

Velva Regular Commission Meeting

March 15, 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; Ken Kitelinger – Cemetery Commission; Ben Zietz – Water/Sewer Commissioner; Mary Liz Davis – Police Commissioner; Jenny Johns – Auditor; Dave Keller – Street Commissioner (Zoom); Kelly Jemtrud – Public Works Director; (Zoom); Ron Nagle – City Assessor; Emma Lavachek and Alan Walter – Ackerman-Estvold Engineering; Heather Tudor – Velva Area Voice; Guests – Brady Nelson – County Commissioner; VAC members: Karen Thomas, Kim Hollenbeck, Suzy Lee; Kristen Bechtold.

MINUTES - Motion by Zietz/Kitelinger to approve the minutes from the February 16 regular meeting, the Executive Session – special meeting on February 16 and the March 11 special meeting. Roll Call: All-aye; motion carried.

PAYROLL & BILLS - Motion by Davis/Zietz to approve the bills to be paid in the amount of \$54,909.09 and payroll for \$15,906.54. Roll Call: All-aye; motion carried.

CITY OF VELVA, ND				
Check Register for Peoples State Bank				
Period	Check #	Vendor Name	Check Amount	Date Issued
3/21	35087	ACKERMAN-ESTVOLD	\$ 11,540.00	03/16/21
3/21	35088	BDS (VALLI)	\$ 105.08	03/16/21
3/21	35089	CIRCLE SANITATION	\$ 6,309.00	03/16/21
3/21	35090	DOMAIN LISTINGS	\$ 228.00	03/16/21
3/21	35091	ENERBASE	\$ 652.50	03/16/21
3/21	35092	Ferguson Waterworks #2516	\$ 3,712.89	03/16/21
3/21	35093	FIRST DISTRICT HEALTH UNIT	\$ 50.00	03/16/21
3/21	35094	HAWKINS INC	\$ 1,164.89	03/16/21
3/21	35095	LEO WALTER	\$ 25.77	03/16/21
3/21	35096	MCGEE HANKLA BACKES PC	\$ 959.50	03/16/21
3/21	35097	MCHENRY COUNTY ABSTRACT	\$ 823.00	03/16/21
3/21	35098	MCHENRY COUNTY AUDITOR	\$ 20,325.00	03/16/21
3/21	35099	MOUSE RIVER OIL	\$ 630.45	03/16/21
3/21	35075	North Star Community CU- VISA	\$ 685.02	03/03/21
3/21	35100	OTTERTAIL POWER	\$ 5,185.79	03/16/21
3/21	35101	PAMELA JEMTRUD	\$ 450.00	03/16/21
3/21	35103	RON NAGLE	\$ 45.92	03/16/21
3/21	35104	SRT	\$ 359.38	03/16/21
3/21	35105	TC SPECIALTIES	\$ 49.25	03/16/21
3/21	35106	VELVA AREA VOICE	\$ 40.00	03/16/21
3/21	35107	VELVA COMMUNITY DEV. CORP	\$ 25.00	03/16/21
3/21	-99726	VERENDRYE ELECTRIC	\$ 1,333.34	03/16/21
3/21	35108	VERIZON	\$ 209.31	03/16/21
		<i>TOTAL:</i>	\$ 54,909.09	
3/21	35102	PEOPLES STATE BANK (Petty Cash)	\$ 200.00	03/16/21
		**With approval of Petty Cash	\$ 55,109.09	
		Payroll	\$ 15,906.54	

GUESTS

-Brady Nelson, County Commissioner - District 4, introduced himself as a small cattle rancher and concrete business owner who resides south of Norwich. Nelson asked if anyone had any issues or questions to discuss.

NEW BUSINESS

*Jemtrud stated that Mike Heisler, with the Velva Park District, will be removing the pavers and park sign at the corner of 2nd and Main Street N. The park is inquiring about moving the sign into the right of way. Barta asked that the NDDOT be contacted for approval of the placement of the sign. Kristen Bechtold, owner of the property, would like to be notified of the final plan prior to the erection of the sign.

*Agenda item: "Letters from the County" – skipped.

*Barta welcomed the Velva Area Chamber President and representatives to the meeting. Suzy Lee, President, asked if the City, Park and VAC could work together to maintain the flower planters on Main Street. Barta asked if the FFA members had been contacted, since they would have a water truck readily available for the watering of their orchard. Davis agreed that it is hard to find volunteers. Barta asked if a meeting should be scheduled with all of the entities involved. Lee will meet with the Park Board to discuss their availability to help.

OLD BUSINESS

*Johns presented the 2nd reading of a Utility Rate Resolution - 2021-02 pertaining to commercial and/or multi-family rates only. Discussion ensued on revisions made to the resolution. Discussion on installing water meters where there has not been one before, such as the park, fire department and city hall. Zietz/Davis made a motion to pass the 2nd reading of Resolution 2021-02, adjusting commercial water rates as allowed by City Ordinance (Sec. 28-29), which states "*rates and charges for the use of and for the services supplied by the municipal water, sewer and sanitation system for the city shall be established from time to time by the city commission by way of resolution,*" as follows:

Water - Commercial (1" meter)-Base Rate Fee: \$28 (per meter); Water Usage Rate: \$7.75/1,000 gallons.

