

Velva Regular Commission Meeting

March 18, 2024

7:00pm

Velva City Hall

Velva City Commission meeting called to order at 7:00 pm by Commission President Mike Schreiner. The Pledge of Allegiance was recited. Roll Call: Mike Schreiner – Commission President, Police/Finance; Mary Liz Davis – Sewerage/Finance Commissioner; Dave Keller – Street/Waterworks Commissioner (speakerphone); Ben Zietz – Water/Sewer Commissioner; Gene Jenson – Streets (Cemetery) Commissioner; Jenny Johns – City Auditor; Tim Moulton – Public Works; Emma Lavachek & Alan Walter – Ackerman-Estvold Engineering; also in attendance, Heather Tudor – Velva Area Voice.

MINUTES

Motion by Keller/Davis to approve the minutes from the February 20 regular meeting and special meeting on March 4. Roll Call: All-aye; motion carried.

PAYROLL & BILLS

Davis/Jenson made a motion to approve the bills paid and bills to be paid in the amount of \$48,994.35 and Payroll for \$35,037.59. Roll Call: All-aye; motion carried. (Ackerman 1245, Acme 512.05, Am. Welding 42.02, BAG 76.36, BMS 900, ChemLab 18.54, Bourdeau 2820, Circle San 6550.50, Dakota Fire 254.27, Enerbase 567.84, 1st District 60, Gooseneck 168.44, Hawkins 1250.30, HOE 65.54, Johns 1500, Main Elec. 1175.96, McGee 571, County SD 20325, Menards 511.33, Mouse River 424.25, ND Sew/Pump 1000, NSCCU 1778.66, NorthernInt. 90, NWTire 86.20, 1Call 5.20, Ottertail 4503.96, PJemtrud 450, SRT 484.04, CompStore 80, VFF 14.79, Wyche 1500).

Reports of The President/Finance Commissioner

Matt, McHenry County Sheriff's Deputy, was in attendance and discussed the county's coverage. Parking violations during a snow event was also discussed.

Communications

-Johns asked the commission to waive the fees for a second curb stop located at 7 ½ 1st Street East for the new owners of the property; the second curb stop is to a 'guesthouse' that will not be in use.

Davis/Jenson made a motion to waive the fee for Gerald Larson to the unused curb stop. Roll Call: All – aye/motion carried.

-Schreiner discussed an email received by the City Auditor from the Regulatory Division Director at FEMA regarding the Highway 41 bridge replacement project. Discussion on why the letters are addressed to the City and not the Souris River Joint Board. Keller would like to see another meeting called, and invite the SRJB and FEMA, to make sure everyone is on the same page with this project.

Reports of Officers, Boards, Committees

Commissioner Davis: Davis had nothing to report.

Commissioner Keller: Keller had nothing to report.

Commissioner Zietz: Zietz had nothing to report.

Commissioner Jenson: Jenson asked for the tree replacement be ordered and delivered to the city cemetery. Walter said to send a letter to the SRJB, Ryan Ackerman and David Ashley to request the replacement of the 64-trees that were removed, be replaced at the cemetery, with the ability of the city to pick the type(s) of trees.

Engineer's Report: Walter presented the plans, submitted from Ryan Frolek with Moore Engineering, regarding the Welcome to Velva sign just south of the bridge. This sign will be permanently moved for the project. discussion on shrubbery. Jenson/Davis made a motion to approve the projected location of

the sign; and for the shrubbery to *not* be replanted/replaced after the sign is relocated. Roll Call: All – aye; motion carried.

-Lavachek discussed the reimbursement payment from CDBG for the Main lift station replacement project. Lavachek stated that she can now put in for a reimbursement from the SRJB. Lavachek also mentioned that the lead service line audit is due April 30, 2024. She will reach out to Wyche for a notification on the city’s Facebook page.

Auditor’s Report: Johns and Wyche submitted audit year 2021 to the State last week and have moved on to 2022. The goal is to achieve State compliance by May 31, 2024. Johns also mentioned that the office will not be open on March 19-20 for the NDLC convention in Minot of which Wyche and Johns will be attending, along with Commissioners Jenson and Davis.

Assessor/Building Inspector: There were no building permits to discuss. Johns stated that Bourdeau has finalized a date for the Tax Equalization meeting, which will be held Tuesday, April 9, 2024, at 2:00pm at the Velva City Hall; Johns said this is a special meeting and we will need quorum to hold the meeting.

Public Works Report: Moulton had nothing to discuss.

Introduction & Adoption of Resolutions/Ordinances: There were no ordinances to review.

Personal Appearances: Personal appearances were previously discussed.

Unfinished Business: The appliance dump area was discussed, along with options for a different area or not. The consensus was to not have an appliance dump area at this time.

-Scheduling a city-wide cleanup was discussed. Johns is to talk with Fire Chief Heisler about the gated area between the buildings on the new fire department property, and if the city can use the area for roll-off dumpsters during the cleanup week. The area would be monitored. Johns is to schedule a time with Circle Sanitation for the cleanup after the city-wide garage sale weekend.

-Johns presented the current list of liquor license fees and a proposed list of fees. She stated that the reduction in liquor license fees would be a good faith gesture to the entities that are currently serving our community, not only with food and beverage, but with sales tax contribution, which is such an important revenue source for the City of Velva. Keller made a motion to approve all of the proposed rates to the liquor license fees as presented and for the topic to be reviewed annually. Davis seconded. No further discussion. Roll Call: All – aye; motion carried.

-Schreiner appointed Jenson and Davis to a committee to review the request by Missy Rohrbeck for a lease agreement possibility for any available city property.

New Business: City-wide cleanup was previously discussed.

Adjournment: With no other business to discuss, Schreiner adjourned the meeting at 7:59 pm.

The next Commission Meeting will be Monday, April 15 at 7:00pm.

If you would like to be on the next agenda, the deadline is Thursday at noon before a meeting.

****Minutes are Subject to Amendment and Approval****

Mike Schreiner
Commission President

Jenny Johns
Auditor