

Velva Regular Commission Meeting

June 17, 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 & Alan Walter – Ackerman-Estvold Engineering.

MINUTES

Motion by Jenson/Davis to approve the minutes from the May 20 regular meeting and special meeting on May 29. 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 \$44,398.97 and Payroll for \$39,661.21. Roll Call: All-aye; motion carried. (3D Specialties 13.75; Ackerman 3141.25; Acme 530.70; Am. Welding 43.56; BAG 118.69; ChemLab 37.08; CBourdeau 2640; Circle 7032.75; Dakota Fire 75; Evangeline Spec. 4903.37; 1st District 60; Gaffaneys 159.80; Hawkins 50; Hirshfelds 830.93; HOE 99.99; KWyche 58.09; LWalter 256; McHenrySD 20325; Menards 58.74; MouseRiver 848.70; NSCCU 1455.25; 1Call 18; Ottertail 3813.32; PJemtrud 450; LSather 500; Schocks Lock 140.95; SRT 480.67; Swanston 891.83; Verizon 268.92).

Reports of The President/Finance & Police Commissioner

Schreiner reviewed the police report and mentioned that there have been vehicle break-ins/thefts in town, starting around graduation time. Schreiner also presented a citation issued for an animal nuisance.

Communications

-One complaint letter was submitted for the Commission's review, regarding tall grass on west side of underpass. Schreiner reminded everyone of the process to notify a property owner and the timeline per our Municode.

-The fireworks retail application was withdrawn from the agenda.

Reports of Officers, Boards, Committees

Commissioner Davis: Davis inquired if all of the liquor licenses have been renewed and turned in; Johns stated that Enerbase and Velva Fresh Foods have paid for renewals so far. The deadline is June 30.

Commissioner Keller: Keller reported two overgrown yards he would like addressed.

Commissioner Zietz: Zietz reported that the new payment option for the city is working great.

Commissioner Jenson: Jenson stated that he has not heard any new news regarding the trees for the cemetery, replacing the ones removed for the bridge project.

Engineer's Report: Walter informed the commission that Ryan Ackerman has been very busy, but he will try to get an answer to the commission. Walter stated that the bridge project is on schedule to be bid out this fall, with the majority of the work starting next spring. Walter stated that bids have been coming in 30-40% higher than engineer's estimates.

-Lavachek gave an update on the SRJB's involvement in the bridge project, and that the master lift station has run into some electrical issues which has slowed the project down a bit. The project is still scheduled to be finalized within the next two months.

Auditor's Report: Johns gave an update on the audit submissions to the state. The state's extended review has included a few emails with questions that the office has answered as quickly as possible.

-Johns also asked if the commission would like anything added to the budget for 2025. Johns is anticipating a way to pay off the final debt service/bond by the year's end; and hopes to reallocate that money where needed, specifically the storm sewer, water plant and street lights. The hope is to take pressure off of the highway fund to continue street improvements.

-Johns asked the Commission for permission to volunteer for the ambulance service as a driver, one day a week, during her regular shift for the city. The commission concurred to allow the request.

Assessor/Building Inspector: Schreiner stated that all of the building permits were reviewed last month.

Public Works Report: Jemtrud stated that Bechtold Paving should be moving in soon, they first have work to do for the school and park, then will begin the city's work. Schreiner announced that Kelly has been with the city for 30-years on July 1st of this year and would like to have a celebration for his dedication to the City of Velva and to thank him for his service! Johns will schedule the event. Jemtrud stated that Walter has passed his water plant certification and asked that the wage increase be addressed. Jenson/Davis made a motion to approve a wage increase of \$0.50 to Leo Walter for his testing certification, effective immediately. Roll Call: All – aye; motion carried. Jenson addressed an asphalt roller that he found in Minnesota, and another one he would like to take a look at to see if it would work for the city.

Personal Appearances: No personal appearances.

Unfinished Business: City-wide cleanup week went well, with 6-roll offs filled during that time. Appliance dump cleanup week is this week, running from June 17 – 23. A key will need to be obtained from the city office and there will be a few night shifts available per the public works department and city office.

New Business: Curt Feist has asked for a meeting to be called to address the parcel highlighted in the packet. Discussion on the legalities of the property since the water transmission line runs through there. The commission concurred to schedule a meeting with Mr. Feist upon receiving the paperwork he discussed.

-Bourdeau has recommended that the access road to the water plant be platted. Jenson/Davis made a motion to hire Ackerman Surveying to plat the road to the water plant, per the minutes from 2007. Roll Call: All – aye; motion carried.

Additions: Jenson/Davis made a motion to hire a seasonal public works employee, Colton Anderson, up to 20/week or as needed at \$12/hour. Roll Call: All – aye; motion carried.

-Greta Holt has asked for a temporary authorization to allow up to three goats into the leased strip of land that is in city limits for noxious weed maintenance. The request is due to her not wanting to spray chemical to kill the weeds near a garden in the area. Keller/Zietz made a motion to deny the request as presented. Roll Call: All – aye; motion carried.

Introduction & Adoption of Resolutions/Ordinances: Resolution 2024-01 was presented as follows:

RESOLUTION SETTING AN ANNUAL BLANKET BOND AMOUNT

Adopted June 17, 2024

WHEREAS, NDCC Section 40-13-02 requires the governing body of the city to set a bond amount for the auditor, municipal judge, assessor, and the city manager, and such other officers as the governing body may direct, conditional upon the honest and faithful performance of their official duties; and

WHEREAS, the City Commission of the City of Velva is required to set the amount of the bond of the auditor at a regular meeting in June of each year in an amount of money that has been subject to the auditor's control during the preceding fiscal year, as determined by the total of the daily balances of the auditor for the calendar year divided by the figure three hundred (300) or the sum of Two Hundred Fifty Thousand Dollars (\$250,000), whichever is least; and

WHEREAS, based upon this formula, and the information provided, as required, the Commission determines that the amount of bond so required is Two Million Dollars (\$2,000,000).

NOW THEREFORE, BE IT HEREBY RESOLVED, by the City Commission of the City of Velva, McHenry County, North Dakota, to set the amount of the blanket bond to Two Million Dollars (\$2,000,000) in the fiscal years of 2024.

Davis/Jenson made a motion to approve Resolution No. 2024-01 as presented. Roll Call: All – aye; motion carried.

-The unofficial election results were announced: Benjamin Zietz and Gene Jenson for City Commission and Quinn Long, Richard Erickson and Tyler Ystaas for Park Board. Johns stated that all boards will reorganize at the first meeting held after July 1st.

Adjournment: With no other business to discuss, Schreiner adjourned the meeting at 8:01 pm.

The next Commission Meeting will be Monday, July 15 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