

Velva Regular Commission Meeting

June 21, 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. Johns did introductions: Ron Nagle – City Assessor; Kelly Jemtrud – Public Works Director; Jenny Johns – City Auditor; Mary Liz Davis – Police Commissioner; Ben Zietz – Water/Sewer Commissioner; Dave Keller – Street Commissioner; Ken Kitelinger – Cemetery Commission; Emma Lavachek and Alan Walter – Ackerman-Estvold Engineering; Heather Tudor – Velva Area Voice; Guests – Cody Chilson – Dakota Natural Gas.

MINUTES - Motion by Davis/Keller to approve the minutes from the May 17 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 \$69,255.92 and payroll for \$27,552. Barta turned the meeting over to Davis (Vice President) to run due to Zoom issues. Barta entered back into the meeting via speakerphone. Roll Call: All-aye; motion carried.

CITY OF VELVA, ND

Check Register for Peoples State Bank

Period	Check #	Vendor Name	Check Amount	Date Issued
6/21	36108	3-D SPECIALTIES, INC	\$ 137.52	06/22/21
6/21	36109	ACKERMAN-ESTVOLD	\$ 4,956.58	06/22/21
6/21	36110	BAG LLC	\$ 145.08	06/22/21
6/21	36111	BDS (VALLI)	\$ 100.00	06/22/21
6/21	36112	Chemistry Lab	\$ 79.44	06/22/21
6/21	36113	CIRCLE SANITATION	\$ 6,352.50	06/22/21
6/21	36114	CORE & MAIN	\$ 1,878.47	06/22/21
6/21	36115	Curb 2 Curb LLC	\$ 5,000.00	06/22/21
6/21	36116	DXP	\$ 50.00	06/22/21
6/21	36117	FIRST DISTRICT HEALTH UNIT	\$ 50.00	06/22/21
6/21	36118	HAWKINS INC	\$ 2,577.00	06/22/21
6/21	36119	HEART OF AMERICA	\$ 250.00	06/22/21
6/21	36120	IHRV INSURANCE INC-TOWNER	\$ 2,250.00	06/22/21
6/21	36095	ITRON, INC.	\$ 1,218.68	06/14/21
6/21	36121	MAIN ELECTRIC CONSTRUCTION	\$ 4,702.98	06/22/21
6/21	36122	MCGEE HANKLA BACKES PC	\$ 900.50	06/22/21
6/21	36123	MCHENRY COUNTY AUDITOR	\$ 20,325.00	06/22/21
6/21	-99721	MENARDS	\$ 49.16	06/22/21
6/21	36124	MFOA, c/o CASEY EGGERMONT	\$ 60.00	06/22/21

6/21	36125	MOUSE RIVER OIL COMPANY INC	\$	314.85	06/22/21
6/21	36126	Municode	\$	640.00	06/22/21
6/21	36127	NDRWSA	\$	255.00	06/22/21
6/21	36128	North Dakota Computer Support	\$	800.00	06/22/21
6/21	36094	North Star Community CU- VISA	\$	708.27	06/08/21
6/21	36129	ONE CALL CONCEPTS, INC.	\$	13.20	06/22/21
6/21	36130	OTTERTAIL POWER	\$	3,634.44	06/22/21
6/21	36131	PAMELA JEMTRUD	\$	450.00	06/22/21
6/21	36132	SOLLID SURVEYING	\$	1,000.00	06/22/21
6/21	36133	TC SPECIALTIES	\$	158.50	06/22/21
6/21	36134	TEAM LAB CHEMICAL CORP	\$	4,195.50	06/22/21
6/21	36135	TRACTOR SUPPLY CREDIT PLAN	\$	11.99	06/22/21
6/21	36136	VELVA COMMUNITY DEV. CORP	\$	529.11	06/22/21
6/21	36137	VELVA FRESH FOODS	\$	18.51	06/22/21
6/21	36138	VELVA PUBLIC LIBRARY	\$	529.11	06/22/21
6/21	-99722	VERENDRYE ELECTRIC COOP INC	\$	1,333.34	06/22/21
6/21	36139	VERIZON	\$	210.56	06/22/21
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NEW BUSINESS/GUESTS

-Cody Chilson from Dakota Natural Gas gave a presentation proposing to bring natural gas to central ND. Chilson stated that if there was enough interest by smaller communities in the central portion of North Dakota, his company is interested in accommodated that want. Several questions and discussion ensued. Contact information would need to be given to Dakota Natural Gas so they could start doing the necessary research to continue. Barta would like a public forum/hearing set up for community input. The issue was tabled until the next meeting.

