

Velva Regular Commission Meeting

January 21, 2020

7:00pm

Velva City Hall

Velva City Commission meeting called to order at 7:00pm by Commission President Jennifer Soli. The Pledge of Allegiance was recited. Introductions by Soli, Commissioners: President Jennifer Soli, Tom Foley, Dave Keller (speaker phone), Ben Zietz and Mary Liz Davis. Also in attendance: Alan Walter, Emma Lavacheck, Ron Nagle, Jenny Johns. Guests including: Heather Tudor, David Kramer, Jim Hystad, Gretta Holt, Jamie Guttormson and Ryan Ackerman.

MINUTES

Motion by Foley/Davis to approve the minutes from the December 16 City Commission meeting, the December 19 bid opening and the January 2 Special Commission meeting. Roll Call: All-Aye. Motion carried.

PAYROLL & BILLS

Motion by Davis/Foley to approve the bills to be paid in the amount of \$39,432.80, pending a purchase from Velva Fresh Food receipt check for \$98, and Payroll for \$24,072.55. Roll Call: All-Aye. Motion carried.

CITY OF VELVA, ND

Check Register for Peoples State Bank

Period	Check #	Vendor Name	Check Amount	Date Issued
1/20	34288	BAG LLC	\$ 192.14	01/22/20
1/20	34289	BDS (VALLI)	\$ 104.81	01/22/20
1/20	34290	Chemistry Lab	\$ 18.54	01/22/20
1/20	34291	CIRCLE CONTROL SYSTEMS	\$ 1,279.20	01/22/20
1/20	34292	CIRCLE SANITATION	\$ 5,715.00	01/22/20
1/20	34293	DESIGNS ON BROADWAY	\$ 220.34	01/22/20
1/20	34294	ENERBASE COOPERATIVE RESOURCES	\$ 592.20	01/22/20
1/20	34295	FILTRONICS	\$ 25.00	01/22/20
1/20	34296	FIRST DISTRICT HEALTH UNIT	\$ 50.00	01/22/20
1/20	34297	GAFFANEYS OF MINOT	\$ 517.27	01/22/20
1/20	34298	GOOSENECK IMPLEMENT	\$ 2,529.60	01/22/20
1/20	34299	HARTFORD FIRE INSURANCE COMPANY	\$ 2,177.00	01/22/20
1/20	34300	HAWKINS INC	\$ 1,477.16	01/22/20
1/20	34301	ITRON, INC.	\$ 1,813.93	01/22/20
1/20	34302	Kerry Wyche	\$ 30.71	01/22/20
1/20	34303	MAIN ELECTRIC CONSTRUCTION INC	\$ 3,305.06	01/22/20
1/20	34304	MCGEE HANKLA BACKES PC	\$ 1,070.50	01/22/20
1/20	34305	MENARDS	\$ 46.11	01/22/20
1/20	34306	MOUSE RIVER OIL COMPANY INC	\$ 813.35	01/22/20
1/20	34307	North Star Community CU- VISA	\$ 1,242.43	01/22/20
1/20	34308	OTTERTAIL POWER	\$ 5,093.53	01/22/20
1/20	34309	PAMELA JEMTRUD	\$ 450.00	01/22/20
1/20	34310	RON NAGLE	\$ 47.15	01/22/20
1/20	34311	RURAL FINANCE DEVELOPMENT CORP	\$ 5,279.10	01/22/20
1/20	34312	TC SPECIALTIES	\$ 98.50	01/22/20
1/20	34313	VELVA ASSOCIATION OF COMMERCE	\$ 200.00	01/22/20
1/20	34315	VELVA DRUG COMPANY	\$ 19.47	01/22/20
1/20	34316	VELVA FRESH FOODS	\$ 105.99	01/22/20
1/20	34317	VELVA PUBLIC LIBRARY	\$ 3,585.37	01/22/20
1/20	Elect.	VERENDRYE	\$ 1,333.34	01/22/20

Totals: \$ 38,099.46

POLICE REPORT

The Police Report was in the packet for the commission's review.

NEW BUSINESS

David Kramer presented a loan request for the VCDC. The request was an interest buy down PACE loan for Velva Fresh Foods in the amount of \$48,117.83. Zietz/Davis made a motion to approve the request. Roll Call: All-Aye. Motion Carried.

Discussion ensued regarding a dead end sign for the corner of Park Avenue/Main Street. Davis and Zietz have been approached by the affected residents of this area. Zietz/Davis made a motion to approve the purchase and installation of the dead end sign, pending the NDDOT's approval. Roll Call: All-Aye. Motion Carried.

City Assessor, Nagle, discussed the current Saddle Club lease agreement and the Velva School property request. Nagle has been in contact with Norm Sollid, from Sollid Surveying, regarding the issue. Velva School's Superintendent Schock was in attendance. He stated the school would be interested in officially purchasing or leasing the property where the football field and baseball diamonds are located. The school is looking to do some improvements to the property. Alan Walter stated that if the land was sold, the city would still require legal access and a right of way would need to be dedicated through the park. Septic options were discussed. Discussion ensued on the Velva Saddle Club's current lease agreement needing to be updated, with a more defined legal description and the recording of the property established at the County. Zietz/Foley made a motion to continue to have the property surveyed and platted for an outlot for the Velva School and to define the property lines for the Saddle Club; the City will incur all costs. Roll Call: Zietz-aye; Foley-aye; Davis-aye; Keller-aye; Soli-aye. Motion Carried. Foley/Davis made a motion to have a lease agreement updated with an accurate legal description for the Saddle Club, and a 99-year lease created for the Velva School. Roll Call: All-Aye. Motion Carried.

