

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

The regular monthly meeting of Manhattan Beach City Council was held on Tuesday January 2nd, 2018 in the City Hall at 7pm. The following officers were present: Paul Allen-Mayor; Janis Allen, Barb Hanson-Wannebo-Council Members; Amy Wannebo-Clerk-Treasurer; Andrew Kalis-City Attorney approximately two 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 Allen and seconded by Council Member Hanson-Wannebo to approve the agenda as printed. Motion carried.**

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

Appointment of City Service Providers: Mayor Allen went through the list of City Services providers. He stated that all should remain the same except for City Engineer and City Septic Inspector. Mayor Allen also brought to the Council an application from the Pine and Lakes Echo Journal wishing to be the legal publication for the City. Mayor Allen said that the rates for both the Northland Press and the Pine and Lakes Echo were the same but that he was leaning towards the Pine and Lakes Echo journal. Council Member Hanson-Wannebo stated that what she liked about the Northland Press was that it is a free paper that is delivered everywhere. Clerk Wannebo agreed with Council Member Wannebo-Hanson and added that the Northland Press was local to the City. Based on the discussion of the council, Mayor Allen recommended that the City continue to use the Northland Press as the legal publication for the City. Mayor Allen said the Martin Joyce was scaling back and declined to do any more septic inspections for cities. Mayor Allen said that he spoke with Darrin Welle of NJPA about handling this for the city, and has decided to leave this appointment open for now. As for the City Engineer space, Mayor Allen stated that he didn't think that it was necessary to fill that spot and that the City could hire an engineer on an "as needed" basis. **A motion was made by Council Member Allen and seconded by Council Member Hanson-Wannebo to accept the appointments as printed along with the Northland Press as the legal newspaper for the city. Motion carried.**

Clerk-Treasurer's Report: Clerk Wannebo asked if there were any questions and stated that two additional checks were issued to Planning and Zoning members in December because there was an error on the attendance records that she received. Council Member Hanson-Wannebo asked where the print out for additional checks to Planning and Zoning were. Clerk Wannebo produced a copy for the council to view and explained that these checks needed to be issued prior to the end of the year and that was why she didn't have them included in the claims list. Mayor Allen confirmed the Clerk's explanation. All supporting documents are attached. **A motion was made by Council Member Allen and seconded by Council Member Hanson-Wannebo to approve the claims including Crow Wing Power. Motion carried.**

Check numbers 3108 through 3114 have been paid for a total amount of \$8,421.89.

DRAFT

Communications: None.

Planning & Zoning Report: None.

OPEN FORUM:

Unfinished Business:

All-in-One Printer: A motion was made by Council Member Hanson-Wannebo and seconded by Council Member Allen to buy the used Canon printer for \$1,125.00 along with the optional service rate. Motion carried.

Bylaw Amendments: A copy of the proposed changes are attached. City Attorney Kalis stated that all additions and changes to the Bylaws are underlined. Council Member Allen stated that under page 2, first paragraph, the wording should be changed so that a majority vote from the council would allow them to refrain from posting a recording on the city website if it were to contain inappropriate language. Mayor Allen thought that the word "citizen" throughout the bylaws should be changed to "resident/non-resident property owner". Mayor Allen also thought that Government Agencies and Environmental Groups should be allowed a 5 day cut off to be added to the agenda. Council Member Hanson-Wannebo stated that under the signing of the Minutes that "or council member" should be added to Mayor. A motion was made by Council Member Hanson-Wannebo and seconded by Council Member Allen to have City Attorney Kalis make the changes discussed to the Bylaws and to bring them back next month with a resolution. Motion carried.

OPEN FORUM:

New Business: None.

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

The meeting was adjourned at 7:49pm.

Clerk-Treasurer Amy Wannebo

Mayor/Council Member

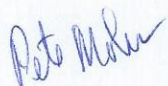
To: The Manhattan Beach City Council
Re: Legal newspaper for 2018

The Pineandlakes Echo Journal is applying to be the legal publication for the City of Manhattan Beach in 2018. We're proud of the relationship, including publishing news coverage of the monthly council meetings, for more than 45 years.

All legal notices are published in the weekly Pineandlakes Echo Journal classified section (with a distribution of 3,560 copies based on the Jan. 1, 2016 Circulation Verification Council audit) and also available on the pineandlakes.com website.

The Pineandlakes Echo Journal publishing legal rate for 2018 is \$8.50 per column inch, which includes being posted online at no additional charge.