-Kitelinger was contacted by several residents, inquiring about fireworks use for the upcoming holiday. Johns had checked with Fire Chief Goldade and the County's burn ban map for more input. Dewanz stated that the County has a mandatory burn ban currently, running through the end of the month. Barta/Kitelinger made a motion to ban the sale and use of fireworks, within city limits, during the normal use dates, per the Municode, of June 27th - July 5th; in the event that the city receives a substantial amount of rain between now and then, the City Commission will call a special meeting to reconsider the issue. Roll Call: Kitelinger – yes; Keller – no; Zietz – no; Barta – yes; Davis – yes; motion carried.

Police Commissioner:

Discussion with Deputy Dewanz regarding dogs running at large, trailer parking, illegal drugs and theft. Dewanz stated the County has not received any calls about thievery, except for the recent incident with the City Park vehicle. Keller discussed the speed bumps placed by the pool. Dewanz stated that he had been patrolling Central Avenue, issuing several citations and warnings.

OLD BUSINESS

Jemtrud/Johns stated that signs have been purchased and we are scheduling for city street repair in August and this would be the perfect time to have the speed bump(s) installed. Barta asked that the

issue be placed on old business for the next meeting. Walter will check on valley gutter installation costs.

ENGINEER

Lavachek gave an update on the Goldade lift station, stating that all paperwork is signed and approved, the funds have been released, and she is just waiting for Dig It Up to confirm a date for the pre-construction meeting. Lavachek anticipates the meeting to happen after the 4th of July holiday. Lavachek stated that materials for the project are 4-months out. Lavachek handed out archaeological monitoring quotes for the Master lift station grant writing project. Zietz/Kitelinger made a motion to approve the quote from Beaver Creek Archaeology. Roll Call: All-aye; motion carried. Lavachek stated that after meeting with Jemtrud to discuss the project, we may be able to do a “rehabilitation” project versus a complete replacement.

ADDITIONS

Heart of America’s Community service program has requested a contribution to their program. Barta made a motion to approve a \$500 contribution. Davis asked for a second three times. Motion failed. Kitelinger/Keller made a motion to contribute \$250 to the Heart of America. Roll Call: Kitelinger, Keller, Barta, Davis – aye, Zietz – nay; motion carried.

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 also discussed upgrades that are happening at the softball field for the upcoming Cal Ripkin youth baseball tournament. The Park Board has purchased a new scoreboard and approved \$5,000 to be used towards a concrete project. The VCDC approved up to \$10,000 to purchase fencing at the field, out of their property tax collection fund. The VFD Gaming board approved funding up to \$10,000 to be used towards the anticipated concrete project. Barta discussed fund 8010-Sales Tax Infrastructure, which can be used “for the purchase, construction, operation and maintenance of the city's infrastructure, which are deemed important by the city sales and use tax committee;” and asked if the Commissioners would be interested in pursuing using this fund for the remainder of the concrete project, up to \$5,000, because of the great economic impact that hosting these tournaments can provide to the City of Velva. The Commissioners concurred not to use the sales tax money.

-Barta stated that the Cal Ripkin tournament will be held July 22-25 and there will be Velva vendors participating in food & beverage sales during the tournament. Keller/Kitelinger made a motion to waive the “Food Truck Permit” fee for Velva vendors only for the Cal Ripkin tournament, however, a permit will still have to be filed with the city office. Discussion ensued. Keller/Kitelinger amended the motion to “extend the Food Truck Permit for 4-days.” Roll Call: Keller, Kitelinger, Zietz, Davis – aye, Barta – nay; motion carried.