GAMING

The Velva Saddle Club raffle permit was discussed for their sweetheart dance and supper event on February 15. Keller/Foley made a motion to approve the raffle permit. Roll Call: All-Aye. Motion Carried.

OLD BUSINESS

No old business to discuss.

ENGINEERING

Walter presented a plat ratification for a plat including Prospect Addition. The property is being sold and the plat will need to be officially ratified, confirmed and adopted by the city prior to the sale. Zietz/Foley made a motion to approve the ratification of the plat including Prospect Addition. Roll Call: All-Aye. Motion Carried.

Walter provided his written recommendation for the water meter replacement project in the packet. Walter gave several reasons for his decision. Discussion ensued. Zietz/Davis made a motion to approve the purchase of the AMI metering system for Ferguson Waterworks at the bid price of \$121,114, (negotiable for the handheld purchase), to be paid out of the Water & Sewer Share Sales Tax Fund. Roll Call: All-Aye. Motion Carried.

Ryan Ackerman was in attendance to present information and answer questions for the Highway 41 bridge project on behalf of the Souris River Joint Board. Ackerman stated that 65% of the funding would come from the State and 35% from the City of Minot's Sales Tax Fund. Ackerman, Walter, the Velva City Commissioners and staff agreed to schedule a public meeting in February for the residents of Velva to address their questions and concerns.

Ackerman also presented 2020 Flood threat information. Ackerman stated there are 4-risk factors to evaluate to help predict flooding: soil moisture (high risk); snow pack (low risk); reservoir levels (low risk); and precipitation forecast (low-moderate risk).

Lavacheck presented a Capital Improvement Plan for the aging water, sewer and street infrastructure throughout the city. Discussion ensued. Public Works Jemtrud, Walter and Lavacheck will evaluate to determine which areas will need to be addressed first.

Walter discussed the DWSRF opportunity for loan forgiveness on projects that are progressing toward completion. Discussion ensued. Davis/Foley made a motion to approve the city engineers to proceed with the questionnaire for submittal to the Drinking Water State Revolving Fund Program in ND. Roll Call: All-Aye. Motion Carried.

Ryan Ackerman, who helped design the water treatment plant, would like to meet with Jemtrud and Walter to discuss any updates or adjustments that may be needed since the plant is now approximately 15 years old.

REPORTS OF THE PRESIDENT/FINANCE COMMISSIONER

Soli stated that the McHenry County Commission will have three openings at Election on June 9, 2020, from Districts 1, 2 and 4.

Soli stated that there are 2-open positions for the Velva City Commission and 2-open positions for the Park Board Commission at the Election on June 9, 2020. Information and necessary paperwork can be picked up at the Velva Auditor's Office.

Soli discussed the grant she received for radar speed signs for the school. Soli will be proceeding with the research as to the placement of the signs.

Discussion ensued on the City's audit. The 2014 audit has been at Brady Martz for a considerable amount of time and the final numbers of that audit are necessary to proceed with further city fund balancing. Brady Martz will be contacted again by Velva's city officials to inquire on the length of time needed to finalize the audit.

REPORTS OF OFFICERS

Water Commissioner: Zietz reported that he helped PW Walter change out a leaking gasket at the Velva water treatment plant. Zietz inquired about the bulk water rates that Velva charges. Johns is to check on other cities to compare with their rates.

Street Commissioner: Mary Liz Davis discussed the seasonal snow maintenance agreement with the Souris Valley Care Center. The commission agreed to send invoices for 2017, 2018 and 2019 for the contracted amount.

Police Commissioner: Tom Foley discussed alleyways being blocked by cars; he has been in contact with the Sheriff's Department about this issue. Foley also mentioned that the west side of the school does not have any school crossing signs. Discussion ensued.

Cemetery Commissioner: Dave Keller had no business to discuss.

AUDITOR

Johns informed the commission of the NDLC's Spring Training convention dates.

Johns stated that there was a discrepancy in reporting wages to the Social Security Administration for 2017 and 2018, which means that employees who worked for the City of Velva during those years would have received inaccurate information from the Social Security office. The issue has since been resolved.

Johns presented the end of year financial reports for 2019, however, without accurate beginning balances until the audits are returned, the final reports are subject to change.

Johns touched on again the propagation study completed by Ferguson Waterworks. Alan Walter concluded that the whole city will be covered under one collection tower.

BUILDING INSPECTOR/ASSESSOR

Nagle discussed the Municode review he completed as well as data entry and updating of all properties.

PUBLIC WORKS

No business to discuss.

COMPLAINTS

Soli requested a complaint letter be sent to the Mint Bar for snow removal.

ADDITIONS

Next Commission Meeting will be Tuesday, February 18 at 7:00pm.

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

ADJOURNMENT

Soli adjourned the meeting at 9:05 pm.

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

Jennifer Soli
Commission President

Jenny Johns
Auditor