

Velva Regular Commission Meeting

April 20, 2026

6:00pm

Velva City Hall

Call to Order and Roll Call

The regular meeting of the Velva City Commission was called to order at 6:00 p.m. by Commission President Mike Schreiner.

The Pledge of Allegiance was recited.

Roll Call:

- Mike Schreiner – Commission President, Street/Finance
- Dave Keller – Vice President, Police Commissioner (including Cemetery oversight)
- Mary Liz Davis – Police/Finance Commissioner
- ~~Ben Zietz – Water/Sewer Commissioner~~
- Gene Jenson – Streets/Improvements Commissioner (including Cemetery oversight)
- Jenny Johns – City Auditor
- ~~Kelly Jemtrud – Public Works~~
- Emma Lavachek – Ackerman-Estvold Engineering
- Heather Tudor – Velva Area Voice
- David Florey – McHenry County Sheriff's Department

Introduction and Adoption of Resolutions/Ordinances

Ron Aberle and Cassidy Hjelmstead were in attendance to present the renewal of the SRT franchise agreement. Keller/Jenson made a motion to approve the first reading as presented. Roll Call: All – aye; motion carried.

Approval of Minutes

Motion: Keller/Jenson, to approve the minutes from the **March 16th regular meeting, and March 19th, April 7th, April 8th special meetings.**

Roll Call: All ayes. **Motion carried.**

Payroll and Bills

Motion: Davis moved, seconded by Jenson, to approve the bills paid since last meeting and bills to be paid in the amount of \$23,776.62, and payroll in the amount of \$35,097.86.

Roll Call: All ayes. **Motion carried.**

Bills: (AutoValue 7.21, BagLLC 130.05, CircleControl 26349.98, CircleSan 7275, Enerbase 508.40, 1st District 60, Gooseneck 196.94, Graphics 168, Hawkins 2527.14, KWyche 145.73, MainElec 1003.28, McGee 561.50, Sheriff's Dept. 20325, MouseRiver 1295.98, NorthStarCCu 1428.49, 1call 3, Ottertail 4541.89, overhead door 12550, PJemtrud 450, Runnings 1034.59, Schocks 4309.04, SRT 562.47, VFF 68.97, Verizon 250).

-The Commission reviewed the financial reports and employee leave reports.

Reports of the President / Finance & Street Commissioner

Schreiner gave an update on the 1st District Health meeting he attended in Towner, discussing health needs of smaller communities. Topics included: elderly transportation, medical care, ambulance importance and was told that the Velva Clinic is going down to 2.5 days/week, starting soon.

Communications:

- There were no written complaints to report.

-The commission reviewed the **Police Report**.

*Johns asked if the commission wants to pay the dues to the SBPC in the amount of \$450 for the year. Discussion. Jenson/Keller made a motion to approve the dues as Velva business owners have received funds this past year. Roll Call: All – aye; motion carried.

-The Lions Club has requested assistance with this year's 4th of July festivities. Discussion on porta-potties and city beautification money. Jenson/Keller made a motion to approve renting 5-porta-potties for the 4th of July parade and park activities; and to send the remaining money in the city beautification fund to the Lions Club, after giving back some donation money as requested. Roll Call: All – aye; motion carried.

• **Reports of Officers, Boards, and Committees**

Commissioner Davis asked when crack sealing will commence. Johns stated we are down two employees right now, and the weather has not cooperated. The PW is currently sweeping streets and we will start as soon as the new hires have started.

Commissioner Keller asked Lavachek about the lead service line inventory, inquiring if water purifiers could be an option. Lavachek stated that the federal government is being quite stringent on their requirements for this project. Keller asked if rural wells will be governed. Lavachek was unsure at this time. Keller asked about addressing Truax Avenue West if the grocery store was moving out there so the retired community to take that route instead of getting on the highway. Keller was told that the new plan has changed for the old Lariat building. The grocery store will stay where it is for now.

Commissioner Zietz was not in attendance.

Commissioner Jenson had no business to discuss.

Engineer's Report

Engineer Lavachek gave an update on the lead service line inventory project, stating the SRF funding should be allocated next month, but the city will now have a year to decide how to proceed. During that time, Johns stated that we will continue to identify as many service lines as we can. Lavachek also stated that the next phase of the flood control project will be starting soon, and Ackerman/Estvold will be involved with this and will keep us updated.

