

Velva Regular Commission Meeting

September 20, 2021

Regular Meeting – 7:00pm

Velva City Hall

Public Hearing – CDBG/City of Velva’s Main Lift Station Replacement Project

Commission President, Jennifer Barta, called the Public Hearing to order at 7:00pm. Barta stated - “I am opening the public hearing for the CDBG – City of Velva – Main Lift Station Replacement Project. Are there any comments?” Barta asked again for comments. Barta asked a third time for any comments. Hearing none, the Public Hearing was adjourned at 7:01pm.

Regular Meeting:

Velva City Commission Meeting called to order at 7:01 pm by Commission President Jennifer Barta. The Pledge of Allegiance was recited. Barta did introductions/roll call: Kelly Jemtrud – Public Works Director; Ron Nagle – City Assessor; Jenny Johns – City Auditor; Mary Liz Davis – Police Commissioner; Jennifer Barta – Commission President; Dave Keller – Street Commissioner; Ken Kitelinger – Cemetery Commission; Ben Zietz – Water/Sewer Commissioner; Emma Lavacheck and Alan Walter – Ackerman-Estvold Engineering; Armann Anderson – County Commissioner; Dave Schock, Michelle Schmaltz, John Halloran.

Minutes - Motion by Keller/Kitelinger to approve the minutes from the August 16 regular meeting, and the special meetings held on August 9 and 16. Roll Call: All-aye; motion carried.

Payroll & Bills - Motion by Davis/Kitelinger to approve the bills paid since the last meeting and the bills to be paid in the amount of \$70,172.61 and payroll for \$30,111.36. Roll Call: All-aye; motion carried.

CITY OF VELVA, ND

Check Register for Peoples State Bank

Period	Check #	Type	Vendor	Vendor Name
9/21	36271	S	1027	BACHMAN, JOSEPH/EMBER
9/21	36272	S	1028	LEVI DICKINSON
9/21	36285	S	985	ND DEPARTMENT OF ENVIRONMENTAL QUALITY
9/21	36286	S	943	North Star Community CU- VISA
9/21	36299	S	476	ACKERMAN-ESTVOLD ENGINEERING & MNGMNT CO
9/21	36300	S	5	ACME TOOLS
9/21	36301	S	939	BAG LLC
9/21	36302	S	877	BDS (VALLI)
9/21	36303	S	993	Chemistry Lab
9/21	36304	S	886	CIRCLE CONTROL SYSTEMS
9/21	36305	S	45	CIRCLE SANITATION
9/21	36306	S	931	CORE & MAIN
9/21	36307	S	876	DAVE KELLER
9/21	36308	S	919	DIG IT UP
9/21	36308	S	919	DIG IT UP
9/21	36309	S	923	DOMAIN LISTINGS
9/21	36310	S	893	FIRST DISTRICT HEALTH UNIT
9/21	36311	S	785	HARTFORD FIRE INSURANCE COMPANY
9/21	36312	S	128	HAWKINS INC
9/21	36313	S	1003	HIRSHFEILD'S

9/21	36314	S	929	JENNIFER BARTA
9/21	36315	S	979	Jennifer Johns
9/21	36316	S	175	MAIN ELECTRIC CONSTRUCTION INC
9/21	36317	S	951	MARY LIZ DAVIS
9/21	36318	S	181	MCGEE HANKLA BACKES PC
9/21	36319	S	182	MCHENRY COUNTY AUDITOR
9/21	36320	S	184	MENARDS
9/21	36321	S	208	MOUSE RIVER OIL COMPANY INC
9/21	36322	S	875	OFFICE OF THE STATE AUDITOR
9/21	36323	S	236	ONE CALL CONCEPTS, INC.
9/21	36324	S	251	OTTERTAIL POWER
9/21	36325	S	150	PAMELA JEMTRUD
9/21	36326	S	302	SOURIS BASIN PLANNING COUNCIL
9/21	36327	S	303	SRT
9/21	36328	S	328	STARION BOND SERVICES
9/21	36329	S	322	SWANSTON EQUIPMENT
9/21	36330	S	727	TC SPECIALTIES
9/21	36331	S	736	TEAM LAB CHEMICAL CORP
9/21	36332	S	331	TRACTOR SUPPLY CREDIT PLAN
9/21	36333	S	20	VELVA ASSOCIATION OF COMMERCE

Personal Appearances Before Commission – Velva School Superintendent, Dave Schock, was in attendance to discuss a parking area that the school created by painting the curb and installing a sign, which was a direct violation of the city’s Municode. Johns stated that when the violation was brought to the attention of Mr. Schock by telephone last week, he explained that the reason the spot was created was that the person that parks there wears a skirt and high heels every day. The Commissioners questioned the letter submitted by Schock, stating the reason was “to reserve parking for the administrator whose office is located in this part of the building ... the primary reason for the reserved spot is for personal safety. There is a light above this door and a camera in close proximity to this parking spot and door.” Barta asked if the city should be made aware of a threat of safety at the school. Kitelinger asked again if there was a safety concern at the school. Schock stated that cords were stolen from a school bus. Davis asked if there were cameras in place at the employee parking lot. Schock confirmed this. Kitelinger asked Schock to follow proper procedure in the future. Kitelinger/Zietz made a motion to approve the curb painting and sign installation done by the school. Roll Call: Zietz, Kitelinger, Keller, Davis – yes, Barta – no; motion carried. Schock also asked if the school could put up sink posts, installed by Dakota Fence, at the employee parking area. Kitelinger/Zietz made a motion to approve the sink post installation at the three entrances of the school’s employee parking lot. Roll Call: All-aye; motion carried.

