

MINUTES OF THE REGULAR MONTHLY MEETING
OF THE MANHATTAN BEACH CITY COUNCIL
October 2nd, 2018

The regular monthly meeting of Manhattan Beach City Council was held on Tuesday October 2nd, 2018 in the City Hall at 7pm. The following officers were present: Paul Allen-Mayor; Janis Allen, Marlene Yurek & Barb Hanson-Wannebo-Council Members; Amy Wannebo-Clerk-Treasurer; approximately four residents and one member of the press.

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

Clerk-Treasurer's Report: Supporting documents attached. Clerk-Treasurer Wannebo stated that the November meeting would be held on Wednesday November 7th due to the general election on Tuesday. She asked if there were any questions regarding the claims list. Council Member Hanson-Wannebo asked where the legal fees were and why the City was paying for Septic Inspection fees Clerk Treasurer Wannebo said there were no legal fees for the month. Mayor Allen stated that when the Fee Schedule was changed it didn't cover the cost of the inspection, the new City Inspector that was hired charges \$150 and the fee schedule charges \$145, so until the fee schedule can be changed in 2019 the City will cover the difference. Mayor Allen returned Council Member Hanson-Wannebo's office key and said the date change for the November meeting should be posted to the City's website. **A motion was made by Council Member Allen and seconded by Council Member Yurek to approve the claims as printed and to include Crow Wing Power. Motion carried.**

Check numbers 3189 through 3194 have been paid for a total amount of \$1,121.82.

Communications: None.

Planning & Zoning Report: Zoning Administrator Darrin Welle emailed his report for September (attached) and included the Planning and Zoning Shared Services Agreement for 2019. Mayor Allen read the report and stated that the Agreement should be put on the November agenda since the Council did not receive it from Darrin until October 1st.

OPEN FORUM:

Unfinished Business:

Credit Card Policy: Mayor Allen stated that the policy was reviewed by the City Attorney who said that the Council should add Minn. Stat. Ch. 475, 15.17 and 138.17 which governs municipal borrowing and that the City can't carry debt on the card. Therefore that statute was added to the policy. Mayor Allen

stated that his card would go into the safe deposit box. Clerk-Treasurer Wannebo said that she received her card but was waiting to activate it until the Credit Card policy was in place. **A motion was made by Council Member Allen and seconded by Council Member Hanson-Wannebo to accept the Credit Card Policy as printed. Motion carried.**

Council Comments to Community Planning Results: From the Flip Charts and Voting #1 Preserve Quality of Life/Natural Area and Shorelines. Our ordinances are set in place to do just that, preserve the quality of life, natural areas and shorelines. #2 Preserve Sense of Community/Self Governing City. Our council's goals with our comp plan is to keep the City rural in nature. Without question the Council wants to keep the City self-governed and not merge with another City. #3 Parking for Trout Lake Boat Access Flow Improved. Trout Lake Access is controlled by the Army Corp. of Engineers. It took three years to have the County install no parking signs in front of the access, the last three years the Corp. has put into the budget request for additional parking across the road but the federal government denied it. Mayor Allen spoke with them again last month and they said that their hands were tied. #4 Lower Taxes. Taxes have not been raised. The budget has been \$70,000 for the last nine years. If your taxes have gone up it is not because of Manhattan Beach raising the levy. #5 Building Ordinances that Protect the Natural Environment. We think that our ordinances protect us as much as they can for the natural environment. #6 Walking Paths, Continue from Moonlight Bay to County Road 1. County Road 66 is a County highway, the City does not have the legal authority to install walking paths. The County has a policy that if the City asks for the path that the City would have to pay for it. The area from Moonlight Square to Manhattan Point Blvd. falls into the Crosslake City limits. The City does not own any property other than the City Hall. #7 Preserve Manhattan Beach Lodge/Historical and use as Public Accessible. Manhattan Beach Lodge is privately owned, having the lodge designated as a historical site would be up to the owners. Designating it as historical could possibly effect the property value. #8 Better Broadband. TDS Telecom and Crosslake Communications are working on bringing expanded broadband in Manhattan Beach. #9 Removal of Dead Trees, Ordinance? The Council and Planning & Zoning Commission have not decided to create an ordinance related to removal of dead trees. #10 Newsletter, Community Communication. We don't see a need to have the expense of a newsletter. Council meetings are recorded and Planning & Zoning meetings will soon be recorded. Both written and recorded minutes are posted on the City website. #11 Access to and Availability of Services (Fire/EMS/Police). We already contract with the Crosslake Fire Department for fire and EMS services. All services are readily available and response time is fairly quick. #12 More Citizen Input on P&Z/Council Zoning. There are two open forums on both Council and Planning & Zoning Agendas. Public can speak during these times and they can request to be put on the agenda. #13 Improve Engagement of Second Home Owners. Property owners are always welcome at meetings. They can even serve on the Planning Commission even if they are not voting residents. #14 Preserve the History of the Area. We have done some with framing the puzzles and restoring the flag pole. #15 Restrict Boat Noise/Speed. Trout Lake is governed by the Federal government, no speed laws exist except in no wake zones. The City limits stop at the shores of Trout Lake. #16 Support Neighboring Communities. As Mayor, for years I have tried to have a monthly breakfast meeting with the mayors of Crosslake and Fifty Lakes and apparently they could not make it work. I did have a dinner meeting with Patty from Crosslake and thought that a monthly meeting might occur, but it didn't. I have spoken with Tim from Fifty Lakes and worked with his council over this county road 1 property that never was put into the city limits of Manhattan Beach. We currently contract with Fifty lakes for snow plowing on Northgate Lane. We gave Timothy Township \$1,000 for improvements that needed to be made for our community cemetery. I think we have a good relationship with surrounding communities. I have spoken with these

