

Velva Regular Commission Meeting

June 20, 2022

Regular Meeting – 7:00pm

Velva City Hall

Public Hearing:

Commission President Barta opened the Public Hearing for the CDBG Main lift station repair project. Barta asked if there were any comments? Ashley Louw, CPBA – Grant Coordinator for North Central Planning Council was in attendance and gave a summary of the procurement process. Louw asked if anyone had any questions; as there were no comments, Louw stated the deadline for questioning is Friday, June 24, 2022. Hearing no questions or concerns, Barta adjourned the Public Hearing at 7:03pm.

Regular Meeting:

The Regular commission meeting was called to order by President Barta at 7:03pm. The Pledge of Allegiance was recited. Barta did introductions/roll call: Jennifer Barta – Commission President; Mary Liz Davis – Police Commissioner; Dave Keller – Street Commissioner; Ben Zietz – Water/Sewer Commissioner; Kelly Jemtrud – Public Works; Ron Nagle – City Assessor; Jenny Johns – City Auditor; Emma Lavacheck & Alan Walter – Ackerman-Estvold Engineering and Trey Skager – McHenry County Sheriff.

Minutes - Motion by Keller/Zietz to approve the minutes from the May 16 regular meeting, the special meeting minutes from May 23 and 31 and the sales tax committee meeting minutes from June 13. Roll Call: All-aye ~ motion carried.

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 \$49,597.59 and payroll for \$29,921.44. Roll Call: All-aye ~ motion carried. (Verendrye \$1,333.34; Ackerman \$3,435; BAG 468.15; BDS 100; Chemistry Lab 31.78; Circle control \$670.18; Circle 6,402.75; Domain \$289; Ferguson 6.84; Gooseneck 4.49; Hawkins 120; HOE 80.83; Ihry 2445; Kevins Plumbing 200; Larsco 837; McGee 980; McHenry County 20,325; Menards 54.85; Mouse River Journal 34; Mouse River 1117.90; NDDEQ 50; NDRWSA 360; North Star 904.67; Northern Int. 1305.13; OneCall 9.10; Ottertail 3,657.41; P. Jemtrud 450; Reichs 600; Nagle 100; SRT 429.53; Starion 1368.26; TC Spec 51.50; USPS 1067.49; VCDC 119.28; Library 131.68; Verizon 209.22).

Reports of The President/Finance Commissioner

Barta stated the ND League of Cities' Board of Directors, of which she is a board member, has sent out surveys to all city auditors and elected officials for their input on strategic planning across the state. If anyone has anything to add, please get it to Barta ASAP.

Communications Johns gave an update on liquor license renewal applications being sent out and half of them have been paid and received back for July 1, 2022 through June 30, 2023.

-Johns presented a raffle permit submitted by the CYP – Community Youth Program. Keller/Davis made a motion to approve the CYP permit. Roll Call: All-aye ~ motion carried.

-2-complaints were submitted, both regarding tall weeds and grass violations. Both issues were addressed and corrected.

Reports of Officers, Boards, Committees

-Water/Sewer Commissioner: Zietz was happy to report that there were no issues.

-Street Commissioner: Keller talked to Shawn Vedaa, and Vedaa stated that he would look for grants for the restoration of the mine truck. Vedaa also said that the chip sealing company will be back in town and is using his lot again to store rock. Knowing this, Keller would like to chip seal as many streets in town as possible.

-Keller also checked on a blade, or grader, with a gate for the city. There is one available at Keller Paving for \$40,000 to purchase; and he should be able to get help with funding from a few different organizations in town. Commission concurred for Keller to get two other bids for a grader/blade, as comparisons, and bring it to the next meeting.

-Keller and Jemtrud would also like to mill and pave Central Avenue from Main Street to 5th Street West. Davis/Zietz made a motion to approve the solicitation of bids for the reconstruction of Central Avenue West from Main Street to 5th Street West. Roll Call: All-aye ~ motion carried.

-Keller will also contact the chip sealing company.

-Cemetery Commissioner: Portfolio vacant. Keller said everything looks good.

-Police Commissioner: Sheriff Trey Skager, McHenry County Sheriff's Department, was in attendance. Davis said that department coverage hours were way up. Skager stated that due to gas prices, he has asked deputies to reduce highway miles and stay closer to contract cities.

-Engineer's Report: Walter has been working with Moore Engineering regarding the Highway 41 bridge project on locating utilities. Walter will meet with Jemtrud this week to mark utilities, such as water and sewer lines. Walter also discussed the walkway on the bridge. The cost has increased from \$400,000 to \$500,000 which would need to be covered by the city.

