

Velva Regular Commission Meeting

July 19, 2021

Regular Meeting – 7:00pm

Velva City Hall

REGULAR MEETING: Velva City Commission Meeting called to order at 7:00 pm by Commission President Jennifer Barta via Zoom. The Pledge of Allegiance was recited. Barta did introductions/roll call: Jennifer Barta – Commission President; Mary Liz Davis – Police Commissioner; Ron Nagle – City Assessor; Kelly Jemtrud – Public Works Director; Jenny Johns – City Auditor; Dave Keller – Street Commissioner; Ken Kitelinger – Cemetery Commission; Ben Zietz – Water/Sewer Commissioner; Emma Lavachek and Alan Walter – Ackerman-Estvold Engineering; Heather Tudor – Velva Area Voice; Guests – Jim and June Hager with their attorney, Morgan Glines; Clint Hudkins and Ryan Klein.

MINUTES - Motion by Kitelinger/Davis to approve the minutes from the June 21 regular meeting. Roll Call: All-aye; motion carried.

PAYROLL & BILLS - Motion by Kitelinger/Zietz to approve the bills to be paid in the amount of \$37,844.36 and payroll for \$31,421.09. Barta asked about the Main Electric invoice. Roll Call: All-aye; motion carried.

CITY OF VELVA, ND

Check Register for Peoples State Bank

| Period | Check # | Vendor Name | Check Amount | Date Issued |
|--------|---------|--------------------------------|--------------|-------------|
| 7/21 | -99720 | VERENDRYE ELECTRIC COOP INC | \$ 1,333.34 | 07/20/21 |
| 7/21 | 36169 | ACKERMAN-ESTVOLD | \$ 2,317.50 | 07/20/21 |
| 7/21 | 36170 | ALL AMERICA CITY GLASS | \$ 187.00 | 07/20/21 |
| 7/21 | 36171 | AMERICAN LEGION POST 39 | \$ 30.00 | 07/20/21 |
| 7/21 | 36172 | BDS (VALLI) | \$ 109.91 | 07/20/21 |
| 7/21 | 36173 | Chemistry Lab | \$ 37.08 | 07/20/21 |
| 7/21 | 36174 | CIRCLE CONTROL SYSTEMS | \$ 2,389.40 | 07/20/21 |
| 7/21 | 36175 | CIRCLE SANITATION | \$ 6,352.50 | 07/20/21 |
| 7/21 | 36176 | DAKOTA AGRONOMY PARTNERS | \$ 75.00 | 07/20/21 |
| 7/21 | 36177 | DEPT OF TRANSPORTATION | \$ 15.37 | 07/20/21 |
| 7/21 | 36178 | DXP Enterprisesw, Inc. | \$ 443.49 | 07/20/21 |
| 7/21 | 36179 | FIRST DISTRICT HEALTH UNIT | \$ 50.00 | 07/20/21 |
| 7/21 | 36180 | GOOSENECK IMPLEMENT | \$ 2.94 | 07/20/21 |
| 7/21 | 36181 | HAWKINS INC | \$ 2,685.23 | 07/20/21 |
| 7/21 | 36182 | HIRSHFEILD'S | \$ 131.82 | 07/20/21 |
| 7/21 | 36183 | HOME OF ECONOMY INC | \$ 212.31 | 07/20/21 |
| 7/21 | 36184 | MAIN ELECTRIC | \$ 813.56 | 07/20/21 |
| 7/21 | 36185 | MCGEE HANKLA BACKES PC | \$ 246.00 | 07/20/21 |
| 7/21 | 36186 | MENARDS | \$ 36.63 | 07/20/21 |
| 7/21 | 36187 | MOUSE RIVER OIL COMPANY INC | \$ 649.28 | 07/20/21 |
| 7/21 | 36188 | ND LEAGUE OF CITIES | \$ 1,355.00 | 07/20/21 |
| 7/21 | 36189 | ND SEW. PUMP & LIFT STATION SV | \$ 850.00 | 07/20/21 |
| 7/21 | 36190 | ONE CALL CONCEPTS, INC. | \$ 7.20 | 07/20/21 |

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|------|-------|------------------------------|--------------|----------|
| 7/21 | 36191 | OTTERTAIL POWER | \$ 4,093.92 | 07/20/21 |
| 7/21 | 36192 | PAMELA JEMTRUD | \$ 450.00 | 07/20/21 |
| 7/21 | 36193 | PEOPLES STATE BANK | \$ 6,344.48 | 07/20/21 |
| 7/21 | 36194 | SERVPRO OF MINOT | \$ 3,338.45 | 07/20/21 |
| 7/21 | 36195 | SWANSTON EQUIPMENT | \$ 1,190.03 | 07/20/21 |
| 7/21 | 36196 | TC SPECIALTIES | \$ 49.25 | 07/20/21 |
| 7/21 | 36197 | TRACTOR SUPPLY CREDIT PLAN | \$ 160.84 | 07/20/21 |
| 7/21 | 36198 | U.S. POSTAL SERVICE | \$ 76.00 | 07/20/21 |
| 7/21 | 36199 | VELVA DRUG COMPANY | \$ 4.23 | 07/20/21 |
| 7/21 | 36200 | VELVA FIRE DEPARTMENT GAMING | \$ 100.00 | 07/20/21 |
| 7/21 | 36201 | VELVA GLASS & AUTO | \$ 45.00 | 07/20/21 |
| 7/21 | 36202 | WATER SMITH INC | \$ 1,661.60 | 07/20/21 |
| | | Totals: | \$ 37,844.36 | |

GUESTS

Morgan Glines, Boppre Law Firm, was in attendance with her clients, Jim and June Hager. Glines spoke about the nuisance tree abatement issue and made statements in support of her clients. After she was finished speaking, President Barta stated that the Commissioners were under legal advisement not to discuss the issue due to the 2-threats of litigation.

