

MINUTES OF THE REGULAR MONTHLY MEETING
OF THE MANHATTAN BEACH CITY COUNCIL
September 4th, 2018

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

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 approve the agenda as printed. Motion carried.**

Approval of August 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 that the attorney bill be included in the approval of the claims. She stated that the final TIF report was being drafted by Justin Clasen & Co. and would be submitted to the state auditor. **A motion was made by Council Member Yurek and seconded by Council Member Allen to approve the claims and to include Crow Wing Power and the Attorney. Motion carried.**

Check numbers 3182 through 3188 have been paid for a total amount of \$1,217.38.

Communications: Mayor Allen read the R5 Summit invitation from Sourcewell, attached. He encouraged any Council Members that were able to attend and stated that the City would receive a \$250 rebate for each attendee. Mayor Allen reminded any members attending that no more than two Council Members were to ride there together.

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

OPEN FORUM:

Unfinished Business:

Radar Sign Update: Mayor Allen spoke with the Tech Department at Radar Sign, they explained that most likely the battery cables were not plugged into the solar cables. He went to each of the signs and opened them up and they were not plugged in. Mayor Allen plugged them in and they seem to be working properly now.

2019 Budget: Clerk-Treasurer Wannebo provided the Council with copies of the proposed 2019 budget, a up to date 2018 Disbursements ledger and projected expenses through the end of this year, all attached. She explained that she expects there to be approximately \$8,000.00 of the budget left at the end of the

year. Mayor Allen stated that some of that money could be used up on Satchell and Goldenstein Roads since the surveying hasn't been completed. He also stated that the City could have some maintenance costs coming up with the pumping of the tanks on County Road 66. Council Member Allen stated that the budget can be set to stay the same and if necessary could be lowered at the final levy. **A motion was made by Council Member Allen and seconded by Council Member Yurek to set the preliminary levy at \$70,000.00. Motion carried.**

Resolution for Planning & Zoning Bylaws: Bylaws and resolution attached. Mayor Allen stated that these Bylaws will give the Planning Commission a direction. He also stated that the Planning Commission has asked that they use the digital recorder to record their meetings and asked that the City Clerk post those recorded minutes to the City's website. Clerk-Treasurer Wannebo asked that a recorder be purchased for the Planning Commission also with a wall charger and that the Planning Commission be responsible for the function and charging of their recorder. Mayor Allen read the Resolution Adopting Amended Bylaws. **A motion was made by Council Member Allen and seconded by Council Member Yurek to adopt resolution No. 08-18 for the Planning Commission Bylaws. Motion carried.**

A motion was made by Council Member Allen and seconded by Council Member Yurek to have Clerk-Treasurer Wannebo purchase another digital recorder for the Planning Commission along with an adaptor and plug for the wall. Motion carried.

OPEN FORUM:

New Business:

Planning & Zoning Commission Member Replacement: Mayor Allen stated that Ralph Iverson had resigned and that Jack Skurdalsvold has expressed interest in joining the Planning Commission, he said that Jack has an engineering and forestry background. **A motion was made by Council Member Allen and seconded by Council Member Yurek to appoint Jack Skurdalsvold to the Planning Commission. Motion carried.** Mayor Allen stated that another member may be resigning soon and asked the Council how the City should advertise an opening on the Planning Commission. Clerk-Treasurer Wannebo said on the City website, the newspaper and mailing out a post card. Council Member Yurek said that interested parties should submit a letter of interest. **A motion was made by Council Member Allen and seconded by Council Member Yurek to have the Clerk post Planning Commission vacancies on the website and in the newspaper along with instructions for interested parties who live in or own property in the City of Manhattan Beach to submit a letter of intent to the City. Motion carried.**

SSTS Ordinance: Ordinance attached. Mayor Allen explained that Manhattan Beach septic ordinance must at least meet the County's standards and that is what had prompted the ordinance. The Minnesota Pollution Control Agency has reviewed the ordinance and has given their blessing. **A motion was made by Council Member Allen and seconded by Clerk-Treasurer Wannebo to adopt Ordinance No. 0918 an Ordinance for subsurface sewage treatment systems.** Mayor Allen waived the reading of the ordinance. **Motion carried.** Mayor Allen read the summary publication for the SSTs ordinance aloud, attached. **A motion was made by Council Member Allen and seconded by Council Member Yurek to approve the summary publication. Motion carried.** Mayor Allen stated that Darrin Welle created an application for SSTs permitting and said that the City didn't have one. **A motion was made**

by Council Member Allen and seconded by Council Member Yurek to adopt the SSTS Application. Motion carried. Mayor Allen stated that Darrin Welle also created a winter agreement, attached. Clerk-Treasurer Wannebo suggested that the dates be removed from the agreement since freeze up and thaw are different every year. **A motion was made by Council Member Yurek and seconded by Council Member Allen to adopt the SSTS Winter Agreement as printed with the following changes: date to be decided by fall freeze up and spring thaw. Motion carried.**

Storage of Computer Backups: Clerk-Treasurer Wannebo explained that there was no more storage left on the existing external drive. She found a new one on Best Buy's website with 8TB of storage, attached. **A motion was made by Council Member Allen and seconded by Council Member Yurek to purchase the 8TB external hard drive. Motion carried.**

Post Card & Newspaper notice for Community Planning Results: Mayor Allen stated that he wanted the Council to respond to comments from the Community Meeting at the October City Council meeting. **A motion was made by Council Member Allen and seconded by Council Member Yurek for the Council to do a line by line response to comments from the Community Meeting that was held at Manhattan Beach Lodge. 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 8:22pm.

Clerk-Treasurer Amy Wannebo

Mayor/Council Member

For the payroll period ending: 09/04/2018

<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

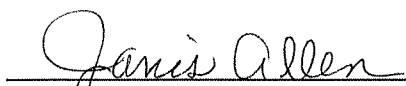
\$0.00

Total For Period \$577.19

Barbara A Hanson-Wannebo

City Council/Town Board

Date

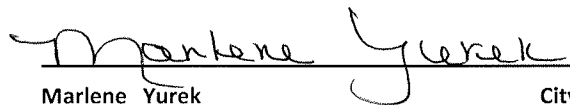


Janis A Allen

City Council/Town Board

Date

9.4.18



Marlene Yurek

City Council/Town Board

Date

09-04-2018

Date Range : 7/28/2018 To 8/28/2018

<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>
08/08/2018	Post Master	stamps	0818DebitC	\$50.00	100-41001-322-	General Government	\$50.00
Total For Selected Claims				\$50.00			\$50.00

Barbara A Hanson-Wannebo City Council/Town Board

Date

Janis A Allen

9.4.18

Janis A Allen City Council/Town Board

Date

Marlene Yurek

09-04-2018

Marlene Yurek City Council/Town Board

Date

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	Kevin Larson	Room rental, newspaper ads, Lakes printing, print packets, CWC mailing labels, paper&toner	3183*	\$1,409.99	100-41001-202-	General Government	\$1,409.99
Total For Selected Claims				\$1,409.99			\$1,409.99

Barbara A Hanson-Wannebo	City Council/Town Board	Date
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Janis A Allen	City Council/Town Board	8.4.18
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Marlene Yurek	City Council/Town Board	8-04-2018
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Date Range : 8/4/2018 To 9/4/2018

<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>
09/04/2018	Crosslake Communications	September 2018 internet	3182	\$72.13	100-41940-321-	General Government Buildings and Plant	\$72.13
09/04/2018	Nicks Lawn Service, INC.	Mowing: 8/2, 8/16, & 8/30 mow, trim and remove debris	3184	\$161.06	100-41001-405-	General Government	\$161.06
09/04/2018	Northland Press	Legal Notice: Public Hearing 8/7/18	3185	\$59.50	100-41001-351-	General Government	\$59.50
09/04/2018	Sourcewell Formerly NJPA	P&Z services for July 2018	3186	\$200.00	100-41910-106-	Planning and Zoning	\$200.00
Total For Selected Claims				\$492.69			\$492.69

Barbara A Hanson-Wannebo

City Council/Town Board

Date

Janis A Allen

City Council/Town Board

Date

Marlene Yurek

City Council/Town Board

Date

Date Range : 7/28/2018 To 8/28/2018

<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>
08/28/2018	Building Fund	budgeted \$5,000 for Building Fund	082818	\$5,000.00	100-49360-720-	Transfer To Governmental Fund	\$5,000.00
08/28/2018	Road Fund	budgeted \$5,000 for Road Fund	082818Dc	\$5,000.00	100-49360-720-	Transfer To Governmental Fund	\$5,000.00
Total For Selected Claims				\$10,000.00			\$10,000.00

