Amy	\$0.00	\$116.25	\$116.25	\$27.18	\$27.18	\$286.86	\$143.43
		Account Total	\$0.00	\$116.25	\$116.25	\$27.18	\$27.18	\$286.86	\$143.43
100-41425-101		Unallocated (Due to rounding)	\$0.00	\$0.00	\$0.00	\$0.01	\$0.01	\$0.02	\$0.01
		Total For Period	\$0.00	\$116.25	\$116.25	\$27.19	\$27.19	\$286.88	\$143.44

Federal Quarterly Income Tax Withholding Information

City of Manhattan Beach

7/27/2018

For the quarter ending 6/30/2018

Total wages subject to withholding	\$1,875.00
Total income tax withheld from wages	\$0.00
Taxable social security wages paid	\$1,875.00
	<u>X 12.40%</u>
Social security tax	\$232.50
Taxable Social security tips	\$0.00
	<u>X 12.40%</u>
Social security tips tax	\$0.00
Taxable medicare wages paid	\$1,875.00
	<u>X 2.90%</u>
Medicare tax	\$54.38
Total social security tax	\$286.88
Total taxes	\$286.88

Amy Wannebo

From: Darrin Welle <Darrin.Welle@sourcewell-mn.gov>
Sent: Friday, August 3, 2018 2:52 PM
To: Amy Wannebo ; Paul Allen
Subject: August report
Attachments: aug.pdf; SSTS Full Ordinance.pdf

Hi Amy and Paul,

Attached is my report for council and I also included the new proposed SSTS ordinance. The public hearing notice will be in the paper next week, so in case anyone requests it from you two it's attached.

Regards,

Darrin Welle | Planning & Zoning Specialist

Office: 218-895-4142 |

Website: www.sourcewell-mn.gov



August 3, 2018

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

RE: August Report

Mayor and City Council,

1. The lot split proposal from Barb Hanson-Wannebo/Luke Hanson has been withdrawn. There will be no need for council to review that application.
2. The commission reviewed a proposed subsurface septic treatment (SSTS) ordinance. The MPCA has given approval to move forward with a public hearing for it. The public hearing will be at the August 21st Planning Commission Meeting. After the public hearing the commission will forward a recommendation to council. I would expect that to be at your September meeting.
3. The commission also reviewed by-laws for the commission. These have been reviewed by the planning commission the past two months and ready for council review.
4. There was one land use permit issued on August 2nd to Zach Hanson for a new dwelling and septic system.

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

Amy Wannebo

From: Kevin Larson <kevin@gocct.com>
Sent: Monday, August 6, 2018 3:41 PM
To: Amy Wannebo; Amy Wannebo
Subject: MB Planning Meeting Invoices
Attachments: Dan Frank W-9.jpg; ManHattan Beach Invoice July 14th.docx; MB Planning mtg (Autosaved).xlsx

Amy – please share with the City Council the attached invoices for the July 14th planning meeting.

Attached you will find Dan Frank’s invoice and his W-9.

The 3rd attachment is my summary of actual expenses incurred for the meeting in which I have paid all of them. I will provide actual billing statement to you in paper form on Tuesday evening.

Thanks!

**KEVIN
LARSON**

Director of Public Affairs

D: (218) 454-1101

M: (218) 820-0755

F: (218) 454-6071

gocct.com |   

 **CTC**

01/01/2018 To 12/31/2018

Fund Name: General Fund Budget \$2,464.00
 Account Number: 100-41001-201
 Account Name: General Government
 Object Code Name: Office Supplies: Accessories (staplers, pencil sharpeners, etc.)