Water Commissioner: Zietz stated that the bulk water sales were back open after a brief closing of the sales, prior to receiving rain.

Street Commissioner: Keller discussed crack sealing equipment that he had researched for the city to purchase. Keller and Jemtrud are confident that upon purchasing the equipment, the PW Department will be able to do the city’s yearly crack sealing, allowing for thousands of dollars in savings and avoiding scheduling issues in the Spring when the cracks are wide open. Kitelinger/Zietz made a motion to purchase the crack sealing equipment as presented. Discussion ensued. Kitelinger/Zietz amended the motion to include “up to \$13,000.” Roll Call: All-aye; motion carried.

**Barta left the meeting due to phone issues.

-Keller also inquired about a quiet zone or “no-blow zone.” Walter recommended to contact the railroad about the crossing that is blocked off and unused.

Cemetery Commissioner: Kitelinger stated that the cemetery is dry but is being kept up well. Jemtrud stated they will be working at the cemetery prior to the July 4th holiday.

AUDITOR/ADDITIONS

-Johns had nothing to discuss and moved to the additions, presenting two liquor license transfer requests from Finishline Burgers & Brews and the Lariat Bar for the event in the park on July 3rd. Kitelinger/Zietz made a motion to approve the transfers. Roll Call: All-aye; motion carried.

-Johns discussed an overgrown lot in town where the house is vacant and how to handle the nuisance violation.

-Johns stated that she had emailed the City Attorney, asking if the sales tax distribution schedule that was set up initially in 1999 is able to be adjusted. The issue will be placed on next month’s meeting agenda pending the attorney response.

-Each commissioner received a notification letter from Ulteig Engineering regarding a proposed roadway improvement project, tentatively scheduled to begin in 2024, adding passing lanes along designated areas of Highway 52.

BUILDING INSPECTOR/ASSESSOR

-Nagle gave updates on three Velva properties:

1. 506 Main Street N – previously owned by Peterson, purchased by Anderson and awaiting either a garage demolition or rehabilitation. The yard has been picked up and mowed and looks much better.
2. 207 3rd Ave W – Nagle contacted the 1st District Health Unit, and they have issued an abatement order to remove the nuisances, giving 30 days to comply.
3. 6 ½ 1st St W – 1st District Health Unit sent out a demolition order last month that was to be completed by June 4th. No work has been done at the property and Nagle asked the Commissioners how they would like to proceed. Zietz/Kitelinger made a motion to contact 1st District Health Unit to proceed with all legal recourse. Roll Call: All-aye; motion carried.

PUBLIC WORKS

-Alan Walter explained the problem with the GIS mapping system that has been in the works for several years. Walter stated that the person who set it up, did so in a way that does not allow for Ackerman to continue using the program. Therefore, Ackerman had to rewrite the entire system and the cost has increased from \$100 to \$300 per month. Zietz was upset with the increase, stating this is not the city’s fault and does not want to pay an increased amount. Lavachek stated that they will continue to finish the project, even if the allotted \$16,000 has been exceeded. If the city does not want to continue with the system, we will still receive the file containing the information that has been documented on a flash drive. Keller/Zietz made a motion to decline the increase to use the program, but the project will still need to be finished as voted on in June of 2016. Roll Call: Kitelinger – no; Keller – yes; Zietz – yes; Davis – no; motion failed in a tie. Kitelinger/Zietz made a motion to table the issue to the next meeting. Roll Call: All-aye; motion carried.

COMPLAINTS

-No complaints were received.

GAMING

Kitelinger/Zietz made a motion to approve the Velva Legion Site Authorization and the local Raffle Permit submitted by the Community Youth Project. Roll Call: Kitelinger, Zietz, Davis – aye, Keller – abstain; motion carried.

ADDITIONS

Davis asked if there was any other business. Hearing none, Davis adjourned the meeting at 9:31 pm.

*The next Commission Meeting will be Monday, July 19, 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