Barbara A Hanson-Wannebo

City Council/Town Board

Date

9.4.18

Janis A Allen

City Council/Town Board

Date

09-04-2018

Marlene Yurek

City Council/Town Board

Date

For the Period : 8/4/2018 To 9/4/2018

<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	\$326,164.03	\$533.00	\$16,753.05	\$309,943.98	\$0.00	\$1,069.88	\$311,013.86
Road and Bridge	\$1,443.12	\$5,000.00	\$396.20	\$6,046.92	\$0.00	\$0.00	\$6,046.92
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	\$335,611.61	\$10,533.00	\$17,149.25	\$328,995.36	\$0.00	\$1,069.88	\$330,065.24

Payroll Period Ending 09/04/2018

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			
TOTALS	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			
		1.00	0.00	\$625.00	\$0.00	\$0.00	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$625.00	\$0.00	\$38.75	\$9.06			
	Employee		Insurance															
ID	Name	WH Tax	Health	Dental	Life	Union Dues	Others 1	Others 2	Others 3	Net Pay		EIC	Net Pay & EIC		Check #			
TOTALS	Wannebo, Amy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$577.19		\$0.00	\$577.19		3187			
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$577.19		\$0.00	\$577.19					
	TOTALS																	

City of Manhattan Beach

Receipts Register

9/4/2018

Fund Name: All Funds

Date Range: 08/04/2018 To 09/04/2018

<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>
08/07/2018	Zachary Hanson	35	building & sewer permit	(08/07/2018) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 515.00
								\$ 515.00
08/07/2018	Paul Allen	36	Affidavit of Candidacy	(08/07/2018) -	N	Recording of Legal Instruments	100-34102-	\$ 3.00
								\$ 3.00
08/07/2018	Barb Hanson	37	Affidavit of Candidacy	(08/07/2018) -	N	Recording of Legal Instruments	100-34102-	\$ 3.00
								\$ 3.00
08/07/2018	Marlene Yurek	38	Affidavit of Candidacy	(08/07/2018) -	N	Recording of Legal Instruments	100-34102-	\$ 3.00
								\$ 3.00
08/16/2018	Peg Boots	39	Candidacy Affidavit Peg Boots	(08/16/2018) -	N	Recording of Legal Instruments	100-34102-	\$ 3.00
								\$ 3.00
08/16/2018	Kevin Larson	40	Candidacy Affidavit Kevin Larson	(08/16/2018) -	N	Recording of Legal Instruments	100-34102-	\$ 3.00
								\$ 3.00
08/16/2018	Betty Worts	41	Candidacy Affidavit Betty Worts	(08/16/2018) -	N	Recording of Legal Instruments	100-34102-	\$ 3.00
								\$ 3.00
08/28/2018	General Fund	42	transfer from general fund for budget	(08/28/2018) -	N	Transfer From General Fund	201-39201-	\$ 5,000.00
								\$ 5,000.00
08/28/2018	General Fund	43	transfer from general fund for budget	(08/28/2018) -	N	Transfer From General Fund	502-39201-	\$ 5,000.00
								\$ 5,000.00
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R5 Summit

Wednesday, Oct. 24, 2018
8 a.m. – 2 p.m. | Staples

Join us for a day of professional development and informational opportunities designed specifically for Region 5 leaders. Please invite your team leaders to this one-day conference.

Keynote: Joe Schmit, KSTP-TV sports anchor, author, and community leader

Be inspired and learn how to ramp up the profound power of your influence. We make our biggest impressions when we are not trying to be impressive. You can become an “Impact Player” who makes everyone around you better just by being there.

RSVP at sourcewell.co/2Bia8Ad. Please have all attendees register individually online.

Each entity that attends the R5 Summit will receive a \$250 rebate credit on account at Sourcewell. This rebate may be used toward Sourcewell services or to purchase products/equipment. Unused credits are issued in the form of a check at the end of the fiscal year.

August 23, 2018

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

RE: September Report

Mayor and City Council,

1. The commission held a public hearing on a proposed subsurface septic treatment (SSTS) ordinance on August 21st. The MPCA has given approval of the ordinance. After the public hearing, the commission recommended approval of the ordinance to the council.

a. A summary publication notice has been developed. If the council feels that the notice will adequately inform the public of the ordinance, a motion to approve that publication is needed.

2. There are two forms that the council should review that would be used in conjunction with this new ordinance. One is a winter agreement to be used when a septic system can't be inspected due to weather. The other is a new permit application form for SSTS's. This form would be used for all new septic systems being permitted.

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

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)
8/7/2018	Kevin Larson	3183*	\$1,409.99	\$1,429.40	(\$1,429.40)
8/7/2018	The Office Shop	3178	\$17.67	\$1,447.07	(\$1,447.07)

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)

01/01/2018 To 12/31/2018

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)

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: 100-41001-313
Account Name: General Government
Object Code Name: Professional Services: Planning 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>
8/7/2018	On Target Solutions LLC	3180	\$1,000.00	\$1,000.00	(\$1,000.00)

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)
8/16/2018	Post Master	debit card	\$50.00	\$53.32	(\$53.32)

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
8/7/2018	Northland Press	3172	\$55.25	\$93.50	\$706.50
9/4/2018	Northland Press	3185	\$59.50	\$153.00	\$647.00

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

01/01/2018 To 12/31/2018

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
8/7/2018	Nicks Lawn Service, INC.	3175	\$214.76	\$214.76	\$241.24
9/4/2018	Nicks Lawn Service, INC.	3184	\$161.06	\$375.82	\$80.18

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** \$0.00
Account Number: 100-41001-490
Account Name: General Government
Object Code Name: Miscellaneous: Donations to Civic Organizations (Bands, 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>
8/7/2018	Initiative Foundation	3179	\$100.00	\$100.00	(\$100.00)

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)

01/01/2018 To 12/31/2018

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
8/7/2018	Payroll Period Ending 08/07/2018	3181	\$577.19	\$4,617.52	\$2,882.48
9/4/2018	Payroll Period Ending 09/04/2018	3187	\$577.19	\$5,194.71	\$2,305.29

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)
8/7/2018	Department of the Treasury	73118DC	\$286.88	\$573.76	(\$573.76)

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
8/7/2018	Ryan, Brucker & Kalis, Ltd.	3173	\$1,699.30	\$5,954.75	\$1,545.25

01/01/2018 To 12/31/2018

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	Sourcwell Formerly NJPA	3165	\$50.00	\$175.00	(\$175.00)
8/7/2018	Sourcwell Formerly NJPA	3171	\$200.00	\$375.00	(\$375.00)
9/4/2018	Sourcwell Formerly NJPA	3186	\$200.00	\$575.00	(\$575.00)

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

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
8/7/2018	Crosslake Communications	3177	\$72.13	\$575.88	\$242.12
9/4/2018	Crosslake Communications	3182	\$72.13	\$648.01	\$169.99

01/01/2018 To 12/31/2018

Fund Name: General Fund
 Account Number: 100-41940-381
 Account Name: General Government Buildings and Plant
 Object Code Name: Utility Services: Electric Utilities

Budget \$2,182.00

Date	Description	Check Number	Amount Paid	Year To Date Paid	Budget Balance
	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
 Account Number: 100-41940-384
 Account Name: General Government Buildings and Plant
 Object Code Name: Utility Services: Refuse Disposal

Budget \$0.00

Date	Description	Check Number	Amount Paid	Year To Date Paid	Budget Balance
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
 Account Number: 100-41940-401
 Account Name: General Government Buildings and Plant
 Object Code Name: Repairs and Maintenance - Contractual: Buildings

Budget \$0.00

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

Fund Name: General Fund
 Account Number: 100-42220-310
 Account Name: Fire Fighting
 Object Code Name: Fire Contract

Budget \$14,500.00

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

Fund Name: General Fund
 Account Number: 100-49360-720
 Account Name: Transfer To Governmental Fund
 Object Code Name: Interfund Transfers

Budget \$0.00

Date	Description	Check Number	Amount Paid	Year To Date Paid	Budget Balance
8/28/2018	Building Fund	082818	\$5,000.00	\$5,000.00	(\$5,000.00)
8/28/2018	Road Fund	082818Dc	\$5,000.00	\$10,000.00	(\$10,000.00)

General Fund Totals

Total Payments for the Year

Total Budget

(-) Over / Under Budget

** Do NOT deduct from
General Fund Budget*

~~\$43,056.09~~ \$33,056.09
~~\$58,000.00~~ \$60,000.00
~~\$14,943.91~~ \$26,943.91
 Projected expenses \$18,100.02
 Projected Budget \$8,843.89
 Permits Fees \$1,008.00
 \$9,851.89 →

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: 201-43121-312
Account Name: Paved Streets
Object Code Name: Equipment Installation

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
8/7/2018	CWC Highway Department	3176	\$346.20	\$346.20	(\$346.20)

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)
8/7/2018	Wannebo Excavating	3174	\$50.00	\$90.00	(\$90.00)

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	\$9,730.20
Total Budget	\$2,000.00
(-) Over / Under Budget	(\$7,730.20)

