



**CITY OF VELVA
COMMISSION MEETING
~Velva City Hall~
Monday, July 15, 2024
7:00 pm**



REGULAR MEETING

Call to Order

Pledge of Allegiance

Introductions/Roll Call

****ACCEPTANCE OF FINAL ELECTION RESULTS FROM COUNTY**

(1)

ORGANIZATION

Elected Officials – Oath of Office

- Eugene Jenson, Benjamin Zietz

Appointive Officers – Oath of Office

- City Attorney – Bryan VanGrinsven (administered prior to meeting)
- City Engineer(s) – Alan Walter/Emma Lavachek
- City Assessor – Chery Bourdeau (administered prior to meeting)
- City Auditor(s) – Jennifer Johns
- Deputy Auditor – Kerry Wyche (administered prior to meeting)
- City PW Director – Kelly Jemtrud

Elected Official Portfolios – (needs a motion to approve)

40-09-12. Departments of administration of city divided among commissioners - Duties.

The board of city commissioners, by a majority vote of all the members thereof, shall designate from among its members:

1. A **police and fire commissioner** who shall have under that commissioner's special charge the enforcement of all police regulations of the city and the general supervision of the fire department of the city.
2. A **commissioner of streets and improvements** who shall have under that commissioner's special charge the supervision of the streets and alleys of the city and who shall be charged with responsibility for the lighting, cleaning, and sanitary condition of the streets and alleys and with the enforcement of all rules and regulations relating thereto, and with the preservation of the health of the inhabitants of the city. That commissioner shall have under that commissioner's special charge the supervision of all public improvements and shall see that all contracts for such improvements and the conditions of all grants of franchises or privileges are complied with faithfully and performed.
3. A **waterworks and sewerage commissioner** who shall have under that commissioner's special charge the waterworks and sewerage department of the city and who shall see to the enforcement of all regulations with respect to those departments and all revenue pertaining to those departments.
4. A **commissioner of finance and revenue** who shall have under that commissioner's special charge the enforcement of all laws for the assessment and collection of taxes of every kind and the collection of all revenues belonging to the city, from whatever source the same may be derived, and who shall examine into and keep informed as to the finances of the city.

The duties assigned to the various members of the board by this section may be otherwise distributed by a majority vote of the board's members.

1. **Roll Call**
2. **Approval of Minutes of Previous Meetings**
 - Regular & Special Commission and Committee Meetings: (2-5)
 - *Regular Meeting – June 17
 - *Special Meeting(s) – June 26
 - *Executive Session Meeting–
3. **Payroll & Bills (Payroll \$39,932.46; Bills to be paid \$45,080.78)** (6-25)
 - Bills paid since last meeting \$1,841.13
 - **Total Bills = \$46,921.91**
 - Financial and Other Reports, Employee Leave
Spreadsheets/City Commission meetings attended (26)
4. **Reports of the President/Finance Commissioner**
 - Police Report (27)
 - Citation(s) (-)
5. **Communications**
 - Complaint letter(s) (28)
 - City Shop estimate/roofing (29)
 - Special Event Permit (30)
 - Gaming Site Authorization/Legion Post 39 (31)
6. **Reports of Officers, Boards, Committees**
 - **Commissioner Davis**
 - **Commissioner Keller**
 - **Commissioner Zietz**
 - **Commissioner Jenson**
 - **Engineer’s Report**
 - Engineering Updates (-)
 - **Auditor**
 - Audit Update (-)
 - 2025 set preliminary budget meeting
 - **Assessor/Building Inspector**
 - Building Permit(s) (32-33)
 - Assessor’s Statement (-)
 - **Public Works Department**
 - Department Updates
7. **Introduction and Adoption of Resolutions/Ordinances**
 - ...
8. **Personal appearances before Commission (on items other than pertaining to the agenda)**
 - ...
9. **Unfinished Business**
 - Appliance Cleanup
10. **New Business**
11. **Miscellaneous**
12. **ADJOURNMENT – Regular Meeting**