-Lavachek read the quote from Industrial Builders to straighten and repaint the bridge after the accident with the semi and harrow. The bid was \$7,690, Zietz/Keller made a motion to accept the bid from Industrial Builders to repair the bridge. Roll Call: All-aye ~ motion carried. Lavachek discussed the SRF (State Revolving Fund) application she submitted. Also, that the NDDEQ will be mandating all city lines to be checked for lead, then recorded and reported to the state by 2024. They are completing the application for the 90/10 grant opportunity for cities to replace any lead lines found in town.

-Auditor's Report: Johns gave an update on the vacancy on the City Commission. The office did not receive a petition requesting a special election, so the current city commission can appoint a city resident at large to fill the position. The Commission asks that anyone interested in the position contacts city hall and the vacancy will be filled by appointment. Johns stated that the Organization of the city commission will take place at the beginning of the next meeting. Johns presented a workshop provided by the NDLC for newly elected officials. Johns recommends that any new or current member can sign up for the training.

Assessor/Building Inspector's Report: Nagle stated that 2-building permits were reviewed by the Planning Commission because of setback issues: a proposed shed and a proposed garage. Neither were approved by the Planning & Zoning board, as submitted.

Public Works Report: Jemtrud will finish the water meter replacement project this week. There are seven meters left to install. Walter asked about new water loss numbers. Johns stated that it has reduced significantly, and continues to decrease as each meter is installed. Jemtrud and Johns will have more accurate numbers to report within the next three months.

-Introduction & Adoption of Resolutions/Ordinances: No resolutions/ordinances to discuss.

-Personal appearances before Commission: Gene Jenson addressed the Commission regarding the parking issue around the school. Stating that currently, vehicles are allowed to park, on both sides of the street, around the perimeter of the school. Jenson would like to see parking along the interior curbs of the perimeter only, due to safety issues, blocked lanes of traffic, visibility issues and emergency response delays. Keller/Zietz made a motion for Johns to create an ordinance establishing the outer perimeter curbs around the school as "no-parking this side of street" areas. Roll Call: All-aye ~ motion carried.

-Cindy Shattuck addressed the commission regarding ordinance(s) that restrict recreational vehicles from parking on city streets over 24-hours and the requirement for trailers to be attached to a primary mover at all times. Shattuck would like the ordinance amended to allow RVs and campers to park on city streets, unattached from a primary mover. Discussion on safety and visibility concerns between the commissioners.

Alan Walter disagreed with the ordinance change. Skager stated that the previous issue regarding parking around the school and the concerns about that would create the same issue if changed. Johns explained the petition process for an ordinance change, and recommended to Shattuck to bring in a proposed ordinance change for review by the commission.

Unfinished Business: Johns presented the road maintenance agreement for Riverview Road that was tabled at the last meeting. Keller/Zietz made a motion to table the issue again, pending the purchase of a blade for the city. Roll Call: All-aye ~ motion carried.

-Johns presented the KAT app option for the city, after it was tabled at a previous meeting. No action taken by the commission.

-The city and VCDC received one bid for the property: Lot 8, Block 1, Original Town Addition, Velva Township, City of Velva, North Dakota. Barta opened and read the bid aloud: Debbie Feller, DBA The Mint Bar, submitted a bid for \$3,700. Discussion with Nagle on the assessed value of the property. Nagle has the true and full value calculated at \$6,400. Feller was in attendance and said that she would like to use the land as a seasonal-outdoor patio area. Zietz/Keller made a motion to accept the bid of \$3,700. Johns stated that if the motion is passed, the bid will then go to the VCDC to accept or reject the bid. Roll Call: Zietz-aye; Keller-aye; Davis-aye; Barta-aye ~ motion carried.

New Business: Barta stated that the VCDC and sales tax committee members met and approved the grant applications included in the packet. Davis/Zietz made a motion to approve the grant application received from Bronzed & Bladed for \$3,000 for rental assistance at the new location. Roll Call: All-aye ~ motion carried. Keller/Davis made a motion to approve the grant application submitted by Velva Fresh Foods for \$4,279 for additional costs related to the accident this winter with their building and the need to adhere to ADA guidelines. Roll Call: All-aye ~ motion carried.

-Johns explained the current agreement with the park to cover the costs of vector control or mosquito fogging. The city and park alternate each year to pay for the chemicals. Johns asked the commission to consider a \$0.25 charge on the utility bill for each customer each month, which would create approximately \$1,400/year for the cost of the spray, and would only cost each property \$3/year. The commission concurred to discuss it during the preliminary budget season.

Miscellaneous: No business to discuss.

Adjournment

-With no other business to discuss, Barta adjourned the meeting at 8:26 pm.

The next Commission Meeting will be Monday, July 18, 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