Sm. Cities Assl. + \$2,039.50

City of Manhattan Beach
Budget Report

100: General Fund

9/4/2018

Receipts

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

Budget Report

100: General Fund

9/4/2018

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
Professional Services: Recording Fees(308)	\$145.00
Communications: Internet(321)	\$500.00
Communications: Postage(322)	\$150.00
Printing and Binding: Legal Notices Publishing(351)	\$500.00
Insurance: General Liability(361)	\$2,000.00
Repairs and Maintenance - Contractual: Improvements Other Than Buildings(403)	\$350.00
Lawn Care (405)	\$700.00
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
Training(437)	\$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)	\$250.00
Repairs and Maintenance - Contractual: Buildings(401)	\$250.00
Fire Fighting(42220)	
Fire Contract(310)	\$12,000.00
Disbursements Total	\$60,000.00

City of Manhattan Beach

Budget Report

201: Road and Bridge

9/4/2018

Receipts

General Property Taxes (31001 through 31299)(31001)

\$5,000.00

Receipts Total

\$5,000.00

City of Manhattan Beach
Budget Report

201: Road and Bridge

9/4/2018

Disbursements

Ice and Snow Removal(43125)	\$2,000.00
Disbursements Total	\$2,000.00

City of Manhattan Beach
Budget Report

502: Building Fund

9/4/2018

Receipts

General Property Taxes (31001 through 31299)(31001)	\$5,000.00
Receipts Total	\$5,000.00

Septic \$300 (possibly 2 systems to go in before end of year)

Northland Press \$200 (estimate)

LMC Insurance \$1,202 (last years price)

Nick's Lawn Service \$450 (budget balance)

Mayor Salary \$3,600

Council Salary \$2,382.63

LMC Dues \$369

MN Mayor Dues \$30

Clerk Salary \$1,731.57

Clerk Taxes \$286.88

Attorney \$1,545.25 (budget balance) 2017 sept.-dec fees were \$4,259.46

P&Z Salaries \$4,500.00 (same as last year)

Sourcewell NJPA \$600 (estimate \$150x 4 meetings)

Crosslake Communications \$216.39 (3 months)

Crow Wing Power \$400 (estimate for 4 months, based on previous years)

Pequot Sanitation \$50 (\$13.25 extra for radar boxes)

Adam's Pest Control \$106.30

Office Shop \$80 (estimate for contract)

Office Supplies \$50 (estimate)

Total \$18,100.02

Leaving an estimated \$8,843.89 in the General Fund Budget at the end of the year

PLANNING AND ZONING COMMISSION OF MANHATTAN BEACH BYLAWS

WHEREAS, the City of Manhattan Beach has power to regulate its own procedure and the procedure of the Planning and Zoning Commission pursuant to Minn. Stat. § 412.191, subdivision 2 and Minn. Stat. § 462.354.

NOW THEREFORE, the City Council of Manhattan Beach has determined that the Planning and Zoning Commission's rules of organization and procedure are as follows.

Section 1. Meetings.

Subdivision 1. Regular meetings. Regular meetings of the Planning and Zoning Commission shall be held on the third Tuesday of each calendar month at 6:30 p.m., but only when there is business for the Planning and Zoning Commission to address. There shall be at least one Planning and Zoning Commission, which shall be held in June of each year, regardless of whether there is any business to address. Any regular meeting falling upon a holiday, public election, or political caucus shall be held on the next following business day at the same time and place. The City Clerk shall maintain a schedule of regular meetings. This schedule shall be available for public inspection during regular business hours at the City Clerk's office. All meetings, including special emergency meetings, shall be held in the City Hall.

Subdivision 2. Special meetings. The mayor or any two members of the Planning and Zoning Commission may call a special meeting of the Commission upon a three day written notice to each member of the Planning and Zoning Commission. This notice shall be delivered personally to each member, or left at the member's usual place of residence with some responsible person. Similar written notice shall be mailed at least three days before the meeting date to those who have requested notice of such special meetings. This request must be in writing and be filed with the City Clerk, designating an official address where notice may be mailed. Such request will be valid for one year.

Subdivision 3. Emergency meetings. The mayor or any two Commission members may call an emergency meeting when circumstances require the immediate consideration of a matter by the Commission. Notice may be in writing personally delivered to Commission members or may be in the form of personal telephone communication. Notice must include the date, time, place, and purpose of such a meeting. Where practical, the Clerk shall make an effort to contact news gathering organizations that have filed a request to receive notice of special meetings.

Subdivision 4. Initial meeting. At the mandatory Commission meeting June of each year, the Commission shall do the following:

Appoint necessary officers

Subdivision 5. Public meetings. Except as otherwise provided in the open meeting law, all Commission meetings, including special, emergency, and adjourned meetings and meetings of all Commission committees shall be open to the public.

Section 2. Presiding officer.

Subdivision 1. Who presides. The presiding officer shall be the chairman. In the absence of the chairman, the acting chairman shall preside. In the absence of both, the Planning and Zoning Administrator shall call the meeting to order and shall preside until the Commission members present at the meeting choose one of their number to act temporarily as presiding officer.

Subdivision 2. Procedure. The presiding officer shall preserve order, enforce the rules of procedure herein prescribed and determine without debate, subject to the final decision of the City Council on appeal, all questions of procedure and order, except as otherwise provided by statute or by these rules.

Subdivision 3. Appeals. Any member may appeal to the Commission from a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain his or her ruling, but no other Commission member shall participate in the discussion. The appeal shall be sustained if it is approved by a majority of the members present. A majority or tie vote sustains the decision of the chair. When the presiding officer is a member of the Commission, he or she can vote on the appeal.

Subdivision 4. Rights of the chairman as presiding officer. The presiding officer may not make motions nor second motions. The presiding officer may speak on any question except that on demand of any Commission member the presiding officer shall pass the chair to another Commission member to preside temporarily. The chairman as presiding officer can vote on ordinances, resolutions, or a tie vote of the Commission. The chairman as presiding officer may vote on motions if a quorum is needed to conduct a meeting.

Section 3. Minutes.

Subdivision 1. Who keeps. Minutes of each Commission meeting shall be kept by the secretary or the deputy secretary. In the absence of both, the presiding officer shall appoint a secretary pro tem. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records of the secretary and can be accurately identified from the description given in the minutes.

Subdivision 2. Approvals. The minutes of each meeting shall be reduced to typewritten form, shall be signed by the secretary and the chairman or a Commission member, and copies shall be delivered to each Commission member as soon as practicable after the meeting. The minutes of each meeting are the official record of what transpired at each meeting, and as such, speakers, topics, and comments made at the public forum of Planning and Zoning Commission meetings shall not be noted or otherwise appear in the minutes, as comments at public forum are not City action and only represent the opinions of the speakers at public forum. However, public forum comments shall be recorded and posted on the City's website as part of the recording of the Planning and Zoning Commission meeting pursuant to Section 3, Subdivision 4 of these Bylaws. At the next regular meeting following delivery of the meeting minutes to each Commission member, approval of the minutes need not be read aloud, but the presiding officer shall call for

any additions, amendments, or corrections. If there is no objection to a proposed addition, amendment, or correction, it may be approved with a majority vote of the Commission. If there is an objection, the Commission shall vote upon the addition, amendment, or correction. The approved minutes will be signed by the presiding officer and Clerk.

Subdivision 3. Publication. The Clerk shall post on the City's website the official minutes within 30 days of a regular or special meeting. A summary of the action on public hearing notices, resolutions, ordinances, and other official proceedings shall be posted on the City's website and/or official newspaper as required by law. If the Commission does not meet more than once every 30 days, the publication does not need to occur until ten days after the Commission has approved the minutes.

Subdivision 4. Recording of Minutes. The secretary shall record each Commission meeting by using the City's recording device. The secretary shall record the entire meeting, including the comments made at the public forum portions of the meeting. 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.

The Clerk shall post the entire recording of each Commission meeting on the City's website so that the public can access and listen to each Commission meeting, unless there are profane or inappropriate comments that would be illegal or improper to publish. The City reserves the right to refuse to post recordings that contain profane or otherwise inappropriate communications. If any Commission member feels that it is inappropriate to post a recording on the City's website, that Commission member shall make an appropriate motion to not publish the recording, and that motion shall be voted on and shall be approved or denied by a majority vote of the Commission members present. The Clerk will post the recordings of the meetings within ten days from the date of the meeting. The Clerk shall also keep a recording of each Commission meeting at City Hall. If a meeting recording cannot be posted on the City's website due to its content, it will be available at City Hall for persons to review at their own risk.

The Clerk shall use her best efforts to ensure that the City's recording device is properly maintained, is used appropriately, and that the City takes reasonable efforts, actions, and precautions to ensure that the recording system is maintained in good working order and that it clearly and accurately records the Commission meetings. However, the City may not be able to prevent the recording system from failing, as the City cannot reasonably prevent occasional technical or mechanical problems from arising or from electronic problems from occurring. The City shall have no liability to anyone if the recording system fails to record a Planning and Zoning Commission meeting due to any technical failing or problems.

