

Velva Regular Commission Meeting

January 21, 2025

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, Street/Finance; Dave Keller – Vice President, Police Commissioner (including Cemetery oversight); Mary Liz Davis – Police/Finance Commissioner; Ben Zietz – Water/Sewer Commissioner; Gene Jenson – Commissioner of Streets/Improvements (including Cemetery oversight); Jenny Johns – City Auditor; Leo Walter and Schad Prellwitz – Public Works Department; Emma Lavachek and Brian Julius – Ackerman-Estvold Engineering; Trey Skager – McHenry County Sheriff.

MINUTES: Motion by Keller/Davis to approve the minutes from the December 16, 2024 regular meeting. 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 \$55,264.46 and Payroll for \$23,916.40. Roll Call: All-aye; motion carried. (Am. Welding 172.70, Auto Value 240.97, BAG 105.41, ChemLab 20.39, Circle 7017.25, Dokken 278.52, Enerbase 725.23, 1stDistrict 60, Hartford ins. 2271, Hawkins 1884.91, Main Elec. 1933.94, McGee 871.32, McHenry County 20,325, MouseRiver 1336.12, NDAAO dues 50, 1Call 3, Ottertail 4824.24, PJemtrud 450, RDO 740.42, Rugby Vet 646, Runnings 100.73, RyanChev. 48.68, SRT 567.67, Sundre 2015.20, TeamLab 354.50, VCDC 2734.64, Library 2734.64, Verizon 300, WSI ND 2451.48).

Reports of The President/Finance & Street Commissioner

Schreiner addressed some safety issues at the school. Schreiner attended the last school board meeting where they addressed crosswalk safety and parking issues that have contributed to an unsafe environment for school-age children. Jenson/Davis made a motion to approve the erection of No Parking signs, stating “no parking from 8-4, Monday-Friday,” from 1st Avenue to Central Avenue on both the east and west sides of the street. Roll Call: Jenson, Davis, Keller, Schreiner – aye, Zietz – nay; motion carried. Johns is to order six signs.

Communications:

Johns gave an explanation of the complaint letters that were included in the packet, including a dog bite incident, dogs at large, and Riverview Road’s washboards.

Johns explained the property tax relief bill that is in front of the ND House of Representatives currently.

Reports of Officers, Boards, Committees

Commissioner Davis: Davis inquired about the sign on city hall, locking the office at times. Johns explained that an unruly resident came into the office upset about a notice to move their car off the street, for snow removal purposes, and refused to leave causing distress with the lone employee. The Sheriff’s Department was called to remove the resident. Schreiner would like to see a different scenario upon entering the city hall, with an exchange window cut in or a buzzer system similar to the school. Jenson is to head up the research for a solution.

Commissioner Keller: Keller discussed the clearing of driveways during snow removal. Schreiner stated that there will be a list of snow removal contractors posted on the website and Facebook.

Commissioner Zietz: Zietz stated that he discussed the purchase approval of the dump trailer with the PW Department, and the employees would like to see the money spent elsewhere as they would not get enough use out of it.

Commissioner Jenson: Davis asked Jenson about Riverview Road. Jenson stated that the road will be readdressed in the spring, with more material laid down and having the road packed down.

Engineer's Report: Lavachek stated that Kevin Pluth from her office was down last week to have President Schreiner sign the McHenry County Flood-specific emergency action plan. Zietz/Jenson made a motion to ratify the signing of the document. Roll Call: All – aye; motion carried.

Lavachek submitted a request to the SRJB to not only replace the 68 trees that were removed in anticipation of the bridge project, but to have them planted as well. The cost would include purchasing and planting 68 evergreen trees at the cemetery, totaling over \$15,000. Lavachek stated the request was approved and she will work with Johns and the nursery to get the project initiated.

-Lavachek stated that the reason there were no bids on the bridge project was due to contractors being booked up already for 2025. Schreiner and Johns asked for clarity on the channel that will need to be addressed in the very near future.

-Lavachek stated that the reimbursements should be coming in soon for the master lift station project.

Auditor's Report: Johns explained the year end transfers as presented, stating that the final debt service payoff required a higher allocation/transfer of funds to zero out the fund; and the highway fund needing a higher transfer-in than budgeted after the 2024 capital improvement projects that were completed. Jenson/Davis made a motion to amend the 2024 budget to include the transfers as presented. Roll Call: All – aye; motion carried.

-Johns presented the year end report for 2024. Discussion on the cemetery fund and CDBG lift station fund. Johns asked for approval of the report as it will need to be sent to the newspaper by March 1. Davis/Jenson made a motion to approve the 2024-year end report as presented. Roll Call: All – aye; motion carried.

-Johns discussed the money market account at PSB. Johns asked for approval to transfer money back into the account to increase the interest revenue starting in 2025; she asked for approval up to \$150,000. Davis/Jenson made a motion to approve a transfer from the general checking to the money market account at PSB up to \$150,000 effective immediately. Roll Call: All – aye; motion carried.

Assessor/Building Inspector: The building permit list was in the packet for the commission's review.

Public Works Report: Johns stated that the addition of Public Works Employee Prellwitz has been a positive inclusion to the City of Velva.

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

Personal Appearances: No personal appearances were present.

Unfinished Business: Appliance dump has been extended; collections are still being made at the drop off location if anyone needs to dispose of any appliances/metal. Schreiner stated that he has a key for after-hours dumping.

New Business: Johns stated that the February meeting date falls on President's Day, and asked that the meeting be moved to Tuesday, February 18th, 2025. The Commission concurred.

Adjournment: With no other business to discuss, Schreiner adjourned the meeting at 7:56 pm.

The next Commission Meeting will be Tuesday, February 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