cities mayor candidates and they welcome the opportunity to talk. #17 Enforce Fireworks Laws. The City can't enforce the law. The Sheriff's department handles the enforcement. Mayor Allen stated that a post card should be sent out to property owners that the City had posted results and remarks to the Community Meeting on the City's website.

Franchise Agreement: Mayor Allen said that the City Attorney had reviewed the agreement and gave his blessing. Mayor Allen said that the company would need to provide a copy of the new agreement to the City and that we would need to hold a public hearing before an ordinance can be signed.

OPEN FORUM:

New Business: None.

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

The meeting was adjourned at 8:03pm.

Clerk-Treasurer Amy Wannebo

Mayor/Council Member

For the payroll period ending: 10/02/2018

<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 10-2-18
 Barbara A Hanson-Wannebo City Council/Town Board Date

Janis Allen 10.2.18
 Janis A Allen City Council/Town Board Date

Marlene Yurek 10-2-2018
 Marlene Yurek City Council/Town Board Date

Date Range: 9/5/2018 To 10/2/2018

<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>
10/02/2018	Crosslake Communications	October 2018 internet	3190	\$72.13	100-41940-321-	General Government Buildings and Plant	\$72.1
10/02/2018	Sourcewell Formerly NJPA	P&Z services for August 2018	3191	\$237.50	100-41910-106-	Planning and Zoning	\$237.5
10/02/2018	Northland Press	Legal Notice: Summary Publication	3192	\$38.00	100-41001-351-	General Government	\$38.0
10/02/2018	Tri-County Septic Inspection	new install insp. @ Fred Gridley property	3193	\$150.00	100-41910-106-	Planning and Zoning	\$150.0

