

DRAFT

MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE MANHATTAN BEACH CITY COUNCIL  
February 5th, 2019

The regular monthly meeting of Manhattan Beach City Council was held on Tuesday February 5th, 2019 in the City Hall at 7pm. The following officers were present: Paul Allen-Mayor; Janis Allen and Betty Worts-Council Members; Amy Wannebo-Clerk-Treasurer; and one member of the press. Council Member Barb Hanson-Wannebo was absent.

The Pledge of Allegiance was recited.

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

**Approval of January Meeting Minutes:** A motion was made by Council Member Allen and seconded by Council Member Worts to approve the minutes as printed. Motion Carried.

**Clerk-Treasurer's Report:** Supporting documents attached. Clerk-Treasurer Wannebo explained that check numbers 3244 and 3245 were online payments that she printed by mistake and have been voided. A motion was made by Council Member Allen and seconded by Council Member Worts to pay the claims as listed and to include Crow Wing Power and the credit card bill when it comes. Motion carried.

Check numbers 3235 through 3247 have been paid for a total amount of \$6,118.76. Excluding checks 3244 and 3245, which have been voided.

**Communications:** Kevin Larson's letter of interest to join the Planning & Zoning Commission once a seat becomes available. Letter attached. A motion was made by Council Member Worts and seconded by Council Member Allen to accept Kevin's letter of interest. Council Member Worts asked if there was a spot available. Mayor Allen said no. Motion carried.

**Planning & Zoning Report:** Mayor Allen said there were no permits and no meeting in January.

**OPEN FORUM:**

**Unfinished Business:**

**Goldenstein & Satchell Roads Update:** Mayor Allen stated that he reviewed the draft letters going out to property owners. He asked the City Attorney to change wording so that it would state that the City would pay all City attorney fees. Everyone on Satchell Road has agreed to the easement. For Goldenstein Road we have not heard back from two of the property owners, the Shetka's have agreed to the easement. Mayor Allen asked Clerk-Treasurer Wannebo if the City could charge off the attorney fees related to the Roads from the Road Fund. Clerk-Treasurer Wannebo said that she'd check with the City accountant.

**OPEN FORUM:**

**New Business:**

**Property File Labels:** Mayor Allen stated that Crow Wing County had changed the way that parcels were numbered and that he thought the files should include the property owners names be rearranged into alphabetical order. Clerk-Treasurer Wannebo explained that she had already created the new labels and could also create labels with the property owner names but that rearranging the files in alphabetical order would be a mistake. Council Member Worts said she agreed with Clerk-Treasurer Wannebo that the files shouldn't be arranged in alphabetical order but suggested creating a spread sheet with property owner names and which parcels they owned. Council Member Allen said that she thought the files should include the property owner names in addition to the parcel numbers. **A motion was made by Clerk-Treasurer Wannebo and seconded by Council Member Worts that the Clerk will create labels with property owner names and another set with parcel numbers to go on the files and to create an alphabetically ordered spreadsheet. Motion carried.**

**SWCD Letter:** Mayor Allen started by saying that the letter does not pertain to the Trout Lake storm water system. It pertains to wetlands. Mayor Allen spoke with Melissa from Soil & Water about the pumping of the tanks, which he stated should happen this spring. He asked Melissa if it would be possible for the communities that have these tanks to possibly do a cost sharing by purchasing the vacuum truck to pump these tanks out. Mayor Allen said that Melissa would look into that possibility. Letter attached.

**Boundary and Annexation Survey:** Mayor Allen explained that the letter comes every year and asked Clerk-Treasurer Wannebo to respond to the letter stating that there were no changes for the City. Email attached.

**MB Call Report:** Crosslake Fire Dept. call report for the City attached.

**Snow Removal for Sidewalk:** Mayor Allen spoke with Luke Hanson and confirmed that Luke will shovel the sidewalk at no additional charge to the City.

Mayor Allen asked the Clerk to add "Frequency of Road Grading" to the March Agenda.

**Adjournment:** A motion was made by Council Member Allen and seconded by Council Member Worts to adjourn the meeting. Motion carried.

Meeting was adjourned at 7:40pm.

