

**NEVIS CITY COUNCIL PROCEEDINGS
REGULAR MEETING
May 8, 2023
Nevis Council Chambers**

CALL TO ORDER: The Regular Meeting of the Nevis City Council was called to order at 6:00 p.m. by Mayor Jeanne Thompson.

Pledge of Allegiance

ROLL CALL: Mayor: Jeanne Thompson, Council Members: Blair Reuther, Sue Gray, Teresa Leshovsky and John Carrier, City Administrator: Dawn Veit, Deputy Clerk: Kimberly Wright, Public Works Director: Don Umthun, Fire Chief: Josh Winters, Liquor Store Manager: Cynthia Paulsen, and, Deputy Josh Oswald
Absent:

APPROVAL OF REGULAR AGENDA: Motion by Sue Gray, second by Blair Reuther and unanimously carried to approve the regular agenda with deletions and changes:

Deletion: 1. Administration, b. 2023-2024 LMC Policy – Brian Hein (remove)

Change: IV. Approval of the Consent Agenda, 1. February to April

APPROVAL OF CONSENT AGENDA: Motion by Teresa Leshovsky, second by John Carrier and unanimously carried to approve the Consent Agenda.

VI. Public Comments:

John Halberg asked Council member Carrier about the vote of confidence paperwork and would like a copy from him, wanted to know when the 2022 financials will be available to receive a copy.

VII. DEPARTMENT REPORTS:

1. Administration – Dawn Veit

a. 2022 Audit by Miller McDonald

Jon Roscoe from Miller McDonald present the 2022 financial audit to the council. The council appreciated Jon's presentation. Council member Reuther would like a Statement of Activities next audit. John said he would try.

Motion by Jeanne Thompson, second by Teresa Leshovsky and unanimously carried to approve the 2022 Audit by Miller McDonald.

b. Appoint Administration Commissioner.

Mayor Thompson Appointed Council Members Sue Gary and John Carrier to be the Administration Commissioners.

c. Nevis Civic and Commerce schedule approval:

Mayor Thompson read the letter the Nevis Civic and Commerce sent. The letter asked the council to approve the dates of the events that they want to hold in the city and the use of the city generator for Muskie Days.

Motion by Jeanne Thompson, Second by Sue Gray and unanimously carried to approve the dates of the events that they want to hold in the city and the use of the city generator for Muskie Days.

d. Amendments to the Personnel Policy (John and Sue)

Council Members Sue Gary and John Carrier have made recommendations to the council to update the Personnel Policy. Blair Reuther would like to keep the Monday after Easter as a paid observed holiday. Cindy Paulsen questioned the credit limit of \$1,000.00. The credit should be raised to \$3,000.00 to match what is currently on the card credit limit.

Motion by John Carrier, Second by Blair Reuther and unanimously approved to update the Personnel Policy as presented with the changes of keeping the Monday after Easter as a paid holiday and correcting the typo of the credit limit to \$3,000.00.

2. Police Department: Deputy Josh Oswald

Josh asked the council for road closure of Bunyan Trails Drive from in front of the Liquor Store to Highway 18 East for Bands and BBQ and the Hubbard County Posse to be at the event. Mayor Thompson would like this road closure to be added to bill cards and the newspaper when it gets closer to the date.

Motion by Jeanne Thompson, second by Teresa Leshovsky and unanimously carried to approve road closure of Bunyan Trails Drive from in front of the Liquor Store to Highway 18 East for Bands and BBQ and the Hubbard County Posse to be at the event.

Deputy Oswald read his report for April. The Nevis 2nd grade class invited Josh to lunch last month and they enjoyed their time together. Josh let the council know he was thanked by parents for helping their kids purchase some sweets at a local gas station. Mayor Thompson thanked Josh for being available to the community and helping the kids.

3. Fire Department – Chief Josh Winter

a. Maintenance or Repairs: The 1st response truck is back and has most of the lights on. It will have to go back for the rest of the lights to be installed. This week the Response truck will get stickers. The fire department will keep the existing 1st response truck until the new one is complete.

b. Fire Runs/Medical Calls: Calls are quiet. 1 grass fire this spring.

Josh asked the council what they thought of installing a helipad by the city owned land that is leased. (Old Airport Hanger) The council asked what was required for a helipad. Josh thinks a 50x50 area, wind sock, solid base, and he is trying to get more information from other sources on helipads. Josh Oswald will meet with Akeley to ask about their helipad. Don Umthun thinks the pad would need to be bigger than 50x50 for plowing purposes in the winter. The leasee would need to be asked about the potential of using a corner of the land they lease with city. The council would like Josh Winter to research, and get some pricing for the pad, and talk to the leasee.

Josh has been looking into purchasing fire gloves for the fire fighters. The gloves are cut resistance, and made of Kevlar. The gloves are \$125.00 each pair totaling \$2,375.00. Josh would like a budget of \$2,375.00 to purchase the gloves.

Motion by Jeanne Thompson, second by Blair Reuther and unanimously carried to approve a budget of \$2,375.00 to purchase the gloves.

The fire fighters would like to bring back Water Wars during Muskie Days. This would require the use of the fire trucks and hoses, with the approval of the Nevis Civic and Commerce. The council agreed this is an exciting and fun proposal.

Motion by Jeanne Thompson, second by Teresa Leshovsky and unanimously carried to approve to bring back Water Wars with use of the fire trucks and hoses during Muskie Days with the approval of the Nevis Civic and Commerce.

4. **Liquor Store – Manager, Cindy Paulsen**

- a. Staffing: New hires Teresa and Mike are working and training well. Paige will be leaving and turned her keys in. Cindy would like approval to run 2 new hire ads in the newspaper; 1 part time and 1 seasonal part time.