Auditor's Report

-Davis asked if the ADA compliance on our website has been taken care of; Johns stated our Municipal Impact website will handle all of the upgrades. Johns had no other business to discuss.

Assessor / Building Inspector

A building permit list was included in the Commissioners' meeting packets for review.

Public Works Report

Public Works Director Jemtrud was not in attendance.

Introduction and Adoption of Resolutions/Ordinances

- Johns presented Ordinance change 2026-02 – billing procedure (2nd reading), as follows:

Sec. 28-30. Billing procedure.

- (a) Bills for the rates and charges as herein established by the city shall be sent monthly. All bills shall be payable to the city on the 15th day of the month following the reading of the meters.
- (b) If any charge for the services of the system shall not be paid by the 15th day of the month in which it shall become due and payable, a delayed payment charge of ~~\$5.00~~ **ten (10) percent of past due bill** shall be added to the bill and collected therewith. If any bills for the service of the water, sewer and sanitation system shall remain unpaid after 60 days following the rendition of the bill therefor, the water supply for the lot, parcel of land or premises affected shall be disconnected and shall not be reconnected again except on payment in full of the delinquent charges therefor, (including any delayed payment charges) together with a reconnection charge in the amount established by the city. Keller/Jenson made a motion to approve the 2nd reading as presented. Roll Call: All – aye; motion carried.

Schreiner presented a draft ordinance in the packet, copied from the City of Rugby, regarding “front yard parking declared a nuisance.” The commission asked to table the draft for further review and feedback.

Unfinished Business

Johns stated that Peoples State Bank has reinstated the money market interest rate, following the one-month decrease.

Johns gave an update on the dangerous building being declared on the elevator located on the west side of the underpass. The issue is now being reviewed by the attorney.

Johns gave an update on the Erman property on the corner of Main/3rd Avenue West, stating the roll off from Circle Sanitation has been there for 10-days and very little progress has been made.

New Business

City wide cleanup week will be June 9-16th this year. Roll-offs will be delivered to the appliance dumpster area. We have an allowance of four dumpsters with our contract, however, last year we purchased a couple more as needed.

-The NDDOT has asked for feedback from the City Commission with a couple of different options of the highway 52, 4-lane project. Davis/Jenson made a motion to approve the NDDOT’s proposed plan as presented, expanding US 52 to two 12-foot driving lanes in each direction, separated by a 12-foot paved median functioning as a two-way left-turn lane; this segment would be designed as an urban section with curb and gutter and associated stormwater drainage improvements. Roll Call: All – aye; motion carried.

-Johns asked if the city would grant a special use allowance to Cody Mueller, who lives at 102 Truax Avenue East; he would like to attach a 40x40 garage to his existing garage with 14’ sidewalls. Johns explained the process of a special use and stated the public hearing date would be May 5th at 2pm. Jenson/Davis made a motion to approve the special use allowance as presented and schedule the public hearing for May 5th at 2pm. Roll Call: All – aye; motion carried.

-Johns presented a quote from Circle Control Systems to do more necessary upgrades to the water plant control panels. Johns explained that the money being collected from the utility bill under water plant/capital improvements can be used, as well as money from the water fund or sales tax

infrastructure. The quote totals \$77,202.00. Jenson/Keller made a motion to approve the Circle Control Systems quote as presented. Roll Call: All – aye; motion carried.

-Johns explained that one of the PW employees that were hired last week, called this morning to decline the position. Jemtrud and Walter went back through the applicants and asked their number three choice to come for an impromptu interview. After questioning, Walter and Jemtrud recommended approval of hiring Tanner Baumgardner at \$23/hour, on a 60-day probationary period. Davis/Jenson made a motion to approve the hiring as recommended. Roll Call: All – aye; motion carried.

Adjournment

There being no further business, **President Schreiner adjourned the meeting at 7:05 p.m.**

Next Meeting

The next regular **City Commission Meeting** will be held on **Monday, May 18th, at 6:00 p.m.** Agenda requests must be submitted by **Thursday at noon** prior to the meeting.

Minutes are subject to amendment and approval.

Mike Schreiner
Commission President

Jenny Johns
Auditor