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Clerk-Treasurer Amy Wannebo

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Mayor/Council Member

DRAFT

For the payroll period ending: 02/05/2019

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

Barbara A Hanson-Wannebo

City Council/Town Board

Date

*Elizabeth Worts*

*2-5-19*

Elizabeth Worts

City Council/Town Board

Date

*Janis A. Allen*

*2.5.19*

Janis A Allen

City Council/Town Board

Date

Date Range : 1/5/2019 To 2/5/2019

<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>
02/05/2019	Pequot Lakes Sanitation	01/01/19-03/31/19 trash services	3235	\$36.75	100-41940-384-	General Government Buildings and Plant	\$36.75
02/05/2019	Justin Clasen & Company, LTD	Final TIF Annual Report Filing	3236	\$475.00	100-41530-301-	Accounting	\$475.00
02/05/2019	Ryan, Brucker & Kallis, Ltd	legal services from 11/26/18-2/1/19	3237	\$2,630.95	100-41610-304-	City/Town Attorney	\$2,630.95
02/05/2019	Country Works	Post card setup and printing	3238	\$64.86	100-41001-202-	General Government	\$64.86
02/05/2019	Initiative Foundation	2019 Endowment	3240	\$125.00	100-41001-490-	General Government	\$125.00
02/05/2019	The Office Shop	contract	3241	\$34.32	100-41001-202-	General Government	\$34.32
02/05/2019	Crosslake Communications	feb 2019 internet	3242	\$72.13	100-41940-321-	General Government Buildings and Plant	\$72.13
02/05/2019	Wannebo Excavating	Grading Satchell, Goldenstein Roads 10/31/18	3243	\$270.00	201-43122-403-	Unpaved Streets	\$270.00
01/30/2019	Department of the Treasury	4th Qtr. taxes	AP 1/30	\$1,487.79	100-41425-171-	Clerk	\$1,487.79
01/24/2019	MN Dept. of Revenue	Annual MN Dept. of Revenue	DC100	\$1.56	100-41110-172-	Council/Town Board	\$1.56

Date Range : 1/5/2019 To 2/5/2019

<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>
Total For Selected Claims				\$5,198.36			\$5,198.36

Barbara A Hanson-Wannebo		City Council/Town Board				Date	
<i>Elizabeth Worts</i>		City Council/Town Board				Date	
Janis A Allen		City Council/Town Board				Date	<i>2.5.19</i>

Date Range : 12/14/2018 To 1/14/2019

<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>
01/08/2019	Crosslake Communications	JANUARY 2018 internet	3234	\$75.61	100-41940-321-	General Government Buildings and Plant	\$75.61

Total For Selected Claims \$75.61

Barbara A Hanson-Wannebo	City Council/Town Board	<i>Barbara A Hanson-Wannebo</i>					
Elizabeth Worts	City Council/Town Board	<i>Elizabeth Worts</i>					
Janis A Allen	City Council/Town Board	<i>Janis A. Allen</i>					



For the Period : 1/1/2019 To 2/5/2019

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$321,657.16	\$733.69	\$6,595.85	\$315,795.00	\$0.00	\$4,016.20	\$319,811.20
Road and Bridge	\$7,586.42	\$0.00	\$1,530.00	\$6,056.42	\$0.00	\$270.00	\$6,326.42
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	\$13,004.46
<b>Total</b>	<b>\$342,248.04</b>	<b>\$733.69</b>	<b>\$8,125.85</b>	<b>\$334,855.88</b>	<b>\$0.00</b>	<b>\$4,286.20</b>	<b>\$339,142.08</b>

Barbara A Hanson-Wannebo	City Council/Town Board						
<i>Elizabeth Worts</i>	City Council/Town Board						
<i>Janis A. Allen</i>	City Council/Town Board						



Fund Name: All Funds

Date Range: 01/25/2019 To 02/05/2019

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
01/25/2019	Crow Wing County	51	Jan 25th settlement Voucher # 102883	(01/25/2019) -	N General Property Taxes(31001 through 31299)	100-31001-	\$ 733.69