Section 4. Order of business.

Subdivision 1. Order established. Each meeting of the Commission shall convene at the time and place appointed. Commission business shall be conducted in the following order:

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Roll call
- 4) Additions or Deletions to Agenda
- 5) Public hearings
- 6) Approval of minutes
- 7) Petitions, requests, and communications
- 8) Staff Report
- 9) Open forum
- 10) Old business
- 11) New Business
- 12) Adjournment

Subdivision 2. Varying order. The order of business may be varied by the presiding officer, but all public hearings shall be held at the time specified in the notice of the hearing.

Subdivision 3. Agenda. The chairman and Planning and Zoning Administrator shall prepare an agenda of business for each regular Commission meeting and file a copy in the office of the Clerk not later than 5 days before the meeting. If the Planning and Zoning Administrator and chairman have a disagreement about preparing the agenda or in deciding which issues shall be on the agenda, then the chairman 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 Commission 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 majority vote of the Commission members present.

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

Residents or non-residents who own real property within the City of Manhattan Beach (hereinafter "residents or non-resident property owners") may request to have matters placed on the agenda and to be heard on such matters by the Commission. Residents and non-resident property owners must make all such requests to add matters to the agenda and to be heard by the Commission in regards to those matters at least ten calendar days before the Commission meeting they are seeking to have their matter heard on. All such requests must be in writing, addressed to the Commission, and all such requests shall identify the topic or topics to be placed on the agenda, and shall include any and all written materials that the resident or non-resident property owner wishes to present to the Commission. Any resident's or non-resident property owner's request to place a matter on the agenda for consideration by the Commission that is not made at least ten calendar days before the upcoming Commission meeting shall be heard at the following Commission meeting, unless the person requesting to place the matter on the agenda subsequently requests to remove that matter from the agenda. These same rules shall apply to governmental agencies or bona-fide, legally organized environmental organizations, except that if a governmental agency or environmental organization wishes to place a matter on the agenda

for consideration by the Commission, then the governmental agency or environmental organization's request must be made at least five calendar days before the Commission meeting it is seeking to have its matter heard on. A resident, non-resident, governmental agency, or environmental organization may be heard once on a matter that the resident, non-resident, governmental agency, or environmental organization wishes to present to the Commission as a matter of right. A resident's, non-resident's, governmental agency's, or environmental organization's request to have the same matter reviewed again, or to be heard again on the same matter, at upcoming Commission meetings shall be listed on the agenda as a requested agenda amendment. That request to amend the agenda to allow a resident, non-resident, governmental agency, or environmental organization to present a matter for a second or subsequent time shall be voted on at the Commission meeting as a request to amend the agenda, and shall be approved or denied by a majority vote of the Commission members present. A resident, non-resident, governmental agency, or environmental organization does not have an absolute right to be heard more than once on a matter the a resident, non-resident, governmental agency, or environmental organization has placed on the agenda, and will only be heard a second or subsequent time if the Commission votes to amend the agenda to allow that person or entity to be heard again. The Presiding Officer may set a reasonable time limit of at least three minutes for residents, non-residents, governmental agencies, or environmental organizations to present issues that citizens have properly requested to be placed on the agenda.

Subdivision 4. Agenda materials. The secretary shall see that at least one copy of printed materials relating to agenda items is available to the public in the meeting room while the Commission considers their subject matter. The agenda item shall not be considered unless this provision is complied with. This section does not apply to materials that are classified as other than public under the Minnesota Government Data Practices Act or materials from closed meetings.

Section 5. Quorum and voting.

Subdivision 1. Quorum. At all Commission meetings a majority of the Commission members shall constitute a quorum for the transaction of business. In the absence of a quorum of the commission members, the council liaison to the commission may become a voting member to achieve a quorum.

Subdivision 2. Voting. The votes of the members on any question may be taken in any manner, which signifies the intention of the individual members, and the votes of the members on any action taken shall be recorded in the minutes. If any member is present but does not vote, the minutes, as to that member's name, shall be recorded as an abstention.

Subdivision 3. Votes required. A majority vote of all members of the Commission shall be necessary for approval of any ordinance unless a larger number is required by statute. Except as otherwise provided by statute, a majority vote of a quorum shall prevail in all other cases.

Section 6. Ordinances, resolutions, motions, petitions, and communications.

Subdivision 1. Readings. Every proposed ordinance and resolution shall be presented in writing. An ordinance or resolution need not be read in full unless a member of the Commission requests such a reading.

Subd. 2. Signing and submission to City Council. Every proposed ordinance and resolution recommended by the Commission shall be signed by the chairman, attested by the Planning and Zoning Administrator, and submitted by the Clerk to the City Council for their review and consideration.

Subd. 3. Motions, petitions, and communications. Every motion shall be stated in full before the presiding officer submits it to a vote and shall be recorded in the minutes. Every petition or other communication addressed to the Commission shall be in writing and shall be read in full upon presentation to the Commission unless the Commission dispenses with the reading. Each petition or other communication shall be recorded in the minutes by title and filed with the minutes in the office of the Clerk.

Subdivision 4. 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 Commission members, residents, non-residents, or other persons, agencies, or entities need to contact the City Attorney, then the person, agency, or entity wishing to contact the City Attorney will request to have that matter placed on the Commission's agenda in accordance with Section 4, Subdivision Three of these bylaws, and the Commission shall take appropriate action on that request.


Section 7. Suspension or amendments of rules.

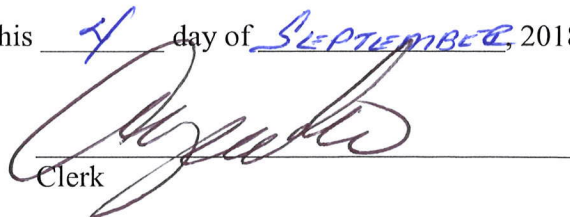
These rules may be suspended or amended only by a two-thirds vote of the members present and voting, subject to city council approval

Section 8. Appointment, Removal, and Term of Commission members.

The City Council shall appoint Commission members who appear to have a genuine interest in serving on the Commission, who do not currently have any personal matters pending before the Committee, and who agree to follow all laws, ordinances, and rules, and who agree to uphold all of the duties inherent in serving as a Commission member. The Commission shall consist of five members, and the council liaison shall also be a non-voting Commission member, unless a quorum is not achieved by regular commission members. Then the council liaison may become a voting member.

Passed by the City Council of Manhattan Beach this 4 day of SEPTEMBER, 2018.


Mayor


Clerk

**CITY OF MANHATTAN BEACH
RESOLUTION NO. 08-18**

RESOLUTION ADOPTING AMENDED BYLAWS

WHEREAS, The City of Manhattan Beach City Council finds that the City of Manhattan Beach Planning and Zoning Committee does not currently have any Bylaws to govern the organization or procedures for the City of Manhattan Beach Planning and Zoning Committee; and,

WHEREAS, the City of Manhattan Beach City Council finds that it is necessary and appropriate to have Bylaws to govern the organization and procedures that will govern the City of Manhattan Beach Planning and Zoning Committee and which will govern City Of Manhattan Beach Planning and Zoning Committee meetings; and,

WHEREAS, the City of Manhattan Beach City Council directed the City Attorney to prepare an initial draft of Bylaws for the City of Manhattan Beach Planning and Zoning Committee; and,

WHEREAS, the City Attorney did prepare an initial draft of Bylaws for the City of Manhattan Beach Planning and Zoning Committee and submitted the same to the City Council; and,

WHEREAS, the City of Manhattan Beach Planning and Zoning Committee has reviewed proposed Bylaws, made appropriate changes, and has recommended adoption of a final version of those Bylaws to the City of Manhattan Beach City Council for the City Council to adopt; and,

WHEREAS, the City Council and the City Attorney have prepared the final draft of Bylaws for the City of Manhattan Beach Planning and Zoning Committee, which Bylaws are attached hereto; and,

WHEREAS, the City Council approves and adopts these Bylaws for the City of Manhattan Beach Planning and Zoning Committee, and hereby repeals any and all previous Bylaws or informal procedures that were used previously.

NOW, THEREFORE, BE IT RESOLVED,

1. That the City of Manhattan Beach hereby approves and adopts Bylaws attached hereto for the City of Manhattan Beach Planning and Zoning Committee, and repeals any and all previous Bylaws or informal procedures that were used previously.

4 SEPTEMBER 2018
Approved this 7th day of August, 2018 by the Manhattan Beach City Council

Paul Allen, Mayor

Janis Allen

Barb Hanson

Marelene Yurek

Amy Wannebo

CERTIFICATION

The undersigned, being the duly qualified and acting Clerk of the City of Manhattan Beach, hereby certifies the foregoing Resolution No. 08-18 is a true and correct copy of a resolution presented to and adopted by the Council of the City of Manhattan Beach at a duly authorized meeting thereof held on the 7th day of August 2018, as shown by the minutes of the aforesaid meeting in possession of the undersigned.

