

NEVIS CITY COUNCIL PROCEEDINGS
REGULAR MEETING
December 11, 2023
Nevis City Council Chambers

CALL TO ORDER: The Regular City Council Meeting was called to order at 6:00pm by Mayor Jeanne Thompson.

The Pledge of Allegiance was recited.

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

APPROVAL OF THE REGULAR AGENDA: Motion by sue Gray, second by Teresa Leshovsky, unanimously approved.

APPROVAL OF THE CONSENT AGENDA: Motion by Jeanne Thompson, second by John Carrier, unanimously approved.

Public Comments:

John Halberg inquired about The Fire Relief Association. Mayor Thompson informed John that the Fire Relief Association is a separate entity form the city.

Carolyn Moen would like to speak about the personnel policy. Mayor Thompson asked if she could wait until they were on that topic.

DEPARTMENT REPORTS:

1. **Administration – Dawn Veit/Sue Gray**

Administrator Viet let the council know they would need to make decisions concerning ESST and PTO in the Personnel Policy. She also let the council know that she is being talked about behind closed doors and no one has come to her office with any issues. Dawn excused herself from the meeting due to feeling ill.

a. **Approval of End of Year Transfers.**

Transfer for Liquor to General Fund \$35,000.00 for Levy
\$5000.00 from General Fund to Administrator Savings
\$5000.00 from general Fund Streets to city Maintenance Vehicle savings (Pickup)
\$6000.00 form General Fund to Plow Truck savings
\$5000.00 from General Fund Parks to City Maintenance Vehicle Savings (Pickup)
\$10,000.00 from General Fund to Parks Improvement Savings for Equipment
\$7000.00 from Fire Fund to Administration for Accounting and Audit
\$7000.00 from Water Fund to Administration for Accounting and Audit
\$7000.00 from Sewer Fund to Administration for Accounting and Audit
\$3600.0 from Liquor Fund to Administration for Accounting and Audit
\$8300.00 from Sewer Fund to Sewer Replacement Savings per Ordinance
6250.00 from Fire Fund to Fire Relief Association for Retirement
TruStar Federal Credit Union Deposits from the General Fund
 \$2500.00 into "Retirement" account from Water and Sewer
 \$5000.00 into Fire Department Building Account
 \$20,000.00 into Streets Account

Motion by Jeanne Thompson, second by Teresa Leshovsky and unanimously approved End of Year Transfers.

b. Approval of updates to the City of Nevis Personnel Policy.

Article 7 Compensation

Motion by Jeanne Thompson , second by Teresa Leshovsky and unanimously approved.

Section 11.01 a. Sick and Safe Leave & b. Sick Leave (after ESST hours are depleted)

Motion by Jeanne Thompson, second by Teresa Leshovsky, unanimously approved.

Section 11.08 Elections/Voting

Motion by Teresa Leshovsky, second by Blair Reuther, unanimously approved.

Section 11.09 Light Duty/Modified Duty assignment

Motion by Jeanne Thompson, second by Teresa Leshovsky, unanimously approved.

Section 11.11 Pregnancy and Parenting Leave

Motion by Sue Gray, second by Teresa Leshovsky, unanimously approved.

Section 11.12 School Conference Leave

Motion by Jeanne Thompson, second by Teresa Leshovsky, unanimously approved.

Section 11.13 Bone Marrow/Organ Donation Leave

Motion by Jeanne Thompson, second by Teresa Leshovsky, unanimously approved.

Minnesota Department of Labor and Industry Earned sick and safe time employee notice.

Motion by Sue Gray, second by John Carrier, unanimously approved.

Council Member Gray requested the whole Personnel Policy be sent to the City Attorney to review; the council has made changes to it 4 times this year.

Motion by Sue Gray, second by Jeanne Thompson, unanimously approved.

Mayor Thompson asked if Carolyn Moen could discuss personnel issues with her after the personnel policy came back from the attorney. Carolyn said she was fine with that.

c. Resolution 2023-11, Adopting the Property Tax Levy for Tax Year Payable 2024

Motion by Jeanne Thompson, second by Sue Gray, unanimously approved.

d. Resolution 2023-12 A Resolution Directing Delinquent Utility Charges be Placed on the 2024 Property Tax Rolls.

Motion by Teresa Leshovsky, second by Blair Reuther and unanimously approved.

e. Resolution 2023-13, A Resolution to Designate the Polling Place for 2024

Motion by Jeanne Thompson, second by John Carrier and unanimously approved.

f. Quotes for new city Website.