Thanks again for considering the Pineandlakes Echo Journal for publishing City of Manhattan Beach legal notices in 2018.



Pete Mohs
Publisher
Echo Journal/Brainerd Dispatch
(218) 855-5855



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

December 22, 2017

To: Manhattan Beach City Council
Re: 2018 Legal Newspaper Designation

Dear Mayor and City Council,

I would like to take this opportunity to thank the City of Manhattan Beach for designating the Northland Press as your legal newspaper in 2017. We would like to continue as your resource for legal publishing in 2018.

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

The rate for publishing legal and public notices in 2018 will remain \$8.50 per column inch. All notices will be posted on our website as required by Minnesota Statute. The paper is for sale at several retail outlets in the lakes area for residents that do not have a post office box, or are seasonal. We also offer subscriptions for six months and one year.

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

Again, thank you for your consideration to continue as your legal newspaper. Please direct any questions to me. I can be reached at 218-692-5842 (office) or 218-340-4162 (cell), or email at paul@northlandpress.com.

Sincerely,

Paul Boblett
Owner/Editor
Northland Press

Office of the Minnesota Secretary of State
Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



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

Filing Fee: \$25.00

Please read the instructions before completing this form.

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

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

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

NOV 17 2017

Steve Simon
Secretary of State

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

Name of Newspaper: _____

Street Address: _____

(Must be a complete street address or rural route and rural route box number)

City: _____ State: MN Zip Code: _____

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

5. Name and daytime phone number of contact person:

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

6. Email Address for Official Notices

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

E-Mail Address: jo@northlandpress.com

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

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

Jeanne W. Boblett 11/07/2017
Signature of Authorized Representative (Required) Date

Northland PRESS

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

Phone: 218.692.5842 • Fax: 218.692.5844

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

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

Frequency: Weekly, Tuesday, U.S. Mail (50 weeks, 2018) **First Publication:** April 5, 2005
Circulation: Free Distribution with Total Market Saturation; Circulation Verification Council (CVC) Audit
Serving: Breezy Point, Crosslake, Emily, Fifty Lakes, Jenkins, Manhattan Beach, Merrifield, Outing, Pequot Lakes, Pine River and surrounding townships.
Owners: Joanne & Paul Boblett
Deadlines: Display Advertising: Thursday by 12:00 pm; Classifieds: Friday by 11:00 am
Page Specs: Broadsheet Format; Print Area: 11.75 inches wide by 20.5 inches tall; 6 Columns
Column sizes: 1 col. = 1.8" 2 col. = 3.79" 3 col. = 5.78" 4 col. = 7.77" 5 col. = 9.76" 6 col. = 11.75"
Office hours: Crosslake: Tuesday-Thursday 9 am - 4 pm, Friday 9 am - 12 noon; Outing: By appt. only

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

Term And Volume Rate Discounts Available

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

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

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

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

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

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

Preprinted Inserts: (deadline Thursday 4:00 pm)

- \$70 per thousand* for full run; Zoning is available with a flat broken route charge of \$50
- *Rates may vary depending on size and weight of insert

Northland Press Advertising Policy:

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

Date Range: 12/8/2017 To 1/8/2018

<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>
01/08/2018	Crow Wing Power	December 2017 service	3114	\$224.00	100-41940-381-	General Government Buildings and Plant	\$224.00
Total For Selected Claims				\$224.00			\$224.00

Barbara A Hanson-Wannebo

City Council/Town Board

Date

Janis A Allen

City Council/Town Board

Date

Marlene Yurek

City Council/Town Board

Date



Date Range: 12/2/2017 To 1/2/2018

<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>
01/02/2018	Hanson Property Services LLC	snow plowing 12/9/17 and 12/16/17	3110	\$216.00	201-43125-106-	Ice and Snow Removal	\$216.00
12/20/2017	Radarsign, LLC	Solar Radar Signs	3111	\$7,198.00	201-43121-221-	Paved Streets	\$7,198.00
12/20/2017	Crosslake Communications	January 2018 internet	3112	\$68.18	100-41940-321-	General Government Buildings and Plant	\$68.18
Total For Selected Claims				\$7,482.18			\$7,482.18

