

# Velva Regular Commission Meeting

## September 9, 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 (conference call), Dave Keller (conference call), Ben Zietz and Mary Liz Davis. Also in attendance: Jenny Johns, Ron Nagle, Emma Keller and Heather Tudor.

#### MINUTES

-Motion by Davis/Foley to approve the minutes from the 08/26/19 City Commission and Planning Commission meetings. No discussion. Roll Call: All-Aye. Motion carried.

#### PAYROLL & BILLS

-Discussion ensued on two claims: Sollid Surveying and NDDOT, Financial Management Division. Johns was instructed to hold the two claims until a little more research could be done on them. Motion by Zietz/Davis to pay bills in the amount of \$29,912.57 and payroll for \$26,019.64. Roll Call: All-Aye. Motion carried.

<b>CITY OF VELVA, ND</b>				
<b>Check Register for Peoples State Bank</b>				
<b>Period</b>	<b>Check #</b>	<b>Vendor Name</b>	<b>Check Amount</b>	<b>Date Issued</b>
9/19	34063	AAA Striping, LLC	\$ 700.00	09/10/19
9/19	34064	ACKERMAN-ESTVOLD ENG.	\$ 630.00	09/10/19
9/19	34065	B&G Electric	\$ 457.01	09/10/19
9/19	34066	Department of Environmental Quality	\$ 447.26	09/10/19
9/19	34067	GAFFANEYS OF MINOT	\$ 11.00	09/10/19
9/19	34068	GUSTAFSON SEPTIC SERVICE INC	\$ 22,373.75	09/10/19
9/19	34069	HAWKINS INC	\$ 2,514.72	09/10/19
9/19	34070	HOME OF ECONOMY INC	\$ 31.39	09/10/19
9/19	34071	MCGEE HANKLA BACKES PC	\$ 1,146.00	09/10/19
9/19	34072	MOUSE RIVER OIL COMPANY INC	\$ 369.50	09/10/19
9/19	34073	ND DEPARTMENT OF HEALTH	\$ 25.00	09/10/19
9/19	34074	North Star Community CU- VISA	\$ 637.69	09/10/19
9/19	34075	ONE CALL CONCEPTS, INC.	\$ 12.00	09/10/19
9/19	34076	REICH'S ROAD GRADING, LLC	\$ 220.00	09/10/19
9/19	34077	SOLLID SURVEYING	\$ 300.00	09/10/19
9/19	34078	TC SPECIALTIES	\$ 37.25	09/10/19
<b>Total:</b>			<b>\$ 29,912.57</b>	

## **POLICE REPORT**

-The Police Report was in the additions packet for commission review.

## **GUESTS/BUILDING PERMIT**

-No guests were in attendance.

## **NEW BUSINESS**

-No new business to discuss.

## **OLD BUSINESS**

-No old business to discuss.

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

-President Soli the “America Walks Grant” and the funds that have been designated to date. Soli is also working with Maria, from AE2S, regarding a few other grants and projects that will be beneficial to the city.

-President Soli stated that the ND League of Cities convention will take place September 19-21, but the office will still be open to the public during those days.

## **REPORTS OF OFFICERS**

### **Water Commissioner:**

-Commissioner Zietz discussed the curb stop repair that needs to be done at one of the daycares in Velva. The curb stop will require a new top.

-Zietz also discussed the jetting of sewer lines that the Public Works department has been doing.

### **Street Commissioner:**

-President Soli discussed the sidewalk in front of a residence in town that will need to be fixed. Discussion ensued on whether or not it was in the right of way and who was responsible for the necessary repairs.

### **Cemetery Commissioner:**

-Keller thanked the Public Works department for taking care of the tree that was down at the cemetery.

-Keller stated that Bonnie Nesmith had been in contact with him, and she is wanting to change the tree dump hours for the Fall season. Keller/Zietz made a motion to change the tree dump hours to 6:00-8:00pm for the Fall season. Roll Call: All-Aye. Motion carried.

-Keller discussed spraying the cemetery for dandelions and weeds this fall before freeze-up. Keller stated that the Public Works Department can do the spraying with their equipment to save on costs.

-Keller also stated that he was very impressed with the new website and that Deputy Auditor Wyche and Commissioner Davis did a great job on it.

## **Police Commissioner:**

-No business to discuss.

## **AUDITOR**

-Johns asked if the upgraded Itron water meter can be ordered now, instead of waiting until next year's budget season, (because penalties in UB exceeded the budgeted revenues and the money is available now). Zietz/Davis made a motion to purchase the Itron software/hardware now. Roll Call: All-Aye. Motion carried.

-Johns discussed the UNUM Life Insurance policy for city employees that was cancelled for lack of payment, in February 2018. The Commission gave permission to continue research on policies to get the employee life insurance plan reinstated.

-Johns discussed the Bank Reconciliations that she has been working on. The reconciliations are now up to date, and there were some discrepancies found during the process. Johns asked if she could clear some claim checks from 2017-2018 that were never cashed, and make a journal entry to balance them out in Black Mountain. The commission approved the request.

-Johns discussed the police contract letter that was sent to the County Auditor's office; there has been no response from the Auditor's office regarding the Commission's decision to reduce the contract by 25%.

## **BUILDING INSPECTOR/ASSESSOR**

-Three building permits were addressed by the Planning Commissioners. The Planning Commission decided that the alteration permit, submitted by Aberle, did require a permit but did not require a fee; and the Swanepohl and Leier permits were both unanimously recommended for approval. Davis/Zietz made a motion to approve Swanepohl's shed and Leier's fence permits. Roll Call: All-Aye. Motion carried.

## **ENGINEERING**

-Emma Keller from Ackerman-Estvold Engineering was in attendance, she discussed finishing the Velva Park's bridge project by planting trees. The city will be receiving 16 trees to be planted and the park will receive 14. Public Works Walter will mark the areas where the city wishes to have the trees planted.

-Keller gave an update on the GIS map and stated she will be out next week to finish up on the west side of Velva. She also presented the updated GIS map to show the progress that has been made year to date.

-Keller also discussed the DWSRF program, Alan Walters would like approval to submit this application, which provides financial assistance in the case of an emergency. Davis/Zietz made a motion to approve the submission of the DWSRF application. Roll Call: All-Aye. Motion carried.

-Keller requested approval for Alan Walters to continue with the NDTAP grant which is for the sidewalk on the bridge. Keller estimated that the application process will take approximately one business day to complete. The different options were discussed. Foley/Davis made a motion to have Ackerman-Estvold Engineering submit the grant which is due by December 31<sup>st</sup>. Roll Call: All-Aye. Rural projects have to be supported by their County Commission, so Walter will have to take it to the County at some point.

## **GAMING**

No items to discuss.

## **PUBLIC WORKS**

-A post-surgery update was given on Public Works employee Jemtrud.

-Commissioner Davis asked who was responsible for repairing the excavation into the city street for a resident's sewer line repair on Riverside Drive. The contractor is responsible for the street patch and is liable for 1-year due to street settling.

## **COMPLAINTS**

No items to discuss.

## **FYI**

Next Commission Meeting will be Monday, September 23 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/Public Hearing at City Hall September 16 at 5:00pm.

## **ADJOURNMENT**

Meeting adjourned by President Jennifer Soli at 7:55 pm.

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

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

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**Jenny Johns**  
**Auditor**