

# Velva Regular Commission Meeting

July 15, 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; Ben Zietz – Water/Sewer Commissioner; Gene Jenson – Streets (Cemetery) Commissioner; Kelly Jemtrud – Public Works; Jenny Johns – City Auditor; Emma Lavachek – Ackerman-Estvold Engineering. Guests: Lance Selzler and Monty Mayer.

\*\*Schreiner asked for a motion to accept the final 2024 election results from the County. Zietz/Jenson made a motion to accept the final election results from the County. Roll Call: All-aye; motion carried.

## **OATH OF OFFICE/ORGANIZATION OF COMMISSIONERS**

Johns asked that the newly elected and appointed officials read their Oath of Office in unison. Officials included: Gene Jenson, Ben Zietz, Kelly Jemtrud, Jenny Johns and Emma Lavachek.

\*The commissioners discussed portfolios. Zietz/Jenson made a motion to accept the portfolios as discussed, including: Schreiner – Commission President, Commissioner of Streets/Improvements and Finance/Revenue Commissioner; Davis – Finance/Revenue and Police Commissioner; Keller – Vice President, Police Commissioner (including Cemetery oversight); Zietz – Commissioner of Waterworks and Sewerage; Jenson – Commissioner of Streets/Improvements (including Cemetery oversight). Roll Call: All-aye; motion carried.

**ADDITIONS:** Superintendent Monty Mayer and School Board President Lance Selzler addressed the Commission regarding street access to the student parking lot, which is being reconstructed. The two entrances on the west and north sides will be removed and they would like to add one to the south, as the only entrance/exit. Discussion on the proximity to the stop sign and adjoining property. PW Jemtrud denied the request due to safety issues, the distance from the stop sign, snow removal and the left exit onto Central Avenue being of concern. Discussion on adding a “left-turn only” sign onto Central. Keller/Jenson made a motion to allow the Velva Public School to install an entrance/exit on the south side of the parking lot, with the exit being a “left-turn only” option. Roll Call: All – aye; motion carried.

**MINUTES:** Motion by Davis/Keller to approve the minutes from the June 17 regular meeting and special meeting on June 26. 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 \$56,236 and Payroll for \$39,932.46. Roll Call: All-aye; motion carried. (Ackerman 11861.51, Am. Welding 42.79, BAG 605.09, ChemLab 20.39, Circle 7557.22, Dak. Underground 80100, 1<sup>st</sup> District 75, Gooseneck 13.86, Hawkins 1475.76, Ihry 19870, Immense Impact 665, KWyche 189.55, Mouse River 951.60, NDLC 1495, NCPC 4153.66, NSCC 1841.13, Onecall 21, Ottertail 3356.94, PJemtrud 450, PaulsTowing 710, SRT 511.58, USPS 100, Verizon 268.92).

## **Reports of The President/Finance & Police Commissioner**

Schreiner reviewed the police report and a complaint submitted for a property encroaching onto a neighbor’s fence. Schreiner also mentioned a Facebook post, stating an off-duty Deputy had residents coming to his home on his personal time.

**Communications:** The Public Works department asked Coyote Construction for a bid to address the county shop roof. The bid included removal/disposal of the old roof, and repair with steel roofing, a ridge-cap and venting. Jenson/Davis made a motion to approve the bid as submitted for \$10,240. Roll Call: All – aye; motion carried. \*Keller/Davis made a motion to approve the special event permit submitted by the Lariat for the Throttles and Gears event at the rodeo grounds. Roll Call: All – aye;

motion carried. \*Velva Fire Department Gaming submitted a Gaming Site Authorization for American Legion Post 39. Davis/Jenson made a motion to approve the Gaming Site Authorization from VFDG for American Legion Post 39. Roll Call: All – aye; motion carried.

**Reports of Officers, Boards, Committees**

**Commissioner Davis:** Davis had nothing to report.

**Commissioner Keller:** Keller had nothing to report.

**Commissioner Zietz:** Zietz asked if the underpass lights were LED because they keep going out; Jemtrud stated they were.

**Commissioner Jenson:** Jenson asked Lavachek to find out the status on the trees promised to him by Ryan Ackerman to replace the ones that were removed for the bridge project.

**Engineer’s Report:** Lavachek presented pay application 3 for the master lift station replacement project. Zietz/Jenson made a motion to approve and pay the 3<sup>rd</sup> application. Roll Call: All – aye; motion carried. Lavachek also stated that the SRJB’s reimbursement payment was submitted recently as well.

-Lavachek gave a rundown on the bridge replacement project, with bidding to begin this fall and the project to start in late winter/early spring 2025.

-Lavachek was asked to check on the start date of the fix to the levee by North Prairie Rural Water. The commission would like a meeting set up and a commitment date no later than October 1<sup>st</sup> for the completion of the project.

-Lavachek reported on the next steps for the lead/copper line detection project.

**Auditor’s Report:** Johns updated the commission on the audit status, stating 2023 has not been turned in yet, however, 2018-2022 are nearly finalized at the state level.

-Johns asked for a 2025 preliminary budget meeting to be set; consensus to meet on a Monday or Tuesday night in July or early August prior to August 10.

**Assessor/Building Inspector:** The building permit list was in the packet for the commissions reviewal.

**Public Works Report:** Jemtrud stated that Bechtold Paving should be here later this week to begin our roadwork projects. Schreiner added that a seasonal public works employee has been hired to help with weed whacking and other jobs as needed.

**Introduction & Adoption of Resolutions/Ordinances:** Nothing to discuss.

**Personal Appearances:** Personal appearances were previously discussed.

**Unfinished Business:** Appliance dump cleanup week has been extended; collections are still being made at the drop off location if anyone needs to dispose of an appliance/metal.

**New Business:** no new business to discuss.

**Additions:** the NDLC annual conference is in September in Grand Forks; Davis would like to attend.

**Adjournment:** With no other business to discuss, Schreiner adjourned the meeting at 8:03 pm.

*The next Commission Meeting will be Monday, August 19 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**