

Velva Regular Commission Meeting

January 19, 2021

Regular Meeting – 7:00pm

Velva City Hall

REGULAR MEETING: Velva City Commission Meeting called to order at 7:00 pm by Commission President Jennifer Barta. The Pledge of Allegiance was recited. Roll Call: Jen Barta – President of the Commission; Ben Zietz – Water/Sewer Commissioner; Dave Keller – Street Commissioner (Zoom); Mary Liz Davis – Police Commissioner; Ken Kitelinger – Cemetery Commission; Jenny Johns – Auditor; Ron Nagle – City Assessor; Emma Lavachek and Alan Walter – Ackerman Estvold Engineering; Heather Tudor – Velva Area Voice (Zoom); Guests – Fire Chief, Rob Goldade and June Hager.

MINUTES

Motion by Zietz/Keller to approve the minutes from the December 21 regular meeting, the Executive Session – special meeting on December 21 and the December 29 special meeting. Roll Call: All-aye; motion carried.

PAYROLL & BILLS

Motion by Kitelinger/Davis to approve the bills to be paid in the amount of \$80,942.36 and payroll for \$15,802.88. Roll Call: All-aye; motion carried.

CITY OF VELVA, ND

Check Register for Peoples State Bank

<i>Period</i>	<i>Check #</i>	<i>Vendor Name</i>	<i>Check Amount</i>	<i>Date Issued</i>
1/21	34980	ACKERMAN-ESTVOLD	\$ 422.50	01/20/21
1/21	34981	ACME TOOLS	\$ 247.77	01/20/21
1/21	34982	BDS (VALLI)	\$ 110.06	01/20/21
1/21	34983	BRADY, MARTZ	\$ 8,500.00	01/20/21
1/21	34984	Chemistry Lab	\$ 55.62	01/20/21
1/21	34985	CIRCLE SANITATION	\$ 6,292.25	01/20/21
1/21	34986	CORE & MAIN	\$ 189.18	01/20/21
1/21	34987	DAKOTA SUPPLY GROUP	\$ 14.53	01/20/21
1/21	34988	ENERBASE	\$ 393.96	01/20/21
1/21	34989	1st DISTRICT HEALTH UNIT	\$ 50.00	01/20/21
1/21	34990	GOOSENECK IMPLEMENT	\$ 24.42	01/20/21
1/21	34991	HAWKINS INC	\$ 3,015.08	01/20/21
1/21	34992	IHRY INSURANCE INC-TOWNER	\$ 12.00	01/20/21
1/21	34993	MCGEE HANKLA BACKES PC	\$ 850.50	01/20/21
1/21	34994	MCHENRY COUNTY AUDITOR	\$ 20,325.00	01/20/21
1/21	34995	MOUSE RIVER OIL COMPANY INC	\$ 305.78	01/20/21
1/21	34996	Municode	\$ 450.00	01/20/21
1/21	34997	ND SEW. PUMP & LIFT STATION	\$ 3,140.50	01/20/21
1/21	34998	ND WATER USERS ASSO	\$ 100.00	01/20/21
1/21	34999	OTTERTAIL POWER	\$ 5,320.44	01/20/21
1/21	35000	PAMELA JEMTRUD	\$ 450.00	01/20/21
1/21	35001	RURAL DEVEL. Finance Corp.	\$ 5,279.10	01/20/21
1/21	35002	SOURIS BASIN Planning Council	\$ 15,000.00	01/20/21
1/21	35003	SRT	\$ 381.00	01/20/21
1/21	35004	TC SPECIALTIES	\$ 49.25	01/20/21
1/21	35005	TEAM LAB CHEMICAL CORP	\$ 4,190.00	01/20/21
1/21	35006	VELVA COMMUNITY DEV. CORP	\$ 2,010.58	01/20/21
1/21	35007	VELVA PUBLIC LIBRARY	\$ 2,010.58	01/20/21
1/21	-99728	VERENDRYE ELECTRIC COOP INC	\$ 1,333.34	01/20/21
1/21	35008	VERIZON	\$ 418.92	01/20/21
Total:			\$ 80,942.36	

GUESTS

-Fire Chief, Rob Goldade, was approached by a potential homebuyer in Velva, asking if the Velva Fire Department was able to do a controlled burn/training to a house in Velva, located at 506 N Main. Kitelinger stated that he thinks it is a great idea and would be terrific practice for the department. Davis/Kitelinger made a motion to approve the controlled burn/training, following all necessary guidelines. Roll Call: All-aye; motion carried.

