

# Velva Regular Commission Meeting

February 16, 2021

Regular Meeting – 7:00pm

Velva City Hall

**REGULAR MEETING:** Velva City Commission Meeting called to order at 7:07 pm by Commission President Jennifer Barta. The Pledge of Allegiance was recited. Roll Call: Jen Barta – President of the Commission; Ben Zietz – Water/Sewer Commissioner; Dave Keller – Street Commissioner (speakerphone); Mary Liz Davis – Police Commissioner; Ken Kitelinger – Cemetery Commission; Kelly Jemtrud – Public Works Director; Jenny Johns – Auditor (Zoom); Ron Nagle – City Assessor; Emma Lavachek and Alan Walter – Ackerman-Estvold Engineering; Heather Tudor – Velva Area Voice; Guests – Jim and June Hager.

## MINUTES

Motion by Zietz/Kitelinger to approve the minutes from the January 19 regular meeting, the Executive Session – special meeting on February 2 and the January 19 special meeting. Roll Call: All-aye; motion carried.

## PAYROLL & BILLS

Motion by Davis/Kitelinger to approve the bills to be paid in the amount of \$28,867.08 and payroll for \$15,900.78. Roll Call: All-aye; motion carried.

CITY OF VELVA, ND				
Check Register for Peoples State Bank				
Period	Check #	Vendor Name	Check Amount	Date Issued
2/21	35032	ACKERMAN-ESTVOLD ENGINEERING	\$ 547.50	02/18/21
2/21	35033	ACME TOOLS	\$ 67.15	02/18/21
2/21	35034	BAG LLC	\$ 483.19	02/18/21
2/21	35035	BANK OF NORTH DAKOTA	\$ 4,650.00	02/18/21
2/21	35036	BAUER WELDING & FABRICATION	\$ 80.00	02/18/21
2/21	35037	BDS (VALLI)	\$ 105.00	02/18/21
2/21	35038	Chemistry Lab	\$ 18.54	02/18/21
2/21	35039	CIRCLE CONTROL SYSTEMS	\$ 925.00	02/18/21
2/21	35040	CIRCLE SANITATION	\$ 6,309.00	02/18/21
2/21	35041	DAKOTA PUMP & CONTROL CO., INC	\$ 6,402.76	02/18/21
2/21	35042	ENERBASE COOP	\$ 585.60	02/18/21
2/21	35043	Ferguson Waterworks #2516	\$ 81.25	02/18/21
2/21	35044	FIRST DISTRICT HEALTH UNIT	\$ 50.00	02/18/21
2/21	35045	GAFFANEYS OF MINOT	\$ 691.28	02/18/21
2/21	35046	GOOSENECK IMPLEMENT	\$ 87.75	02/18/21
2/21	35047	HOME OF ECONOMY INC	\$ 64.27	02/18/21
2/21	35048	LARSCO, INC.	\$ 32.95	02/18/21
2/21	35049	MCGEE HANKLA BACKES PC	\$ 499.50	02/18/21
2/21	35050	MENARDS	\$ 34.49	02/18/21
2/21	35051	MOUSE RIVER OIL COMPANY INC	\$ 190.62	02/18/21
2/21	35052	ONE CALL CONCEPTS, INC.	\$ 7.85	02/18/21
2/21	35053	OTTERTAIL POWER	\$ 4,603.57	02/18/21
2/21	35054	PAMELA JEMTRUD	\$ 450.00	02/18/21
2/21	35055	TC SPECIALTIES	\$ 49.25	02/18/21
2/21	35057	VELVA FRESH FOODS	\$ 98.00	02/18/21
2/21	-99727	VERENDRYE ELECTRIC COOP INC	\$ 1,333.34	02/18/21
2/21	35059	VERIZON	\$ 419.22	02/18/21
		Total:	\$ 28,867.08	

## **GUESTS**

-June and Jim Hager addressed the Commissioners regarding a certified letter they received. President Barta stated that the City Commissioners could not discuss the issue any further because of the potential liability of litigation.

## **NEW BUSINESS**

Barta opened the (one) sealed bid for the city property that is for sale; Verendrye Electric Cooperative for \$103,000. Discussion on the dike toe easement and the full and true valuation. Kitelinger/Davis made a motion to accept the Verendrye Electric bid of \$103,000; with the purchase agreement signed and a 10% down payment being made within 30 days. Barta asked if she could add the legal description of **Lot 2, Block 3, Westin Addition to the City of Velva, North Dakota** to the motion. Kitelinger/Davis amended their motion to include the legal description. Roll Call: Kitelinger – yes; Zietz – yes; Keller – no; Davis – yes; Barta – yes; motion carried.

## **Police Commissioner**

Barta moved the agenda item up regarding the Sheriff's Department. Deputy David Dewanz was in attendance and gave an update for the County. Davis explained the police report and its hours of service for each deputy in Velva. The use of jake brakes in city limits was discussed. Barta asked for a reminder be issued on Facebook on the *“unlawful operation of a motorized vehicle within city limits which creates a noise or sound that exceeds the acceptable noise level limits,”* of Chapter 18 of the Velva Municode. Discussion ensued with Deputy Dewanz on the state/city-wide power outage.

## **NEW BUSINESS**

Barta returned to new business with a request for donations by the Velva Association of Commerce for their fireworks display. Barta stated the city was a municipality and unable to make a donation, however, she encouraged individuals to donate at will.

## **OLD BUSINESS**

Johns addressed the possibility of adding a health insurance benefit of 50% contribution to the part-time employee portion of the personnel policy manual. The Commission discussed to allow the benefit, setting a 30-hours/week minimum work schedule. Johns asked if she could present the decision to the part-time employee prior to revising the personnel policy manual. The Commission concurred.

