

Velva Regular Commission Meeting

January 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.

MINUTES

Motion by Keller/Jenson to approve the minutes from the December 19 regular meeting, and special meeting minutes for January 5. 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 \$122,092.96 and Payroll for \$19,063.16. Roll Call: All-aye; motion carried. (Ackerman 5,895; BAG 214.97; BDS 104.89; ChemLab 18.54; CircleCont 694; CircleSan 6,407.75; Core & Main 7,060.87; Dakota Pump 9,418.80; DT&F 305.98; DL Barkie 4,290; Enerbase 752.56; 1st District 50; Hartford 2,271; Hartford 2,271; Hawkins 4,127.06; Ihry 6,347; Kevin's Plumbing 275; Main Elect. 851.98; McHenry County 20,325; MACHamber 325; Mouse River 2,082.35; NDRWSA 170; NorthStar 201.61; OneCall 2.05; Ottertail 3,909.88; P Jemtrud 450; SRT 435.89; Sundre 1,791.18; TC Spec 650; VCDC 10,000; VCDC 15,000; Velva Fresh Foods 16.63; Westlies 229.65).

Reports of The President/Finance Commissioner

Schreiner reviewed the police report, stating the numbers have been very steady for our city coverage. Schreiner stated that the VAC is holding an open meeting for community members to address the fireworks show for the 4th of July; the meeting will be held at Verendrye on Thursday, February 2nd at 7pm. Schreiner mentioned that there was an anonymous letter delivered to the city's drop box addressed to him, stating "this letter is to be read at the next city commission meeting." Schreiner opened the letter, and found an unsigned complaint letter of sorts, that he determined to be more of a personal attack on a city employee rather than complaint. The letter was disregarded as it was not relevant to city business, nor was it signed by the author of the letter. Zietz asked that the letter be sent to the Sheriff's Department in case there are future attacks on our employees.

Communications

-The Souris Valley Care Center submitted a raffle permit for a silent auction event to be held on March 25th at Oak Valley Lutheran Church. Davis/Keller made a motion to approve the permit. Roll Call: All-aye; motion carried.

-Schreiner presented a grant request submitted by Finishline Burgers & Brew to VCDC for building renovations and expansion; VCDC and the sales tax committee both recommend approval of \$15,000 for the renovations. Davis/Jenson made a motion to approve the grant request for \$15,000 to be distributed to Finishline Burgers & Brew for renovations and expansion. Roll Call: All-aye; motion carried.

Reports of Officers, Boards, Committees

Commissioner Jenson: Jenson presented a quote and video for a blade/grader attachment for the new skid steer. Discussion on whether the blade could be used for snow removal and how much use the attachment would get. Keller stated he wants to step down from Street Commissioner and be the Cemetery Commissioner as he called Jemtrud 5-times during the snowstorms and did not receive a call back. Schreiner will hold an employee committee meeting with Jemtrud to discuss the topic.

Commissioner Zietz: Zietz discussed the water break that took place right before Christmas, stating he was concerned because this was the 4th one in 2-years in that area.

Commissioner Keller: Keller wants to buy a blade; Keller Paving has one for sale. Keller does not want to hire trucks for hauling snow and wants to purchase a tandem truck with an extended box for hauling snow or a semi-tractor with side dump.

Commissioner Davis: Davis called Brady Martz today and expressed her concern to the manager about the length of time it is taking for Velva's audits to be completed. Davis will continue to pursue the company until progress is made. The firm currently has 2016-2017 and it has been over two years since Velva has seen completion on an audit. 2014-2015 was completed in November 2020. Johns thanked Davis for taking on this high priority mission.

-Davis also stated that she has not done any further research on the future of the assessor position.

Engineer's Report: Lavachek stated her firm met with Schreiner and Johns last week to discuss past, present and future goals. Lavachek met with Johns prior to the meeting to get insight into updating the zoning map to better align with the Municode's Zoning Districts.

-Lavachek brought a copy of the Capital Improvement plan she did back in 2020, with updates made to the projects that we have completed since then.

-Lavachek discussed sewer line jetting and getting the sewage lines camera' d this summer. Johns will coordinate with Hegney from NDRWSA to arrange inspection on the very bad areas of town first.

-Lavachek was contacted by the DOT about the upcoming DOT/passing lane project starting this summer. They asked if they could use Highway 41 North or Main street as their haul route. The commission concurred to ask them to find an alternate route if possible.

Auditor's Report: Johns presented the end of year financial reports for 2022 with the approved transfers from December's meeting. Johns handed out two comparison cash reports, one from December 2015 and the current January 2023, and explained how far the city has come and thanked the commissioners for their help during this cleanup process. Jenson/Davis made a motion to approve the 2022 end of year financial statement. Roll Call: All-aye; motion carried.

-Lastly, Johns stated that all W-2s, 1099s and all end of year reporting to state and federal agencies has been completed.

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

Public Works Report: - Jemtrud's department was previously discussed.

Introduction & Adoption of Resolutions/Ordinances: No ordinances to discuss.

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

Unfinished Business: No unfinished business.

New Business: Schreiner presented the Renaissance Zone Application submitted by Duchsherer. Johns asked that a zone authority committee be appointed for future applications and that the commission approve/deny the current application to meet the January 31st deadline to Nagle. Davis/Keller made a motion to accept the Renaissance Zone Application submitted by Duchsherer. Roll Call: All-aye; motion carried. Schreiner is to appoint a Zone Authority Committee.

Miscellaneous/Additions: Johns presented the agenda for the NDLC spring workshop to be held in Bismarck, March 21-22. Davis asked to be registered for the training. Johns will ask again next month.

-Johns asked for review and approval of a raffle permit submitted by the Velva Saddle Club, with a sweetheart dance to be held March 4, 2023. Keller/Davis made a motion to approve the raffle permit for the Velva Saddle Club. Roll Call: All-aye; motion carried.

-Keller discussed parking around the school again, stating the city could find spots for the cooks and coaches. Jenson and Davis said it is the school's responsibility.

Adjournment: With no other business to discuss, Schreiner adjourned the meeting at 8:07 pm.

*The next Commission Meeting will be Tuesday, February 21, 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