

Velva Regular Commission Meeting
August 26, 2019
7:00pm
Velva City Hall

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, Ron Nagle, Kelly Jemtrud and Alan Walter.

MINUTES

Motion by Davis/Foley to approve the minutes from 08/12/19 (City Commission and Planning Commission). No discussion. Roll Call: All-Aye. Motion carried.

PAYROLL & BILLS

Motion by Foley/Zietz to pay bills in the amount of \$47,720.98 and payroll for \$13,527.71. No discussion. Roll Call: All-Aye. Motion carried.

CITY OF VELVA, ND
Check Register

| Period | Check # | Vendor Name | Check Amount | Date Issued |
|---------------|----------------|----------------------------------|---------------------|--------------------|
| 8/19 | 34025 | AE2S Nexus | 314.00 | 08/27/19 |
| 8/19 | 34026 | AMERICAN LEGION POST 39 | 30.00 | 08/27/19 |
| 8/19 | 34027 | BAG LLC | 195.78 | 08/27/19 |
| 8/19 | 34028 | CAROL BICKLER | 935.40 | 08/27/19 |
| 8/19 | 34029 | CIRCLE SANITATION | 6093.00 | 08/27/19 |
| 8/19 | 34030 | ENERBASE COOP RESOURCES | 283.61 | 08/27/19 |
| 8/19 | 34031 | FIRST DISTRICT HEALTH UNIT | 50.00 | 08/27/19 |
| 8/19 | 34032 | HARTFORD FIRE INSURANCE CO. | 3672.00 | 08/27/19 |
| 8/19 | 34033 | HEATHER KING | 1808.96 | 08/27/19 |
| 8/19 | 34034 | HOME OF ECONOMY INC | 98.60 | 08/27/19 |
| 8/19 | 34035 | International Code Council, Inc. | 135.00 | 08/27/19 |
| 8/19 | 34036 | Jennifer Johns | 24.33 | 08/27/19 |
| 8/19 | 34037 | JUDY PETERSON | 1190.01 | 08/27/19 |
| 8/19 | 34038 | KELLY JEMTRUD | 8285.73 | 08/27/19 |
| 8/19 | 34039 | KEN KITELINGER | 1911.69 | 08/27/19 |
| 8/19 | 34040 | LEO WALTER | 753.20 | 08/27/19 |
| 8/19 | 34041 | LISA JACOB | 2108.58 | 08/27/19 |
| 8/19 | 34042 | MCKENZI KOSSAN | 4373.85 | 08/27/19 |
| 8/19 | 34043 | Mogen, Gunnar | 112.80 | 08/27/19 |
| 8/19 | 34044 | North Star Community CU- VISA | 1090.00 | 08/27/19 |
| 8/19 | 34045 | OTTERTAIL POWER | 3918.57 | 08/27/19 |
| 8/19 | 34046 | PAM JEMTRUD | 450.00 | 08/27/19 |
| 8/19 | 34047 | ROBBY BROWN | 2070.54 | 08/27/19 |
| 8/19 | 34048 | RON NAGLE | 5568.53 | 08/27/19 |
| 8/19 | 34049 | SRT | 378.77 | 08/27/19 |
| 8/19 | 34050 | TIM MOULTON | 1705.40 | 08/27/19 |
| 8/19 | 34051 | VERIZON | 162.63 | 08/27/19 |

POLICE REPORT

No Police report available.

GUESTS/BUILDING PERMIT

Mr. and Mrs. Haugen were in attendance to discuss their building permit request, which was approved by the planning commission. Ron Nagle stated that the Haugen's has met all of the requirements; he recommended that the Commission approve the permit.

Darlene Rau's shed permit was also discussed.

Keller/Zietz made a motion to approve both permits as presented. Roll Call: All-Aye. Motion carried.

NEW BUSINESS

Brad Qvale inquired as to why he was responsible for the Steen Construction bill that he received for the excavation of his curb stop. The bill was for 1/3 of the entire Steen Construction invoice, the city paid the remaining portion. Soli explained that she was told that both Brad and his wife made several calls to the city regarding the possible water leak. Mr. Qvale confirmed this and mentioned that there is an area of his yard where water always sits. Discussion ensued on the current motion, from the July 8th regular commission meeting, to have the Qvale's pay \$1,500 of the total bill. Keller asked when the water heater was replaced. Nagle stated that there was a 3rd-party involved as well. Kelly Jemtrud, Public Works Director, was called on speakerphone to explain his side of the situation. Davis/Zietz made a motion for the city to absorb the entire cost of the Steen Construction bill. Discussion ensued. Commissioner Keller expressed his concerns for any future problems; he stated that the commission needs to trust Jemtrud's judgment since he is the Certified Water Operator. Roll Call: Davis-aye; Zietz-aye; Keller-nay; Foley-aye; Soli-aye.

