

# Velva Regular Commission Meeting

April 18, 2022

Regular Meeting – 7:00pm

Velva City Hall

## Public Hearing:

Commission President Barta opened the Final Public Hearing for the CDBG Goldade lift station project. Barta: “I am now opening the final public hearing for the CDBG Goldade lift station project at 7:00pm; are there any comments? Barta asked again for comments. Barta asked a third time for comments. Hearing no comments, Barta closed the public hearing at 7:01pm.

## Regular Meeting:

The Regular commission meeting was called to order by President Barta at 7:01pm. The Pledge of Allegiance was recited. Barta did introductions/roll call: Jennifer Barta – Commission President; Mary Liz Davis – Police Commissioner; Ken Kitelinger – Cemetery Commissioner; Ben Zietz – Water/Sewer Commissioner; Dave Keller – Street Commissioner; Jenny Johns – City Auditor; Emma Lavacheck & Alan Walter – Ackerman-Estvold Engineering; Heather Tudor – Velva Area Voice; Mike Schreiner – VAC/Ameri-Corps Member.

**Payroll & Bills** - Motion by Davis/Zietz to approve the bills paid since the last meeting and the current bills to be paid in the amount of \$52,524.32 and payroll for \$16,702.86. Roll Call: All-aye; motion carried. (Verendrye 1,333.34; Ackerman 320; BAG 185.92; BDS 104.80; Chemistry Lab 18.54; Circle 6,402.75; Core&Main 383.31; Enerbase 171.09; Ferguson 419.29; 1<sup>st</sup> District 50; Gooseneck 6533.24; Gravel Prod. 895.40; HOE 19.69; Ihry 50; Barta 366.54; Johns 140.40; Wyche 114.66; Davis 264.66; McGee 1258; McHenry C/A 20325; Mouse River 666.76; NAPA 132.68; NDLC 480; NDNA 49.80; North Star 541.16; OneCall 1.30; Ottertail 5,282.55; P. Jemtrud 450; SBPC 300; SRT 414.54; Swanston 4712.87; TC Spec 49.25; Velva Foods 10.24; Verizon 209.22).

**Minutes** - Motion by Keller/Zietz to approve the minutes from the March 21 regular meeting, and April 6<sup>th</sup> and 15<sup>th</sup> special meetings. Terry Peterson asked for an amendment to the regular meeting minutes. Keller/Zietz revised the motion to include “Peterson denied giving \$10,000 to Mr. Soli.” Roll Call: All-aye; motion carried.

## **Reports of The President/Finance Commissioner**

Barta addressed an issue presented at the NDLC spring workshop regarding conflict of interest, specifically pertaining to gaming. Barta disclosed that she is an employee of the VFD gaming and under NDCC 44-04-22 the Commission will need to motion to recognize this conflict. Kitelinger/Davis made a motion declaring Barta a conflict of interest because of her fiduciary gain with the VFD; and for Barta to continue to abstain from all gaming site authorization votes. Roll Call: All-aye; motion carried.

Barta then stated that David Keller, VFD Board Member, does not constitute a conflict of interest under NDCC 44-04-22, as Keller and all VFD board members receive a \$200 Christmas gift each year, however, this is not a substantial gain, and this gift is received regardless of the number of sites held by VFD. Kitelinger/Davis made a motion declaring Keller eligible to vote on gaming site authorizations as there is no conflict of interest, nor substantial fiduciary gain. Roll Call: All-aye; motion carried.

(From Additions) – Barta addressed the need for the Planning & Zoning Board to conform to the NDCC and city Municode regarding board members, which states “four members shall reside within the city limits and one shall be appointed from within a one-mile radius of the city.” Barta stated that Lonnie Sather and Chery Bourdeau have expressed interest in sitting on the board. Barta stated that Robby Brown is within the one-mile restriction, however, Ryan Hoff and Karl Keller are not. Barta stated she does not want to lose Hoff and Keller as they are valuable members of the board and suggested appointing them to be ex-officio members, so as not to lose their input and knowledge. Kitelinger/Keller made a motion to appoint Hoff and Keller to be ex-officio members, and appoint Sather and Bourdeau as Planning & Zoning Board members. Roll Call: All-aye; motion carried.

President Barta issued an Emergency Declaration on Tuesday, April 12 due to the suspected snowfall totals, to allow plow drivers access to city streets without vehicles parked on the road. Barta asked for a motion to accept and extend the declaration for a period of thirty (30) days, in case of additional snowfall this weekend. The declaration may be amended or terminated sooner, weather/conditions pending, by the City Commission. Kitelinger/Davis made a motion to approve and extend the declaration due to the potential for more snowfall, with the ability of the Commission to terminate at any time weather pending. Roll Call: All-aye; motion carried.

President Barta publicly thanked all Velva residents for their patience during this historic storm! Barta also thanked Keller and Kitelinger for their volunteer hours running snow removal equipment and the volunteers of the community who helped out their neighbors during the past week. Kitelinger thanked Jemtrud, Walter and Keller for their countless hours removing snow.

### **Communications**

Barta presented site authorizations submitted by Velva Volunteer Fire Department Gaming. Zietz/Kitelinger made a motion to approve all site authorizations as presented. Roll Call: Zietz, Kitelinger, Keller, Davis – aye; Barta – abstain. Motion carried.

