

CITY OF ONAMIA REGULAR COUNCIL MEETING

Regular Meeting Minutes – February 14th, 2024

Council members present: Bill Hill, Randy Anderson, Joe Boeringa, Sandy Nelson. Marge Agnew/Mayor.

Other staff present: City Clerk-Treasurer/Michelle Peterson. Public Works/Josh True. Public Works Supervisor/Gene Falconer. Police Chief Mattison.

At 6:00pm the regular meeting was called to order with the Pledge of Allegiance. A **motion** was made by Randy Anderson to **approve** the January 10th, 2024, regular meeting minutes with a few corrections. Motion was seconded by Sandy Nelson. AIF, motion carried.

Public Hearing: None.

Presentation of Claims: Council waited until the end of the meeting to approve the presentation of claims.

- A. Sandy Nelson made a **motion** to **approve** all the financials and claims presented, Joe Boeringa seconded. AIF, motion carried.

Open Forum – (5-minute limit) *Requests to be on the agenda.

- A. Tim & Cheryl Ramerth requested an easement to get to his property which is landlocked. PID 09-035-0101. The property is located off highway 27 on the west side of town.
- B. Tim Ramerth offered to pay for the easement costs, attorneys fees and survey.
- C. Tim stated that he doesn't plan on building on the property and purchased the property for hunting.
- D. Tim also suggested that in the agreement it should state that the road/temporary easement can be moved at any time if the city needs to move it.
- E. Marge Agnew told Tim Ramerth to work with Zoning Administrator Gene Falconer on the easement request and that we would have to have our attorney draft the easement.

Presentation of Audits, Petitions, Bonds, Insurance, Legislative Announcements, Complaints, and Requests.

- A. None.

Reports of Officers, Council Committees, Departments, Commissions.

Engineer – Short Elliott Hendrikson, Dave Blommel and Jeff Ledin.

- A. Dave Blommel gave the council an update on the Tennis Court. Dave stated that reconstruction of the tennis court was part of the original plan because it would be cheaper to move the tennis court then pipe the water across town. Dave Blommel also let the council know that it would have to be included with the water tower project.
- B. Jeff Liden let the council know that construction is starting for the water treatment plant. The notice to proceed went out to the contractor and the city will need to decide on some trees that should come down.
 - a. Jeff Liden requested the city to think about upgrading some of their technology so that construction meetings could be held virtually. The construction meeting is scheduled for the third Thursday of each month until construction is completed.
 - b. The date for the groundbreaking is set for April 10th, 2024, 5:00pm, at the park.
- C. Jeff Liden also requested that the council sign the *Amendment to Owner Engineer Agreement*. Bill Hill let Jeff know that he is not in agreement with the increase. Marge Agnew made a **motion to approve** the *Amendment to Owner Engineer Agreement*, Joe Boeringa seconded. AIF, motion carried.
- D. Jeff Liden let the council know that the payment applications will be a monthly process for the Water Treatment Plant Project.
- E. Resolution No. 2024-03D, Approving and Authorizing and Advanced Agreement with MN Rural Water Financing Authority and Authorizing Participation in Joint Powers Authority. A **motion to approve Resolution 2024-03D** was made by Marge Agnew on the condition that City Attorney Bob Ruppe approves the Resolution, Randy Anderson seconded. AIF, motion carried.
- F. There was a letter from USDA and MN Rural Water in the packet.
- G. There was also a list of frequently asked questions related to the water treatment plant project in the council packets.

Police Department: Police Chief Mattison presented.

- A. The Police Department has recorded 61 ICRS for the month of January.
- B. New hiring is still a work in progress.
- C. Chief Mattison recently attended Chief's Academy and was able to bring back a wealth of information on current topics that could benefit the city.
- D. Two forfeiture vehicles have been set up for closed bid auction.
- E. DEA takeback day will be April 27th, 2024.
- F. There may be some policies in next month's meeting for the council to review.
- G. The Onamia Dollar General is one of the highest theft stores in the state. Corporate and employees are working on fixing the issue.
- H. There were 3 proposals in the council packet for security at city hall and the police department. The first proposal was for a camera system. The second proposal was for panic buttons. The third proposal was for a door access system for the police department. The proposals came from People's Security, which is who the city currently uses for building security and the fire alarm system. The total of the proposals came to \$4,880.40, and according to the Procurement Policy, competitive bidding is not required. Chief Mattison did offer to get quotes from other security companies if the council wanted another proposal.

Bill Hill made a **motion** to **approve** all three quotes from People's Security, Sandy Nelson seconded. AIF, motion carried.

Fire Department: City Clerk Michelle Peterson shared the Fire Chiefs report.

- A. The fire department requested a motion to approve the list of officers for 2024 (see below). Bill Hill made a **motion** to **approve** the list of officers, Randy Anderson seconded, AIF, motion carried.
 - a. Chief – Bruce Peterson
 - b. Assistant Chief – Les DeVries
 - c. Assistant Chief – TJ DeVries
 - d. Training Officer – Peter Willis
 - e. Safety Officer – Tom Felleggy
 - f. Secretary – Glen Shivers
 - g. Treasurer – Garrett Lancaster
- B. Turnout gear has been ordered. The helmets for the turnout gear will be ordered the week of March 18th, 2024.
- C. The Fire Department township meeting will be on March 13th, 2024, at 5:30pm.
- D. The Fire Hall addition project drawings were included in the packets.
 - a. The two city lots will need to be combined into one.
 - b. The bidding language for the building project has been sent to the city attorney.
 - c. The bidding package should be ready to post after the city attorney finishes reviewing the building plan.
 - d. Public works was able to get one bid for surveying the property for \$2,000.00 from Arro Land Surveying of Brainerd. Bill Hill made a **motion** to **approve** the bid from Arro Land Surveying of Brainerd, Randy Anderson seconded. AIF, motion carried.

