

Velva Regular Commission Meeting

February 21, 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~~ (absent); Dave Keller – Street/Waterworks Commissioner; Mary Liz Davis – Sewerage/Finance Commissioner; Mike Schreiner – Commission President, Police/Finance; Kelly Jemtrud – Public Works Director; Jenny Johns – City Auditor; Emma Lavachek and Alan Walter – Ackerman-Estvold Engineering; Doug Panchot – SVCC; and Jessica Olson – VCDC.

MINUTES

Motion by Keller/Jenson to approve the minutes from the January 17 regular meeting, and special meeting minutes for February 24. Roll Call: All-aye; motion carried.

PAYROLL & BILLS

Davis/Jenson made a motion to approve the bills paid and bills to be paid in the amount of \$26,647.89 and Payroll for \$32,735.52. Roll Call: All-aye; motion carried. (Acme \$253.64; BAG 186.68; BDS 104.89; BND 3,750; ChemLab 18.54; CircleSan 6,412.75; Enerbase 823.26; 1st District 50; Gooseneck 529.29; L Hammer 224.73; Ihry 9; K Jemtrud 219.33; McGee 74; Menards 93.56; Mouse River 689.18; NDLC 300; ND Sew. 2,469.90; Ottertail 3,725.43; P Jemtrud 450; RDO 87.79; Nagle 140; SRT 445; Swanston 381.60; VCDC 25; Verizon 217.28; WSI ND 1,309.72.

Reports of The President/Finance Commissioner

Schreiner reviewed the police report for the month of January; no other issues to address.

Additions

Jessica Olson (VCDC) and Doug Panchot (SVCC) were in attendance to answer questions pertaining to the grant application submitted by the Souris Valley Care Center. SVCC is asking for funding to obtain a market analysis from Clifton Larson Allen LLP, to help them make future business and building decisions to best support current and future residents. VCDC and the sales tax committee recommended approval for \$12,000 for the study. Davis/Keller made a motion to approve the recommendation of \$12,000 of sales tax money to the SVCC for the market analysis. Roll Call: All-aye; motion carried.

Communications

-The Velva Bulls Wrestling Club submitted a raffle permit for events to be held at the end of September. Keller/Jenson made a motion to approve the permit. Roll Call: All-aye; motion carried.

-Johns included a memo from the NDDEQ in the packet pertaining to the regulations of asbestos removal; the memo is for informational purposes only at this time.

-Johns addressed an abatement application of taxes submitted by Angela Juarez due to her home being destroyed in a fire. Johns stated Nagle had already abated the last four months of the year, however, the application will need to be officially approved for the county. Keller/Jenson made a motion to approve the application for abatement submitted by Juarez. Roll Call: All-aye; motion carried.

-A complaint submitted by Mary Aaseth was briefly discussed, as the complaint was later rescinded. The complaint was regarding ice jams creating the backup of water at the end of her driveway.

Reports of Officers, Boards, Committees

Commissioner Zietz: Zietz was not in attendance.

Commissioner Davis: Davis has been in contact with Brady Martz again, attempting to make progress on the city's backlog on audits. Davis also asked for permission to continue to pursue information on the Assessor position and the options available to the city.

Commissioner Jenson: Jenson discussed the recent blade rental and the pros and cons of purchasing such a piece of equipment.

Commissioner Keller: Keller stated that the streets look pretty good. Keller discussed the 4th of July celebration, including the parade and fireworks display.

Engineer's Report: Walter distributed handouts pertaining to the highway 41 bridge replacement project, scheduled to begin with preliminary work this fall and for the actual project to start in the spring of 2024. The bridge should be completed by the fall of 2024. Schreiner asked that Wyche put out a statement to the public, informing of the plans for the bridge replacement will be available at City Hall. Walter also discussed the passing lanes that are going in this summer on highway 52. There will be two, two-mile passing lanes added; one will start by the Sawyer hill and the other on the County line.

-Lavachek asked the commission to pass a resolution allowing her to submit an application to the state for assistance performing a lead and copper line inventory. Keller/Jenson made a motion to pass the resolution and authorize Johns as the recording officer. Roll Call: All-aye; motion carried. Lavachek will also meet with Jemtrud to discuss his equipment requests for the main lift station replacement project.

Public Works Report: - Jemtrud asked the Commission to approve for him to get the old state plow revamped for use on the payloader. The estimated cost is around \$3,000. Jenson/Davis made a motion to approve the plow alterations. Roll Call: All-aye; motion carried.

Auditor's Report: Johns had nothing to discuss.

Assessor/Building Inspector's Report: Nagle was not in attendance. No permits to discuss.

Introduction & Adoption of Resolutions/Ordinances: Johns asked the Commission to consider amending Section 6-3, License fees; exception, proration – of the Municode, pertaining to pet licensing. The change would state “The owner or keeper of any dog shall pay ~~an annual~~ a one-time license fee thereon to the city auditor in the sum established by the city.” Johns/Wyche discussed this change in hopes of more people registering their dogs to assist in getting the animals back to their owners if they get loose/lost. Davis/Jenson made a motion to approve the 1st reading of ordinance change 2023-01, Sec. 6-3, with the amendment to the first sentence “The owner or keeper of any dog shall pay ~~an annual~~ a one-time license fee thereon to the city auditor in the sum established by the city.” Roll Call: Jenson, Keller, Davis, Schreiner – aye; motion carried.

Personal appearances before Commission: No personal appearances. (Haskins not in attendance).

Unfinished Business: Johns presented the agenda for the NDLC spring workshop to be held in Bismarck, March 21-22.

New Business: Schreiner presented a Leadership Code and Conduct for Elected and Appointed Officials he would like all city staff and commissioners to adopt. The topic was tabled until the next meeting.

Miscellaneous/Additions: -Johns stated that another deposit has been issued from the Prairie Dog Funds, creating a balance of \$292,627.59 to be used on infrastructure projects in the city.
-Johns asked how to proceed with the assessor position and upcoming vacancy. Discussion on contracting the position and how the process works. Topic was tabled for a special meeting awaiting more information.
-Johns asked how to proceed with the public works position approved last budget season. Consensus to advertise the position, with a hiring date of May 1.
-Schreiner asked the commission to approve the purchase of an AED machine for City Hall; and also asked Johns to search for grant opportunities for such devices for around the city.

Adjournment: With no other business to discuss, Schreiner adjourned the meeting at 8:33 pm.

*The next Commission Meeting will be Monday, March 20, 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