

**Velva City Commission Meeting  
Monday, August 12, 2019 7:00pm**

Velva City Commission meeting called to order at 7:00pm by Commission President Jennifer Soli. Pledge of Allegiance recited. In attendance: Commissioners: Jennifer Soli, Tom Foley (conference call), Dave Keller, Ben Zietz and Mary Liz Davis. Also in attendance: Jenny Johns, Leo Walter, Alan Walter and Emma Keller.

**MINUTES**

Motion by Keller/Foley to approve the minutes from 07/22/19 (City Commission and Planning Commission) and 08/07/19 (Preliminary Budget Meeting). No discussion. Roll Call: All-Aye. Motion carried.

**PAYROLL & BILLS**

Motion by Foley/Zietz to pay bills in the amount of \$202,610.74 and payroll for \$27,229.46. No discussion. Roll Call: All-Aye. Motion carried.

Vendor Name	Check Amount
ITRON, INC.	622.17
ACKERMAN-ESTVOLD ENGINEERING & MNGMNT CO	1150.00
ACME TOOLS	241.70
AFLAC	892.88
AFLAC	892.88
BANK OF NORTH DAKOTA	118937.50
BDS (VALLI)	125.08
CIRCLE CONTROL SYSTEMS	2308.60
CIRCLE SANITATION	6093.00
CORE & MAIN	55.44
DAKOTA AGRONOMY PARTNERS	190.75
DL Barkie	3000.00
GUSTAFSON SEPTIC SERVICE INC	1070.00
HAWKINS INC	334.50
HEART OF AMERICA COMM SERVICE PROGRAM	500.00
IMMENSE IMPACT, LLC	788.45
KELLER PAVING INC	22485.00
MCGEE HANKLA BACKES PC	369.00
MINOT DAILY NEWS	398.09
MOUSE RIVER OIL COMPANY INC	489.02
NAPA AUTO PARTS	269.99
ND LEAGUE OF CITIES	150.00
NORTH DAKOTA CHEMISTRY LAB	16.48
North Star Community CU- VISA	746.77
NORTHWEST TIRE INC.	56.84
ONE CALL CONCEPTS, INC.	13.20
SRT	373.28
TC SPECIALTIES	37.25
VELVA ASSOCIATION OF COMMERCE	50.00
VELVA FRESH FOODS	60.68
VELVA PARK DISTRICT	32779.66

## **POLICE REPORT**

The Police report from McHenry County was included in the packet.

## **GUESTS**

No guests.

## **NEW BUSINESS**

Discussion ensued on the choice of agent for ND Fire and Tornado Fund. Zietz made a motion to approve Ihry Insurance Agency, Chuck Keller, agent. Davis seconded. Roll Call: All-Aye. Motion carried.

Roger Dietrich was not in attendance to address his issue.

President Soli discussed appointing Davis to the Library board. Zietz/Foley made a motion to approve. Discussion ensued. Roll Call: All-Aye. Motion carried.

## **OLD BUSINESS**

No old business to discuss.

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

President Soli discussed the upcoming ND League of Cities convention being held September 19-21. Soli asked who would be able to attend. Davis and Soli will be attending from the commission. Wyche and Johns will be attending from the Auditor's office. The office will be closed Friday, September 20 for the convention.

Discussion ensued on the Road Release Statement that was delivered by Alan Walter from Ackerman. Soli and Walter will schedule a time to evaluate the roads before signing.

The Main Street ND Proclamation was discussed. Velva can designate itself as a Main Street Community. Soli read the proclamation. Davis/Foley made a motion to approve the proclamation as written. Roll Call: All-Aye. Motion carried.

Soli welcomed Johns to the Auditor position. The preliminary budget was discussed. The Final Budget meeting is scheduled for September 16 at 5:00pm.

## **REPORTS OF OFFICERS**

**Water Commissioner:** Zietz discussed the McHenry County budget meeting regarding the police contract that Zietz and Soli attended. The County does not plan to raise farmland taxes to hire another deputy. The mayor of Granville called Johns (last week) to discuss a possible police officer co-op in the future.

-Zietz discussed curb stops vs. water meters on vacated lots. Johns will bring a list of properties that are affected to the next meeting.

-Zietz discussed the park's building permit for showers/laundromat. Zietz would like a representative from the Park at the next meeting to discuss the issue.

-Zietz would also like to see a water meter at the city shop and various other places to track water usage.

**Street Commissioner:** Davis had nothing to discuss as the weeds are maintained.

**Cemetery Commissioner:** Keller had nothing to discuss.

**Police Commissioner:** Foley had nothing to discuss.

## **AUDITOR**

Johns asked if the Commission would consider changing the office hours. Deputy Auditor Wyche included a letter to the commission in the packet. The proposed changes, they both believe, would benefit the residents as well as the staff. Keller/Foley made a motion to approve the new office hours, starting, Monday, August 19, and will be: Monday-Thursday 7:30am – 4:30pm and Friday 7:30am – 12:00pm. Roll Call: All-Aye. Motion carried.

Johns disclosed that she completed the Auditor Certification Program on July 25, 2019. Soli confirmed with the ND League of Cities.

Johns discussed an error that was discovered while doing the payroll on July 29. The NDPERS has been reported incorrectly since the increase in January, 2013 and then again in January, 2014. There has been a 2-3% overpayment made by the employees since 2013. This issue will need to be addressed. Johns has corrected the issue in Black Mountain Software, so as of August 1, 2019, the contribution/deduction rates will match the NDPERS disbursement plan. Zietz/Foley made a motion to refund the overpayment to previous employees. Roll Call: Zietz-aye, Foley-aye, Davis-aye, Soli-aye, Keller-abstain. Johns is to set up a meeting with current employees to discuss the issue.

Johns created a couple of spreadsheets for better tracking of employee vacation and sick leave.

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

Soli discussed the Hammer fence.

#### **ENGINEERING**

Alan Walter from Ackerman, handed out Funding Guidelines for Municipal projects. These grants are available for the Main Street initiative and for 50% of a walkway/path from Garrison Diversion. The projected cost for the walkway on the bridge project is \$410,000. The bridge will be done in 2021. Walter will bring the best grant recommendation to the next meeting. Walter also had the payment application from DL Barkie to be finalized in the amount of \$3,000. Zietz/Davis made a motion to approve the payment to DL Barkie. Roll Call: All-Aye. Motion carried.

Emma Keller discussed the GIS progress. They were here on Friday, August 9, and got caught up on the progress made by the Public work's department. Leo Walter, public works employee, stated that he will have the east side of town marked by the end of the week.

#### **GAMING**

Nothing to discuss.

#### **PUBLIC WORKS**

Workforce safety submitted a written recommendation for the dyke. Discussion ensued.

Kelly's upcoming absence was discussed.

Walter stated that his wastewater certification test is scheduled for the end of October.

Maintenance and service logs were discussed. Walter said that he has been keeping detailed entries since he started.

#### **COMPLAINTS**

No complaints to report.

**BUILDING PERMITS**

Darlene Rau did not show up to the planning meeting. The building permit will be tabled until the next meeting.

**FYI**

Next Commission Meeting will be Monday, August 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.

Final Budget meeting at City Hall September 16 at 5:00pm.

**ADJOURNMENT**

Meeting adjourned by President Jennifer Soli at 8:17pm.

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

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

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**Jenny Johns**  
**Auditor**