

CITY OF ONAMIA REGULAR COUNCIL MEETING

Regular Meeting Minutes – March 13th, 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/ Amy Mattison. Fire Chief/Bruce Peterson

At 6:04pm the regular meeting was called to order with the Pledge of Allegiance. A **motion** was made by Joe Boeringa to **approve** the February 14, 2024, regular meeting minutes. 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. Bill Hill made a **motion** to **approve** all the financials and claims presented, Marge Agnew seconded. AIF, motion carried.

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

A.

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

- A. Mary Reedy presented the council with a draft of the financial statements and supplementary information and an audit presentation.
 - a. Mary stated that their primary responsibility is to provide an opinion on the fairness of presentation of the financial statements. Review the internal accounting controls, and based on those controls, determine scopes and test transactions.
 - b. Mary stated that Clerk Peterson was doing a great job coding things correctly and that it was nice doing most of the audit through the online portal. CLA only had to spend one day at city hall.
 - c. The audit found the same three weaknesses as in previous years.
 - i. Segregation of duties.
 - ii. Auditor drafts financial statements and notes.
 - iii. Journal Entries.
- B. The TIF funding was closed out in 2023, and those funds need to be cleaned up with a formal transfer.
- C. The debt service fund needs to be cleaned up with a formal transfer.
- D. Mary Reedy stated that CLA is waiting for the State Auditor to send out some required information before the 2023 audit can be submitted. The deadline is March 31, 2024, and

CLA is waiting to see if the state auditor will provide the information or if an extension will be granted to all cities.

- E. A complaint was received from Konae Carlson regarding the letter that was sent to the state in regard to the new MN Flag. Konae Carlson was not in favor of the letter that the city council sent to the state opposing the new MN Flag.

Reports of Officers, Council Committees, Departments, Commissions.

Engineer – None.

Water Treatment Plant –

- A. **Resolution No. 2024-03A** Ratifying Resolution No. 2024-03D and approving the execution and delivery of closing documents in connection with an advance agreement with the MN Rural Water Finance Authority was presented to council. Marge Agnew made a **motion to approve Resolution No. 2024-03A**, Bill Hill seconded. AIF, motion carried.

Police Department: Police Chief Mattison presented.

- A. The Police Department recorded 59 ICRS in the month of February.
- B. The two eligible forfeiture vehicles have been sold. \$500.00 for the Ford Focus, and \$5,027 for the Nissan.
- C. Three new policies were presented to the council.
 - a. 1st Amendment Assemblies
 - b. Lactation Break Policy
 - c. Wellness Program
 - i. Marge Agnew made a motion to approve the 1st Amendment Assemblies policy, Joe Boeringa seconded. AIF, motion carried.
 - ii. Marge Agnew would like the Lactation Break Policy and Wellness Program to be a city policy that covers everyone.
- D. Started working on getting the *evidence storage procedures* into compliance.
- E. Reaching out to part time officers in preparation of Onamia Days.
- F. Officers will have taser refresher and winter/spring firearms training soon.
- G. DEA take back day is April 27th.

Fire Department: Fire Chief Bruce Peterson presented.

- A. The fire department has sent language to city attorney Bob Ruppe for the bidding process.
 - a. The fire department's bid will be for the building shell, cement, furnace, electric, and plumbing.
 - i. The fire department plans on doing some of the interior work themselves to save on costs. Including the flooring, painting, and putting in some of the doors.
 - b. The survey is complete for the fire department property. They are waiting for the paperwork from the county for the merger of the two city properties.
 - c. The bid will be advertised for two weeks with the opening date being May 6th at 12:00pm.

- d. Bill Hill made a **motion** allowing the fire department project to go out for bid, Sandy Nelson seconded. AIF, motion carried.
- B. Turnout gear and helmets have been ordered.
- C. The fire department is expecting one more resignation in the coming months.

Maintenance: Public Works Supervisor Gene Falconer presented.

- A. The public works department will be leasing the salt shed from Mille Lacs County for the 2024-2025 winter season.
- B. The public works department has been working on getting OSHA compliant.
 - a. Marge Agnew would like the list of OSHA suggestions for the library so that it can be presented at the next board meeting. She would like Gene or Josh to be present at the meeting.
- C. Amy's office will need the insulation removed and some of the drywall replaced. Bill Hill made a motion to approve the quote from Randy's Insulation for \$2,350, and Northern Lakes Drywall for \$1,500, Sandy Nelson seconded. AIF, motion carried.
- D. Working on getting the doors inside the council chambers sandblasted and stained.

Water/Sewer: Public Works Supervisor Gene Falconer presented.