1. Simple WebsitesCreations.com: year 1: \$4,774.87, year 2: \$334.87

2. TownWeb: Year 1: \$585.00, year 2: \$2,015.00, year 3: \$2,015.00, year 4: \$2,015.00

3. TownWeb: year 1: \$585.00, year 2: \$1,215.00, year 3: \$1,215.00, year 4: \$1,215.00

4. Catalis: year 1: \$970.00, year 2: \$1,028.00

Motion by Jeanne Thompson, second by Teresa Leshovsky, unanimously approved to accept quote: TownWeb: Year 1: \$585.00, year 2: \$2,015.00, year 3: \$2,015.00, year 4: \$2,015.00.

Budget meeting scheduled for February 22, 2023 at 6pm. Agenda: see where the City falls short, summary of 2 months ago and going into what can be done.

Mayor Thompson was saddened that an employee felt that her employment is being talked about behind her back in a negative way. She let the council know that talking about any employee or an employee's employment outside of a closed meeting with a quorum and the employee present is wrong and cannot continue.

2. **Planning and Zoning – Sue Gary**

Nothing at this time.

3. **Fire Department – Josh Winter**

a. 2025 Budget (Josh Winter and John Carrier).

The Proposed budget is \$162,460.00

Motion by John Carrier, second by Jeanne Thompson and unanimously approved.

Josh would like Fire Chief, and Assistant Chiefs' pay to be discussed at another meeting. Mayor Thompson asked Josh to prepare a proposal. Council Member Carrier asks for Job descriptions for Fire Department positions. The Fire Chief from Cross Lake invited the Nevis Fire Department to come and see how they set up their Fire Hall and state reporting. He offered his help anytime.

Josh informed the Council that he will have a Fire Chiefs' meeting on Wednesday and a radio meeting on Thursday. The North Memorial Ambulance will no longer be staging in Nevis. This will cause longer wait times for ambulances.

Josh and Don met with 3 engineers from Wideseth. They walked through the Fire Hall and discussed what additions they would like to see and what would need to be done. Josh and Don would like to see the addition go to Don and Josh take over where Don is now. Don hopefully will have a quote for a proposal next month.

Josh let the council know that the new truck has all its new light and is now getting the decals. He is hoping that next week the truck will be in service.

4. **Police Report – Josh Oswald (N/A)**

Deputy Oswald read the November police report. He informed the council of his month activities: Nevis Football Team did an awesome at state, Pre-K and Kindergarten safety classes, a bon fire celebration, training days, new software was installed in the vehicles, and a warrant arrest was made.

5. **Public Works – Don Umthun**

- a. Water: Nothing at this time
- b. Sewer: Nothing at this time
- c. Parks: The ice rink will not be in use by Christmas
- d. Streets: Nothing at this time

6. **Liquor Store – Cynthia Paulsen**

a. Staffing update: Thank you for approving Emily and Amy for full-time.

Christmas Eve hours: 12-8pm, Christmas Day and New Year's Day: Closed, January 2, 2024 inventory will be done and the store will open at 4pm

b. General Business: November Off-Sale gross sales: \$24,510.33, November On-sale sales: \$34,934.84. comparing November 2022 to November 2023 Off-Sale is up 1% and On-Sale is down 1%.

c. Approval of Cintas contract: The contract was signed for 5 years starting November 15, 2023. Mayor Thompson informed Cindy that from now on all contracts have to be approved by council before the contract can be signed.

Motion by Jeanne Thompson, second by Blair Reuther and unanimously approved.

Cindy presented her proposed budget to the council, no action taken at this time.

RDS proposal is not ready yet.

Cindy is looking into bids for a new sign on Highway 34.

Cindy met with Brad from Wideseth about the hoist. Cindy asked the Council for permission to hire Brad as our much-needed engineer to advise us with the hoist/elevator compliance design and any needed renovations as a result of that. Council Member Leshovsky would not vote on something that was not in front of her. She would like Cindy to get a proposal.

Motion by Jeanne Thompson, second by Teresa Leshovsky and unanimously approved to allow Cindy to reach out to Brad and say please bring a proposal forward as to options.

Motion to adjourn by Teresa Leshovsky, second by Sue Gray and unanimously approved.

Minutes Submitted by: Kimberly Wright, Deputy Clerk