

Velva Regular Commission Meeting

May 17, 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. The Pledge of Allegiance was recited. Barta did introductions: Kelly Jemtrud – Public Works Director; Jenny Johns – City Auditor - Ben Zietz – Water/Sewer Commissioner; Ken Kitelinger – Cemetery Commission; Mary Liz Davis – Police Commissioner; Dave Keller – Street Commissioner (Zoom); Jen Barta – President of the Commission; Emma Lavachek and Alan Walter – Ackerman-Estvold Engineering (Zoom); Heather Tudor – Velva Area Voice; Guests – Lonnie Sather, Rob Goldade, Mike Heisler, Gretta Holt and others.

ADDITIONS – Barta moved to an additions item due to a simultaneous Fire Department meeting. Fire Chief, Rob Goldade, asked if they have to start charging the Rodeo grounds for hydrant fills of bulk water used to spray down the road and arena. Discussion on the cost of bulk water vs. residential water. Zietz stated that our water plant is aging and replacing these items is very expensive. Zietz made a motion to charge the bulk rate to the Saddle Club for the watering of the arena and road. Barta asked for a second twice. Motion failed for lack of second. Gretta Holt gave a rundown of the Saddle Club’s expensive vs. revenue. Kitelinger/Zietz made a motion to charge the Saddle Club and all other entities, including contractors, residential rates for bulk water hydrant filling. Roll Call: Kitelinger – aye; Zietz, Davis, Keller, Barta – nay; motion failed. Keller/Davis made a motion to charge the residential rate of \$16/month base rate and \$6.75/1,000 gallons to the Saddle Club, using a monthly usage log provided by the City. Roll Call: All-aye; motion carried.

MINUTES - Motion by Keller/Kitelinger to approve the minutes from the April 19 regular meeting and the special meetings on April 15 and 29. Roll Call: All-aye; motion carried.

PAYROLL & BILLS - Motion by Kitelinger/Zietz to approve the bills to be paid in the amount of \$31,843.44 and payroll for \$30,351.12; along with the additional bills paid since the last meeting of \$13,462.19. Davis asked that the additional bills be listed in check register. Roll Call: All-aye; motion carried.

CITY OF VELVA, ND

Check Register for Peoples State Bank

Period	Check #	Vendor Name	Check Amount	Date Issued
5/21	-99723	VERENDRYE ELECTRIC	\$ 1,333.34	05/18/21
5/21	36043	SERVPRO OF MINOT	\$ 12,560.70	05/05/21
5/21	36044	SRT	\$ 395.52	05/10/21
5/21	36045	North Star Community CU- VISA	\$ 505.97	05/10/21
5/21	36056	ACKERMAN-ESTVOLD	\$ 13,672.60	05/18/21
5/21	36057	ACME TOOLS	\$ 54.92	05/18/21
5/21	36058	AGAPE MECHANICAL	\$ 630.00	05/18/21
5/21	36059	BAG LLC	\$ 121.68	05/18/21
5/21	36060	BDS (VALLI)	\$ 104.93	05/18/21

5/21	36061	Chemistry Lab	\$	31.78	05/18/21
5/21	36062	CIRCLE SANITATION	\$	6,357.50	05/18/21
5/21	36063	DESIGNS ON BROADWAY	\$	220.34	05/18/21
5/21	36064	Ferguson Waterworks #2516	\$	1,880.37	05/18/21
5/21	36065	1st DISTRICT HEALTH UNIT	\$	50.00	05/18/21
5/21	36066	HACH COMPANY	\$	154.35	05/18/21
5/21	36067	HAWKINS INC	\$	497.80	05/18/21
5/21	36068	HOME OF ECONOMY INC	\$	19.99	05/18/21
5/21	36069	JENNIFER BARTA	\$	274.60	05/18/21
5/21	36070	LEO WALTER	\$	118.50	05/18/21
5/21	36071	MARY LIZ DAVIS	\$	274.60	05/18/21
5/21	36072	MCGEE HANKLA BACKES PC	\$	511.00	05/18/21
5/21	36073	MOUSE RIVER OIL COMPANY	\$	338.86	05/18/21
5/21	36074	North Dakota Dept. of Health	\$	25.00	05/18/21
5/21	36075	ONE CALL CONCEPTS, INC.	\$	10.80	05/18/21
5/21	36076	OTTERTAIL POWER	\$	4,234.38	05/18/21
5/21	36077	PAMELA JEMTRUD	\$	450.00	05/18/21
5/21	36078	RAMKOTA HOTEL BISMARCK	\$	218.00	05/18/21
5/21	36079	SHERWIN-WILLIAMS	\$	98.85	05/18/21
5/21	36080	TC SPECIALTIES	\$	159.25	05/18/21
Total				\$45,305.63	

GUESTS

-Lonnie Sather, Tom Jespersen and other residents along Central Avenue East, addressed the city commission regarding traffic speeds on Central Avenue East or County Road 20. Barta stated that the commission met at Mr. Sather's home on April 11 at a special meeting to do a traffic study. During the approximately one-hour meeting, 55-vehicles went by and it was estimated that over 20 of them were exceeding the legal speed limit. Johns stated that Armann Anderson, County Commissioner, was unable to attend tonight. However, after contacting McHenry County Auditor Carpenter and the County's State's Attorney, it was determined that the city had jurisdiction and could modify the road within city limits. Discussion on possible signage and installing road dips. Kitelinger/Davis made a motion to advertise for bids to install two (2) concrete speed dips, and to immediately purchase additional speed limit signs and "Children at Play" signs for along Central Avenue East at a location to be determined by Jemtrud. Roll Call: All-aye; motion carried. Sather, Jespersen and other residents graciously thanked the Commission for their role in protecting their residents.