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$2,464.00
6/5/2018	Marlene Yurek	3157	\$95.62	\$95.62	\$2,368.38

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41001-202
 Account Name: General Government
 Object Code Name: Office Supplies: Duplicating and Copying Supplies

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
5/11/2018	The Office Shop	3151	\$19.41	\$19.41	(\$19.41)

Fund Name: General Fund Budget \$2,000.00
 Account Number: 100-41001-206
 Account Name: General Government
 Object Code Name: Office Supplies: Office Equipment & Furnishings

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$2,000.00
2/7/2018	The Office Shop	3122*	\$1,214.01	\$1,214.01	\$785.99
3/6/2018	Office Depot	0235 Debit*	\$85.89	\$1,299.90	\$700.10
4/3/2018	Frandsen Bank	3137	\$45.00	\$1,344.90	\$655.10
5/1/2018	Office Depot	DC4618	\$4.28	\$1,349.18	\$650.82
5/1/2018	Red River Flags	3143	\$33.00	\$1,382.18	\$617.82

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41001-211
 Account Name: General Government
 Object Code Name: Operating Supplies: Cleaning Supplies

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
5/1/2018	Office Depot	DC4918	\$40.77	\$40.77	(\$40.77)

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41001-216
 Account Name: General Government
 Object Code Name: Operating Supplies: Chemicals and Chemical Products

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
5/1/2018	Birchdale Fire & Security	3148	\$59.95	\$59.95	(\$59.95)

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41001-301
 Account Name: General Government
 Object Code Name: Professional Services: Auditing and Accounting Services

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
4/3/2018	Crow Wing County- Land Services	3138	\$15.00	\$15.00	(\$15.00)

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41001-308
 Account Name: General Government
 Object Code Name: Professional Services: Recording Fees

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
3/6/2018	Crow Wing County Recorder	3128	\$92.00	\$92.00	(\$92.00)

01/01/2018 To 12/31/2018

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41001-311
 Account Name: General Government
 Object Code Name: Professional Services: preservation

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
7/3/2018	Lakes Area Gallery and Frame Shoppe	3167	\$202.59	\$202.59	(\$202.59)

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41001-321
 Account Name: General Government
 Object Code Name: Communications: Internet

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
2/7/2018	ECTC	3120*	\$1,120.00	\$1,120.00	(\$1,120.00)

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41001-322
 Account Name: General Government
 Object Code Name: Communications: Postage

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
1/24/2018	Post Master	3123voidDC	\$3.32	\$3.32	(\$3.32)

Fund Name: General Fund Budget \$800.00
 Account Number: 100-41001-351
 Account Name: General Government
 Object Code Name: Printing and Binding: Legal Notices Publishing

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$800.00
7/3/2018	Northland Press	3163	\$38.25	\$38.25	\$761.75

Fund Name: General Fund Budget \$2,000.00
 Account Number: 100-41001-361
 Account Name: General Government
 Object Code Name: Insurance: General Liability

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$2,000.00

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41001-403
 Account Name: General Government
 Object Code Name: Repairs and Maintenance - Contractual: Improvements Other Than Buildings

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
7/3/2018	Crow Wing SWCD	3166	\$270.00	\$270.00	(\$270.00)

Fund Name: General Fund Budget \$456.00
 Account Number: 100-41001-405
 Account Name: General Government
 Object Code Name: Lawn Care

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$456.00

01/01/2018 To 12/31/2018

Fund Name: General Fund Budget \$300.00
 Account Number: 100-41001-437
 Account Name: General Government
 Object Code Name: Training

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$300.00
3/6/2018	ECTC	3129	\$240.00	\$240.00	\$60.00

Fund Name: General Fund Budget \$6,180.00
 Account Number: 100-41110-103
 Account Name: Council/Town Board
 Object Code Name: Wages and Salaries: Part-time Employees

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$6,180.00

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41110-151
 Account Name: Council/Town Board
 Object Code Name: Worker's Compensation: Insurance Premiums

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
6/5/2018	LMCIT WC c/o Berkley Risk Admins.Co	3155	\$200.00	\$200.00	(\$200.00)

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41110-171
 Account Name: Council/Town Board
 Object Code Name: Employee Paid: Federal Income Tax

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
1/24/2018	Department of the Treasury	3115	\$1,297.44	\$1,297.44	(\$1,297.44)