(Seal)

Amy Wannebo, City Clerk

ORDINANCE NO. 0918,
AN ORDINANCE FOR SUBSURFACE SEWAGE TREATMENT SYSTEMS
CITY OF MANHATTAN BEACH
COUNTY OF CROW WING
STATE OF MINNESOTA

The City Council of the City of Manhattan Beach does ordain as follows:

SECTION 1. Purpose and Intent: The purpose of this ordinance is to update the city SSTS ordinance to be in line with the Crow Wing County Ordinance minimum standards per, section 37.8 of the County Land Use Ordinance.

SECTION 2. General Provisions:

Subsurface Sewage Treatment Systems-Technical Standards and Criteria

1. Purpose

The purpose of the Subsurface Sewage Treatment System (SSTS) section is to provide minimum standards for and regulation of Individual Sewage Treatment Systems (ISTS) and Midsized Sewage Treatment Systems (MSTS) including the proper location, design and construction; their necessary modification and reconstruction; their operation, maintenance and repair to protect surface water and groundwater from contamination by human sewage and waterborne household and commercial wastes; to protect the public's health and safety, and eliminate or prevent the development of public nuisances.

2. Intent

It is intended by the City that this section will promote the following:

- a) The protection of lakes, rivers and streams, wetlands, and groundwater in the City essential to the promotion of public health, safety, welfare, socioeconomic growth and development of the City.
- b) The regulation of proper SSTS construction, reconstruction, repair, monitoring and maintenance to prevent the entry and migration of contaminants, thereby preventing the degradation of surface water and groundwater quality.
- c) The establishment of minimum standards for SSTS placement, design, construction, reconstruction, repair and maintenance to prevent contamination and, if contamination is discovered, the identification and control of its consequences and the abatement of its source and migration.
- d) The appropriate utilization of privy vaults and other non-water carried sewage collection and storage facilities.
- e) All plumbing shall discharge into a municipal sanitary system if available.

4. Scope

This Ordinance regulates the siting, design, installation, alterations, operation, maintenance, monitoring, and management of all SSTS within the City applicable jurisdiction including, but not necessarily limited to, individual SSTS and cluster or community SSTS, privy vaults and other non-water carried SSTS. All sewage generated in unsewered areas of the City shall be treated and dispersed by an approved SSTS that is sited, designed, installed, operated and maintained in accordance with the provisions of this Ordinance or by a system that has been permitted by the MPCA.

5. City Administration

- a) The City Zoning Administrator, or city SSTS Inspector, shall administer the SSTS program and all provisions of this section.
- b) The City's duties and responsibilities include, but are not be limited to, the following;
 - 1. Review all applications for SSTS.
 - 2. Issue all permits required in this Section.
 - 3. Inspect all work regulated in this Section
 - 4. Investigate all complaints regarding SSTS.
 - 5. Issue certificates of installation, certificates of compliance or notices of noncompliance where applicable.
 - 6. Enact enforcement provisions of this Section as necessary.
 - 7. Refer unresolved violations of this Section to the City Attorney.
 - 8. Maintain current records for each permitted SSTS including all site evaluation documents, design documents, inspection documents and other applicable documents.
 - 9. The City shall employ or retain under contract qualified and appropriately licensed professionals to administer and operate the SSTS program.
 - 10. Submit annual reports to MPCA as required.

6. State Administration

The owner or owners of a single SSTS or a group of SSTS under common ownership must obtain a State Disposal System permit from the Minnesota Pollution Control Agency according to Minnesota Administrative Rules, Chapter 7001, when all or part of proposed or existing soil dispersal components are within one-half mile of each other and the combined flow from all proposed and existing SSTS is greater than 10,000 gallons per day. For proposed SSTS, the flow must be determined according Minnesota Administrative Rules, Chapter 7081.0110. For existing SSTS, the flow is determined by the greater of the average maximum seven-day measured flow or flow amounts according to Minnesota Administrative Rules, Chapter

7081.0110. The highest calculated value of the various methods in Table I under Minnesota Administrative Rules, Chapter 7081.0130, Subpart 1, must be used to make this determination, with no reduction allowed. A State Disposal System permit is not required if a factor of safety is added to the design flow that results in a design flow that is in excess of the State Disposal System permit threshold.

7. Liability

The City's involvement in administration of this Section does not create a special duty to any person and, further liability or responsibility shall not be imposed upon the City or any of its officials, employees or other contract agents, for damage resulting from the defective construction, operation or abandonment of any onsite or cluster SSTS regulated under this Section or by reason of any standards, requirements or inspections authorized by this Ordinance hereunder.

8. All SSTS

Except as explicitly set forth in Section 10, all provisions of this Section shall apply to any SSTS regardless of the date it was originally permitted.

9. Existing Permits

Unexpired permits, which were issued prior to the effective date of this Ordinance, shall remain valid under the terms and conditions of the original permit until the original expiration date or until a change in system design, whichever is earlier.

10. SSTS on Lots Created After January 23, 1996

All lots created after January 23, 1996, must have a minimum of two soil treatment and dispersal areas that can support Type 1 systems as defined by Minnesota Administrative Rules, Chapter 7080.2200.

11. Upgrade, Repair, Replacement and Abandonment

- a) Expansion of an existing SSTS must include any system upgrades that are required in this ordinance necessary to bring the entire system into compliance with the prevailing provisions of this Section at the time of the expansion.
- b) Any addition to a structure that includes bedroom(s) that require a land use permit from the City shall require that the SSTS meet the required design flow according to Minnesota Administrative Rules, Chapter 7080.1860, or be upgraded to meet Class 1 sizing for both the septic tanks and soil absorption area. Any required upgrades shall be completed within two years.
- c) An SSTS that is determined not to be protective of groundwater in accordance with Minnesota Administrative Rules, Chapter 7080.1500, Subpart 4(B), shall be upgraded, repaired, replaced or abandoned by the owner in accordance with the provisions of this Ordinance within 10 months upon receipt of a Notice of Noncompliance and must meet Class I sizing requirements according to Minnesota Administrative Rules, Chapter 7080.1860.

- d) An SSTS posing an imminent threat to public health or safety shall be pumped within 24 hours and managed as a holding tank in accordance with Minnesota Administrative Rules, Chapter 7080.1500, Subpart 4(A), and said SSTS shall be upgraded, repaired, replaced or abandoned by the owner in accordance with the provisions of this Section within 10 months upon receipt of a Notice of Noncompliance and must meet Class I sizing requirements according to Minnesota Administrative Rules, Chapter 7080.1860.
- e) Any SSTS, or any component thereof, which is no longer intended to be used, must be abandoned in accordance with Minnesota Administrative Rules, Chapter 7080.2500.

12. SSTS in Floodplains

SSTS shall not be located in a floodway and wherever possible, location within any part of a floodplain should be avoided. If no option exists to locate a SSTS outside of a floodplain, location within the flood fringe is allowed if the requirements in Minnesota Administrative Rules, Chapter 7080.2270, and all relevant local requirements are met.

13. Class V Injection Wells

All owners of new or replacement SSTS that are considered to be Class V injection wells, as defined in the Code of Federal Regulations, Title 40, Part 144, are required by the Federal Government to submit a UIC Class 5 Inventory Form to the Environmental Protection Agency as described in that federal regulation. Further, owners are required to identify all Class V injection wells in property transfer disclosures.

14. SSTS Practitioner Licensing

- a) No person shall engage in site evaluation, inspection, design, installation, construction, alteration, extension, repair, maintenance or pumping of SSTS without an appropriate and valid license issued by MPCA in accordance with Minnesota Administrative Rules, Chapter 7083, except as exempted in Minnesota Administrative Rules, Chapter 7083.0700.
- b) An MPCA license is not required of an individual who is constructing a SSTS on land that is owned by the individual and functions solely as a dwelling for that individual pursuant to Minnesota Administrative Rules, Chapter 7083.0700, and the City ordinance. Installation of the system shall be based upon a design by a licensed designer. The system shall be inspected before it is covered and a 24-hour notification to the Zoning Administrator or City SSTS Inspector for inspection is required.

15. Prohibitions

- a) Occupancy or Use of a Building without a Compliant SSTS

It is unlawful for any person to maintain, occupy or use any building intended for habitation or that contains plumbing fixtures that is not provided with a wastewater treatment system or that disposes of wastewater in a manner that does not comply with the provisions of this Ordinance.

