

Velva Regular Commission Meeting

July 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 (late); 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; Kelly Jemtrud – Public Works Director; Emma Lavachek – Ackerman-Estvold Engineering; Heather Tudor – Velva Area Voice.

MINUTES

Motion by Keller/Davis to approve the minutes from the June 20 regular meeting and special meetings on June 21, July 3 and July 6. 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 \$22,930.45 and Payroll for \$31,879.11. Roll Call: All-aye; motion carried. (Ackerman 740, American Welding 144.94; BAG 342.02; BDS 109.73; ChemLab 548.17; Circle 7,673.50; Core & Main 148.04; DAP 245; Diamond Maps 288; 1st District 60; Gooseneck 27.52; Hawkins 1,821.25; Hirshfield's 800.10; Immense Impact 605; McGee 296; Morellis 6.30; Mouse River 960.05; NDLC 1,451; 1Call 7.80; Ottertail 4,369.21; PJemtrud 450; SRT 445; TSC 1,203.97).

Reports of The President/Finance Commissioner

Schreiner went over the police report from the Sheriff's Department. Schreiner presented the 2024 Policing Contract from the County. Davis/Zietz made a motion to approve the 2024 Policing Contract. Roll Call: Davis, Zietz, Schreiner – aye; Keller – nay; motion carried.

Communications

-One complaint letter was included in the packet for the commissioners' review; a noise complaint about a nuisance dog.

-Johns asked if anyone would like to be registered for the NDLC Fall conference, starting September 20.

-Schreiner discussed a violation letter received from CPKC/Canadian Pacific Railway. Schreiner, Jemtrud and Johns met with Curt Feist earlier that day to discuss a fence mentioned in the letter. Schreiner will update the commission at the next meeting after more discussion with CP Rail. (Jenson entered the meeting at 7:09 pm from an ambulance call). Commissioners asked if the Soo Line sign on the underpass could be fixed.

Reports of Officers, Boards, Committees

Commissioner Zietz: Zietz would like to budget to pull and clean the well in 2024.

Commissioner Davis: Davis would like to meet prior to the budget meeting about the budget for 2024.

Commissioner Jenson: Jenson had no issues to discuss.

Commissioner Keller: Keller discussed the upcoming street overlay and valley gutter project. Keller proposed annexing in the city-owned/public land the golf course is placed on to generate more sales tax revenue. Keller also mentioned amending the Municode ordinance to allow for another on- and off-sale beer and liquor license for additional revenue. Discussion on the lease agreement with the golf course. Johns stated that this topic has been brought up before a few times, and we would most likely need to use strip annexation because of the two (2) agricultural properties in between the current city limits and the city land

the golf course is on. Johns reached out to the auditor in Stanley, ND, as they used this method to annex property back in 2018; the first step would be to have an annexation plat created by a surveyor. Zietz stated, he would like to stay out of this, as his boss is JP Lohnes, the President of the Golf Course Board. Zietz mentioned the bad timing of the annexation, considering the recent change in gaming organizations at the golf course. Schreiner agreed. Johns again stated that this topic has been brought up at least 3-times since she started working here in July of 2019, and that Keller asked her earlier this year to look into the topic, which she failed to do because of time restraints. Jill Lohnes, a Golf Course Board Member, expressed her concerns about the annexation. Continued discussion about the change in gaming organizations. Johns stated she would need a motion to approve or deny hiring a surveyor to complete the annexation plat and move forward. Keller/Jenson made a motion to hire Ackerman Surveying to complete an annexation plat and move forward. Roll Call: Keller, Davis, Jenson – aye; Zietz, Schreiner – nay; motion carried.

Engineer's Report: Lavachek explained the process to continue the master lift station replacement project, stating the release of funds requires approval of the plans and specs to put the project out for bids. Zietz/Jenson made a motion to approve the plans and specs and to put the project out for bids. Roll Call: All – aye; motion carried. Lavachek stated she is still waiting for the results of the lead and copper line grant from the DEQ. Lavachek stated CC Steel will be coming to town to begin videoing the storm sewers approximately August 1. Lavachek discussed the recent request for proposal from the NDDOT for a 4-lane divided highway from Minot to Voltaire. Discussion on the route of the highway. Lavachek said the preliminary study deadline will be December 1, 2024.

Auditor's Report: Johns gave an update on the current debt services owed by the city, asking if she could pay off the PSB debt off this year instead of waiting until May of 2024; it would only save the city \$73 in interest, but it would clean the debt off the record for the year-end report. Jenson/Davis made a motion to pay the PSB debt in full, using special assessment collections and water and sewer sales tax monies. Roll Call: All – aye; motion carried. The next debt was fund 5025, BND loan from 2011 for the Highway 52 sewer line for Verendrye and the C-Store. The remaining balance on the debt is roughly \$100,000 with approximately \$17,000 extra to be paid in interest and admin fees between now and 2031 when the debt is to be paid in full. Johns asked the commission to consider paying this off early, as the money used to pay it back is water and sewer sales tax money anyway; and there is also a water and sewer reserve fund set up for debt services pertaining to water that we have that has \$60,000 in that we could take from. The commission concurred to table the issue until next month. Johns explained the final debt service, fund 3250 the main street project that is collected for on the utility bill each month. Johns recommended to leave this one alone for now, until the other two are paid in full. The balance of the debt is still \$150,000. -Johns asked for a budget meeting to be scheduled prior to August 10, which is the deadline to get it to the county. The commission concurred to schedule the meeting for Monday, July 24 at 1:00pm. -Johns gave a rundown of the upcoming Legacy Fund monies that will soon be distributed by the state. The necessary paperwork has been submitted to the ND Department of the Treasury for Velva to receive the funds.

Assessor/Building Inspector's Report: The building inspector position was discussed along with the building permit list included in the packet.

Public Works Report: Jemtrud stated he has a plan for blocking off the streets for the valley gutter project; and they should be able to do it all at the same time. Jemtrud also mentioned a chemical pump he ordered for the water plant that will be approximately \$6,000.

Introduction & Adoption of Resolutions/Ordinances: Johns included a proposed ordinance change on weight limits on city streets. Commission concurred to look into this further at the next meeting when they have more time to review it and add specific locations.

Personal Appearances: No personal appearances.

Unfinished Business: The appliance dumpster area was discussed. Davis stated she forgot to call Dakota Fence for a quote. Johns stated she has seen city dumpster areas with a Circle Sanitation roll-off and a gate with a padlock, where the key is available to sign out at the city hall.

New Business: No new business to discuss.

Miscellaneous/Additions: Jemtrud presented a quote from Acme tools for 2-different Kubota mowers. Jenson/Davis made a motion to approve the purchase of F3710 tractor for \$30,691.68. Roll Call: All – aye; motion carried.

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

*The next Commission Meeting will be Monday, August 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