

Velva Regular Commission Meeting

February 22, 2022

Regular Meeting – 7:00pm

Velva City Hall

Regular Meeting:

The Regular commission meeting was called to order by President Barta at 7:00pm. 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 (speakerphone); Dave Keller – Street Commissioner (speakerphone); Jenny Johns – City Auditor; Ron Nagle – City Assessor; Kelly Jemtrud – Public Works Director; Emma Lavacheck – Ackerman-Estvold Engineering; Heather Tudor – Velva Area Voice.

Minutes - Motion by Keller/Kitelinger to approve the minutes from the January 18 regular meeting, and the February 3 special meeting. Discussion on handicapped parking around the school with Sheriff Skager. Roll Call: All-aye; motion carried.

Payroll & Bills - Motion by Zietz/Kitelinger to approve the bills paid since the last meeting and the bills to be paid in the amount of \$76,421.52 and payroll for \$31,707.14. Roll Call: All-aye; motion carried. (Verendrye 1,333.34; Ackerman 660; American Truck 57.55; Bag LLC 271.34; BND 4,200; BDS 104.85; Chemistry Lab 18.54; Circle 6,374.25; Dakota Truck 188.18; Dokken 64.54; Enerbase 785.65; 1st District 50; Gravel Prod. 912.68; Gustafson 1,520; Hawkins 2,252.66; HOE 14.36; Ihry 93; Keller Paving 28,258; Menards 230.64; Mouse River 1,260.24; North Star 354.54; Ottertail 5,562.76; P. Jemtrud 450; RDO 972.66; R Markwed 21,500; SRT 491.27; Swanston 293.10; TC Specialties 49.25; VAC 200; VCDC 6,294.45; Velva Library 6,294.45; Verizon 209.22).

Reports of The President/Finance Commissioner

Barta made a last call for the Spring Workshop conducted by the NDLC. The workshop will be in Mandan on March 29-30, anyone wanting to attend should contact Johns or Wyche in the office. Barta also stated that there will be a zoom meeting Wednesday, February 23, 2022 at 12:00pm, to discuss a strategic plan with the SRJB (Souris River Joint Board) and the Velva Area Chamber (VAC). Anyone wanting to attend virtually can request the login information from Barta.

Communications

Davis presented information on the KAT App – or “Living Local” – which is a communications app that brings communities by creating a “community bulletin board” concept and makes it something everyone can see and use. The app is currently free to install and use for two years through a grant with the state. Davis will research more and discuss with the VAC again.

Kitelinger/Keller made a motion to approve the local raffle permit submitted by Throttles n Gears for their annual event held this year on August 20, 2022 at the Velva Rodeo Grounds. Roll Call: All-aye; motion carried.

Davis/Kitelinger made a motion to approve the local raffle permit submitted by SVCC – VVM Volunteers, for their raffle scheduled to be held on April 2, 2022. Roll Call: All-aye; motion carried.

Barta presented a letter sent by the Department of the Air Force notifying the city that upgrades will be made to missile alert facilities in Velva's area.

Barta then moved to an email sent by Cody Chilson of Dakota Natural Gas, updating the commission on their status. After their economic feasibility study was completed, the results showed that under the current conditions, a project in Velva will not be feasible without outside funding at this time. Chilson will continue to monitor the status of a pipeline route that would bring pipeline gas from western to eastern North Dakota, that they would someday be able to tie in to.

Barta briefed the commission on an email received from the US Department of Homeland Security, asking municipalities to be aware of the potential for cyber-attacks targeting the US in the event of a Russian invasion of Ukraine.

Reports of Officers, Boards, Committees

-Water/Sewer Commissioner: Zietz asked for a water meter installation update. Jemtrud stated they are under 40-meters to be installed. Zietz asked about the current Itron hardware. Johns said that so far it is still collecting, however, if it stops working now, we have no support on hardware or software.

-Street Commissioner: Keller stated that he was contacted by Jemtrud before the meeting and everything is going good.

-Cemetery Commissioner: Kitelinger had no issues to discuss.

-Police Commissioner: Davis/Barta stated that there are still violations happening around the school and for people to call the Sheriff's Department if they notice anyone illegally parking in handicapped parking.

-Engineer's Report: Lavachek stated that CDBG sent an email to herself and Johns regarding the grant submitted and approved for potentially over \$300,000; CDBG is still waiting for final approval for Lavachek to move forward.

-Auditor's Report: Johns informed the commission that she could not locate an easement agreement for the Neil Feist property and the city's wells. Barta and Kitelinger would like to have the attorney draw up a contract including the easement for the well and also the wellhead protection agreement; they would also like to see a meter installed, but not billed, to track usage and potential breaks or leaks. Davis/Kitelinger made a motion to have Attorney VanGrinsven create a contract between the city and Feist, including easements, wellhead protection and the installation of a water meter. Roll Call: All-aye; motion carried.

-Assessor/Building Inspector's Report: Nagle presented the building permit list, with one fence permit listed.

-Public Works Report: Jemtrud explained how the January/February thaw affects his snow and ice removal plan. There are many aspects to consider when the temperatures only rise above freezing for a certain amount of hours during the day, then freeze again at night. Not only will sizable ice ridges be left in front of residential driveways if he attempts to plow the melting snow/ice, but the storm sewer is only capable of taking on so much drainage at one time. Kitelinger stated that he thought the public works was doing a fine job, and are limited on how much they can do with only two employees. A spring thaw, when temperatures stay above freezing for longer periods of time, gives the department more time to remove the ice and snow from the streets than an unexpected January or February thaw.

-Introduction & Adoption of Resolutions/Ordinances: Barta stated that Municode sec. 2-445 – members appointed – may need to be looked into to bring it up to city and state mandates.

Unfinished Business: No unfinished business to discuss.

New Business: No new business.

Miscellaneous: No other business to discuss.

Adjournment

-With no other business to discuss, Barta adjourned the meeting at 7:43 pm.

*The next Commission Meeting will be Monday, March 21, 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*****

Jennifer Barta
Commission President

Jenny Johns
Auditor