## **ENGINEER**

Walter presented an update on the multi-use path to the golf course and the additional cost of \$400,000 which the city would have to absorb. Walter stated there are grant opportunities available. Walter then discussed the new lead and copper rule recently established by the US Environmental Protection Agency. Lavachek explained the plans for the upcoming Goldade lift station replacement project and gave handouts of the final specifications. The project may have to have an exception to burst the existing line instead of boring beside the line as was in the original plan. Emily Berg from CDBG requested a confirmation of the final capacity numbers and final project specifications as soon as possible. Zietz/Kitelinger made a motion to include a force main replacement as a bid alternative for the Goldade lift station. Roll Call: All-aye; motion carried.

## **REPORTS OF THE PRESIDENT**

**Finance Commissioner:** Barta presented a grant request for \$5,000 from Star City Services to add an oil burning unit to their shop; this request has previously gone through and been approved by the VCDC and the Sales Tax Committee. Kitelinger/Davis made a motion to approve the grant request. Roll Call: All-aye; motion carried.

**Water Commissioner:** Johns proposed Utility Rate Resolution 2021-02 pertaining to commercial and/or multi-family rates only. Zietz/Davis made a motion to pass the 1<sup>st</sup> reading of Resolution 2021-02, adjusting commercial water rates as allowed by City Ordinance (Sec. 28-29), which states *“rates and charges for the use of and for the services supplied by the municipal water, sewer and sanitation system for the city shall be established from time to time by the city commission by way of resolution.”* Proposed rates: Water - Commercial (1" meter)-Base Rate Fee: \$28 (per meter); Water Usage Rate: \$7.75/1,000 gallons. Water - Commercial (2" meter)-Base Rate Fee: \$56 (per meter); Water Usage Rate: \$8.75/1,000 gallons. Water - Commercial (3" meter)-Base Rate Fee: \$112 (per meter); Water Usage Rate: \$9.75/1,000 gallons. Sewer – Commercial-Base Rate Fee: \$16 (per unit)\*\*(Includes first 5,000 gallons); Sewer Usage Rate: \$2.00/1,000 gallons. Roll Call: Keller – yes; Kitelinger – no; Zietz – yes; Davis – yes; Barta – yes; motion carried. Zietz stated that residents can call McHenry County Sheriff's Department or State dispatch radio after regular office hours in case of a water or sewer line issue, or other city-related issues at their home, and they will then contact the appropriate city official to address the problem.

**Street Commissioner:** Keller stated that he had nothing to discuss.

**Cemetery Commissioner:** Kitelinger stated that he had nothing to discuss.

**Police Commissioner:** (see above).

**AUDITOR**

-Johns presented Resolution to Division 3; Sec. 2-111 – Compensation – of the Municode: Each commissioner shall receive as compensation for his services a sum decided upon by the city commission on a yearly budgeted basis; *the monthly salary shall require commissioners to attend all regular commission meetings, or for their absence to be excused by a majority vote of the City Commission.* Kitelinger/Davis made a motion to approve the 2<sup>nd</sup> reading and adopt the ordinance revision as presented. Roll Call: Keller – yes; Kitelinger – yes; Zietz – yes; Davis – yes; Barta – yes; motion carried.

-Johns asked if there was any questions or interest in attending the NDLC Spring Workshop. Davis will attend. Barta, Keller, Zietz and Kitelinger will check calendar dates.

-Johns proposed Resolution 2021-03 Regular & Special Meetings as follows: *Sec. 2-21. - Regular meetings. The city commission shall meet regularly at the city hall on the second Monday of each month at the hour of 7:00 p.m. unless some other time and place shall be specifically fixed by the board. The commission shall meet in addition thereto, as often as required, (by N.D.C.C. § 40-09-11(The board of city commissioners shall meet in regular meeting at least once a month and at such additional times as the board, by ordinance, may establish. All regular meetings shall be held at a time and place to be designated by the board. No action of the board shall be effective unless upon a vote of a majority of a quorum of the members of such board. No final action shall be taken in any matter concerning the special department of any absent commissioner unless such business has been made a special order of the day or such action is taken at a regular meeting of the board. Special meetings may be called at any time by the president or any two members of the board to consider matters mentioned in the call of such meeting. Written notice of any special meeting shall be given to each member of the board)). Sec. 2-22. – Special meetings. It shall be the duty of the city auditor to issue the calls for all special meetings of the city commission when requested to do so by the president or presiding officer or any two members of the city commission.* Johns stated that this Commission has been extremely easy to work with when planning special meetings and does not see an issue with the change; this change would actually benefit Jemtrud and the Public Works Department during major projects or construction in town if they needed approval on anything in an expedient manner. Kitelinger/Zietz made a motion to approve the 1<sup>st</sup> reading of the ordinance revision as presented. Roll Call: Keller – no; Kitelinger – yes; Zietz – yes; Davis – yes; Barta – yes; motion carried.

-Johns asked if the Commission would consider changing the office hours. Discussion ensued. Zietz/Davis made a motion to change the office hours to Monday through Thursday from 7am to 5pm starting on March 1st. Roll Call: All-aye; motion carried.

**BUILDING INSPECTOR/ASSESSOR**

Nagle stated he is working on getting things ready for the Tax Equalization meeting, and a date can be set at the next regular meeting.

**PUBLIC WORKS**

Jemtrud stated that he had no business to discuss at this time, he is still installing water meters and doing snow removal as needed.

**ADDITIONS**

Barta asked if there was any other business. Hearing no other business, Barta adjourned the meeting at 8:58 pm.

*The next Commission Meeting will be Monday, March 15, at 7:00pm.*

*If you would like to be on the agenda in the future, the deadline is Thursday at noon before a meeting.*

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

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**Jennifer Barta**  
**Commission President**

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**Jenny Johns**  
**Auditor**