Fund Name: General Fund Budget \$7,500.00
 Account Number: 100-41425-103
 Account Name: Clerk
 Object Code Name: Wages and Salaries: Part-time Employees

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$7,500.00
1/2/2018	Payroll Period Ending 01/02/2018	3113	\$577.19	\$577.19	\$6,922.81
2/7/2018	Payroll Period Ending 01/31/2018	3124	\$577.19	\$1,154.38	\$6,345.62
3/6/2018	Payroll Period Ending 03/06/2018	3132	\$577.19	\$1,731.57	\$5,768.43
4/3/2018	Payroll Period Ending 04/03/2018	3141	\$577.19	\$2,308.76	\$5,191.24
5/1/2018	Payroll Period Ending 05/01/2018	3150	\$577.19	\$2,885.95	\$4,614.05
6/5/2018	Payroll Period Ending 06/05/2018	3158	\$577.19	\$3,463.14	\$4,036.86
7/3/2018	Payroll Period Ending 07/03/2018	3169	\$577.19	\$4,040.33	\$3,459.67

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41425-171
 Account Name: Clerk
 Object Code Name: Employee Paid: Federal Income Tax

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
5/1/2018	Department of the Treasury	DC43018	\$286.88	\$286.88	(\$286.88)

01/01/2018 To 12/31/2018

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41425-810
 Account Name: Clerk
 Object Code Name: Refunds and Reimbursements

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
2/7/2018	Amy Wannebo	3118	\$120.48	\$120.48	(\$120.48)
7/3/2018	Amy Wannebo	3168	\$31.03	\$151.51	(\$151.51)

Fund Name: General Fund Budget \$5,000.00
 Account Number: 100-41530-301
 Account Name: Accounting
 Object Code Name: Professional Services: Auditing and Accounting Services

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$5,000.00

Fund Name: General Fund Budget \$7,500.00
 Account Number: 100-41610-304
 Account Name: City/Town Attorney
 Object Code Name: Professional Services: Legal Fees

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$7,500.00
2/7/2018	Ryan, Brucker & Kalis, Ltd.	3117	\$2,606.00	\$2,606.00	\$4,894.00
3/6/2018	Ryan, Brucker & Kalis, Ltd.	3131	\$48.75	\$2,654.75	\$4,845.25
5/1/2018	Ryan, Brucker & Kalis, Ltd.	3144	\$97.50	\$2,752.25	\$4,747.75
6/5/2018	Ryan, Brucker & Kalis, Ltd.	3154	\$1,308.20	\$4,060.45	\$3,439.55
7/3/2018	Ryan, Brucker & Kalis, Ltd.	3162	\$195.00	\$4,255.45	\$3,244.55

Fund Name: General Fund Budget \$6,000.00
 Account Number: 100-41910-103
 Account Name: Planning and Zoning
 Object Code Name: Wages and Salaries: Part-time Employees

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$6,000.00

Fund Name: General Fund Budget \$0.00
 Account Number: 100-41910-106
 Account Name: Planning and Zoning
 Object Code Name: Contractual

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
3/6/2018	National Joint Powers Alliance	3126	\$50.00	\$50.00	(\$50.00)
4/3/2018	National Joint Powers Alliance	3136	\$25.00	\$75.00	(\$75.00)
5/1/2018	National Joint Powers Alliance	3147	\$25.00	\$100.00	(\$100.00)
6/5/2018	National Joint Powers Alliance	3153	\$25.00	\$125.00	(\$125.00)
7/3/2018	Sourcewell Formerly NJPA	3165	\$50.00	\$175.00	(\$175.00)

Fund Name: General Fund Budget \$300.00
 Account Number: 100-41910-437
 Account Name: Planning and Zoning
 Object Code Name: Training

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$300.00

01/01/2018 To 12/31/2018

Fund Name: General Fund **Budget** \$818.00
Account Number: 100-41940-321
Account Name: General Government Buildings and Plant
Object Code Name: Communications: Internet