- b) Sewage Discharge to Ground Surface or Surface Water

It is unlawful for any person to construct, maintain or use any SSTS system regulated under this Ordinance that results in raw or partially treated wastewater seeping to the ground surface or flowing into any surface water. Any surface discharging system must be permitted under the National Pollutant Discharge Elimination System program by the MPCA.

c) Sewage Discharge to a Well or Boring

It is unlawful for any person to discharge raw or treated wastewater into any well or boring as described in Minnesota Administrative Rules, Chapter 4725.2050, or any other excavation in the ground that is not in compliance with this ordinance.

d) Discharge of Hazardous or Deleterious Materials

It is unlawful for any person to discharge into any treatment system regulated under this Section any hazardous or deleterious material that adversely affects the treatment or dispersal performance of the system or groundwater quality.

16. Alternative Local Standards adopted by Reference

A. Adoption of Rule by Reference

1. The City hereby adopts by reference the provisions of Minnesota Administrative Rules, Chapters 7080 -7083, in their entirety, except as referenced under Section (16) (B) below, except as otherwise expressly modified by this Ordinance.
2. When the "2006 version of Minnesota Administrative Rules Chapter 7080" is utilized, the reference is to the Rules effective April 3, 2006. Otherwise, the City is referencing the current rules in effect.
3. All new construction or replacement of SSTS shall employ sewage tanks, distribution media and treatment products which have been registered by the Minnesota Pollution Control Agency.

B. Alternative Local Standards for New and Existing SSTS

1. The City hereby adopts the 2006 version of Minnesota Administrative Rules Chapter 7080 for all new and existing residential Type I, Type II and Type III SSTS and SSTS that serve any Food, Beverage and Lodging Establishment under 2,500 gallons per day provided the effluent discharge does not exceed the standards in Minnesota Administrative Rules, Chapter 7080.2150, Subpart 3(K).

17. Alternative Local Standards - DIFFERENCES IN STANDARDS

A. List of Different Adopted Standards

1. In no land use district, shall a land use permit, shoreline alteration permit, minor subdivision, subdivision by metes and bounds, plat, conditional use permit, Interim Use Permit, or variance be issued without a current Certificate of Compliance or Certificate of Installation that has not expired according to Section 26 (5) of this Ordinance.
2. At least one cleanout at or above finished grade shall be installed between the structure and the septic tank with additional clean outs at intervals not more than 100 feet.
3. Class I sizing is required on all new construction. New construction will be defined as placement of a new structure or replacement structure that is served by pressurized water.
4. Minimum septic tank sizing shall be 1,500 gallons. This can be accomplished through a compartmentalized tank, multiple tanks in series, or a single existing 1500-gallon tank with the use of an effluent filter for the last baffle. The filter must be of such a design that when the filter is removed from the filter housing, the flow of water leaving the tank is not allowed. The first tank or compartment shall be no less than 1,000 gallons in size and applies to new and replacement SSTs. Any additional septic tanks shall be a minimum of 1,000 gallons. All other tank sizing shall follow Minnesota Administrative Rule 7080.1930 with 1,500-gallon tank sizing replacing 1,000-gallon tank sizing for 3 bedrooms or less according to Table V.
5. Pump tank sizing shall follow Minnesota Administrative Rules, Chapter 7080.2100.
6. Soil pits shall be required to verify soils prior to the issuance of a certificate of installation. The soil pit shall be excavated to a depth that will allow the verification of redoximorphic features and the three feet of vertical separation as required. Location of soil pits shall be adjacent to the lowest trench or next to the down slope side of an elevated treatment area. The pit shall not impact the hydraulic performance of the ISTS. A certificate of installation will not be issued until the soils are verified. Soils may be verified by a licensed and certified inspector. The inspector may not share the same license as the person who designed or installed the system. The soil profile must be submitted to the city inspector or its designee on the city approved form at or before the time of the installation inspection. If the soil profile is not provided by the installation inspection, city staff or its designee will verify the soils via a soils pit during the installation inspection.
7. All dwellings or buildings that contain plumbing fixtures shall meet the required setbacks to the septic tank and soil absorption area. Accessory structures, including but not limited to, decks, screen decks, porches, sheds, garages and pole buildings shall not be required to meet said setbacks provided that the tank(s) can be maintained properly and that the structure does not negatively impact the function of the system.

18. Compliance Criteria for Existing SSTS

For a SSTS built before April 1, 1996, and outside of areas designated as "SWF" (Systems in shoreland areas, wellhead protection areas or systems serving food, beverage or lodging establishments), there must be at least two feet of vertical separation between the bottom of the dispersal system and seasonal saturation or bedrock.

19. Holding Tanks

Holding tanks may be allowed for the following applications: as replacements for existing failing SSTS and SSTS that pose an imminent threat to public health or safety, on lots with limitations that will not allow for the installation of a Type 1 SSTS or for uses that are seasonal or intermittent in nature and will not use more than 150 gallons of water per day.

20. Municipal Connection

A) If the existing system is adjacent to the parcel being subdivided or reasonably close in the opinion of the City Engineer and Planning Commission or if the density of the proposed development necessitates a municipal sewer connection, a municipal sewer system shall be extended to the lot at the subdivider's expense by agreement in a development contract between the subdivider and the City Council. The sewer shall also be extended to the exterior boundary of the subdivision at locations designated by the Zoning Administrator.

B) Municipal sewage facilities shall be designed by a registered engineer, approved by the City Engineer, approved by the states PCA, and installed according to the City Engineers Association of Minnesota Standard Specifications.

21. Variance Requests

A property owner may request a variance from the standards as specified in the City Zoning Ordinance.

22. State Agency Variance Requests

Variances that pertain to the standards and requirements of the State of Minnesota must be approved by the affected State Agency pursuant to the requirements of the State Agency. No permits will be issued by the City until all required State Agency variances have been approved.

23. Permit Requirements

a) Activities Not Requiring a Land Use Permit

A Land Use Permit is not required for minor repairs or replacements of system components that do not alter the original function of the system; change the treatment capacity of the system; change the location of the system; or otherwise change the original system design, layout. Examples include, but are not limited to, pumps, baffles and effluent filters.

b) Activities Requiring a Land Use Permit

A Land Use Permit shall be obtained by the property owner or an agent of the property owner from the City prior to the installation, construction, replacement, modification, alteration or capacity expansion including the use of advanced treatment components of a SSTS. It is unlawful for any person to construct, install, modify or replace a SSTS without the appropriate permit from the Zoning Administrator, including repair or replacement of components that will alter the original function of the system, change the treatment capacity of the system, change the location of the system or otherwise change the original system's design, layout or function. The issuing of any permit, variance or conditional use under the provisions of this Ordinance shall not absolve the applicant of responsibility to obtain any other required permit.

c) Permit Requirements

Land Use Permit applications shall be made on forms provided by the Zoning Administrator, signed by the applicant or applicant's agent and must include the following information and documentation:

1. Applicant name, mailing address, telephone number and email address.
2. Property Identification Number, property address and legal description of property location.
3. Site Evaluation Report, as described by Minnesota Administrative Rules, Chapter 7080.1700, made on forms provided by the Zoning Administrator.
4. Design Report, as described in Minnesota Administrative Rules, Chapter 1750, made on forms provided by the Zoning Administrator.
5. A management plan, as defined by Minnesota Administrative Rules, Chapter 7082.0600.

d) Application Review and Response

The Zoning Administrator and City SSTS Inspector shall review a permit application and supporting documents to ensure compliance of this Ordinance.

e) Appeal

The applicant may appeal any decision of the Zoning Administrator to the Board of Adjustment in accordance with the Zoning Ordinance procedures.

f) Permit Expiration

1. A Land Use Permit for a new SSTS is valid for a period of no more than two years from its date of issue.
2. A Land Use Permit for the replacement of SSTS failing to protect groundwater is valid for 10 months from its date of issue.
3. A Land Use Permit for the replacement of SSTS that are imminent threats to public health is valid for 10 months from its date of issue.

4. Satisfactory completion of construction shall be determined by as-built drawings and a signed certification that the construction and installation of the system was completed in reasonable conformance with the approved design documents by the Zoning Administrator, a qualified designee of the Zoning Administrator or a licensed inspection business, which is authorized by the Zoning Administrator, independent of the owner and the SSTS installer.

g) Transferability

A Land Use Permit may be transferred to a new owner provided there are no proposed changes to the SSTS design.

h) Suspension or Revocation

The Zoning Administrator may suspend or revoke a Land Use Permit issued under this section for any false statements, misrepresentations of facts on which the Land Use Permit was issued and/or unauthorized changes to the system design that alter the original function of the system, change the treatment capacity of the system, change the location of the system or otherwise change the original system design, layout or function. A notice of suspension or revocation and the reasons for the suspension or revocation shall be conveyed in writing to the permit holder. If suspended or revoked, installation or modification of a treatment system may not commence or continue until a valid Land Use Permit is obtained.

i) SSTS Assessment Requirements

For those SSTS without a management plan or operating permit according to the provisions of this Ordinance, the following provisions apply:

1. The owner of an ISTS or the owner's agent shall regularly, but in no case less frequently than every three years, assess whether sewage tanks leak below the designed operating depth and whether sewage tank tops, riser joints and riser connections leak through visual evidence of major defects and measure or remove the accumulations of scum, grease and other floating materials at the top of each septic tank and compartment, along with the sludge, which consists of the solids denser than water.
2. All solids and liquids must be removed by pumping from all tanks or compartments in which the top of the sludge layer is less than 12 inches from the bottom of the outlet baffle or transfer hole or whenever the bottom of the scum layer is less than three inches above the bottom of the outlet baffle or transfer hole. Total sludge and scum volume must not be greater than 25 percent of the tank's liquid capacity. Removal of accumulated sludge, scum and liquids from septic tanks and pump tanks must be through the maintenance hole. The removal of solids from any location other than the maintenance hole is not a compliant method of solids removal from a sewage tank and this method does not fulfill the solids removal requirement of this part or a management plan. Liquid and solids removal from clean-out pipes is allowed for holding tanks.