Water - Commercial (2" meter)-Base Rate Fee: \$34 (per meter); Water Usage Rate: \$7.75/1,000 gallons.

Water - Commercial (3" meter)-Base Rate Fee: \$40 (per meter); Water Usage Rate: \$7.75/1,000 gallons.

Roll Call: Keller – yes; Kitelinger – no; Zietz – yes; Davis – yes; Barta – yes; motion carried.

*Keller/Davis made a motion to approve the 2nd reading of Resolution 2021-03 Regular & Special Meetings, as follows: Sec. 2-21. - Regular meetings. *The city commission shall meet regularly at the city hall on the third Monday – unless the fixed day falls upon a federal holiday, then the meeting shall be held on the next succeeding day – of each month at the hour of 7:00 p.m. unless some other time and place shall be specifically fixed by the board. The commission shall meet in addition thereto, as often as required, (by N.D.C.C. § 40-09-11. (The board of city commissioners shall meet in regular meeting at least once a month and at such additional times as the board, by ordinance, may establish. All regular meetings shall be held at a time and place to be designated by the board. No action of the board shall be effective unless upon a vote of a majority of a quorum of the members of such board. No final action shall be taken in any matter concerning the special department of any absent commissioner unless such business has been made a special order of the day or such action is taken at a regular meeting of the board. Special meetings may be called at any time by the president or any two members of the board to consider matters mentioned in the call of such meeting. Written notice of any special meeting shall be given to each member of the board)).* Sec. 2-22. – Special meetings. *It shall be the duty of the city auditor to issue the calls for all special meetings of the city commission when requested to do so by the president or presiding officer or any two members of the city commission.* Roll Call: Keller – yes; Kitelinger – yes; Zietz – yes; Davis – yes; Barta – yes; motion carried.

ENGINEER

Walter presented an update on the park bridge and that the clean-up will begin in May. Lavachek gave an update on the Goldade lift station; 90% of the plans and specifications are complete. Lavachek has been in contact with Emily Berg from CDBG regarding the timeline, availability and release of funding for the project.

REPORTS OF THE PRESIDENT

Finance Commissioner: Barta had nothing to report at this time.

Water Commissioner: Zietz mentioned the feral cat issue in town; he would like a post on Facebook addressing the issue with the option to fill out complaint forms or contact the Sheriff's Department about dogs and cats running at large.

Street Commissioner: Keller stated he had no issues to discuss. Jemtrud has gotten a couple quotes for crack sealing, and has decided to rent a unit instead and do the job within the department. Jemtrud has been in contact with the NDDOT regarding help with crack sealing on Highways 41 and 52. Brady Nelson said the County may have an oil unit that he will check into. Davis asked about street sweeping. Jemtrud will start soon, or as long as there is no snow in the forecast.

Cemetery Commissioner: Kitelinger had nothing to report at this time.

Police Commissioner: Davis had nothing to report at this time.

AUDITOR

-Johns asked if there was any interest in attending the NDLC Spring Workshop as the deadline for early registration was on Thursday, March 18. Davis is currently registered. Barta asked to be registered.

-Johns asked if she could continue to pursue consolidating the debt services that the city currently has. Commission concurred to continue with the process.

-Johns handed out information on different tax levies that cities are eligible for beyond the general fund.

-Johns asked if the office could obtain a petty cash account for incidentals and refunding employees when they pay for city items. The petty cash will be tracked every month through the bank reconciliation.

Davis/Kitelinger made a motion to approve a petty cash account of \$200.

BUILDING INSPECTOR/ASSESSOR

-Nagle stated that Barta, Johns and himself all attended the meeting held by the McHenry County Commissioners regarding a county-wide reappraisal of property. Velva will not be affected by this as we have our own certified assessor who has kept Velva completely up to date. Nelson stated that there are some areas of the county that have not been reappraised since the 1980s.

-Nagle gave the date for the tax equalization meeting for Velva being held on Wednesday, April 7th at 4:00 pm inside city hall.

PUBLIC WORKS

-Jemtrud gave an update of his department and upcoming projects including: inventory of street signs, including stop and yield signs; street sweeping; continuing the water meter replacement project; the burning of the tree dump; preparing for crack sealing; preparing the tree dump and leaf dumpster for the season; and mandatory training that will need to be done per the state by the end of March. Jemtrud will contact Nesmith and a post will be on Facebook when the tree dump is officially open.

-Jemtrud asked that if the commissioners had an issue, to please call instead of text.

-Nelson mentioned load limitations.

COMPLAINTS

-Johns presented a complaint submitted by a resident(s), regarding a neighbor's dogs. Johns asked to confirm that three 4-legged animals are the limit in Velva, and "dog-sitting" for a friend's two dogs every other week is not allowed per the Municode. The Commission concurred that dog-sitting for that extended period of time would qualify as a permanent pet(s). Johns is to follow-up with the complainant.

ADDITIONS

Barta asked if there was any other business. Hearing no other business, Barta adjourned the meeting at 8:51 pm.

The next Commission Meeting will be Monday, April 19, 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