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$818.00
1/2/2018	Crosslake Communications	3112	\$68.18	\$68.18	\$749.82
2/7/2018	Crosslake Communications	3116	\$73.84	\$142.02	\$675.98
3/6/2018	Crosslake Communications	3130	\$72.13	\$214.15	\$603.85
4/3/2018	Crosslake Communications	3139	\$72.13	\$286.28	\$531.72
6/5/2018	Crosslake Communications	3152	\$145.34	\$431.62	\$386.38
7/3/2018	Crosslake Communications	3160	\$72.13	\$503.75	\$314.25

Fund Name: General Fund **Budget** \$2,182.00
Account Number: 100-41940-381
Account Name: General Government Buildings and Plant
Object Code Name: Utility Services: Electric Utilities

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$2,182.00
1/8/2018	Crow Wing Power	3114	\$224.00	\$224.00	\$1,958.00
2/12/2018	Crow Wing Power	3125	\$248.00	\$472.00	\$1,710.00
3/15/2018	Crow Wing Power	3133	\$234.00	\$706.00	\$1,476.00
4/5/2018	Crow Wing Power	3142	\$171.00	\$877.00	\$1,305.00
5/11/2018	Crow Wing Power	3149	\$172.00	\$1,049.00	\$1,133.00
6/14/2018	Crow Wing Power	3159	\$99.00	\$1,148.00	\$1,034.00
7/20/2018	Crow Wing Power	3170	\$170.00	\$1,318.00	\$864.00

Fund Name: General Fund **Budget** \$0.00
Account Number: 100-41940-384
Account Name: General Government Buildings and Plant
Object Code Name: Utility Services: Refuse Disposal

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
2/7/2018	Pequot Lakes Sanitation	3119	\$36.75	\$36.75	(\$36.75)
4/3/2018	Pequot Lakes Sanitation	3140	\$36.75	\$73.50	(\$73.50)
7/3/2018	Pequot Lakes Sanitation	3164	\$107.27	\$180.77	(\$180.77)

Fund Name: General Fund **Budget** \$0.00
Account Number: 100-41940-401
Account Name: General Government Buildings and Plant
Object Code Name: Repairs and Maintenance - Contractual: Buildings

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
5/1/2018	Adam's Pest Control, INC. -Nisswa	3146	\$106.30	\$106.30	(\$106.30)

Fund Name: General Fund **Budget** \$14,500.00
Account Number: 100-42220-310
Account Name: Fire Fighting
Object Code Name: Fire Contract

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$14,500.00
4/3/2018	City of Crosslake	3134	\$10,208.52	\$10,208.52	\$4,291.48

01/01/2018 To 12/31/2018

General Fund Totals

Total Payments for the Year	\$26,303.04
Total Budget	\$58,000.00
(-) Over / Under Budget	\$31,696.96

01/01/2018 To 12/31/2018

Fund Name: Road and Bridge Budget \$0.00
 Account Number: 201-43121-221
 Account Name: Paved Streets
 Object Code Name: Repair and Maintenance Supplies: Equipment Parts

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
1/2/2018	Radarsign, LLC	3111	\$7,198.00	\$7,198.00	(\$7,198.00)

Fund Name: Road and Bridge Budget \$0.00
 Account Number: 201-43122-224
 Account Name: Unpaved Streets
 Object Code Name: Repair and Maintenance Supplies: Street Maintenance Materials

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
6/5/2018	Crosslake Lutheran Youth Group	3156	\$300.00	\$300.00	(\$300.00)

Fund Name: Road and Bridge Budget \$0.00
 Account Number: 201-43122-304
 Account Name: Unpaved Streets
 Object Code Name: Professional Services: Legal Fees

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
3/6/2018	Crow Wing County Abstract Co., Inc.	3127	\$500.00	\$500.00	(\$500.00)

Fund Name: Road and Bridge Budget \$0.00
 Account Number: 201-43122-403
 Account Name: Unpaved Streets
 Object Code Name: Repairs and Maintenance - Contractual: Improvements Other Than Buildings

