

DRAFT

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

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

The Pledge of Allegiance was recited.

**Agenda Amendments:** Mayor Allen asked that under new business “Electrician for Heat” be added to the agenda. **A motion was made by Council Member Hanson-Wannebo and seconded by Council Member Worts to amend the agenda to add Electrician Heat to new business. Motion carried.**

**Approval of February Meeting Minutes:** A motion was made by Council Worts and seconded by Clerk-Treasurer Wannebo to approve the minutes as printed. **Motion Carried.**

**Clerk-Treasurer’s Report:** Supporting documents attached. **A motion was made by Council Member Hanson-Wannebo and seconded by Council Member Worts to pay the claims as listed. Motion carried.**

**Check numbers 3248 through 3252 have been paid for a total amount of \$1,107.32.**

**Communications:** None.

**Planning & Zoning Report:** Mayor Allen read aloud, report attached.

**OPEN FORUM:**

**Unfinished Business:**

**Appointment of Wetland Delineator:** Bio & wetland services agreement attached. Mayor Allen explained that the City is required to appoint a qualified professional to this position since Crow Wing County Soil & Water is no longer offering this service. Mayor Allen read aloud the bio for Mitch Brinks of Brinks Wetland Services. Mayor Allen went on to say that Mitch comes highly recommend. **A motion was made by Council Member Worts and seconded by Council Member Hanson-Wannebo to appoint Mitch Brinks as the City’s wetland delineator and sign the services agreement. Motion carried.**

**OPEN FORUM:**

**New Business:**

DRAFT

**Frequency of Road Grading:** Mayor Allen explained his concern about roads being graded without City approval. He said that the City Clerk should send a letter to Wannebo Excavating instructing them not to grade the roads without instruction from the City. Council Member Worts asked how will it be determined if the roads need to be graded and who will make that decision. Council Member Worts stated that Wannebo Excavating should make recommendations to the Council when they think that roads should be graded. Mayor Allen said that weather and complaints from property owners will drive the need for road grading. Council Member Hanson-Wannebo said that quarterly, all Council Members should drive the roads and come to a decision on if the roads should be graded. **A motion was made by Council Member Hanson-Wannebo and seconded by Council Member Worts that the Clerk will notify Wannebo Excavating that the City will decide when the roads will be graded.** Council Member Worts said that they City can't have unnecessary grading but can't leave road problems left unattended. **Motion carried.**

**Electrician for Heat:** Mayor Allen explained that there is a something wrong with the heating in the City Hall and it should be looked at by an electrician, going on to say that he thought Evergreen Electric was a good company. Council Member Worts asked if it should be put in the paper for bids. Clerk-Treasurer Wannebo said that there are quite a few reputable electricians in the area but that the sooner the better. **A motion was made by Council Member Hanson-Wannebo and seconded by Council Member Worts to get an electrician into the City Hall to fix the heat. Motion carried.**

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

Meeting was adjourned at 7:28pm.

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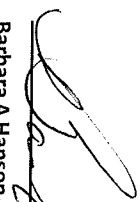
Clerk-Treasurer Amy Wannebo


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Mayor/Council Member

For the Period : 2/5/2019 To 3/5/2019

<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	\$321,300.55	\$0.00	\$6,523.08	\$314,777.47	\$0.00	\$674.32	\$315,451.79
Road and Bridge	\$6,326.42	\$0.00	\$486.00	\$5,840.42	\$0.00	\$216.00	\$6,056.42
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>\$340,631.43</b>	<b>\$0.00</b>	<b>\$7,009.08</b>	<b>\$333,622.35</b>	<b>\$0.00</b>	<b>\$890.32</b>	<b>\$334,512.67</b>

  
 Barbara A Hanson-Wannebo  
 City Council/Town Board  
 Date 3-5-19


  
 Elizabeth Worts  
 City Council/Town Board  
 Date 3-5-19

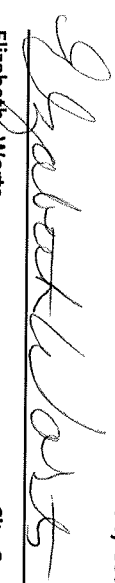
Janis A Allen  
 City Council/Town Board  
 Date

Date Range : 1/12/2019 To 2/12/2019

<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>
02/12/2019	Visa Community Card-Cardmember Serv	Frandsen Back CC w-2s, postage & computer mount	3247	\$86.21	100-41001-206-	General Government	\$86.21

