

Velva Regular Commission Meeting

November 18, 2019

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. In attendance, Commissioners: President Jennifer Soli, Tom Foley, Dave Keller, Ben Zietz and Mary Liz Davis. Also in attendance: Alan Walter, Emma Lavacheck, Heather Tudor and Jenny Johns.

MINUTES

Motion by Keller/Davis to approve the minutes from the October 21 City Commission and Planning Commission meetings and the October 28 Personnel Policy Manual Committee meeting. Zietz made a motion to approve the minutes with on amendment to the October 28 meeting. Foley seconded. Roll Call: All-Aye. Motion carried.

PAYROLL & BILLS

Discussion ensued on amending the North Star Community Credit Union bill and approving the USPS permit application. Motion by Keller/Davis to approve the bills, with the one amendment and one approval, to be paid in the amount of \$29,898.12 and Payroll for \$27,434.80. Roll Call: All-Aye. Motion carried.

CITY OF VELVA, ND

Check Register for Peoples State Bank

Period	Check #	Vendor Name	Check Amount	Date Issued
11/19	Electronic	VERENDRYE ELECTRIC COOP INC	\$ 1,333.34	11/19/19
11/19	34182	AGGREGATE CONSTRUCTION INC	\$ 225.00	11/19/19
11/19	34183	BAG LLC	\$ 803.91	11/19/19
11/19	34184	BDS (VALLI)	\$ 100.00	11/19/19
11/19	34185	CIRCLE SANITATION	\$ 6,093.00	11/19/19
11/19	34186	DESIGNS ON BROADWAY	\$ 40.00	11/19/19
11/19	34187	FIRST DISTRICT HEALTH UNIT	\$ 50.00	11/19/19
11/19	34188	GOOSENECK IMPLEMENT	\$ 0.99	11/19/19
11/19	34189	HAWKINS INC	\$ 2,770.75	11/19/19
11/19	34190	HOME OF ECONOMY INC	\$ 383.42	11/19/19
11/19	34191	LEO WALTER	\$ 158.90	11/19/19
11/19	34192	MCGEE HANKLA BACKES PC	\$ 3,556.00	11/19/19
11/19	34193	MOUSE RIVER OIL COMPANY INC	\$ 828.64	11/19/19
11/19	34194	ND DEPARTMENT OF HEALTH	\$ 25.00	11/19/19
11/19	34195	ND Dept of Environmental Quality	\$ 277.98	11/19/19
11/19	34196	ND SEW. PUMP & LIFT STATION SERV.	\$ 5,400.00	11/19/19
11/19	34197	ND INSURANCE DEPARTMENT	\$ 43.17	11/19/19
11/19	34198	OFFICE OF THE STATE AUDITOR	\$ 280.00	11/19/19
11/19	34199	ONE CALL CONCEPTS, INC.	\$ 11.45	11/19/19
11/19	34200	OTTERTAIL POWER	\$ 3,736.04	11/19/19
11/19	34201	PAMELA JEMTRUD	\$ 450.00	11/19/19
11/19	34202	SUNDRE SAND & GRAVEL INC	\$ 1,159.69	11/19/19
11/19	34203	SWANSTON EQUIPMENT	\$ 864.49	11/19/19
11/19	34204	TC SPECIALTIES	\$ 49.25	11/19/19
11/19	34205	TITAN MACHINERY	\$ 615.00	11/19/19
11/19	34206	VELVA DRUG COMPANY	\$ 46.29	11/19/19
11/19	34207	VELVA FRESH FOODS	\$ 10.14	11/19/19
11/19	34208	Velva Post Office	\$ 235.00	11/19/19
11/19	34209	VELVA PUBLIC LIBRARY	\$ 350.67	11/19/19

Total:

\$ 29,898.12

POLICE REPORT

The police report is in the packet for the Commissioner's review.

NEW BUSINESS

Johns discussed the permit number in more detail for the Utility Billing postcards and the savings it would bring to the city. Zietz/Davis made a motion to approve the permit application to the USPS. Roll Call: All-Aye. Motion Carried.

OLD BUSINESS

Discussion ensued on Utility Billing rates. Davis/Keller made a motion to increase the garbage rate to \$16/month starting in January 2020 to cover the cost of the current contract with Circle Sanitation. Roll Call: All-Aye. Motion Carried.

ENGINEERING

Lavacheck from Ackerman Engineering discussed the GIS map app installation. She stated that the project will be put on hold until spring.