Motion by Jeanne Thompson, second by Blair Reuther and unanimously carried to approve to run 2 new hire ads in the newspaper; 1 part time and 1 seasonal part time.

- b. Maintenance: Drain spouts on the building need to be extended.

Caulking around the outside of the building is coming out and needs to be replaced. It was suggested to dump foundation sealer down the area then seal it. Cindy will look into the foundation sealer.

The Liquor Store has received 2 refurbished pizza ovens from Heggie's Pizza.

Loose shingles on the deck need to be replaced. Russ will do the work.

Don will bring our outdoor equipment on May 19th and Mike and Russ will set it up. The council would like the outdoor fencing to have an open section on the Bunyan Trails Drive side for customers to enter and exit that way.

Cindy would like to hire a band to kick off the summer. She would like a budget of \$1,000.00 for the band on Memorial Weekend. Bands and BBQ bands are Elvis and ParaDime at a cost of \$1,400.00. July 21-22 Muskie bands will cost \$4,400.00. The council discussed these costs and budget. The council decided to allow a \$600.00 budget for the Memorial Weekend Band.

Motion by Jeanne Thompson, second by Teresa Leshovsky and unanimously carried to approve to allow a \$600.00 budget for the Memorial Day Weekend Band, Bands and BBQ bands are Elvis and Para Dime at a cost of \$1,400.00, and July 21-22 Muskie bands will cost \$4,400.00.

General Business: Cindy requested a budget for purchasing shirts, sweatshirts, etc. in the liquor store. The last company the liquor store order clothing from was Red Bridge Pomo. The council agreed on a \$2,000.00 budget for purchasing shirts, sweatshirts, etc. for the liquor store with the understanding that if the liquor store runs low or out to reorder at her discretion.

Motion by Jeanne Thompson, second by John Carrier and unanimously carried to approve a \$2,000.00 budget for purchasing shirts, sweatshirts, etc. for the liquor store with the understanding that if the liquor store runs low or out to reorder.

The new POS has not been installed yet.

Cindy attended the MMBA Conference and learned that the liquor store could be enrolled in Portal Buying Power through the MMBA. This Portal Buying Power will allow the liquor store to order product at a lower rate than they can get now.

Cindy would like to use the website City Hive. This website is for user to find Municipal Liquor Stores near their location and order from this website. It's \$49.00 a month to join and would come out the Liquor Store advertising budget. This is a goal for when the new POS is up and running.

The Muskie Member Card is still available for the liquor store to add their name to the discount card with a 10% discount. The council agreed on adding The Nevis Municipal Liquor Store to the discount card with a 10% discount.

Motion by Jeanne Thompson, second by Sue Gray and unanimously carried to approve adding The Nevis Municipal Liquor Store to the discount card with a 10% discount.

Council Member Carrier asked if the liquor store could put up a sign designated which side is the off-sale side. Cindy said she will look into it.

Cindy asked if there were any questions. There was not. The Mayor thanked Cindy for all her hard work in accomplishing what she has for the liquor store.

5. Public Works – Don Umthun

a. Quotes: Don presented the council with 2 quotes for surveying the parcel of land the Fire Hall sits on.

Quote 1: Compass Consultants Inc. \$1,700.00

Quote 2: Northern Engineering & Consultants \$1,900.00

The council discussed the quotes and agreed on Quote 1:Compass Consultants Inc. \$1,700.00 with funds being spilt between Public Works and the Fire Department

Motion by Jeanne Thompson, second by Blair Reuther and unanimously carried to approve Quote 1:Compass Consultants Inc. \$1,700.00 with funds being spilt between Public Works and the Fire Department.

b. Water: Hydrant flushing was last week.

c. Sewer: Don presented the council with a Sample & Retention Policy for Public Works records of the sewer department. The state requires correct retention of records for the city sewer.

Motion by Sue Gray, second by Teresa Leshovsky and unanimously carried to approve Sample & Retention Policy for Public Works records of the sewer department.

c. Streets: Don would like to place signs stating: “No Parking” 50 feet on either side of sign on Main Street West at the intersection of Main Street West and West Avenue. Deputy Oswald agreed it was an area of concern for traffic.

Motion by Sue Gray, second by Teresa Leshovsky and unanimously carried to approve signs stating: No Parking 50 feet on either side of sign on Main Street West at the intersection of Main Street West and West Avenue

d. Parks: Nothing at this time.

6. Planning and Zoning – Sue Gary

a. Amendment to Planning and Zoning Ordinance #36

- Division 96, Food Trucks

The Planning Commission met and with business input and a public hearing made these changes to Ordinance #36, Division 96 Mobile Food Units With in the Nevis City Limits:

- 96.03 Permit Required; Application: (1), (2), (3),
- 96.04 Locations: removal of (C), (D), and add (not working, inoperable) to (F)
- 96.06 Prohibited Conduct: remove For-Profit and add Mobile food units.

Motion by Jeanne Thompson, second by Teresa Leshovsky, yes – Sue Gray, and John Carrier, Abstain: Blair Reuther to approve changes to Ordinance #36, Division 96 Mobile Food Units With in the Nevis City Limits:

- 96.03 Permit Required; Application: (1), (2), (3),
- 96.04Locations: removal of (C), (D), and add (not working, inoperable) to (F)
- 96.06 Prohibited Conduct: remove For-Profit and add Mobile food units

Motion to Adjourn by Teresa Leshovsky, second by John Carrier, all approved.

Respectfully Submitted by:

Kimberly Wright, Deputy Clerk