Total for Selected Receipts

\$	733.69
\$	733.69

Payroll Period Ending: 02/05/2019

Employee ID	Name	Hours		Earnings			Pretax Deductions					Taxable		Federal WH Tax	FICA	Medicare
		Regular	Overtime	Regular	Overtime	Tips	Gross	PERA	Def. Income	Cafeteria	Other	Wages				
	Wannebo,Amy	1.00	0	\$625.00	\$0.00	\$0.00	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38.75	\$9.06
<b>TOTALS</b>		<b>1.00</b>	<b>0.00</b>	<b>\$625.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$625.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38.75</b>	<b>\$9.06</b>

Employee ID	Name	State		Insurance			Union Dues	Others 1	Others 2	Others 3	Net Pay	EIC	Net Pay & EIC	Check #
		WH Tax	Health	Dental	Life	Dental								
	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	3235
<b>TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$577.19</b>	<b>\$0.00</b>	<b>\$577.19</b>	

**Federal Quarterly Income Tax Withholding Information**

**City of Manhattan Beach**

**1/24/2019**

For the quarter ending 12/31/2018

Total wages subject to withholding	\$9,705.00
Total income tax withheld from wages	\$2.92
Taxable social security wages paid	\$9,705.00
	<u>X 12.40%</u>
Social security tax	\$1,203.42
Taxable Social security tips	\$0.00
	<u>X 12.40%</u>
Social security tips tax	\$0.00
Taxable medicare wages paid	\$9,705.00
	<u>X 2.90%</u>
Medicare tax	\$281.45
Total social security tax	\$1,484.87
Total taxes	\$1,487.79

Date: January 17, 2019  
To: Mayor Allen, Manhattan Beach City Council Members  
From: Kevin Larson, Manhattan Beach Resident  
Re: Manhattan Beach Planning & Zoning Committee

Dear Mayor Allen & City Council Members:

Please accept this memo as my request to be considered as a member of the Manhattan Beach Planning & Zoning Committee when an available open position becomes available.

I have been a resident of this fine community for over 21 years, have served as a City Council member from 1998 – 2002 and participated in 2 community information meetings bringing a large percentage of citizens to the table to discuss their ideas and concerns for the City.

It would be a privilege of mine, if appointed, to serve on the Planning & Zoning Committee. Thank you in advance for your consideration!

Sincerely,

Kevin T. Larson  
39642 County Road 66



January 22, 2019

City of Manhattan Beach  
39148 COUNTY RD 66  
MANHATTAN BEACH, MN 56442

Subject: Resolution Regarding the Administration of the Minnesota Wetland Conservation Act of 1991

Dear Staff and City Council:

Thank you for your partnership in providing services to your city residents on Minnesota State Wetland Conservation Act (WCA) of 1991. Since 2013, the SWCD has had resolution with the City of Manhattan Beach to administer Minnesota State Wetland Conservation Act of 1991 on your behalf to implement the rules and regulations promulgated by the Board of Water and Soil Resources pertaining to wetland draining, filling, and excavation.

On January 16, 2019, the Crow Wing SWCD Board of Supervisor voted to terminate the MOU delegating administration of the WCA to the SWCD. The termination of the MOU will begin March 31, 2019. The decision for this was based off the following items:

1. Budget Constraints the SWCD does not have funds to pay for this program. The SWCD is not a county entity and does not have taxing authority and does not receive funds from the County to implement this program.
2. The SWCD no longer has staff with training and skills required to administer this program.
3. The SWCD roots are in voluntary conservation and big part of our mission. The SWCD Board would like to ensure that we are fulfilling our mission of voluntary conservation.

MN State WCA Statue 8420.0200, Subp A and E requirements for cities administration:

- A. Outside the seven-county metropolitan area, the local government unit is the county or city in which the activity is located, or its delegate.
- E. Implementation of this chapter and the act may be delegated from a county, city, or town, as applicable according to item A or B, to a soil and water conservation district or other governmental entity by the passage of resolutions by both parties. The delegation becomes effective when resolutions have been passed by both parties, or on the date specified in the resolutions, whichever is later. Both parties must provide notice to the board, the commissioner, and the soil and water conservation district within 15 business days of adoption

Phone: 218-828-6197

website: [www.crowwingswcd.org](http://www.crowwingswcd.org)

facebook: CWSWCD



of the resolution. The notice must include a copy of the resolution and a description of the applicable geographic area.

