

Velva Regular Commission Meeting

August 21, 2023

7:00pm

Velva City Hall

Velva City Commission meeting called to order at 7:06 pm by Commission President Mike Schreiner. The Pledge of Allegiance was recited. Roll Call: Gene Jenson – Streets (Cemetery) Commissioner (late); 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; Kelly Jemtrud – Public Works Director; Chery Bordeau – City Assessor; Alan Walter and Emma Lavachek – Ackerman-Estvold Engineering; Dave Kramer – VCDC President; Kris Goodman – P&Z Board Member; Heather Tudor – Velva Area Voice.

MINUTES

Motion by Keller/Jenson to approve the minutes from the July 17 regular meeting and special meetings on July 17 & 31. Roll Call: All-aye; motion carried.

PAYROLL & BILLS

Davis/Zietz made a motion to approve the bills paid and bills to be paid in the amount of \$119,454.30 and Payroll for \$31,634.37. Roll Call: All-aye; motion carried. (North Star 729.56; Werner 108.78; Acme 30,691.68; Ackerman 15,494.49; Acme 270.06; Amer. Weld. 42.82; BAG 246.51; BND 33,750; BDS 100; ChemLab 37.08; Circle Control 3,398.50; Circle 6,976; Core/Main 147.73; Dakota Pump 1,630; Dig it up 13,000; 1st District 60; Gooseneck 16.36; Hawkins 1,876.30; Hirshfield's 228.60; HOE 123.06; Jemtrud 138; Menards 153.45; Mouse River 550.67; NDRWSA 50; OneCall 10.40; Ottertail 3,883.09; P Jemtrud 600; Schocks 10; SRT 345; Team Lab 4,385; VAV 25; VCDC 7,538.08; Library 38.08; Verizon 300).

Reports of The President/Finance Commissioner

Schreiner went over the police report from the Sheriff's Department. Schreiner stated the Sheriff's Department is doing a great job slowing down the truck traffic through town. Schreiner discussed the current status of the Brady Martz audits of 2016 and 2017; 2016 is complete, and 2017 is scheduled to be finished by the end of August. Johns has overtime approved during this important process, last pay period receiving 4.5 hours.

Communications

-One complaint letter was included in the packet for the commissioners' review; the complaint was forwarded to the Sheriff's Department, as it was a civil matter.

-Johns asked if anyone would like to be registered for the NDLC Fall conference, starting September 20. Jenson and Davis will be attending so far.

-Schreiner presented two grant requests for VCDC sales tax money. Cindy Ystaas requested funds to update the "Welcome to Velva/Aggie" sign on Highway 52. VCDC and the sales tax committee recommend approval for \$2,500 for the project. Davis/Jenson made a motion to approve \$2,500 of sales tax money to be used towards the sign. Roll Call: All –aye; motion carried. The second grant request from Bronzed and Bladed was for the new building to get updated exterior doors along Main Street. Discussion on the requested amount vs. the approved amount by VCDC and the sales tax committee. Davis/Zietz made a motion to approve \$5,000 of sales tax money to be used towards the door. Roll Call: All – aye; motion carried.

Reports of Officers, Boards, Committees

Commissioner Davis: Davis is willing to help with any work being done with Brady Martz to complete the audits on time.

Commissioner Keller: Keller called Scott Wagner, CPRail Safety Manager, regarding the fence in question. Keller told Wagner that he worked for Soo Line when the fences went up, and they were installed by Soo Line and they were exactly where Soo Line approved them to be. Wagner stated the fence was “fine, as of right now.” Johns thanked Keller for handling this situation.

-Keller asked about the valley gutter timeline. Jemtrud and Johns have been in contact with contractor, Derek Casey, and he is just waiting on the weather to finish the second pour and start the next three. Casey has been in contact with Keller Paving because of the extended time he has required.

-Keller also mentioned that Riverview Road will be done at the same time that the other roads are completed.

Commissioner Zietz: Zietz asked if letters have gone out yet for overgrown trees. Jemtrud and Wyche have worked together and sent out approximately 60 violation letters. Zietz asked specifically about the haul road, as there are several overgrown trees in that area.

Commissioner Jenson: Jenson stated the cemetery looks very good and is happy with all the work being done up there.

-Jenson also mentioned an addition to the valley gutter project on the broken curbs at the corner of 1st Avenue and 2nd Street; these curbs will be cutout due to the sinking and cracking, and will need to be replaced with ADA compliant ramps instead.

Engineer’s Report: Walter gave an update on the Highway 41 bridge replacement project, stating that there was a holdup waiting for the State/DOT to designate or allow funding for a pedestrian crossing along the bridge. They recently stated that they do not have money for the crossing. Walter said that the bids will not go out until January now, and the project will start next spring. Walter also mentioned Norm Sollid is requesting the city to contact the DOT during this project, and have them fix the alignment of the lots along Main Street North, which were platted incorrectly during the Main Street project.

-Lavachek stated the house located at 508 Main Street North will be demolished soon, along with trees and accessory buildings taken out. Lavachek stated the bid opening for the lift station took place on August 16 and there were 5-bids turned in. Zietz/Jenson made a motion to award the bid to Steen Construction with a bid of \$649,379; contingent on the Souris River Joint Board approving the overage from the original engineer’s estimate. Roll Call: All – aye; motion carried.

Auditor’s Report: Johns gave a quick rundown on the remaining debt services left to pay off. Johns also announced the final budget hearing date set for Monday, September 18 at 6:30pm.

Assessor/Building Inspector’s Report: Bordeau gave a rundown of how her first month has played out as the city assessor. Bordeau has been in contact with the county, and will coordinate with them to start putting information into VanGuard. Bordeau has also registered for the online portion of the Class 2 Assessor Certification.

-Johns and Bordeau discussed the planning and zoning recommendations for building permit approval. Zietz/Davis made a motion to approve the detached garage permit submitted by Zach Vandemark, contingent on a “sidewall height” variance signed by all neighbors within 150’ of the property; and approval from the Velva Public Works Department for a French drain. Roll Call: Zietz, Davis, Jenson, Schreiner – aye; Keller – nay; motion carried. Jenson/Davis made a motion to deny the building permit submitted by Aberle, for a detached garage due to insufficient distance between building eaves. Roll Call: All – aye; motion carried.

Public Works Report: Jemtrud stated he has three curbstops to fix and that they are coordinating with the fire department on where to relocate the fire hydrant that was located at the corner of 2nd/2nd East.

Introduction & Adoption of Resolutions/Ordinances: Johns included a proposed ordinance change on weight limits on city streets. Commission concurred to table the ordinance until this winter.

Personal Appearances: No personal appearances.

Unfinished Business: The appliance dumpster area was discussed. A quote was submitted by Dakota Fence to extend the appliance dumpster area to the street for the construction dumpster.

New Business: No new business to discuss.

Miscellaneous/Additions: No additions to discuss.

Adjournment: With no other business to discuss, Schreiner adjourned the meeting at 8:30 pm.

*The next Commission Meeting will be Monday, September 18 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