 Barbara A Hanson-Wannebo

 City Council/Town Board

Date

 Janis A Allen

 City Council/Town Board

Date

 Marlene Yurek

 City Council/Town Board

Date

1-2-18

Claims for Approval

City of Manhattan Beach

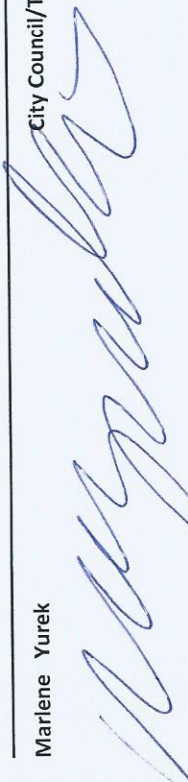

Date Range: 12/2/2017 To 1/2/2018

<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>
12/07/2017	Post Master	roll of stamps	3083	\$49.00	100-41001-322-	General Government	\$49.00
Total For Selected Claims				\$49.00			\$49.00

Barbara A Hanson-Wannebo City Council/Town Board Date

Janis A Allen City Council/Town Board Date

Marlene Yurek City Council/Town Board Date

1-2-18

For the payroll period ending: 12/27/2017

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount*</u>
100-41910-103		Kent, Travis J	69
		Yurek, Thomas	69.26
Account Total			138.52

Unallocated due to rounding

\$0.00

Total For Period

\$138.52

Barbara A Hanson-Wannebo

City Council/Town Board

Date_____
Janis A Allen

City Council/Town Board

Date_____
Marlene Yurek

City Council/Town Board

Date

For the payroll period ending: 01/02/2018

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41425-101		Wannebo, Amy	577
		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

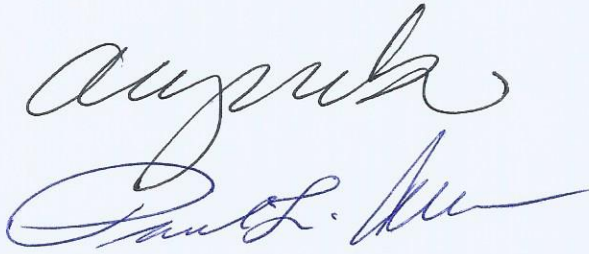
City Council/Town Board

Date

Marlene Yurek

City Council/Town Board

Date




1-2-18

1-2-18

City of Manhattan Beach

Receipts register

1/2/2018

Fund Name: All Funds

Date Range: 12/06/2017 To 01/02/2018

<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>
12/18/2017	LMCIT	22	2017 Property/Casualty Dividend	(12/18/2017) -	N	Dividend	100-36231-	\$ 148.00
								<u>\$ 148.00</u>
12/28/2017	State of Minnesota MN Management &	23	MV Credit-Agricultural	(12/28/2017) -	N	Agricultural Market Value Credit	100-33426-	\$ 67.06
								<u>\$ 67.06</u>
12/28/2017	State of Minnesota MN Management &	24	Small City Assistance	(12/28/2017) -	N	Agricultural Market Value Credit	100-33426-	\$ 2,059.50
								<u>\$ 2,059.50</u>
								<u>\$ 2,274.56</u>
Total for Selected Receipts								

Payroll Period Ending: 01/02/2018

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		
Wannebo, Amy		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	
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	

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

Amy Wannebo

From: Janis Allen <janisphr@crosslake.net>
Sent: Wednesday, December 27, 2017 9:51 PM
To: Amy Wannebo
Subject: Copiers
Attachments: Janis.pdf

Here is the information I got from The Office Shop in Brainerd.

Good morning Janis,

I have attached two copier options for you, one new and one used. The used machine is a stronger copier and a little easier to use, but the new copier has more bells and whistles. The new copier will not do 11" x 17" originals. Please let me know what questions you might have. The price includes installation and training.

Sincerely,

Dave Anderson
The Office Shop / Equipment Sales
218-820-2972



Canon

ImageRUNNER 3225 Used

- * Copies up to 25 Pages Per Minute
- * Duplexing (2 Sided Copying)
- * Up to 11" x 17" originals
- * Dual 550 Sheet paper cassettes
- * 50 Sheet stack bypass
- * GPR-15 Toner yields 24,000 prints at 6%

This unit includes:

- * 50 Sheet document feeder (DADF - U1)
- * Rolling cabinet
- * Print, Scan
- * Copy count: 377,540
- * 36 month \$1 purchase lease at \$40.08 per month available
- * Optional Service rate of \$0.015 per copy includes Toner, parts, labor

\$1,200.00

SYSTEM# 14993

The Office Shop 
• Supplies • Furniture • Equipment • Service •



Canon

ImageRUNNER 1435if

- * Multifunction Copier
- * Copies up to 37 Pages Per Minute
- * Duplexing (2 Sided Copying)
- * 500 Sheet paper cassette / 100 sheet bypass tray
- * Up to 8.5" x 14" originals
- * Toner yields 17,600 Black at 6%