-Velva resident, Michelle Schmaltz, addressed the Commission regarding pedestrians and unleashed animals walking along the levy, which runs directly through her backyard. Schmaltz said that this has become a privacy issue the past few years, and also a liability with all of the dogs running through her property. Schmaltz asked who to contact for leash law enforcement. Barta stated that the Sheriff’s Department can be contacted if there is an animal running at large, per the Municode. Alan Walter stated that the levy is not to be used as a walking path. Kitelinger agreed that dogs do run at large along the levy, and animal excrement can be found throughout the area. Walter stated there was not much that could be done. Keller/Davis made a motion to purchase four (4) signs for the levy entrances, stating “Leash Law Enforced.” Roll Call: All-aye; motion carried.

-Assessor/Building Inspector’s Report:

Nagle introduced John Halloran and Armann Anderson from the County and gave a quick back history on the property currently owned by McHenry County. Anderson stated that the County will place the property up for sale in early October and the bids will close on November 17. The city stated that the reason they wanted County representation was to discuss “how” the property will be listed for sale. Anderson requested a letter from the city stating the facts discussed tonight. Nagle will write a letter stating that the home sits on a 50’x50’ lot, there is a demolish order still pending from 1st District Health Unit, and that the property will most likely be determined “unbuildable” by the Planning and Zoning Board.

Reports of The President/Finance Commissioner

Barta reviewed the NDLC Conference attended by herself, Davis and Keller. She stated that there was a lot of useful information including 1st Net Cell phone service discounts, gaming laws and cybersecurity. Davis congratulated Barta on being elected to the ND League of Cities Executive Board! Her term will run for two years.

Communications

Lavacheck presented the first payment application submitted by Dig It Up for the Goldade lift station project. Kitelinger/Davis made a motion to approve PayApp #1. Roll Call: All-aye; motion carried. Lavacheck then presented change order (1) for the same project, extending the time period for completion for 3-weeks, due to delays in shipping. Davis/Zietz made a motion to approve change order (1). Roll Call: All-aye; motion carried. Brady Nelson – County Commissioner – entered the meeting.

Reports of Officers, Boards, Committees

-Water/Sewer Commissioner: Zietz stated that there was a water break along 2nd Street W, by the dike.

-Street Commissioner: Keller wants to remove the speed bumps by the pool. Keller/Kitelinger made a motion to change the tree dump hours to 6-8:00pm, effective immediately. Roll Call: All-aye; motion carried.

-Cemetery Commissioner: Kitelinger stated the cemetery will be sprayed for weeds yet this year, otherwise, it looks very good.

-Police Commissioner: Davis mentioned that the Sheriff’s Department’s time spent in Velva was down considerably. Nelson stated the department is still down 2 deputies.

-Engineer’s Report: Walter stated that the lift station project was going well. Delivery of materials is slowing everything down, specifically the grinder pump. Lavacheck gave a rundown on a SRF loan.

-Auditor’s Report: Davis/Zietz made a motion to make Barta the representative on the County redistricting board. Roll Call: All-aye; motion carried.

-Assessor/Building Inspector’s Report: The County owned property was discussed again with Mr. Nelson.

-Public Works Report: Dead end sign request for Selberg trailer court was discussed. Kitelinger/Davis made a motion to approve the sign installation, with the stipulation that the owner will purchase the sign/post. Roll Call: All-aye; motion carried. Jemtrud has been installing several water meters the last few weeks. Barta asked commissioners to volunteer their time to help with the installation process during the evenings. Johns thanked Jemtrud for all of his hard work this summer.

Introduction & Adoption of Resolutions/Ordinances: 2nd reading for ordinance change – 2021-05 – Sec. 26-5(e) Parking Offenses: No person shall park a trailer, camper, farm equipment or boat upon a public street or avenue if it is not connected to a truck tractor or primary mover *in excess of 24-hours*. Davis/Kitelinger made a motion to approve the 2nd reading of ordinance change 2021-05

(Sec. 26-5(e)). Roll Call: Kitelinger-aye, Zietz-aye, Davis-aye, Keller-aye, Barta-aye; motion carried.

Unfinished Business: Cemetery portfolio was tabled until the next meeting.

New Business: Johns will check on registration for the upcoming Main Street Summit in West Fargo. -The new Americorp member, serving the VAC, submitted a grant request for \$2,500 for office supplies. The VCDC and Sales Tax committee both recommend approval by the City Commission. Kitelinger/Davis made a motion to approve the VAC/Americorp request for \$2,500.

Miscellaneous (Additions): Discussion on an email regarding a request for sponsorship of the bridge project. Keller/Kitelinger made a motion to sponsor the project. Discussion by all. Keller/Kitelinger rescinded their motions. More information was requested and the issue will be tabled until the next meeting.

Adjournment

-With no other business to discuss, Barta adjourned the meeting at 9:13 pm.

*The next Commission Meeting will be Monday, October 18, 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