

CITY OF VELVA

COMMISSION MEETING

Velva City Hall

Monday, June 20, 2022

7:00 pm



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| **PUBLIC HEARING**  NCPC Public Hearing – Main Lift Station – at 7:00pm (1) |

**REGULAR MEETING**

***Call to Order***

**Pledge of Allegiance**

**1. Roll Call**

**ZOOM Info:**

**Meeting ID –**

**815 2327 2089**

**Passcode –**

**664059**

**2. Approval of Minutes of Previous Meetings**

* ***Regular & Special Commission and Committee Meetings:***

*\*Special Meeting(s) – May 23, 31* (1a)

*\*Regular Meeting – May 16* (2-5)

*\*~~Executive Session Meeting~~*

**\*\*Commission Meetings are held once a month on the 3rd Monday of the month at City Hall.**

**\*Next Regular Commission Meeting will be on Monday, July 18, at 7:00pm.**

**\*\*Deadline to be on the agenda is Thursday at noon before a Monday meeting.**

*\*Sales Tax Committee Meeting – June 13* (6)

**3. Payroll & Bills** (Payroll **$29,921.44**; Bills to be paid **$48,430.93**) ()

* Bills paid since last meeting **$1,424.43**
* **Total Bills = $49,855.36** (7-16)
* Financial and Other Reports (17-21p)
* Employee Leave Spreadsheets/

City Commission meetings attended (22)

**4. Reports of the President/Finance Commissioner**

**5. Communications**

* Liquor Licenses Renewal(s) Update
* CYP Raffle Permit (23)
* Complaints filed (24-25)

**6. Reports of Officers, Boards, Committees**

* **Water/Sewer Commissioner**
* **Street Commissioner**
* **Cemetery Commissioner**
* **Police Commissioner**
* ***Police Report* (26)**
* **Engineer’s Report**
* Update
* **Auditor**
* Commission Vacancy Update (27-29)
* Organization meeting - schedule time
* Newly Elected Official Training – NDLC (30)
* **Assessor/Building Inspector**
* ***Building Permit List – YTD* (31)**
* Building Permit x 2 (32-47)
* **Public Works Department**
* Department Updates

**7. Introduction and Adoption of Resolutions/Ordinances**

**8. Personal appearances before Commission (on items other than pertaining to the agenda)**

**9. Unfinished Business**

* Road maintenance agreement-(Lees) (48-49)
* KAT App (50)
* Bids – Land sale (jjj binder)

**10. New Business**

* Sales Tax – VCDC – Grant(s) (51-59)
* Vector Control – Utility Bill

**11. Miscellaneous**

**12. ADJOURNMENT – *Regular Meeting***

**INFORMATION SHEET**

**CITY OF VELVA (Regular Meeting)**

**Monday June 20, 2022, 7:00pm**

**PUBLIC HEARING – NCPC – This is the initial public hearing for the Main lift station project. Barta will open the public meeting by saying: I am now opening the public hearing for the CDBG Main lift station repair project. Are there any comments? *Ask this 3-times and then say*: With no comments, the public hearing is now closed.**

**…*And then you can open the regular meeting.***

1. **Roll Call – 7:00pm**
2. **Approval of Minutes from Previous Meetings**

* *(Please let me know if I need to make any changes, prior to the meeting, if possible).*

1. **Payroll & Bills**

* *(Please let me know if you have any questions on the bills or payroll).*

1. **Reports of the President/Finance Commissioner**

* *Barta will give an update on her department; and ND League of Cities information.*

1. **Communications**

* *Just an update on liquor licenses for the year…the paperwork has been sent out for renewal and we have received half of the licenses back so far.*
* *The CYP group has submitted a raffle permit for your review/approval.*
* *2- complaints were filed regarding tall weeds and grass by Cindy Ystaas. Both issues have been addressed.*

1. **Reports of Officers, Boards, Committees**

* **Water/Sewer Commissioner –** Zietz will give an update on his department(s).
* **Street Commissioner –** Keller will give an update on his department.
* **Cemetery Commissioner –** --- will give an update on his department.
* **Police Commissioner –** Davis will give an update on her department.
* *The police report from the County is in the packet for your review.*
* **Engineer’s Report –** Walter and Lavachek will give an Engineering update.
* **Auditor**
* *I will give an update on appointing a commissioner to the vacant seat. We can add it to the agenda for the Organization meeting.*
* *We just need to schedule a time for the Organization meeting on June 28th. If we can do 5:00, that would be perfect for me☺.*
* *There is a newly elected official training session administered by the NDLC…and I think all new members should attend it.*
* **Assessor/Building Inspector**
* *The building permit list is in the packet along with 2-permits that planning and zoning will meet about at 6pm.*
* **Public Works Department**
* *Kelly will give: department updates.*
* *Kelly may want to hire an additional seasonal helper, as the grass continues to grow, and Kyle Sandy has a few summer camps to attend this summer.*

1. **Introduction and Adoption of Resolutions/Ordinances**

* *…*

1. **Personal Appearances before Commission (on items other than pertaining to the agenda)**

* *…*

1. **Unfinished Business**

* *The road maintenance agreement for Riverview Road was tabled at the last meeting. it is in the packet for your review again tonight.*
* *I am just checking one last time if anyone is interested in the KAT app- or “Living Local”…to give notifications for city, school or community events for people that do not have facebook.*
* *One bid was received so far, for the property co-owned by the city and VCDC, just south of the Mint bar. Barta will open the bid at the meeting and y’all can decide whether to accept or reject the bid at the proposed price and then we will send it to the VCDC for their approval or denial.*

1. **New Business**

* *There were two grant requests submitted to VCDC for funding. VCDC and the sales tax committee both approved the amounts requested: Bronzed and Bladed for $3,000 (rental assistance), and $4,279 to Velva Fresh Foods for additional costs related to the accident with their building.*
* *Do we want to consider adding a “vector control fee” to the utility bill? I am thinking a very minimal charge of a $0.25/property…which would revenue about $1,400 a year towards the costs related to spraying mosquitoes. The city is supposed to split the cost with the park, if I understand that correctly?*

1. **Miscellaneous**
2. **ADJOURNMENT**

**FYI: Commission Meetings are once a month -Next Regular Commission Meeting will be on Monday, July 18, at 7:00pm—**

**Deadline to be on the agenda is Thursday at noon before a Monday meeting.**

Let me know if you have any questions/concerns. Thank you, *Jenny Johns: 701-721-0767 (cell); 701-338-2660 (work);* [*velvand@srt.com*](mailto:velvand@srt.com)