- A. A few trees were removed along with the tennis court for the water treatment plant project.
- B. Maintenance has been in meetings with Red Willow Estates regarding taking over the Lift Station and Water infrastructure.
 - a. Maintenance has noted the following issues with the lift station at Red Willow Estates.
 - i. Seals need to be replaced.
 - ii. Needs a working alarm and generator.
 - iii. A wet kit is needed.
 - iv. There is excessive rust and issues with the backflow valves.
- C. Stantec sent a *Proposal for Phosphorus Treatment Plant Engineering Report*. The proposed report is estimated to cost \$22,000.
 - a. Phosphorus Treatment must be up and running by 2028.
 - b. The sewer ponds will need to be treated every time they discharge. Right now, they discharge 2-3 times per year, sometimes more if it is a wetter year.
 - i. Marge Agnew made a motion to **approve** the *Proposal for Phosphorus Treatment Plant Engineering Report*, Bill Hill seconded. AIF, motion carried.
- D. MN Rural Water sent the city a letter regarding implementing its Wellhead Protection Plan. The city can obtain funding from the MN Department of Health's Source Water Protection Grant Program to seal an identified unused/unsealed well in the amount of \$10,000. Sandy Nelson made a **motion** to apply for the grant funding through the Minnesota Department of Health's Source Water Protection Grant Program, Bill Hill seconded. AIF, motion carried.

Planning & Zoning: Public Works Supervisor Gene Falconer presented.

- A. A permit for TJ Devries to remodel the prior bank building was approved. There remodel will include a store in the front of the building and offices in the back.
- B. The Fire Hall survey and boundaries is finished.

- C. Marge Agnew asked that everyone thinks about who the city could invite to be part of the Planning & Zoning Committee.
- D. Mille Lacs Corporate Ventures contacted Marge Agnew asking if the city would be interested in donating the ball field so they can build an apartment building with 40 units in that location.
 - a. Josh True stated that there are water and sewer mains running through that property.
 - i. The council discussed and was not in favor of donating the property.

Parks: Public Works Supervisor Gene Falconer presented.

- A. The council would like it posted that the park is closed until further notice. Joe Boeringa made a **motion** to close the park, Randy Anderson seconded. AIF, motion carried.

Unfinished Business:

- A. The City Council reviewed a Resolution to adopt the Provisions of the Minnesota Basic Code Ordinances For regulation of Peddlers & Solicitors. Bill Hill made a **motion to approve Appendix V** For regulation of Peddlers and Solicitors, with the fees of \$20.00 per day, \$150.00 per 6 consecutive months, and \$250.00 per year. Along with any Civic Association events to be waived from having to pay a fee or go through the application process. Joe Boeringa seconded, AIF, motion carried.
- B. The city council looked at the Partners in Healthy Living Grant application. No decisions were made.

New Business:

- A. The council reviewed a special assessments file listing from Mille Lacs County. Mille Lacs County requested that it be reviewed and asked if anything should be removed from the list. Marge Agnew made a motion to remove the following properties.
 - a. PID 22-810-0020 code 206 from 1995 for \$1596.92
 - b. PID 22-810-0150 code 206 from 1996 for \$1596.92
 - c. PID 22-041-1150/01 code 206 from 1985 for \$1850.00
 - d. PID 22-041-1150/02 code 203 from 2014 for \$400.00
 - e. PID 22-041-1150/03 code 217 from 2014 for \$2738.48
 Randy Anderson seconded, AIF, motion carried.
 - i. Code 206 – Stab Pond, Force Main & Sewer 1985 (sewer pond)
 - ii. Code 217 – Court Fee’s
 - iii. Code 203 – Debris Maintenance (mowing)
- B. Lake Mille Lacs Scenic Byway requested a donation in the amount of \$800.00 for doing a second printing to the Scenic Byway Map. Bill Hill made a motion to **Resolution 2024-03D** with the amount of \$800.00 for a donation, Sandy Nelson seconded. AIF, motion carried.
- C. The council reviewed a resolution amending the authorized signers for First National Bank. Bill Hill made a motion to **approve Resolution No. 2024-03C** Amending the Authorized Signers, taking off Kathy McCullum and adding Marge Agnew, and Michelle Peterson for the City of Onamia. Randy Anderson seconded, AIF, motion carried.

- D. Clerk Peterson let the council know that the city will need to budget for an ADA compliant bathroom in the year 2025.
- E. The city council reviewed the current boot policy from 2014. The council would like to see a new combined boot and clothing policy for public works to be able to spend \$500.00 per year on both boots and clothing.
- F. Randy Anderson made a motion to **approve Resolution 2024-03B** for the Onamia Lions Club to have a gambling license on June 16th, 2024. Bill Hill seconded, AIF, motion carried.

Clerk’s Report:

- A. Clerk Peterson will be at the Clerk’s Conference March 19th through March 22nd.

Other:

- A. A flyer for a Dog and Cat Vaccination Clinics was in the council packets.

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
February 14, 2024 – Regular Meeting Minutes

APPROVED on this 13th day of March, 2024.

Marge Agnew – Mayor

ATTEST:

Michelle Peterson, MCMC Clerk-Treasurer

CERTIFIED BY VOTE:

Motion: _____

Second: _____

<input type="checkbox"/>	MARGE AGNEW	<input type="checkbox"/>
<input type="checkbox"/>	BILL HILL	<input type="checkbox"/>
<input type="checkbox"/>	RANDY ANDERSON	<input type="checkbox"/>
<input type="checkbox"/>	SANDY NELSON	<input type="checkbox"/>
<input type="checkbox"/>	JOE BOERINGA	<input type="checkbox"/>

