

Velva Regular Commission Meeting

April 17, 2023

7:00pm

Velva City Hall

Velva City Commission meeting called to order at 7:00 pm by Commission President Mike Schreiner. The Pledge of Allegiance was recited. Roll Call: Gene Jenson – Streets (Cemetery) Commissioner; Ben Zietz – Water/Sewer Commissioner; Dave Keller – Street/Waterworks Commissioner; Mary Liz Davis – Sewerage/Finance Commissioner; Mike Schreiner – Commission President, Police/Finance; Jenny Johns – City Auditor; Emma Lavachek – Ackerman-Estvold Engineering; Dave Dewanz – McHenry County Sheriff's Department and Heather Tudor – Velva Area Voice.

MINUTES

Motion by Davis/Zietz to approve the minutes from the March 20 regular meeting. Roll Call: All-aye; motion carried.

PAYROLL & BILLS

Zietz/Jenson made a motion to approve the bills paid and bills to be paid in the amount of \$111,008.84 and Payroll for \$17,639.18. Roll Call: All-aye; motion carried. (A1 Evans 275; Ackerman 22,985; Acme 82.61; American Legion 30; BAG 390.81; BDS 109.69; Butler 59,214.84; ChemLab 50.32; CircleControl 826.50; Circle 6,454.50; Des/Broadway 281.95; Enerbase 769.80; 1 District 10; Gaffaneys 1,176; Gooseneck 11.07; HOE 10.58; JJohns 37.99; Main Elect. 2,638.47; MLDavis 300.65; Menards 93.05; Mouse River 1,546.06; NSCU 4.24; OneCall 1.30; Ottertail 4,971.31; PJemtrud 450; RNagle 107.42; SRPC 300; SRT 445; Sundre 973.46; Swanston 866.57; Team Lab 4,675; VCDC 342.50; VCDC 12,000; Velva Drug 9.65; Velva Library 342.50; Verizon 225).

Reports of The President/Finance Commissioner

Schreiner reviewed the police report for the month of March; with the coverage hours being way up from February. Schreiner also discussed a meeting he attended regarding several entities that are attempting to get a 4-lane highway installed from the Canadian border to Carrington on Highway 52. Schreiner was asked to pursue this further with the DOT. Schreiner asked for Commission feedback prior to contacting the DOT. The commission concurred that a 4-lane highway could bypass Velva completely, so there would need to be definitive plans stating differently, before the commission would agree. Schreiner will contact the DOT with questions.

Communications

-VCDC and the sales tax committee recommended approval of \$12,000 of sales tax money to be granted to Kayla Long and her new business, Prepped, LLC. The money will be used to purchase equipment and supplies for the Main Street business. Davis/Zietz made a motion to approve the recommended \$12,000 for Prepped, LLC. Roll Call: All-aye; motion carried.

-VFD Gaming submitted site authorizations. Davis/Zietz made a motion to approve gaming site authorizations for the Lariat, Finishline and Mint, submitted by the VFD Gaming. Roll Call: All-aye; motion carried.

-Keller/Jenson made a motion to approve raffle permit 2023-03, submitted by the Velva Wildlife Club. Roll Call: All-aye; motion carried.

-Keller/Jenson made a motion to approve the gaming site authorization for the American Legion, by the American Legion. Roll Call: All-aye; motion carried.

-Schreiner gave an update on the Living Local app that Velva recently instituted. Alerts successfully went out today to notify residents of the fire hydrant replacement and water outage on the east side of town. Schreiner encouraged everyone to download the app to stay informed of city happenings.

-Johns included an animal complaint in the packet, stating that the procedure was handled perfectly, starting with the complainant, to the city office, to the Sheriff's department, with a citation/warning issued back to the dog owner immediately.

-Johns presented a complaint submitted regarding an ordinance violation/nuisance abatement. The commission concurred to follow the Municode and issue a final notice letter for the owner to remove the nuisance.

-Discussion on a request for a construction easement and land donation presented by an HDR engineer, that the bridge replacement project needs to start the project. Jenson/Davis made a motion to accept the memorandum agreement, waiver, temporary easement and warranty deed requested for the Mouse River VE-1 Project. Roll Call: All-aye; motion carried.

Reports of Officers, Boards, Committees

Commissioner Davis: Davis gave an update on the NDLC spring workshop she attended in Bismarck last month. Davis asked questions about employee safety gear and vacation capping; as well as, giving information on records retention and HR issues. Davis also asked about the "Welcome to Velva" sign that was on the agenda. Johns stated she had not heard anything more from Ystaas.

**Sheriff's Deputy Dewanz entered the meeting at 7:40pm.

Davis asked again about Brady Martz and any further updates. Johns has not heard anything from Brady Martz.

Commissioner Keller: Keller asked about the upcoming crack sealing and offered to help.

Commissioner Zietz: Zietz asked about the tree dump and mentioned that it had some big ruts from someone driving through there. Zietz also asked if all the reports are necessary for the commissioner's monthly packets. Johns stated she can print off one for everyone to share and look at, but she is obligated to give monthly financial statements. Davis would like one in her packet.

Commissioner Jenson: Jenson stated that there will be street repair projects coming up this summer; and he did not want to drive through the cemetery yet, as it was still a bit spongy. Jenson also mentioned that Butler will send out a representative tomorrow at 10:30am for skidsteer training.

Engineer's Report: Lavachek gave an update on the master lift station replacement project, stating Ashley from NCPC was here today to talk with Jemtrud and Johns. She had questions to finish her portion of the paperwork, then will send that to the state, and we will hopefully be ready to request bids by summer. Lavachek also gave a lead and copper inventory project update, stating the awards for funding should be granted in early May. Storm sewer cameraing was discussed – Velva's portion or the SRJB bill will be around \$50,000.

Auditor's Report: Johns asked if the commission would review some potential changes to the personnel policy manual regarding part-time employee benefits. Jenson/Zietz made a motion to add a health insurance stipend up to \$9,000/year and six (6) sick days/year for continuous part-time employees after they have been employed for one full year. Roll Call: All-aye; motion carried.

-Johns gave an audit update, stating that the legislature just passed an amendment to the current receipt cap of \$700,000 for a fiscal year to \$2,000,000 in receipts. This will greatly help small communities such as Velva to complete their annual audits.

-Johns presented a notice from the County about a conditional use permit for mining they received. No issues with the permit.

-A bill was received from Heart of America, regarding Community Service support for \$250. The bill was tabled to acquire more information.

Assessor/Building Inspector's Report: Nagle was not in attendance. One permit was submitted and approved for a prebuilt shed at the Star City Learning Center.

Public Works Report: - Jemtrud was not in attendance. Johns stated that there would be a fire hydrant replacement happening tomorrow. Also, we have received two job applications for the public works position opening. Johns is to schedule interviews as soon as possible.

Introduction & Adoption of Resolutions/Ordinances: Nothing to discuss.

Personal appearances before Commission: No personal appearances.

Unfinished Business: Johns asked how to post the ad for the assessor and building inspector positions. Consensus to list as a seasonal/contracted building inspector and a part-time or full-time assessor position.

New Business: Johns asked if we could try to receive quotes again for the city hall plumbing. The pipes are very old and there have been several issues within the past few years. Consensus to reach out for bids.

Miscellaneous/Additions: Additions were previously discussed

Adjournment: With no other business to discuss, Schreiner adjourned the meeting at 8:53 pm.

*The next Commission Meeting will be Monday, May 15, 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*****

Mike Schreiner
Commission President

Jenny Johns
Auditor