Total For Selected Claims \$86.21 \$86.21

  
 Barbara A Hanson-Wannebo  
 City Council/Town Board  
 Date 3-5-19

  
 Elizabeth Worts  
 City Council/Town Board  
 Date 3-5-19

Janis A Allen  
 City Council/Town Board  
 Date


Date Range : 1/11/2019 To 2/11/2019


<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>
02/11/2019	Crow Wing Power	January 2019 service	3246	\$257.00	100-41940-381-	General Government Buildings and Plant	\$257.00

Total For Selected Claims

\$257.00

\$257.00


  
 Barbara A Hanson-Wannebo  
 City Council/Town Board  
 Date 3-5-19


  
 Elizabeth Worts  
 City Council/Town Board  
 Date 3-5-19

Janis A Allen  
 City Council/Town Board  
 Date

Date Range: 2/5/2019 To 3/5/2019

<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>
03/05/2019	Sourcewell Formerly NIPA	P&Z services for January 2019	3248	\$25.00	100-41910-106-	Planning and Zoning	\$25.00
03/05/2019	Hanson Property Services LLC	snow plowing 1/22/19 & 1/28/19	3249	\$216.00	201-43125-106-	Ice and Snow Removal	\$216.00
03/05/2019	Crosslake Communications	March 2019 internet	3250	\$72.13	100-41940-321-	General Government Buildings and Plant	\$72.13
<b>Total For Selected Claims</b>				<b>\$313.13</b>			<b>\$313.13</b>


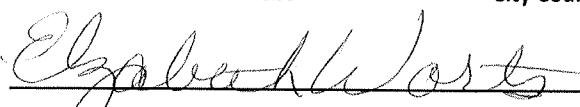
  
 Barbara A Hanson-Wannebo  
 City Council/Town Board  
 Date 3-5-19

  
 Elizabeth Worts  
 City Council/Town Board  
 Date 3-5-19

Janis A Allen  
 City Council/Town Board  
 Date

For the payroll period ending: 03/05/2019

<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>

	<u>3-5-19</u>
Barbara A Hanson-Wannebo	Date
	<u>3-5-19</u>
Elizabeth Worts	Date
<hr/>	<hr/>
Janis A Allen	Date

Payroll Period Ending: 03/05/2019

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	\$625.00	\$0.00	\$0.00	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$625.00	\$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>\$625.00</b>	<b>\$0.00</b>	<b>\$38.75</b>	<b>\$9.06</b>	
<b>Employee</b>																
<b>State</b>																
	Wannebo,Amy	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	3251			
<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>\$577.19</b>	<b>\$0.00</b>	<b>\$577.19</b>				



CROSSLAKE  
COUNTY ROAD 66  
CROSSLAKE  
MN

56442-1200  
2621500477  
(800) 275-8777 3-26 PM

Unit Price: \$0.71  
1 \$35.00  
2 \$0.70

Unit Price: \$0.35  
1 \$36.41

Card Remitd \$36.41  
Card Name: VISA  
Account #: XXXXXXXXXXXX8212  
Approval #: 513252  
Transaction #: 258  
AID: A0000000031010 Chip  
AL: Visa Credit  
(PIN: Not Required)

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or scan this code with  
your mobile device:

# Office DEPOT OfficeMax



BAKIER - (218) 855-0540  
01/22/2019 4:30 PM

SALE 6590-3-3034-935530-18122  
8230262 TAX, W2, ENV, 10E 20.99 SS

Subtotal: 20.99  
Sales Tax: 1.65  
Total: 22.64  
Visa 8212: 22.64

AUTH CODE 612213  
TDS Chip Read  
AID: A0000000031010 Visa Credit  
TVR: 808600800001  
CVS No Signature Required

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favorite supplies & more - including  
furniture and technology. Plus,  
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rewards for recycling and more  
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\*\*\*\*\*  
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Post card Stamps X 102