MN State WCA Statue 8420.200, Subp 2. B related to staff requirements:

- B. A local government unit must provide knowledgeable and trained staff with expertise in water resource management to manage the program or secure a qualified delegate. Otherwise, the board may declare a moratorium as prescribed in subpart 3 or take other appropriate legal action to ensure proper implementation and compliance with this chapter. The board may establish standards and requirements for training, experience, and certification.

Below are some additional resources for you:

MN Statue 8420: <https://www.revisor.mn.gov/rules/pdf/8420/2018-09-10%2015:15:12+00:00>

BWSR WCA: [http://www.bwsr.state.mn.us/wetlands/WCA\\_Statutes\\_and\\_Rules.html](http://www.bwsr.state.mn.us/wetlands/WCA_Statutes_and_Rules.html)

Training information: <https://www.mnwetlands.umn.edu/>

MN State Certified Wetland Delineators:

[https://www.mnwetlands.umn.edu/sites/mnwetlands.umn.edu/files/9.27.18\\_master\\_cert\\_list\\_for\\_bwsr\\_website.pdf](https://www.mnwetlands.umn.edu/sites/mnwetlands.umn.edu/files/9.27.18_master_cert_list_for_bwsr_website.pdf)

Thank you for the opportunity to work with you. The BWSR contact for the WCA Program is Cade Steffenson e-mail [cade.steffenson@state.mn.us](mailto:cade.steffenson@state.mn.us) or phone (320) 223-7073. Please contact Cade to discuss options available for administering the WCA, duties and requirements of the LGU, and methods for assisting this transition.

Feel free to contact me with your questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Barrick", written in a cursive style.

Melissa Barrick

District Manager

218-828-6198

[melissa.barrick@crowwingswcd.org](mailto:melissa.barrick@crowwingswcd.org)

Enclosures: WCA Rule 8420.0200, Determining Local Government Unit Duties.

Phone: 218-828-6197

website: [www.crowwingswcd.org](http://www.crowwingswcd.org)

facebook: CWSWCD

## Minnesota Administrative Rules

**8420.0200 DETERMINING LOCAL GOVERNMENT UNIT; DUTIES.**

Subpart 1. **Determining local government unit.** The local government unit responsible for making decisions must be determined according to items A to J.

A. Outside the seven-county metropolitan area, the local government unit is the county or city in which the activity is located, or its delegate.

B. In the seven-county metropolitan area, the local government unit is the city, town, or water management organization regulating surface-water-related matters in the area in which the activity is located, or its delegate. The watershed management plan adopted under Minnesota Statutes, section 103B.231, and related board rules will normally indicate the appropriate local government unit. Lacking an indication, the local government unit must be the city, town, or its delegate.

C. For activities on state land, the local government unit is the state agency, or the agency's designee, with administrative responsibility for that land. However, state agencies must coordinate with local government units that would otherwise have jurisdiction, according to items A and B, when conducting or making decisions on activities in wetlands.

D. Notwithstanding items A to G, the Department of Natural Resources is the approving authority for activities associated with projects requiring permits to mine under Minnesota Statutes, section 93.481, and for projects affecting calcareous fens.

E. Implementation of this chapter and the act may be delegated from a county, city, or town, as applicable according to item A or B, to a soil and water conservation district or other governmental entity by the passage of resolutions by both parties. The delegation becomes effective when resolutions have been passed by both parties, or on the date specified in the resolutions, whichever is later. Both parties must provide notice to the board, the commissioner, and the soil and water conservation district within 15 business days of adoption of the resolution. The notice must include a copy of the resolution and a description of the applicable geographic area.

F. If the activity is located in two jurisdictions, the local government unit is the one exercising zoning authority over the project or, if both have zoning authority, the one in which most of the wetland impacts will occur. If no zoning permits are required, the local government unit is the one in which most of the wetland impacts will occur. If an activity will affect wetlands in more than one local government unit, the board may coordinate the project review to ensure consistency and consensus among the local government units involved. Local government units may maintain separate jurisdiction if mutually agreed upon.

G. For a replacement site located in more than one jurisdiction, the local government unit is the one in which most of the replacement wetland area occurs.

