

Velva Regular Commission Meeting

January 16, 2024

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: Mike Schreiner – Commission President, Police/Finance; Mary Liz Davis – Sewerage/Finance Commissioner; Dave Keller – Street/Waterworks Commissioner (speakerphone); Ben Zietz – Water/Sewer Commissioner; Gene Jenson – Streets (Cemetery) Commissioner; Jenny Johns – City Auditor; Emma Lavachek – Ackerman-Estvold Engineering; also in attendance, Heather Tudor – Velva Area Voice; Armann Anderson – McHenry County Commissioner and Robin Burns – Light-up Velva Committee.

MINUTES

Motion by Davis/Jenson to approve the minutes from the December 18 regular meeting and special meetings on December 18(2). 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 \$45,481.94 and Payroll for \$15,837.31. Roll Call: All-aye; motion carried. (Aflac 2343.39, Am. Welding 43.56, BAG 116.20, BDS 104.85, CBourdeau 2190, Circle 7500, DEQ 37.08, Enerbase 535.50, 1st Dist. 60, Hartford 2271, Hawkins 50, HOE 122.33, McHenry Cty 20325, Mouse River 189.67, NAPA 88.98, NSCU 329.95, Northern Truck 138.31, 1call 1.30, Ottetail 4366.67, PJemtrud 450, TCSpec. 700, Comp. Store 160, TMoulton 574.54, TSC 185.94, VCDC 2607.80, Velva Library 2607.80, Verizon 300).

Reports of The President/Finance Commissioner

Schreiner reported the numbers from the Sheriff's Department, which were down slightly from last month.

Personal Appearances: Robin Burns – Light Up Velva Committee – addressed the commission regarding fundraising for new Christmas lights to be installed on Velva's Main Street (light poles); Burns asked what the best way to start would be. All the commissioners were thankful for the committee and are more than willing to help in any way necessary. The City Commission recently amended the sales tax disbursement ordinance to include "beautification." Burns will take the information back to their committee and proceed with their project.

Armann Anderson – McHenry County Commissioner – addressed the commission regarding a miscommunication at the County, which has caused a delay for our City Assessor, Chery Bourdeau. Bourdeau, Jenson, Schreiner, Wyche and Johns met with Anderson last week to address their concerns. Anderson stated that the tablets have now been ordered and training for VanGuard is scheduled for the end of February. The Commission graciously thanked Anderson for taking charge of this issue and will pass the information on to Bourdeau.

Communications

-Johns presented the NDLC Spring Workshop agenda and asked if anyone would like to attend. Davis would like to be registered. Johns and Wyche will attend.

-Schreiner presented a gaming site authorization from the Velva Fire Department gaming for the Velva Legion Post 39. Davis/Jenson approved the site authorization as presented. Roll Call: All – aye; motion carried.

Reports of Officers, Boards, Committees

Commissioner Davis: Davis will be attending a webinar discussing bank reconciliation this week.

Commissioner Keller: Keller had nothing to report.

Commissioner Zietz: Zietz stated that snow will be addressed more when the temperatures start to rise, as they do not want to risk wrecking any equipment with these bitter cold temperatures.

Commissioner Jensen: Jensen recommended planning ahead to replace some of the trees that were removed from the cemetery the past two summers. A recommendation was made to ask the SRJB to replace the 64 trees removed for the bridge project up at the cemetery.

-Schreiner has been in contact with Golf Course Board President, JP Lohnes, and has called a meeting for Tuesday, January 23 at 7:00pm at Verendrye. Discussion on the golf course land annexation.

Engineer's Report: Lavachek gave an update on the email the city received from the National Flood Insurance Program Coordinator, Tyler Spomer, regarding FEMA and the bridge replacement project. The SRJB would like to meet with the city to better explain the situation. Lavachek will get with Johns for scheduling.

-Lavachek gave an update on the lift station and asked the commission to review the Contractor's Application for Payment No. 1. Jensen/Zietz made a motion to approve the Contractor's Application for Payment No. 1 for the amount of \$218,091.60 and to transfer \$100,000 from the money market account to the general checking account. Roll Call: All – aye; motion carried.

-Lavachek stated that the GIS mapping is on its final stages; they are having a call to verify everything is working properly and Johns will just need to make a payment online to receive authorization.

-Lastly, Jett with Ackerman came down last week to collect building permits and maps for the lead and copper project.

Auditor's Report: Johns and Wyche have submitted audit year 2019 to the State last week and have moved on to 2020.

-Johns presented the end of year financial report for 2023 and asked for questions or comments.

Davis/Zietz made a motion to approve the end of year report of cash receipts and disbursements for 2023.

Roll Call: All – aye; motion carried. Johns will email report to VAV for publishing.

-Johns stated that the Auditor's office has been extremely busy this month so far, and there has been the need to lock the office for short periods to get time-sensitive work finalized, including W-2 and 1099 processing, which both contain personal information and need to be done securely. Johns has reported the w2 information to the IRS, however, there is a problem with the 1099 reporting and it is taking extra time to complete. All necessary information has been reported to the State. Johns appreciates everyone's understanding and patience during this time.

Assessor/Building Inspector: Bourdeau was not in attendance.

Public Works Report: Jemtrud was not in attendance.

Introduction & Adoption of Resolutions/Ordinances: There were no ordinances to review.

Personal Appearances: Personal appearances were previously discussed.

Unfinished Business: Johns gave a brief update on the violation for the cease-and-desist penalty implied after the last meeting. Johns stated the city's attorney and State Fire Marshall are now involved.

New Business: No new business to discuss.

Miscellaneous/Additions: Davis stated that the lead and copper survey she did online did not produce a confirmation email. Davis asked Lavachek to ensure that this was working properly.

Adjournment: With no other business to discuss, Schreiner adjourned the meeting at 8:06 pm.

The next Commission Meeting will be Tuesday, February 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