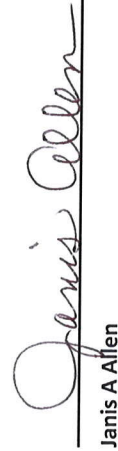
Total For Selected Claims

\$497.63


 Barbara A Hanson-Wannebo
 City Council/Town Board

Barbara A Hanson-Wannebo

City Council/Town Board


 Janis A Allen
 City Council/Town Board

Janis A Allen

City Council/Town Board


 Marlene Yurek
 City Council/Town Board

Marlene Yurek

City Council/Town Board


 Date

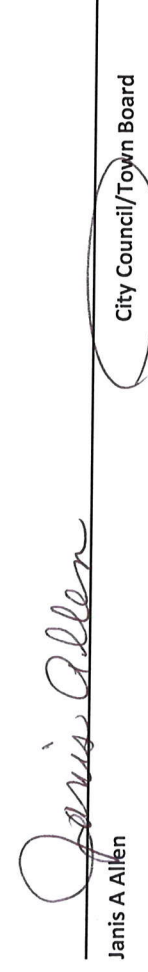
10.2.18
 Date

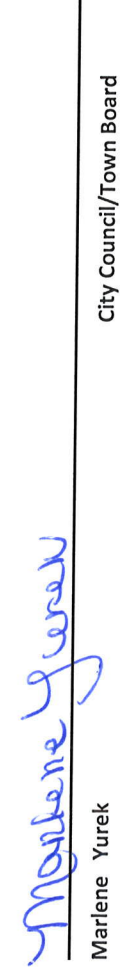
10-2-2018
 Date

Date Range: 8/15/2018 To 9/15/2018

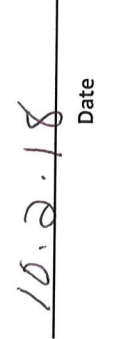
<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
09/05/2018	Ryan, Brucker & Kallis, Ltd.	legal services from 8/7/18-8/31/18	3188	\$97.50	100-41610-304-	City/Town Attorney	\$97.5
09/05/2018	Best Buy	External Hard Drive, P&Z Recorder & Wall charger	91218Debit	\$280.22	100-41420-206-	Recording and Reporting	\$280.2
Total For Selected Claims				\$377.72			\$377.7

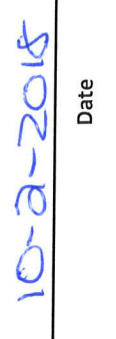

 Barbara A Hanson-Wannebo
 City Council/Town Board


 Janis A Allen
 City Council/Town Board


 Marlene Yurek
 City Council/Town Board


 Date
 10-2-18


 Date
 10.2.18


 Date
 10-2-2018

For the Period: 9/2/2018 To 10/2/2018

<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 Balance Sheet Statement</u>
General Fund	\$311,013.86	\$0.00	\$2,522.42	\$308,491.44	\$0.00	\$1,074.82	\$309,566.2
Road and Bridge	\$6,046.92	\$0.00	\$0.00	\$6,046.92	\$0.00	\$0.00	\$6,046.9
Tax Increment Financing Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Fund	\$13,004.46	\$0.00	\$0.00	\$13,004.46	\$0.00	\$0.00	\$13,004.4
Total	\$330,065.24	\$0.00	\$2,522.42	\$327,542.82	\$0.00	\$1,074.82	\$328,617.6

Payroll Period Ending: 10/02/2018

Employee		Hours		Earnings				Pretax Deductions							Taxable		Federal		Medicare	
ID	Name	Regular	Overtime	Regular	Overtime	Tips	Gross	PERA	Def. Income	Cafeteria	Other	Wages	WH Tax	FICA	Medicare	Net Pay	EIC	Net Pay & EIC	Check #	
	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	\$577.19	\$0.00	\$577.19	3194	
TOTALS		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	\$577.19	\$0.00	\$577.19		
Insurance																				
ID	Name	State	WH Tax	Health	Dental	Life	Union Dues	Others 1	Others 2	Others 3	Net Pay	EIC	Net Pay & EIC	Check #						
	Wannebo,Amy		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$577.19	\$0.00	\$577.19	3194						
TOTALS			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$577.19	\$0.00	\$577.19							

October 1, 2018

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

RE: October Report

Mayor and City Council,

1. There was no planning commission meeting this month since there was nothing to discuss.
2. There were no land use permit applications submitted or permits issued in August.
3. Our three-year contract for zoning assistance is due in January 2019. I have included an updated contract for your consideration. Please let me know if there are any questions on the paperwork.

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

Credit Card policy for the City of Manhattan Beach, MN

State law requires that claims presented to the city for payment must be in writing and itemized. Bills from credit-card companies may not contain the detail necessary to satisfy these itemization requirements. Therefore, The City of Manhattan Beach must retain invoices and receipts for all items charged to a credit card bill. Minn. Stat. Ch. 475, 15.17 and 138.17, governs municipal borrowing and that the city can't carry debt on the card.