OLD BUSINESS

Zietz discussed putting water meters at the city shop, the city park and other areas in town with no way to track the usage.

Zietz also discussed the vacant lots in town with only a curb stop that are being billed. Kerry Wyche, Deputy Auditor, included a list in the Commission packet of the addresses. Johns made a recommendation to charge the budgeted \$5-Main Street Charge and the \$1-Emergency Repair fee. Keller/Davis made a motion to charge the vacant lots the \$5-Main Street Charge and the \$1-Emergency Repair fee. Discussion ensued. Roll Call: All-Aye.

JP Lohnes and Mike Heisler were asked to be in attendance to discuss the water usage at the park. Discussion ensued.

*(Kelly Jemtrud entered the meeting at 7:50pm).

Zietz stated that he will do research on adding water meters to the areas in town that he would like to be tracked.

Davis announced that Velva's new website is up and running. Commissioner Davis and Deputy Auditor Wyche both worked extremely hard on the new website. It is very easy to navigate through and they did a fantastic job creating it. They were publicly thanked for their efforts.

REPORTS OF THE PRESIDENT/FINANCE COMMISSIONER

President Soli discussed the property that CHS wants to donate to the City. Soli presented the purchase agreement and stated that it was approved by the City Attorney. The purchase price is \$1.00. Soli read through the Quit Claim Deed. Zietz/Davis made a motion to approve the acceptance of the purchase agreement as written.

President Soli presented Johns with her Auditor Certification from the ND League of Cities.

REPORTS OF OFFICERS

Water Commissioner:

-Johns presented information on the Itron water meter reader which will be obsolete within 1-year. A verbal quote given to Johns by the sales representative from Itron stated that the software and training would cost \$2,500 and the hardware for the machine would be \$2,500. She recommended that this should be looked at before the final budget was approved. Keller/Zietz made a motion to add the equipment and software to the 2020 budget and make the adjustments to the budget to compensate for it. Roll Call: All-Aye.

Street Commissioner:

-Keller stated that there is sinking asphalt down by the bridge.

Cemetery Commissioner:

-Keller discussed spraying the cemetery for dandelions and weeds this fall before freeze-up. The flowers on the monument were discussed, Kelly will remove them this fall. Soli asked if the garbage cans can be painted at the cemetery. Kelly and Leo paint them.

Police Commissioner:

-Foley discussed the alleyway behind the bowling alley and complaints that he has received about people parking in the right of way.

-The Police Contract from McHenry County was also discussed. Discussion ensued on negotiating the contract. Keller would like to see the contract reduced by 25%. Keller/Davis made a motion for the 2020 budget to be reduced to three payments, totaling \$60,975. Roll Call: Keller-aye; Davis-aye; Foley-nay; Zietz-nay; Soli-aye. Johns to write a letter to the county explaining the decision.

AUDITOR

Johns discussed the BCBS premium increase. Discussion ensued.

Johns presented the Flood Insurance premium options. The commission chose to stay with the current plan.

Johns discussed the UNUM Life Insurance plan problem that occurred back in February 2018. Johns was instructed to research different life insurance options.

BUILDING INSPECTOR/ASSESSOR

(Items were moved to beginning of meeting).

ENGINEERING

Alan Walter from Ackerman, handed out a cost estimate path to the Velva Golf Course. The 3-phases proposed were included in the handout. The proposal will need to be approved by the end of the year. Walter would like confirmation by next month.

GAMING

No items to discuss.

PUBLIC WORKS

-Jemtrud and Walters have been jetting out sewer lines in town. The sewer lines by the C-Store have caused oil to buildup in the lift station. Jemtrud also ordered two new valves for the lift station by Goldade.

-Jemtrud also discussed the GIS progress. Walters will call Emma Keller from Ackerman this week to discuss the areas in town that he has completed.

-Jemtrud notified the Commission that his surgery is scheduled for Friday, August 30, and he will be out for 3-6 weeks.

COMPLAINTS

Wyche sent out one dog complaint and five overgrown grass/weed violation letters out to residents. Soli asked Wyche to send out a letter to another property in town as well.

BUILDING PERMITS

(Moved to beginning of meeting).

FYI

Next Commission Meeting will be Monday, September 9 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 9:04pm.

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

**Jennifer Soli
Commission President**

**Jenny Johns
Auditor**