NEW BUSINESS

Discussion on the Goldade lift station replacement project. Lavachek gave a rundown of the bid opening and contractors. Zietz/Kitelinger made a motion to accept the base bid from Dig It Up Backhoe Services and Bid Alternate 1 (pipe bursting), contingent on the release of funds from CDBG. Lavachek stated that CDBG is requiring an additional archeological review which could potentially cost a few thousand dollars more. Roll Call: All-aye; motion carried.

OLD BUSINESS

Discussion on two quotes received for an upgrade of security on the city's computer network. Davis/Zietz made a motion to approve the quote from ND Computer Support for \$2,680. Roll Call: All-aye; motion carried.

ENGINEER

Alan Walter gave additional information on the Highway 52 water main replacement project, and the exact locations for the new line; the old line will be capped on both ends and abandoned. Lavachek asked if the Commission would like her to pursue an 80/20 grant from the ND Parks & Rec – Recreational Trails program for the walking path to the golf course. Davis/Zietz made a motion to approve Lavachek applying for the ND Parks & Rec grant for the walking path to the golf course. Discussion on timeline of bridge project and higher priority projects that need to be addressed first. Roll Call: All-nay; motion failed. Lavachek then asked if the Commission wanted her to pursue another grant opportunity from SRJB and CDBG for a future project replacing the city's main lift station. Zietz/Kitelinger made a motion for Lavachek to apply for the SRJB/CDBG grant opportunity to replace the main lift station. Roll Call: All-aye; motion carried.

REPORTS OF THE PRESIDENT

Finance Commissioner: Barta gave highlights and information from the ND League of Cities spring workshop that Davis and Barta attended. Barta also stated that Davis received a "Visionary" award at the convention for completing 60 hours of training. Barta also addressed the decision making process for certain projects and city entities, including the City and park. All major decisions need to be approved by the appropriate board prior to starting a project.

Water Commissioner: Zietz addressed the Schweitzer curb-stop issue from last month. Jemtrud stated that the homeowner was contacted and he wants the situation to remain "as is." The city-wide water meter replacement project was discussed. Jemtrud will have to start installing meters in the evenings to accommodate homeowners. Meters will also be installed at the City Hall, Fire Department, City Park and wherever else water is used but not accounted. Kitelinger/Keller made a motion to purchase a hydrant meter/back flow preventer to calculate usage of bulk fills and flushing. Roll Call: All-aye; motion carried. Zietz publicly thanked the city staff for their hard work on getting the city hall back in working order.

Cemetery Commissioner: Kitelinger stated that the cemetery is very dry so the Public Works employees have not been mowing, however, that could change quickly if we were to get rain. Jemtrud said that Leo Walter has been spot spraying for weeds.

Street Commissioner: Keller discussed crack sealing. Jemtrud stated that only 1-pallet has been put down so far. Keller would like the city to budget for purchasing their own crack sealing equipment going forward and will have information in the packet at the June meeting. Barta asked that any Commissioner wishing to consider purchasing equipment or initiating projects to contact Johns prior to the preliminary budget meeting.

Police Commissioner: Discussion on the police report. Discussion on parking on "blind" or blocked corners being dangerous. The corner of Main and Central East was discussed. Discussion on off-street parking for residents residing along Main Street's business district. Ordinance parking violations per the Municode were also discussed.

AUDITOR

-Johns gave an update on the debt consolidation process and that the 2 debt services issued by the Bank of North Dakota are unable to be paid off with tax exempt bond proceeds.

-Johns would like to close an old account that was opened in 2012, but has been not gaining any interest since then. Johns presented an option given from Kirstin at the Velva PSB to transfer the \$7,740 from this account along with additional funds to a money market account that would gain

interest anywhere from 0.23 to 0.30%. Discussion ensued. Kitelinger/Davis made a motion to close PSB account #10520 and to transfer the \$7,740 along with \$750,000 from the General Checking account to a money market account. Roll Call: All-aye; motion carried.

-Johns gave a quick update on the city hall flooring and NDIRF insurance claim.

-An email from the Attorney General's office was discussed relating to an opinion request received from Terry Peterson of Velva. Johns stated that the letter from the Attorney General has been responded to and sent back to the state through the city's attorney.

BUILDING INSPECTOR/ASSESSOR

-Nagle was not in attendance. Johns presented a building permit extension request submitted by Kevin Kittleson for the sports complex addition at the football field. Kitelinger/Zietz made a motion to extend the permit for up to 365-days for the sports complex. Roll Call: All-aye; motion carried.

-Johns discussed the 2-notices received from the First District Health Unit in Minot regarding one county-owned property that needs to be demolished by June 4th; and one residential home that needs to abate nuisances of debris and varmints.

PUBLIC WORKS

-Jemtrud's items were discussed previously in the meeting.

COMPLAINTS

-Barta discussed two animal complaints of dogs running at large. Barta reminded Commissioners and meeting attendants to contact the Sheriff's Department if you see any animals running without leashes.

GAMING

Zietz/Kitelinger made a motion to approve the gaming site authorizations submitted by the Velva Volunteer Fire Department for the Pioneer Bar. Roll Call: Zietz, Kitelinger and Davis – Aye; Keller, Barta – Abstain; motion carried.

-An explanatory email from the Attorney General's office was included in the packet, regarding important information on gaming site permits. These laws allow the city to determine who may go into a site. The reason for the email, was because the AG's office has received several reports of entities "claiming" to be affiliated with gaming organizations and offering bar owners incentives, which the Attorney General's office believes to NOT be legal.

ADDITIONS

Barta asked if there was any other business. Zietz publicly thanked the Public Works Department for their hard work and stated the streets and town look amazing. Hearing no other business, Barta adjourned the meeting at 9:19 pm.

The next Commission Meeting will be Monday, June 21, 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