H. For replacement plans where the project-specific replacement will occur in a different local government unit than the impact, approval of all local government units involved or as specified in items A to G constitutes final approval of the replacement plan and is required before the project may proceed. The local government unit with jurisdiction for the impact site must approve all components of the replacement plan, following the procedures required by this chapter. The local government unit with jurisdiction for the replacement site must limit the review to evaluation of the replacement site and make a decision accordingly. As part of the approval of the replacement plan, the local government unit with jurisdiction for the replacement site assumes responsibility for ensuring compliance with monitoring provisions according to parts 8420.0800 to 8420.0820. The local government unit with jurisdiction for the replacement site may enter into joint powers agreements with a local government unit with jurisdiction for the impact site, assess fees, or develop other procedures considered necessary to facilitate the process.

I. For instances where the activity or replacement occurs in multiple jurisdictions, the local government unit with decision-making authority must coordinate with the other local government units.

J. The board shall resolve all questions as to which government entity is the responsible authority, applying the guidelines in items A to I.

**Subp. 2. Local government unit duties.**

A. Local government units are responsible for making decisions on applications made under this chapter. Each local government unit of the state, except tribal lands and state agencies, must send a written acknowledgment, including a copy of the adopting resolution, to the board that it is assuming its responsibilities under this chapter and the act.

B. A local government unit must provide knowledgeable and trained staff with expertise in water resource management to manage the program or secure a qualified delegate. Otherwise, the board may declare a moratorium as prescribed in subpart 3 or take other appropriate legal action to ensure proper implementation and compliance with this chapter. The board may establish standards and requirements for training, experience, and certification.

C. The local government unit may, through resolution, rule, or ordinance, place decision-making authority with staff according to procedures it establishes. For final decisions made by staff, the local government unit must establish a local appeal process that includes an evidentiary public hearing before appointed or elected officials.

D. As provided for in part 8420.0240, technical questions concerning the public value, location, size, and type of wetland must be submitted to the technical evaluation panel. The local government unit may use a technical evaluation panel to predetermine public value, location, size, or type of wetlands under its jurisdiction and use this determination in administering this chapter and the act.

E. An application must not be approved unless entitlement thereto is established by a fair preponderance of the evidence. For each finding of fact and recommendation included in a written technical evaluation panel report that is not adopted by the local government unit, the local government unit must provide detailed reasons for rejecting the finding of fact or recommendation in its record of decision; otherwise, the local government unit has not sufficiently considered the technical evaluation panel report.

F. In the absence of an application, the local government unit may evaluate information related to a potential activity upon the request of a landowner. The evaluation provided does not constitute a decision for the purposes of parts 8420.0100 to 8420.0935.

G. The local government unit must retain a record of all decisions for a minimum of ten years after all applicable requirements and conditions pertaining to the project are fulfilled.

H. The local government unit and soil and water conservation district may charge processing fees in amounts not greater than are necessary to cover the reasonable costs of implementing this chapter and for technical and administrative assistance to landowners in processing other applications for projects affecting wetlands.

I. The local government unit must annually report information to the board regarding implementation of this chapter in a format and time period prescribed by the board. Failure to comply with the board's reporting requirements may subject the local government to a penalty under subpart 3.

#### **Subp. 3. Failure to apply law.**

A. If a local government unit fails to acknowledge in writing its responsibilities under this chapter and the act, as required in subpart 2, the board must impose, in the local government unit's jurisdiction, a 60-day moratorium on making decisions and implementing this chapter and the act. The board must notify the local government unit in writing of the start and end dates of the moratorium. The board must end the moratorium within the 60 days upon written agreement by the local government unit that it will assume, and is currently capable of implementing, its duties under this chapter and the act. If at the end of the initial 60-day moratorium a written agreement has not been made for the local government unit to apply the law, the board may extend the moratorium until the local government unit agrees to apply the law.

B. If the board has information that a local government unit is not following this chapter or the act in making decisions; if the local government unit does not have knowledgeable and trained staff with experience in water resource management; or if the local government unit fails to comply with the board's reporting requirements, the board must notify the local government unit in writing of its concerns. The local government unit must respond in writing within 60 days of being notified by the board. If not satisfied with the local government unit's written response, or none is received, the board must ask the local government unit to appear at a hearing before the board to discuss the matter. The board may invite comments from other local governments or state and federal agencies. If the board determines at the hearing that corrective action is necessary, the board must write the local government unit directing specific corrective action to occur within 60 days of receiving the board's decision. The notice must explain the reason for the action. If, after the 60-day period, the local government unit has not corrected the problem to the satisfaction of the board, the board must declare a moratorium as prescribed in item A or take other appropriate legal action to ensure compliance.