NEW BUSINESS

-Discussion ensued on the alleyway between Finish Line Burgers and Klein Chiropractic. Both owners stated they will do their best to inform their customers not to block the alleyway. No further action was taken.

-Kitelinger/Zietz made a motion to waive the transient merchant fee for Off the Hook Seafood, pending copies of their state issued license, liability insurance and the agreement with the entity of where they will be conducting their sales. Roll Call: Davis, Kitelinger, Zietz, Barta-yes, Keller-no motion carried.

-Davis discussed an upcoming event, the Main Street Summit, scheduled for October 2021 in West Fargo. She will bring more information to the next meeting for anyone who would like to attend.

OLD BUSINESS

Discussion ensued on scheduling a public forum to discuss Dakota Natural Gas installing natural gas lines in Velva. Barta would like the VCDC involved. Kitelinger/Zietz made a motion to contact Cody Chilson and move forward with the public forum. Roll Call: All-aye; motion carried.

ENGINEER

Walter handed out a proposed plan for future flood control. The proposed bridge will be lengthened by 150 feet and the north end of the bridge will take the profile up to the abutments.

ADDITIONS

-Davis stated that the VAC and President Suzy Lee, have received funding for a part-time employee, working 450 through December. Eventually this employee can team up with the VCDC and Chamber and perform duties such as writing grants, reaching out to businesses, event planning and so on. Kitelinger/Zietz made a motion to use the court room in city hall as their office, with all expenses including phone service and wi-fi to be the responsibility of the Chamber (VAC). Roll Call: All-aye; motion carried.

-Johns stated that they just lost a very valuable member of their team, Wyatt Hanson our PW seasonal help. Zietz/Kitelinger made a motion to approve hiring a seasonal employee to help out with Public Works duties, wages up to \$10/hour. Roll Call: All-aye; motion carried.

-Johns stated that the Highway 52 public input meeting has been scheduled for Tuesday, August 3rd, at the Velva public school. The open house is from 5-7pm, with the formal presentation being held from 6-6:30pm. Barta would like this information on Facebook and the City's website.

REPORTS OF THE PRESIDENT

Finance Commissioner: Barta provided information for the upcoming NDLC annual conference, stating that the convention provides great sessions with current information to help cities with legal and financial issues, as well as, networking with other city leaders. Barta, Davis and Keller will attend. Zietz and Kitelinger to check their schedules.

-Barta also discussed adding city beautification or something similar to the portfolio of the Cemetery Commissioner. This commissioner may be able to help out in several different aspects. Barta asked this be put on old business at the August meeting.

Water Commissioner: Zietz stated that the seal for the pump at the water plant has been repaired. Jemtrud mentioned that he will be adding well maintenance to the 2022 budget, and it will need to be pulled out and checked thoroughly.

Street Commissioner: Keller discussed speed bumps in town. 1st Ave W has slowed down, however, now people are driving through the RV Park to avoid the bumps. Asphalt work will be done in August and 2-asphalt speed bumps are planned to be installed. Keller gave notice that milling down and overlaying three city blocks in one year would cost around \$70,000, and is something we should look into instead of patching. Discussion on one cent sales tax.

Cemetery Commissioner: Kitelinger stated that the cemetery is dry but is being kept up well.

Police Commissioner: Discussion on the 2022 police contract. Kitelinger/Zietz made a motion to approve the 2022 Contract Police Service Agreement as presented. Roll Call: Kitelinger, Zietz, Davis, Barta – yes, Keller – no; motion carried. Discussion on campers parking on city streets over the 24-hour limit. The Sheriff's Department needs to issue citations. Johns is to check into a trailer parked on the street behind the school, not hitched to a vehicle.

AUDITOR/ADDITIONS

-Johns asked if the commission could schedule a meeting to approve the preliminary budget. The Commission concurred to schedule the meeting for Monday, August 9th at 5:30pm inside city hall.

-Johns gave an update on the audit status with Brady Martz. 2016 is being finalized, and they are testing 2017. Hopefully, they will complete 2017 and 2018 by year's end.

-Johns presented numbers for the quarterly financial report.

BUILDING INSPECTOR/ASSESSOR

-Nagle gave an update on a Velva property, and a notice he received from 1st District Health unit. The property is located at 207 3rd Ave W – Nagle contacted the 1st District Health Unit, and they have issued a "notice to remove" order. The order states that the City of Velva shall perform the following actions: remove all overgrowth of trees, grass, leaves, junk, and debris to an approved dumpsite; and seal all areas that provide harborage of varmints; and maintain the lot in a nuisance free manner year round. Zietz/Davis made a motion to ask for bid proposals to abate the nuisance according to the guidelines of 1st District Health. Roll Call: All-aye; motion carried.

PUBLIC WORKS

-Lavacheck gave an update from the pre-construction meeting held last week. The project is set to begin in mid-August and be completed the end of September. Ackerman will handle the media release notifying Velva residents of the upcoming project.

-Walter asked if the commission could table the GIS mapping increase until the next meeting, as there may be a way to reduce the monthly cost. Kitelinger/Zietz made a motion to table the issue until August. Roll Call: All-aye; motion carried.

COMPLAINTS

-No complaints were received.

GAMING

-No permits were received.

ADDITIONS

Keller stated that he has contacted several different entities/people to acquire information on a quiet zone for Velva. Johns has contacted the person in charge of this at the state level and is just awaiting a response. Barta asked if there was any other business. Hearing none, Barta adjourned the meeting at 8:47 pm.

*The next Commission Meeting will be Monday, August 16, 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*****

Jennifer Barta
Commission President

Jenny Johns
Auditor