W-2 Forms For 2018

\$6.62 @ Walmart  
for things to hold  
office items



\*\*\* INVOICE \*\*\*

OFFICE DEPOT OFFICEMAX  
 1-800-GO-DEPOT  
 1105 XENIUM LANE  
 PLYMOUTH MN 55441

Order Number 265799040-001

### Order Summary

*Shipping Address*

00001  
 CITY OF MANHATTAN BEACH  
 39148 COUNTY ROAD 66  
 MANHATTAN BEACH MN 56442-2107

*Billing Address*

00001  
 CITY OF MANHATTAN BEACH  
 39148 COUNTY ROAD 66  
 MANHATTAN BEACH MN 56442-2107

*Customer Information*

Customer#: 3928653  
 Contact: AMY WANNEBO  
 Phone#: 218-851-1563

Carton Count 1

*Additional Information*

Route/Stop/Door: 0746/000/002  
 Order Date: 25-Jan-2019  
 Delivery Date: 28-Jan-2019

### Item Details

Line	Quantity			Item Number	Description	Units	Unit Price	Total
	Ordered	Shipped	Back Ordered					
1	1	1	0	437016	CLIP,DOC,MONITOR MOUNT,3M(TM)	EACH	12.990	12.99

*Thank you for your order. If you have any questions about your order please call us toll free at (888) GO-DEPOT.*

*Did you know you can shop 24 Hours a day, On-Line at WWW.OFFICEDEPOT.COM*

Merchandise Total	12.99
Small Order Handling Fee	5.95
Subtotal	18.94
Sales Tax( 7.37)	1.40
Order Total	20.34

Charged To:	
VISA **** * * * *	20.34
Balance Due	0.00

## Amy Wannebo

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**From:** paulphr@crosslake.net  
**Sent:** Wednesday, February 27, 2019 4:35 PM  
**To:** Amy Wannebo  
**Subject:** Fwd: Brinks Wetland Services Agreement  
**Attachments:** Manhattan Beach Wetland Agreement 2-27-19.pdf; Manhattan Beach Wetland Agreement 2-27-19.doc

----- Message Forwarded on Wed, 27 Feb 2019 16:33:05 -0600

-----  
From: Mitch Brinks <mapsbymitch@gmail.com>  
To: paulphr@crosslake.net  
Subject: Brinks Wetland Services Agreement  
Date: Wed, 27 Feb 2019 15:45:25 -0600

Hey Paul,

Since if something like the attached will work for you. I attached the Word Doc in case you need to make minor changes.

-mitch  
218-820-9502  
Certified Wetland Delineator #1007

Bio:

Mitch Brinks has worked in the Environmental Services Field in the Brainerd Lakes area for over 15 years, including both public and private sectors. In the private sector, he works with local Land Surveying Companies to provide wetland delineation, permitting, and other environmental services.

In the public sector, he spent over 6 years at Crow Wing County as the Water Protection Specialist, where he reviewed wetland delineations & permit applications. He has extensive field experience through-out northern MN and has a Master of Science Degree in Geographic Information Systems (GIS) mapping. In the off-season, Mitch provides GIS mapping assistance to local Soil & Water Conservation Districts in north-central MN as well as DNR Forestry.

[Attachment: Manhattan Beach Wetland Agreement 2-27-19.doc]

[Attachment: Manhattan Beach Wetland Agreement 2-27-19.pdf]

**Brinks Wetlands Services LLC**  
**Mitch Brinks**  
**Certified Wetland Delineator #1007**  
**11914 Joneswood Cir**  
**Baxter, MN 56425**  
**218-820-9502**



February 27, 2019

City of Manhattan Beach

**Re: Wetland Services Agreement**

Brinks Wetland Services, LLC agrees to provide Wetland Conservation Act (following MN Rules 8420) & Wetland Delineation Services for the City of Manhattan Beach, MN on an as-needed basis for 2019 and following as long as both parties agree. Services to be rendered include:

Wetland Delineation Review, Replacement/Bank Plan Application Review, No-loss/Exemption Review and any other wetland related duties that come up.

Rate (hourly): \$100 / hr (rate subject to change every 2 years)

City of Manhattan Beach can also charge application fees (which the City would collect and keep)

City of Manhattan Beach Signature:

Name: *Paul L. Allen, Mayor*  
Date: *3-05-19*

Brinks Wetland Services Signature:

*Mitch Brinks*  
Mitch Brinks  
Minnesota Certified Delineator #1007  
218-820-9502  
[mapsbymitch@gmail.com](mailto:mapsbymitch@gmail.com)

*This agreement does not preclude Brinks Wetland Services from conducting wetland work for clients within the City. Any potential conflicts will be disclosed to the City prior.*