Maintenance: Public Works Supervisor Gene Falconer presented.

- A. It has been a quiet winter.
- B. Public works has been making repairs and doing service checks to their equipment.
- C. There is an upcoming project to make repairs to the ceiling of the Police Department's office. So far maintenance is still waiting for bids on the project.
- D. Mille Lacs Electric will be able to help with Christmas lights for the 2024 Christmas Season.
- E. Maintenance was able to find two estimates for windows at City Hall. The first was from Finishing Touches Construction for \$17,500.00, the second was from Andersen Windows for \$35,593.00. Randy Anderson made a **motion** to **approve** the estimate from Finishing Touches Construction for \$17,500.00, Joe Boeringa seconded. AIF, motion carried.
- F. Maintenance was able to get an estimate to finish the trim work in city hall from Finishing Touches Construction for \$2,650.00. Joe Boeringa made a **motion** to approve the estimate from Finishing Touches Construction, Sandy Nelson seconded. AIF, motion carried.
- G. Maintenance is working with the Police Department on where to put the budgeted garage.
- H. Maintenance will also be contacting the county to see if they can use the salt shed again next year.

Water/Sewer: Public Works Supervisor Gene Falconer presented.

- A. The water treatment plant project is close to starting. Equipment is being moved in.
- B. After the billing was done for January, due in February, the outstanding over 90-day balances were over \$12,000.00. As of the February 14th meeting, the over 90-day amount due was down to \$1,711.11.
- C. AW Labs in Brainerd charges \$20.00 to pick up samples. The dates that the service is available is Wednesday and Thursday afternoons.

Planning & Zoning: Public Works Supervisor Gene Falconer presented.

- A. A permit for the water treatment plant project to Rice Lake Construction was issued.
- B. The Planning Commission recommends that the city council approves the updated zoning map. There have been changes made to zoning, but the map has not been updated until now. Marge Agnew made a **motion to approve** the changes to the zoning map, Bill Hill seconded. AIF, motion carried.
- C. Marsha Skoog put in her resignation. Marge Agnew made a **motion to approve** Marsha's resignation, Joe Boeringa seconded. AIF, motion carried.

Parks: Public Works Supervisor Gene Falconer presented.

- A. The light at the ice rink has been fixed.

Unfinished Business:

- A. Resolution No. 2024-02B, Lawful Gambling for the Onamia Civic Association for Onamia days and the 4th of July celebration. A **motion to approve Resolution No. 2024-02B** was made by Marge Agnew and seconded by Sandy Nelson. AIF, motion carried.
- B. Marge Agnew typed up a letter to the State of MN opposing the new State Flag. Bill Hill made a **motion of approval** on sending the letter, Randy Anderson seconded. AIF, motion carried.

New Business:

- A. The Council will review the Partner's in Healthy Living grant funding opportunity and discuss it at the next council meeting.
- B. Joe Boeringa made a **motion to approve Resolution No. 2024-02A**, transferring funds from the sewer reserve to the water reserve to meet the PFA reporting requirement for 2023. Bill Hill seconded, AIF, motion carried.
- C. Marge Agnew made a **motion to approve Resolution No. 2024-02C**, EFT Wire Transfer Policy. Sandy Nelson seconded, AIF, motion carried.
- D. The City Council discussed MN Basic Code – Regulation of Peddlers & Solicitors, council would like to know what other cities charge for peddlers & solicitors' applications before deciding.
- E. The City Council discussed MN Basic Code – Schedule of Offenses and Voluntary Administrative Penalties. Bill Hill made a **motion to approve** Appendix VI, Resolution to Adopt the Provisions of Minnesota Basic Code of Ordinances §10.98 and a schedule of Offenses and Voluntary Administrative Penalties.

Clerk's Report:

- A. Clerk Peterson reminded the council that the Presidential Nomination Primary will be on Tuesday March 5th, 2024.
- B. Clerk Peterson will be going with Kathy Statz to help with the senior voting at the assistant living and long-term health care facilities on Friday, March 1st, 2024, to assist with early voting for the health care facilities.
- C. Clerk Peterson sent an email to the council regarding the county's request for input for the *Local Mitigation Survey*.

Other:

- A. Marge asked Public Works to check with the Mille Lacs Band Community Center for used chairs that could replace the ones in the council chamber.

Adjourn: At 8:20PM a **motion** to adjourn was made by Joe Boeringa, seconded by Randy Anderson. AIF, motion carried.

Dated on this 20, day of February 2024
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APPROVED on this 13th day of March, 2024.

Marge Agnew – Mayor

ATTEST:

Michelle Peterson, MCMC Clerk-Treasurer

CERTIFIED BY VOTE:

Motion: _____

Second: _____

☐	MARGE AGNEW	☐
☐	BILL HILL	☐
☐	RANDY ANDERSON	☐
☐	SANDY NELSON	☐
☐	JOE BOERINGA	☐

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