-June Hager read a letter to the commission regarding a tree on her property that was removed in the Spring of 2020. The final sentence of the letter threatened possible litigation; due to this, President Barta stated that the City Commissioners could not discuss the issue any further without consulting with Velva's city attorney because of potential liability.

NEW BUSINESS

No new business to discuss.

OLD BUSINESS

No old business to discuss.

ENGINEER

Lavachek and Walter presented an update on the Goldade lift station replacement project. Surveyors were out today, plans and specs will be presented to the city commission this Spring, and bids will go out in April.

REPORTS OF THE PRESIDENT

Finance Commissioner: Barta thanked the Public Works Department for their snow removal efforts and the office staff for their diligence on the audits.

Water Commissioner: Zietz mentioned the excessive number of pigeons that have made their home at the elevators in town this Winter. Discussion ensued on possible ways to get rid of them.

Street Commissioner: Keller stated that he had nothing to discuss.

Cemetery Commissioner: Kitelinger stated that the cemetery looks very good, and that Jemtrud got the "No-Trespassing" signs up and cleared some of the debris found in the trees on the way to the cemetery.

Police Commissioner: Davis stated that she will be working on getting better reporting from the County regarding coverage in the city.

AUDITOR

-Johns asked the commissioners to consider a possible addition to the personnel policy manual regarding part-time employee health benefits. Keller/Davis made a motion to table the issue for further review. Roll Call: All-aye; motion carried.

-Johns presented a proposed resolution to Division 3; Sec. 2-111 – Compensation – of the Municode to read: Each commissioner shall receive as compensation for his services a sum decided upon by the city commission on a yearly budgeted basis; *the monthly salary shall require commissioners to attend all regular commission meetings, or for their absence to be excused by a majority vote of the City Commission.* Barta also read Sec. 2-26 – *Commission Procedure; general rules, subsection (p) – Attendance at meetings. No member shall be excused from attendance at a commission meeting except upon roll call, and by a vote of the majority of the members present. In the event any member of the commission willfully or unnecessarily absents himself from two regular or special meetings in succession of the commission, the majority of the members present at the next regular meeting may expel such absentee member from the commission.* Discussion ensued regarding city commissioner attendance at meetings being very important as an elected official. Barta recommended for Kitelinger's recent absence at the last two consecutive meetings, to not be approved. Davis/Keller made a motion to "unexcuse" the absences from the Special meeting and Regular meeting held on December 21st. Roll Call: Davis-yes; Zietz-no; Kitelinger-no; Keller-no; Barta-yes; motion failed. Keller made a motion stating if two consecutive meetings were missed, salaries would be adjusted as Winter meetings – no pay, and Summer (double) meetings – ½ pay. Barta asked for a second three times, hearing no second, motion failed. Keller/Davis made a motion to approve the 1st reading of the resolution as provided in Division 3; Sec. 2-111 – Compensation – of the Municode to read: Each commissioner shall receive as compensation for his services a sum decided upon by the city commission on a yearly budgeted basis; *the monthly salary shall require commissioners to attend all regular commission meetings, or for their absence to be excused by a majority vote of the City Commission.* Roll Call: Keller, Davis, Zietz, Kitelinger, Barta – aye; motion carried.

-Johns asked if there were any questions on the end of year, financial report, that was included in the packet. Davis/Kitelinger made a motion to approve and publish the financial report in the newspaper. Roll Call: All-aye; motion carried.

-Kitelinger/Davis made a motion to approve the purchase of the budgeted copy machine for the office; with the understanding that the old copier will be disposed of properly and securely. Roll Call: All-aye; motion carried.

-Johns recommended to decline the offer from Municode to purchase add-ons to the code at an increased annual fee. The commission concurred to leave the Municode as is at this time.

BUILDING INSPECTOR/ASSESSOR

Nagle had no business to discuss.

PUBLIC WORKS

Johns stated that Jemtrud and Walter have been installing new water meters into homes and businesses as often as they can. They replaced the meter at Valley Park Manor, which will reduce the risk greatly of missing a leak or break in that area.

ADDITIONS

Barta asked if there was any other business. Hearing no other business, Barta adjourned the meeting at 8:01 pm.

The next Commission Meeting will be Tuesday, February 16, at 7:00pm.

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

*****Minutes are subject to amendment and approval*****

Jennifer Barta
Commission President

Jenny Johns
Auditor