Barta presented a zoning application from the County for Krumweide Acres and a house to be built. Barta asked if the commissioners had any issues; no issues were mentioned.

Oak Valley Lutheran Church submitted a raffle permit for the commission’s review. Keller/Davis made a motion to approve the permit. Roll Call: All-aye; motion carried.

Johns presented two quotes/proposals to procure the CDBG grant opportunity awarded for the Main lift station project. South Central Dakota Regional Council proposed a total fee of \$20,000 and North Central Planning Council quoted total fees of \$12,461. Johns and Lavachek had a zoom meeting last week, at their request, with North Central and were confident that they would be the better fit. Kitelinger/Zietz made a motion to award North Central Planning Council the CDBG Administration procurement. Roll Call: All-aye; motion carried.

Lavachek presented the confirmation letter for DCS to waive the maximum award monies, to allow an extra \$32,809 from CDBG allocated towards the main lift station project, bringing the total to \$332,809!

### **Reports of Officers, Boards, Committees**

**-Water/Sewer Commissioner:** Zietz had nothing to discuss.

**-Street Commissioner:** Keller mentioned the epic snowstorm, and the potential need for a blade with a gate or other equipment to push snow. Kitelinger had handouts for an option down the road to purchase

a blower for the city's payload. He stated the city could budget over a few years to afford it and how the workload for the PW department would decrease and the cost of hiring contractors could also potentially decrease. Commission consensus was to pursue equipment grant opportunities for the equipment.

**-Cemetery Commissioner:** Kitelinger had no issues to discuss.

**-Police Commissioner:** Davis gave a sheriff's department coverage update, up to 394 hours spent in Velva from 316 hours last month. Kitelinger stated that he contacted Swanston's Bobcat in Minot, for a snowblower mount for the city bobcat. Kitelinger/Zietz made a motion to amend the budget to include an additional transfer of up to \$8,500 from Fund 8010 to 2010 for the purchase of a bobcat snowblower attachment. Keller asked that further research is done because of the size of the city's bobcat. Roll Call: All-aye; motion carried.

**-Engineer's Report:** Walter – asked if the city wanted them to pursue grants again for a walking path on the bridge. Discussion/opinion from each commissioner. Keller asked if we could look into a walking path on the dike instead. Walter with ask the SRJB about dike path.

Lavachek – stated that in order to remove the old water cistern at the corner of highways 41 and 52, the NDDEQ would require an asbestos study, which could be provided for \$850 by an Ackerman official.

**-Auditor's Report:** Johns stated that Sara Beaudrie, an FFA alumni member, has requested permission to allow their group to use the park dead loop for a winter fundraising project. The commission asked about a liability waiver. Keller/Kitelinger made a motion to approve access to the dead loop stream of the park for their fundraiser, with a signed liability waiver to the city. Roll Call: All-aye; motion carried.

**-Assessor/Building Inspector's Report:** Johns presented the updated building permit list, adding a dog run – chain link – enclosure and a chain link fence replacement.

**-Public Works Report:** Kitelinger/Davis made a motion to advertise in the Velva and Minot newspaper's regarding the need for a seasonal employee. Roll Call: All-aye; motion carried.

**-Introduction & Adoption of Resolutions/Ordinances:** Commissioner Zietz asked for a review of The franchise agreement for cable TV in Velva. SRT cable will be discontinued on November 30<sup>th</sup>, 2022. Zietz is very concerned with this information. Johns is to do further research on the agreement.

**Unfinished Business:** Barta stated that Kristen Bechtold, VFD Bookkeeper, has volunteered to sit on the Sales Tax Committee, replacing Kaylene Kitelinger as the Local Business Representative. Kitelinger/Davis made a motion to appoint Bechtold to the Sales Tax Committee. Roll Call: All-aye; motion carried.

-The Commission concurred to meet at 5:30pm, prior to the May 16<sup>th</sup> Regular Commission Meeting, at the Velva Swimming Pool parking lot to address the petition to vacate the street, alley and avenue.

**New Business:** Mike Schreiner, VAC representative, presented the commission with a potential list of projects/ideas being put together by a strategic planning committee. Discussion on removing the old water cistern and coal truck from corner of 41 and 52. Keller stated that he would like to see the coal truck remain where it is with possible upkeep done to it instead because of the history of the town. The walking path across the bridge was discussed and how to afford it. The old Welo lot was discussed, with hopeful plans of creating a garden seating area, with benches made by the school's FFA group, and potentially sponsored by individuals or businesses. Keller would like to research historical grants. More discussion on a tourist information stop, murals painted in town, a safe crossing at the corner of

highways 41 and 52, a new pool and splash pad, a possible recreation center, and the Wildwood walking path.

**Miscellaneous:** Davis would like a committee set up to discuss the lease agreement between the city and SVCC. Johns, Barta, Kramer (PSB), Nagle and Keller appointed to committee for research.

**Adjournment**

-With no other business to discuss, Barta adjourned the meeting at 8:52 pm.

*The next Commission Meeting will be Monday, May 16, at 7:00pm.  
If you would like to be on the next agenda, 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**