Additionally, the city credit card use must comply with state laws governing municipal borrowing. Therefore, the City of Manhattan Beach is adopting a policy of paying the entire credit card balance each month. The power to use the credit card for purchasing carries with it the potential for misappropriation therefore, all receipts and invoices must be presented to the City of Manhattan Beach Council each month before authorization is given to pay the credit card bill.

- 1) The Mayor and City Clerk/Treasurer are authorized to use the city credit card.
- 2) All purchases made on the credit card must be reviewed monthly with an invoice or receipt before the credit card bill can be paid. The credit card bill does not give a good accounting of the purchase.
- 3) Personal use of the credit card is prohibited.
- 4) The total amount that can be purchased on the credit card must not exceed \$1,500.00.

Any purchases made on the credit card that is not approved by the city council will have to be paid by the officer who purchased them.

Items approved for purchase with the credit card are;

- 1) Office supplies
- 2) Cleaning supplies including garbage bags.
- 3) Paper products such as paper plates, napkins, paper towels, toilet paper, coffee filters, etc.
- 4) Serving supplies such as plastic utensils, plastic glasses, etc.
- 5) Supplies for the ditch cleaning crew or other social events such as pizza, pop, coffee, breakfast rolls, etc.

This Credit Card Policy is hereby adopted on: October 2nd 2018

A handwritten signature in blue ink, appearing to read "Paul L. Allen", written over a horizontal line.

Mayor

A handwritten signature in brown ink, appearing to read "D. J. ...", written over a horizontal line.

Clerk/Treasurer

Manhattan Beach Community Meeting

Summary from Flip Charts and Voting

July 14th, 2018

- 1. Preserve Quality of Life/Natural Area and Shorelines – 16 votes**
(2 volunteers; Rob Amundson and Marcia Gray)
- 2. Preserve Sense of Community/Self Governing City – 14 votes**
(2 volunteers; Janis Allen and Joan Wannebo)
- 3. Parking for Trout Lake Boat Access Flow Improved – 9 votes**
- 4. Lower Taxes – 8 votes**
(1 volunteer; Mike Armstrong)
- 5. Building Ordinances that Protect the Natural Environment – 7 votes**
- 6. Walking Paths, Continue from Moonlight Bay to County Rd 1 – 6 votes**
(2 Volunteers; Colleen Borys, Peg Boots)
- 7. Preserve Manhattan Beach Lodge/Historical and use as Public Accessible – 6 votes**
- 8. Better Broadband – 6 votes**
(2 Volunteers; Jean Amundson and Colleen Dobie)
- 9. Removal of Dead Trees, Ordinance? – 5 Votes**
- 10. Newsletter, Community Communication – 4 votes**
(2 Volunteers; Krista Brunkhorst and Isaac Wannebo)
- 11. Access to and Availability of Services (Fire/EMS/Police) – 4 Votes**
- 12. More Citizen Input on P& Z/Council Zoning – 4 votes**
(1 volunteer; Kevin Larson)
- 13. Improve Engagement of Second Home Owners- 3 votes**
(1 volunteer; Jean Amundson)
- 14. Preserve the History of the Area – 3 votes**
(1 volunteer; Dennis Taylor)

See back of sheet for more items

15. Restrict Boat Noise/Speed – 2 votes
16. Support Neighboring Communities – 2 votes
17. Enforce Fireworks Laws – 2 votes
18. Stock More Fish – 1 vote
(1 volunteer; John Lally)
19. No Billboards – No Gas Stations
20. No ATV Driving in Ditches
(1 volunteer; Toni Kolinski)
21. Bike Trails
22. Keep Good Relationship with Corps of Engineers
23. Trout Lake Swimming Access Marked (protect swimmers)
24. Better Function and Location for North Radar speed warning Sign
25. Keep Building Ordinances as Is
26. Additional Businesses Across from Manhattan Beach Lodge



Items on Individual Top Three Lists not on Voting Lists

1. Speed Limits lower on 66
2. Cut Down on Tics/Mosquitos
3. Keep Community Safe
4. Up-Grade Facilities and Service of Manhattan Beach Lodge
5. Manhattan Beach Lodge made a Historical site, Special Tax Treatment
6. Gravel pit Closed
7. Make Whole City Wi-Fi accessible