24. Operating Permit

- a. An Operating Permit shall be required for the following SSTs:
 1. SSTs with high strength waste effluent standards that exceed Minnesota Administrative Rules, Chapter 7080.2150, Subpart 3(K);
 2. Holding Tanks;
 3. SSTs serving three or more connections;
 4. Type 4 and Type 5 SSTs;
 5. SSTs that exceed a daily flow of 2,500 gallons per day; or,
 6. MSTs designed under Minnesota Administrative Rules, Chapter 7081, and the City of SSTs Ordinance.
- b. Operating Permits shall be a signed agreement between the Zoning Administrator and the property owner and shall include monitoring, performance, mitigation and reporting requirements.
- c. A valid Operating Permit shall be considered a certificate of compliance if that system is in compliance with the requirements of the Operating Permit.
- d. Owners of holding tanks shall provide the Zoning Administrator upon request a copy of a valid monitoring and disposal contract executed between the owner and a licensed maintenance business, which guarantees the removal of the holding tank contents in a timely manner and prevents an illegal discharge in accordance with Minnesota Administrative Rules, Chapter 7082.0100, Subpart 3(G). This requirement is waived if the owner is a farmer who is exempt from licensing under Minnesota Statutes, Section 115.56, subdivision 2(b)(3).
- e. Operating Permits shall be valid for the specific term stated on the permit as determined by the Zoning Administrator.
- f. An Operating Permit must be renewed prior to its expiration. If not renewed, the Zoning Administrator may require the system to be removed from service or operated as a holding tank until the permit is renewed. If not renewed within 90 calendar days of the expiration date, the Zoning Administrator may require that the system be abandoned in accordance with Section (11) (E) above.
- g. Operating Permits do not transfer to new property owners. New owners shall apply for an Operating Permit in accordance with this Section. The Zoning Administrator shall not terminate the current permit until 90 calendar days after the date of sale, unless an imminent threat to public health and safety exists. When considering the new owner's application, the Zoning Administrator may require a performance inspection of the treatment system certified by a licensed inspector or qualified employee.
- h. A report shall be prepared and certified by the licensed inspection business or licensed service provider. The report shall be submitted to the Zoning Administrator on a form provided by the

Zoning Administrator on or before the compliance reporting date stipulated in the Operating Permit as required. The report shall contain a description of all maintenance and servicing activities performed since the last compliance monitoring report as described in the Operating Permit.

- i. The Zoning Administrator may suspend or revoke any Operating Permit issued under this section for any false statements or misrepresentations of facts on which the Operating Permit was issued.
- j. If suspended or revoked, the Zoning Administrator may require that the treatment system be removed from service, operated as a holding tank or abandoned.
- k. At the Zoning Administrator's sole discretion, the Operating Permit may be reinstated or renewed upon the owner taking appropriate corrective actions.

25. Compliance Inspection Program

a) Zoning Administrator Responsibility

- 1. It is the responsibility of the Zoning Administrator, or its agent, to perform installation inspections of new SSTS or upgrades of SSTS to assure that the requirements of this Ordinance are met.
- 2. All compliance inspections must be performed and signed by licensed inspection businesses or qualified employees certified as inspectors.
- 3. The Zoning Administrator shall be given access to enter a property at any reasonable time to inspect and/or monitor the SSTS system. As used in this paragraph, "property" does not include a residence or private building.
- 4. No person shall hinder or otherwise interfere with the Zoning Administrator's employees in the performance of their duties and responsibilities pursuant to this Section. Refusal to allow reasonable access to the property by the Zoning Administrator may result in a determination of noncompliance.
- 5. At the Zoning Administrator's sole discretion, a signed winter agreement may be accepted in lieu of a compliance inspection for property transfers, permit applications and designs to the Zoning Administrator between November 1 and April 30, provided that the required information is submitted to the Zoning Administrator by June 1 of the subsequent year. Failure to fulfill all the obligations of the winter agreement shall be a violation of this Ordinance.

b) New Construction or Replacement

- 1. New installation inspections must be performed on new or replacement SSTS in accordance with Minnesota Administrative Rules, Chapter 7082.0700. SSTS found to be noncompliant with other applicable requirements must be repaired or replaced.

2. It is the responsibility of the SSTS owner or the owner's agent to notify the Zoning Administrator 24 hours prior to the installation inspection.
3. If the installer provides proper notice and the Zoning Administrator does not provide an inspection within one hour after an inspection time was set, the installer may complete the construction per the following: The installer shall submit photographs of the entire uncovered system and an as-built drawing with a certified statement that the installation of the SSTS met the appropriate standards of this Ordinance within five working days of the installation.
4. A Certificate of Installation for new SSTS construction or replacement shall be issued by the Zoning Administrator within 30 days of inspection if the Zoning Administrator has reasonable assurance that the system was built in accordance with the applicable requirements as specified in the construction permit.
5. The Certificate of Installation must include a certified statement by the certified inspector or qualified employee who conducted the inspection that the SSTS is or is not in compliance with the Ordinance requirements. If the SSTS is determined not to be in compliance with the applicable requirements, a notice of noncompliance must be issued to the owner which includes a statement specifying the City Ordinance provisions with which the SSTS does not comply.
6. No SSTS shall be placed into operation until a valid Certificate of Installation has been issued.
7. Certificates of Installation for new construction or replacement shall remain valid for (5) five years from the date of issue, unless the Zoning Administrator finds evidence of noncompliance.

26. Existing Systems

1. Compliance inspections shall be required when any of the following conditions occur:
 - a) When applying for a Land Use Permit, Shoreline Alteration Permit, Minor Subdivision, Subdivision by Meets and Bounds, Plat, Land Use Map Amendment, Conditional Use Permit, Interim Use Permit or Variance and the Certificate of Installation is more than five years old or the Certificate of Compliance is more than three years old.
 - b) Within 90 days of conveyance of any real property and the Certificate of Installation is more than five years old or the Certificate of Compliance is more than three years old.
 - c) Any time there is a change in use of the property being served by an existing SSTS, which may impact the performance of the system.
 - d) At any time as required by this Ordinance or the Zoning Administrator deems appropriate, such as, upon receipt of a complaint or other notice of a system malfunction.
2. Compliance inspections of existing SSTS shall be reported on the inspection report forms provided by the MPCA. The following conditions, must be assessed, or verified:
 - a) Watertightness assessment of all treatment tanks including a leakage report;

b) Vertical separation distance between the bottom of the soil treatment and dispersal system and the periodically saturated soil or bedrock, including a vertical soil separation verification report unless soils have been verified according to Minnesota Administrative Rules, Chapter 7082.0700, Subpart 4(B).

c) Sewage backup, surface seepage or surface discharge including a hydraulic function report.

3. The Certificate of Compliance must include a certified statement by a qualified City employee or licensed inspection business, indicating whether the SSTS is in compliance with the requirements of this Article. If the SSTS is determined to not be in compliance with the applicable requirements, a notice of noncompliance must include a statement specifying those Ordinance provisions with which the SSTS does not comply. A Construction Permit application must be submitted to the Zoning Administrator if the required corrective action is not a minor repair.

4. The Certificate of Compliance or Notice of Noncompliance must be submitted to the Zoning Administrator no later than 15 calendar days after the date the inspection was performed.

5. Certificates of Compliance for existing SSTS shall remain valid for three years from the date of issue, unless the Zoning Administrator finds evidence of noncompliance.

27. Transfer of Property

1. Any property on which an SSTS is located shall not be transferred or sold, unless the parties to the transaction have complied with one of the following:

a. A current Certificate of Compliance

b. A signed winter agreement per this Ordinance.

c. In the event the seller does not provide a Certificate of Compliance or compliant Operating Permit, the seller and buyer may establish a written agreement or contract to repair, replace or upgrade the existing SSTS according to the terms of this Ordinance.

d. The buyer may accept total responsibility of the existing SSTS and be responsible for the necessary upgrading. In the absence of a written agreement according to this Ordinance, the buyer shall be responsible for the necessary upgrading of said SSTS.