C. When a moratorium is declared as prescribed in item A or B, a decision cannot be made on an application because a local government unit authorized to implement this chapter does not exist while the moratorium is in effect. An application pending a local government unit decision when a moratorium is declared must be returned by the local government unit to the applicant within 15 business days of the moratorium being placed in effect. An application submitted while a moratorium is in effect must be



## Amy Wannebo

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**From:** U.S. Census Bureau <geo.bas@census.gov>  
**Sent:** Wednesday, January 23, 2019 10:46 AM  
**To:** amy@manhattanbeachmn.org  
**Subject:** 2019 Boundary and Annexation Survey (BAS) 12700039806

**Importance:** High

01/23/2019

BAS ID: 12700039806 Manhattan Beach city

Ms. Amy Wannebo  
City Clerk / Treasurer  
39148 County Rd. 66  
Manhattan Beach, MN 56442

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and governmental status information for your government.

The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

### Action Step:

- Respond to the BAS – On the BAS website, you will find step-by-step instructions on how to start the boundary updating process and respond to the BAS.

### Click here to go to the BAS website

*NOTE: Please respond to the BAS with a "No Changes" response if you have no boundary changes, annexations, or contact updates to report for your government. By responding "No Changes", we are able to confirm that your government has received and reviewed the BAS. If you do not respond, we will contact your government to confirm your boundary change status.*

## **KEY DATES**

- January 1**      Boundary updates must be legally in effect on or before this date to be reported in the current survey year.
- March 1**      Boundary updates returned by this date will be reflected in the ACS and PEP data estimates and in next year's BAS materials.
- May 31**      Boundary updates returned by this date will be reflected in next year's BAS materials.

## **CONTACT INFORMATION**

Email: [geo.bas@census.gov](mailto:geo.bas@census.gov)

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

# Crosslake Fire Department Incident Report

Manhattan Beach



## INCIDENTS

Description of Incident	2013	2014	2015	2016	2017	2018
<b>300 - Rescue &amp; Emergency Medical Services</b>						
311 - Medical Assist - Assist EMS Crew	7	6	8	4	6	7
300 - Rescue, EMS Incident		1				
322 - Motor Vehicle Accident with Injuries						
324 - Motor Vehicle Accident with No Injuries				1		
362/363 - Ice Rescue/Swift Water Rescue						
326 - Snowmobile Accident With Injuries						
<b>Total Medical:</b>	7	7	8	5	6	7
<b>1 - Fire</b>						
111 - Building Fire				1		1
111 - Building Fire (Mutual Aid)						
114 - Chimney Fire						
100 - Fire Other/LightningStrike		1				
143 - Grass Fire/Wildland Fire						
131 - Automobile Fire						
<b>Total Fire:</b>	0	1	0	1	0	1
<b>4 - Hazardous Condition (No Fire)</b>						
412 - Gas Leak (Natural Gas or LPG)		1				1
424 - Carbon Monoxide Alarm	1					1
444 - Power Line Down/Trees on Road		1		1	2	
<b>Total Hazardous Condition:</b>	1	2	0	1	2	2
<b>6 - Good Intent Call</b>						
611 - Dispatched and Cancelled en route		1	1	3	1	
609 - Smoke scare, Odor of smoke						
<b>Total Good Intent:</b>	0	1	1	3	1	0
<b>7 - False Alarm &amp; False Call</b>						
743 - Smoke Detector Activation - No Fire	1		1		1	1
733 - Smoke Detector Activation Malfunction					1	
746 - Carbon Monoxide - No CO						
741 - Sprinkler Activation due to Malfunction						2
<b>Total False Alarms:</b>	1	0	1	0	2	3
<b>Total Incidents:</b>	9	11	10	10	11	13

February 5, 2019

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

RE: February Report

Mayor and City Council,

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

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