This unit includes:

- * 50 Sheet Document Feeder
- * Rolling Cabinet
- * Copy / Print / Scan / Scan to email / Fax
- * 36 month FMV Lease payment of \$40.37 per month available
- * Service rate of \$0.015 per copy. Includes Toner, parts, labor (optional)

Additional 500 sheet paper cassette - \$185.00

\$1,350.00

The Office Shop
• Supplies • Furniture • Equipment • Service •

Proposed Changes to Bylaws

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

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

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

I attended the City Council meeting on December 5, 2017 with proposed changes to the City's Bylaws that would help to address these issues. The Council reviewed and discussed the proposed changes and instructed me to make further and additional revisions, which I noted. This new set of proposed changes to the Bylaws reflects and contains the changes suggested at the December 5, 2017 City Council meeting.

Section 3, Subdivision 2. Approvals. The minutes of each meeting shall be reduced to typewritten form, shall be signed by the clerk, and copies shall be delivered to each council 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 City Council 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 City Council meeting pursuant to Section 3, Subdivision 4 of these Bylaws. At the next regular meeting following delivery of the meeting minutes to each council 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 council. If there is an objection, the council shall vote upon the addition, amendment, or correction. The approved minutes will be signed by the presiding officer and clerk.

Section 3, Subdivision 4. Recording of Minutes. The clerk shall record each council meeting by using the City's recording device. The clerk 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 City Council meeting on the City's website so that the public can access and listen to each City Council 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 City Council member feels that it is inappropriate to post a recording on the City's website, that shall be voted on at the City Council meeting as a request to amend the agenda, and shall be approved or denied by a majority vote of the council 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 City Council 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 City Council meetings. However, the City may not be able to prevent the recording system from failing, as the City cannot reasonably prevent occasional technical 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 City Council meeting due to any technical failing or problems.

Section 4, Subdivision 3. Agenda. The clerk and mayor shall prepare an agenda of business for each regular council meeting and file a copy in the office of the clerk not later than 5 days before the meeting. If the clerk and mayor have a disagreement about preparing the agenda or in deciding which issues shall be on the agenda, then the mayor shall have the final authority in preparing the agenda. The agenda shall be prepared in accordance with the order of business and copies shall be delivered to each council member and shall be posted to the City's website as far in advance of the meeting as time for preparation will permit. No item of business shall be considered unless it appears on the agenda for the meeting or is approved for addition to the agenda by a majority vote of the council members present.

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

Citizens may request to have matters placed on the agenda and to be heard on such matters by the City Council. Citizens must make all such requests to add matters to the agenda and to be heard by the City Council in regards to those matters at least ten calendar days before the City Council meeting they are seeking to have their matter heard on. All such requests must be in writing, addressed to the City Council, 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 citizen wishes to present to the City Council. Any citizen's request to place a matter on the agenda for consideration by the City Council that is not made at least ten calendar days before the upcoming City Council meeting shall be heard at the following City Council meeting, unless the citizen requesting to place the matter on the agenda subsequently requests to remove that matter from the agenda. A citizen may be heard once on a matter that the citizen wishes to present to the City

Council as a matter of right. A citizen's request to have the same matter reviewed again, or to be heard again on the same matter, at upcoming City Council meetings shall be listed on the agenda as a requested agenda amendment. That request to amend the agenda to allow a citizen to present a matter for a second or subsequent time shall be voted on at the City Council meeting as a request to amend the agenda, and shall be approved or denied by a majority vote of the council members present. A citizen does not have an absolute right to be heard more than once on a matter the citizen has placed on the agenda, and will only be heard a second or subsequent time if the City Council votes to amend the agenda to allow that person to be heard again. The Presiding Officer may set a reasonable time limit of at least three minutes for citizens to present issues that citizens have properly requested to be placed on the agenda.

Section 6, Subdivision 5. Communication with City Attorney. The Presiding Officer shall be primarily responsible for consulting with the City Attorney about legal matters affecting the City. If other council members or citizens need to contact the City Attorney, then the person wishing to contact the City Attorney will request to have that matter placed on the city council's agenda in accordance with Section 4, Subdivision Three of these bylaws, and the City Council shall take appropriate action on that request.

On page 2, Section 2, "Subdivision 1" needs to be in bold type.