-Walter presented the NDDOT contract amendment that needs to be signed which will close out the project and allow him to submit the final contract. The City will then receive their grant reimbursement. Walter asked for approval of the amendment. Davis/Foley made a motion to approve the amendment and have Soli sign the contract. Roll Call: All-Aye. Motion Carried.

-Walter also gave an update on the Prairie Dog Fund disbursement from the state.

-Walter discussed the SRF loan and TAP grant that he and Lavacheck will be submitting.

-Walter discussed his concerns with the underground report that was completed by Gustafson Septic Service, Inc. His main concern is the sand that is infiltrating the sanitary sewer system. Walter will be contacting Jemtrud to discuss the issue.

-Discussion ensued on the 4-stage bridge project.

-Lavacheck discussed the Capital Improvement plan for the city, with a water, sewer and street update.

REPORTS OF THE PRESIDENT/FINANCE COMMISSIONER

President Soli asked to table the Personnel Policy Manual approval. Soli discussed the Tree City USA opportunity that she received at the ND League of Cities convention. Johns is to set up meeting with Jeff Smette from the Towner Nursery to continue the process. Soli presented the grant funds she received for installing speed radar signs at the school. There will be enough money to purchase two radar signs! This will be a valuable asset to the safety of the children at the school. Soli asked Alan Walter to look into the different options for signs.

REPORTS OF OFFICERS

Water Commissioner: Ben Zietz discussed water quality. Zietz would also like the public works department to monitor lift station repairs and costs for future infrastructure planning.

Street Commissioner: Mary Liz Davis stated that she thinks the Snow Removal Emergency Ordinance that the commissioners will be having a 2nd reading on later in the meeting will be a great benefit to the public works department for safely and efficiently removing snow.

Cemetery Commissioner: Dave Keller stated that there is a street light out on highway 52. He would like for the light to be replaced with and LED bulb.

Police Commissioner: Tom Foley had no business to discuss.

AUDITOR

-Johns presented the year to date financial report.

-Johns was asked by the insurance agency who built the dugouts at the softball diamonds and who is responsible for insuring them, they are currently not added to the policy.

-The second reading was read on Ordinance: Chapter 2, Sec. 2-446 Powers and Compensation: *The Planning Commission shall have the powers and shall perform the duties as may now or hereinafter be provided by law. The members thereof shall receive compensation for his services, such sum as the City Commission may establish, and that they may be allowed actual expenses for traveling as provided by law.* Foley/Davis made a motion to pass the second reading of the ordinance. Roll Call: All-Aye. Motion Carried. The second reading was read on Ordinance: Chapter 22, Sec. 22-1(b) Snow Removal Emergency – Removal of Vehicles from Public Streets: *When the President of the Velva Commission, or his designee, determines that a snow removal*

emergency exists, the President by proclamation shall direct that all residents of the City of Velva remove vehicles from the streets of the City of Velva for the purpose of facilitating snow removal. Failure to do so will result in the vehicle being towed at the owner's expense. The Commission President shall offer the proclamation to the local broadcast media for immediate dissemination. The proclamation shall also be posted on the City of Velva's Website as well as Facebook page. Davis/Foley made a motion to pass the second reading of the ordinance. Roll Call: All-Aye. Motion Carried.

-Discussion ensued on the 2nd reading of the Home Rule Charter and Municode Chapters: 1, 4, 10, 12 and 15. Foley/Davis made a motion to approve the 2nd reading. Roll Call: All-Aye. Motion Carried.

-Discussion ensued on Municode Chapters: 6, 14a, 18, 20, 22 and 26. These chapters will be tabled for further review.

-Discussion ensued on Circle Sanitation rates.

BUILDING INSPECTOR/ASSESSOR

Johns gave an update on Nagle.

PUBLIC WORKS

Johns gave an update on Jemtrud's surgery and future scheduling.

COMPLAINTS

Johns stated that four complaint letters were sent out the past two months. *Garbage, throwing in streets prohibited; unlicensed vehicles in yard; and tall weeds/grass violations* were the topics of the letters. Johns is to follow-up with Walter, Public Works Department, to check on the current status of the violations.

GAMING

No items to discuss.

FYI

Next Commission Meeting will be Monday, December 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.

ADJOURNMENT

Davis made a motion to adjourn at 8:43 pm.

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

Jennifer Soli
Commission President

Jenny Johns
Auditor