28. Commercial SSTS

1. Septic tank effluent testing for Carbonaceous Biochemical Oxygen Demand (CBOD), Biological Oxygen Demand (BOD), Total Suspended Solids (TSS), Nitrogen and oil/grease combination is mandatory for all SSTS that serve commercial establishments that serve food and beverages or have a flow that exceeds 1000 gallons per day as part of any compliance inspection.

2. Effluent testing shall not be required for commercial SSTS that have a current operating permit as of the date this Ordinance is effective. If all provisions of the operating permit are met, the SSTS shall be considered to be in compliance.

3. An SSTS with effluent testing that does not meet the standards in Minnesota Administrative Rules, Chapter 7080.2150, Subpart 3(K), shall be upgraded within 3 years to meet said standards and be placed on an Operating Permit as provided in this Ordinance.

29. Vertical Separation Reduction

Minnesota Administrative Rules, Chapter 7080.1500, Subpart 4(D), is hereby adopted allowing a 15 percent reduction in vertical separation distance for settling of sand or soil, normal variation of measurements and interpretations of the limiting layer for existing SSTS. This provision does not apply to systems utilizing paragraph 17 of this Section of the City Zoning Ordinance.

30. Enforcement

Enforcement of this ordinance shall follow the standards and procedures in the city zoning ordinance enforcement section.

31. State Notification of Violation

The Zoning Administrator shall notify the MPCA of any inspection, installation, design, construction, alteration or repair of an SSTS by a licensed/certified person or any septage removal by a licensed maintainer that is performed in violation of the provisions of this Ordinance. The Zoning Administrator shall also notify the MPCA of any discovered straight pipes pursuant to Minnesota Statutes, Section 115.55, Subdivision 11.

32. Record Keeping

The City shall maintain a current record of all permitted systems. The record shall contain all permit applications, issued permits, fees assessed, variance requests, Certificates of Compliance, Notices of Noncompliance, enforcement proceedings, site evaluation reports, design reports, record drawings, management plans, maintenance reports, Operating Permits, an annual list of all sewage tanks installed in the City sorted by licensed installation businesses and other records the City deems relevant to a particular system.

33. Annual Report

The Zoning Administrator shall provide an annual report of SSTS permitting activities to MPCA no later than February 1 for the previous calendar year.

34. Dispute Resolution

Resolution of disputes between SSTS Certified Individuals regarding conflicting compliance inspections, determination of seasonally saturation of soils and other technical issues shall follow Minnesota Administrative Rules, Chapter 7082.0700, Subpart 5.


Effective Date: This ordinance amendment shall be in full force and effect from and after passage and publication according to state law. This ordinance shall be placed on file at the City of Manhattan Beach City Hall for public review.

Repeal: This ordinance shall repeal all ordinances inconsistent herewith.

Adopted this 4 day of SEPTEMBER, 2018 by the City Council of Manhattan Beach.


Paul Allen, Mayor

ATTEST:


Amy Wannebo, City Clerk

**ORDINANCE SUMMARY PUBLICATION
FOR ADOPTING A SUBSURFACE SEWAGE TREATMENT SYSTEMS
ORDINANCE.
CITY OF MANHATTAN BEACH**

On September 4, 2018 the City of Manhattan Beach adopted Ordinance Number 0918, an ordinance adopting a subsurface sewage treatment system ordinance. This ordinance provides standards for all new septic systems and compliance criteria for existing systems. The ordinance also provides process for the design, install and maintenance of systems. The intent of the ordinance is to follow the criteria set forth in MN Rule. 7080.

This notice is a summary of the ordinances that were adopted by the City. A full copy the City Ordinances are available at City Hall, or by mail or email request to the City Clerk. The council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of this ordinance. This ordinance will go into effect upon publication.

Approved by a 4 5th Vote on SEPTEMBER 4, 2018

Attest:

Mayor


Paul Allan

Clerk


Amy Warnebo

MANHATTAN BEACH
SSTS APPLICATION

APPLICATION:

- A. Applicant shall complete the SSTS Application and submit to the Zoning Administrator.
- B. Applicant shall attach proposed SSTS design to completed application. Design shall be done by a licensed designer, shall be complete and shall be legible.
- C. If the City does not have a current license of the designer on file, a copy shall be submitted at the time of application.
- D. All applications must be submitted **14 days prior** to the proposed installation date.
- E. The SSTS fee shall be paid by the applicant at the time of application.

REVIEW:

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments.
- B. Applicant will be notified, in writing, where additional information is needed.
- C. The application will then be sent to the city SSTS inspector for review and final approval.

ACTION:

In order to obtain an SSTS permit, the following must happen:

- A. The Zoning Administrator must review and approve the completed application and ensure that the permit fee has been collected.
- B. The Zoning Administrator and SSTS Inspector must ensure that the proposed improvements meet the requirements of the Ordinance.
- C. The Zoning Administrator will assign the SSTS inspector to inspect the installation.

Note 1: The City Fee Schedule is based on the average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. **Applicants will be charged an inspection fee for each on-site inspection visit by the City SSTS Inspector.** The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

Note 2: The City strives to process all applications as soon as they are received. To avoid delays, applicants should allow themselves as much time as possible between the time they submit their application and the time they wish to begin construction. Close coordination with the City during the project design phase and submittals that are complete and accurate will help applicants avoid delays.

Note 3: All SSTS installations must be inspected by a City appointed inspector. There shall be no exceptions. SSTS's that are not inspected shall be considered illegal and in violation of the Ordinance subject to enforcement action under the City Code.

Note 4:

- 1. A Land Use Permit for a new SSTS is valid for a period of no more than two years from its date of issue.
- 2. A Land Use Permit for the replacement of SSTS failing to protect groundwater is valid for 10 months from its date of issue.
- 3. A Land Use Permit for the replacement of SSTS that are imminent threats to public health is valid for 10 months from its date of issue.

REVISED: July 2018

MANHATTAN BEACH
SSTS (septic system) PERMIT APPLICATION

APP # _____
Date _____
Fee _____
Check# _____

Name of Applicant _____

Phone _____

Property Address (E911#) _____

Mailing Address _____

City, State, Zip _____ Email _____

Applicant is:

Title Holder of Property: *(if not applicant)*

Legal Owner () _____

Contract Buyer () _____

Option Holder () _____

Agent () _____

Other _____

(Name)

(Address)

(City, State, Zip)

Property Parcel ID (15 Digit # on Tax Statement) _____

Property Legal Description _____

Proposed Installation Date _____

Installer Name and License # _____

(if unknown at this time, leave blank and inform the city prior to install)

Note: Applicant will be charged the full inspection fee for each site visit made by the City to inspect the installation.

Signature of Owner, authorizing application (required): _____

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Approved by the Zoning Administrator: _____ Date: _____

REVISED: July 2018

CHECKLIST

- _____ Completed application, including signature of property owner
- _____ Design Attached or submitted to City already
- _____ Name and Designer's License #
- _____ Fee
- _____ Installation Date

CONTACT INFORMATION

Planning and Zoning
Administrator:

Darrin Welle
Sourcewell
PO Box 219
Staples, MN 56479

Phone: (218) 895-4142
darrin.welle@sourcewell-mn.gov

SSTS Winter Agreement

Property Owner: _____

Phone Number: _____

Site Address: _____

Mailing Address: _____

Parcel Number: _____

A signed winter agreement may be accepted in lieu of a compliance inspection for property transfers, permit applications and designs to the City between November 1 and April 30, at the City's discretion provided the required information is submitted to the City by June 1 of the subsequent year. Failure to fulfill all of the obligations of the winter agreement shall be a violation of the SSTS Ordinance.

The above property owner hereby agrees to have an Individual Sewage Treatment System (ISTS) compliance inspection completed by June 1, _____ for the parcel listed above.

The above property owner hereby agrees to submit to the City an acceptable septic system design and purchase a septic system permit no later than June 1, _____.

Reason for Winter Agreement: Land Use Permit _____ Property Transfer _____

I hereby swear and affirm that the above information is true and correct.

Property Owner Signature

Date

WD - easystore® 8TB External USB 3.0 Hard Drive - Black

Model: WDBCKA0080HBK-NESN SKU: 5792401

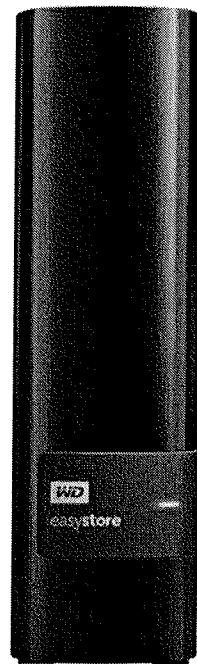
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