

# Velva Regular Commission Meeting

May 11, 2020

7:00pm

Velva City Hall

Velva City Commission meeting called to order at 7:00 pm by Commission President Jennifer Soli. Roll Call was done by Soli, Commissioners: President Jennifer Soli, Dave Keller, Tom Foley, Ben Zietz (Zoom) and Mary Liz Davis (Zoom). Also in attendance: Alan Walter, Emma Lavachek, Kelly Jemtrud, Ron Nagle, Laurence Anderson and Jenny Johns. Guests including: Heather Tudor (Zoom). The Pledge of Allegiance was recited.

## **MINUTES**

Motion by Keller/Foley to approve the minutes from the April 27 City 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 \$14,067.64 and Payroll for \$15,465.23. Roll Call: All-Aye. Motion carried.

## **CITY OF VELVA, ND**

### **Check Register for Peoples State Bank**

| Period | Check # | Vendor Name                 | Check Amount | Date Issued |
|--------|---------|-----------------------------|--------------|-------------|
| 5/20   | 34500   | ACME TOOLS                  | \$ 40.00     | 05/12/20    |
| 5/20   | 34501   | BAG LLC                     | \$ 141.66    | 05/12/20    |
| 5/20   | 34502   | Chemistry Lab               | \$ 18.54     | 05/12/20    |
| 5/20   | 34503   | CIRCLE CONTROL SYSTEMS      | \$ 7,154.40  | 05/12/20    |
| 5/20   | 34504   | FIRST DISTRICT HEALTH UNIT  | \$ 50.00     | 05/12/20    |
| 5/20   | 34505   | GOOSENECK IMPLEMENT         | \$ 163.16    | 05/12/20    |
| 5/20   | 34506   | MCGEE HANKLA BACKES PC      | \$ 1,155.00  | 05/12/20    |
| 5/20   | 34507   | MOUSE RIVER OIL COMPANY INC | \$ 291.20    | 05/12/20    |
| 5/20   | 34508   | OTTERTAIL POWER             | \$ 4,199.99  | 05/12/20    |
| 5/20   | 34509   | PAMELA JEMTRUD              | \$ 450.00    | 05/12/20    |
| 5/20   | 34511   | VELVA PUBLIC LIBRARY        | \$ 232.23    | 05/12/20    |
| 5/20   | 34512   | VERIZON                     | \$ 171.46    | 05/12/20    |
|        |         | Totals:                     | \$ 14,067.64 |             |

## ***POLICE REPORT***

The Police report was discussed.

## ***NEW BUSINESS***

The ordinance involving pets was discussed. Destructive, vicious and trespassing animals are all considered a nuisance animal and need to be reported to the Sheriff's Department. Any dog or cat running at large also needs to be reported to the Sheriff's Department. Pet licenses are due at the end of the month for owners of a dog or cat.

Davis stated that Chamber wants approval to put brackets on 6-poles on Main Street for hanging pots. The issue will be discussed in the additions.

## ***OLD BUSINESS***

No old business.

## ***ENGINEERING***

Alan Walter and Emma Lavachek presented a probable costs opinion concerning the Goldade lift station which is in need of repairs/replacement. Walter stated there is a grant available from CDBG, and if allowed, the engineers would need approval to start and to get the grant information submitted by August. Discussion ensued. Zietz/Foley made a motion to approve the grant writing and submittal. Roll Call: Zietz-yes; Foley-yes; Davis-yes; Keller-yes; Soli-yes. Motion carried.

Repair to the park bridge was discussed. Walter has been in contact with the engineers about finishing the guardrail for the bridge by the end of June. The plaques for the bridge will also be ready by the end of June.

Walter and Lavachek presented the bids for street repair and gave some additional information for clarity. All proposals were reviewed. All options were reviewed. The source of the money was reviewed; the highway, sales tax infrastructure, water (for work done because of fire hydrant repair), and sewer (Riverside Drive sewer repair) funds can all be used accordingly. Davis/Foley made a motion to approve Keller Paving's bid up to \$80,900 for street patching of Kelly and the engineer's discretion. Roll Call: Davis-yes; Foley-yes; Zietz-yes; Keller-yes; Soli-yes.

## ***REPORTS OF THE PRESIDENT/FINANCE COMMISSIONER***

Soli discussed the Emergency Declaration and if it was being pursued. Zietz and Johns consulted and made some modifications, and it is currently at the attorney's office for review.

Soli also stated that no one should be using masking tape or any other tape on the new bridge.

## ***REPORTS OF OFFICERS***

**Water Commissioner:** Zietz asked about the pole at the corner of Highways 41 and 52. Jemtrud has contacted Main Electric several times, and is just waiting for their response. Zietz stated that hydrant flushing was done last week and he believes the water quality is high.

**Street Commissioner:** Davis stated that she is happy the street repair will take place. Davis and Soli discussed a few signs they would like purchased and placed.

**Cemetery Commissioner:** Keller stated that the cemetery looks very good and people have already placed flowers at the cemetery. Jemtrud stated that the weeds will be sprayed this week.

**Police Commissioner:** Foley asked Anderson if he took pictures of any vehicles he towed through his business before he towed them. Foley recommended pictures be taken by city employees prior to them going into the impound lot. Soli stated she has a phone conference set up with the city attorney to discuss the police contract.

## ***AUDITOR***

Johns presented two bids for flooring replacement in city hall. Zietz/Keller made a motion to approve Mike's Drywall and Construction bid of \$9,760. Roll Call: Zietz-yes; Keller-yes; Davis-no; Foley-no; Soli-no. Motion failed. Davis/Foley made a motion to approve Tollefson's Contract Flooring bid of \$8,231. Roll Call: Davis-yes; Foley-yes; Keller-no; Zietz-no; Soli-yes. Motion carried.

The personnel policy was briefly discussed. Foley/Keller made a motion to table the policy until the next meeting. Roll Call vote: All-yes. Johns is to email updates as soon as they are available.

## ***BUILDING INSPECTOR/ASSESSOR***

Nagle talked on the 3-permits that were discussed at Planning & Zoning.

## ***PUBLIC WORKS***

Jemtrud stated there was two applicants for the PW seasonal employee position. The hiring committee will meet as soon as possible to interview.

Jemtrud would like to purchase a painting and striping machine for \$800 for this summer's curb and street updating project. Keller/Foley made a motion to purchase the striping machine for \$800. Roll Call: all-yes.

## ***COMPLAINTS***

One complaint letter was discussed. Johns stated she will send a letter to the complainant of the findings.

## ***BUILDING PERMITS***

The building and demo permit that was submitted by Laurence Anderson was recommended for approval by the Planning & Zoning Commission. Zietz/Keller made a motion to approve the building and demolition permit for Laurence Anderson. Roll Call: All-yes. Motion Carried. Discussion ensued about the moving permit that was submitted. Johns is to get legal clarification of the ordinance regarding this permit.

## ***ADDITIONS***

The Velva Chamber would like approval to install brackets for flower planters on city street light poles. Keller/Foley made a motion to approve the bracket install; the city will not be liable nor responsible for the planters. Roll Call: All-yes. Motion carried.

## ***ADJOURNMENT***

Soli adjourned the meeting at 8:51 pm.

*Next Commission Meeting will be Monday, May 26 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\*\****

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**Jennifer Soli**  
**Commission President**

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**Jenny Johns**  
**Auditor**