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
7/3/2018	Wannebo Excavating	3161	\$40.00	\$40.00	(\$40.00)

Fund Name: Road and Bridge Budget \$2,000.00
 Account Number: 201-43125-403
 Account Name: Ice and Snow Removal
 Object Code Name: Repairs and Maintenance - Contractual: Improvements Other Than Buildings

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$2,000.00
1/2/2018	Hanson Property Services LLC	3110	\$216.00	\$216.00	\$1,784.00
2/7/2018	Hanson Property Services LLC	3121*	\$324.00	\$540.00	\$1,460.00
4/3/2018	Hanson Property Services LLC	3135	\$540.00	\$1,080.00	\$920.00
5/1/2018	Hanson Property Services LLC	3145	\$216.00	\$1,296.00	\$704.00

Road and Bridge Totals

Total Payments for the Year \$9,334.00
 Total Budget \$2,000.00
 (-) Over / Under Budget (\$7,334.00)

City of Manhattan Beach

Budget Report

100: General Fund

8/2/2018

Receipts

General Property Taxes (31001 through 31299)(31001)	\$70,000.00
Building Permits (Excludes surcharge)(32210)	\$1,000.00
Receipts Total	\$71,000.00

City of Manhattan Beach

Budget Report

100: General Fund

8/2/2018

Disbursements

General Government(41001)	
Office Supplies: Accessories (staplers, pencil sharpeners, etc.)(201)	\$75.00
Office Supplies: Duplicating and Copying Supplies(202)	\$300.00
Office Supplies: Printed Forms and Paper(203)	\$75.00
Office Supplies: Envelopes and Letterheads(204)	\$25.00
Office Supplies: Office Equipment & Furnishings(206)	\$2,000.00
Operating Supplies: Cleaning Supplies(211)	\$150.00
Operating Supplies: Chemicals and Chemical Products(216)	\$75.00
Communications: Internet(321)	\$500.00
Communications: Postage(322)	\$50.00
Printing and Binding: Legal Notices Publishing(351)	\$500.00
Repairs and Maintenance - Contractual: Improvements Other Than Buildings(403)	\$500.00
Lawn Care (405)	\$500.00
Council/Town Board(41110)	
Wages and Salaries: Part-time Employees(103)	\$6,180.00
Worker's Compensation: Insurance Premiums(151)	\$200.00
Employee Paid: Federal Income Tax(171)	\$1,500.00
Training(437)	\$300.00
Clerk(41425)	
Wages and Salaries: Part-time Employees(103)	\$7,500.00
Employee Paid: Federal Income Tax(171)	\$1,150.00
Refunds and Reimbursements(810)	\$200.00
Accounting(41530)	
Professional Services: Auditing and Accounting Services(301)	\$5,000.00
City/Town Attorney(41610)	
Professional Services: Legal Fees(304)	\$7,500.00
Planning and Zoning(41910)	
Wages and Salaries: Part-time Employees(103)	\$6,000.00
Contractual(106)	\$1,500.00
Training(437)	\$300.00
General Government Buildings and Plant(41940)	
Communications: Internet(321)	\$850.00
Utility Services: Electric Utilities(381)	\$2,200.00
Utility Services: Refuse Disposal(384)	\$200.00
Repairs and Maintenance - Contractual: Buildings(401)	\$250.00
Fire Fighting(42220)	
Fire Contract(310)	\$12,000.00
Disbursements Total	
\$57,580.00	

City of Manhattan Beach

Budget Report

201: Road and Bridge

8/2/2018

Disbursements

Paved Streets(43121)	
Repairs and Maintenance - Contractual: Improvements Other Than Buildings(403)	\$300.00
Unpaved Streets(43122)	
Repairs and Maintenance - Contractual: Improvements Other Than Buildings(403)	\$500.00
Ice and Snow Removal(43125)	
Repairs and Maintenance - Contractual: Improvements Other Than Buildings(403)	\$1,500.00
Disbursements Total	\$2,300.00