

# Velva Regular Commission Meeting

March 16, 2026

6:00pm

Velva City Hall

## Call to Order and Roll Call

The regular meeting of the Velva City Commission was called to order at 6:00 p.m. 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 – Streets/Improvements Commissioner (including Cemetery oversight)
- Jenny Johns – City Auditor
- ~~Kelly Jemtrud – Public Works~~
- ~~Emma Lavachek – Ackerman Estvold Engineering~~
- Heather Tudor – Velva Area Voice
- Dave Dewanz & Trey Skager – McHenry County Sheriff's Department

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## Approval of Minutes

**Motion:** Keller/Jenson, to approve the minutes from the **February 17<sup>th</sup> regular meeting and March 9<sup>th</sup> special meeting.**

**Roll Call:** All ayes. **Motion carried.**

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## Payroll and Bills

**Motion:** Davis moved, seconded by Jenson, to approve the bills paid since last meeting and bills to be paid in the amount of \$85,752.66, and payroll in the amount of \$26,702.73.

**Roll Call:** All ayes. **Motion carried.**

**Bills:** (AutoValue 7.21, BagLLC 130.05, CircleControl 26349.98, CircleSan 7275, Enerbase 508.40, 1<sup>st</sup> District 60, Gooseneck 196.94, Graphics 168, Hawkins 2527.14, KWyche 145.73, MainElec 1003.28, McGee 561.50, Sheriff's Dept. 20325, MouseRiver 1295.98, NorthStarCCu 1428.49, 1call 3, Ottetail 4541.89, overhead door 12550, PJemtrud 450, Runnings 1034.59, Schocks 4309.04, SRT 562.47, VFF 68.97, Verizon 250).

-Schreiner reviewed the financial reports and employee leave reports.

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## Reports of the President / Finance & Street Commissioner

Schreiner had no business to discuss.

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## Communications:

- There were no written complaints to report.

-Schreiner reviewed the **Police Report.**

\*Johns presented and explained each measure that needs to be approved to be placed on the ballot prior to the April 6<sup>th</sup> deadline – to go to a vote of the people, as follows:

Ballot Measure No. 1

Extension of One Percent (1%) City Sales and Use Tax

Shall the City of Velva, extend the existing additional one percent (1%) City Sales and Use Tax (commonly referred to as the “second one-cent sales tax”), in accordance with Velva city ordinance, the revenue shall be used 100 percent for street, water, sewer and sanitation projects or a combination of all.

YES – To extend the existing one percent (1%) sales tax.

NO – To discontinue the existing one percent (1%) sales tax upon its expiration.

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Ballot Measure No. 2

Imposition of One Percent (1%) City Sales and Use Tax for Capital Street Improvements

Shall the City of Velva, impose an additional one percent (1%) City Sales and Use Tax (commonly referred to as a “third one-cent sales tax”), with all revenues derived therefrom to be dedicated solely to capital street improvements, including the construction, reconstruction, repair, and related infrastructure improvements of public streets within the City, for a period of four (4) taxable years?

YES – To approve the additional one percent (1%) sales tax dedicated to capital street improvements.

NO – To reject the additional one percent (1%) sales tax.

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Ballot Measure No. 3

Five (5) Mill Property Tax Levy for Velva Fire Department Capital Improvements

Shall the City of Velva, levy an annual property tax not to exceed five (5) mills for a period of ten (10) taxable years, the proceeds of which shall be used for capital improvements and equipment acquisition, and/or for the general maintenance of structural and mechanical components of the Velva Volunteer Fire Department station?

YES – To approve the five (5) mill levy for ten (10) years.

NO – To reject the five (5) mill levy.

*Discussion on each measure.* Keller/Jenson made a motion to approve ballot measure 2 to be on the ballot.

Discussion on adding a time period by Zietz. Keller/Jenson amended their motion to include “for a period of four taxable years.” Davis voiced her concerns with the state of the country and adding an additional sales tax. Johns stated that the people will vote this in or not, but they should be given the opportunity to do so. If it does not pass, it will not be implemented. Roll Call: Keller, Jenson, Zietz, Schreiner – aye; Davis – nay ~ motion carried.

-The Commission concurred to place ballot measures 1 and 3 on the ballot for extensions.

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**Additions:**

- Schreiner presented a letter to be sent to Soltrain Enterprises. Since the property was purchased, the utility billing program has not been charging for four-kitchens/units, only one. Per conversations with the attorney, the city did however provide those services, and are able to ask for compensation for such services. Johns asked if the commission would like to ask for the full amount of \$2,857.50 or to offer half, since it was an administrative error, or a payment schedule. Keller/Jenson made a motion to ask for the entire owed amount of \$2,857.50. Roll Call: Keller, Jenson, Davis, Zietz – aye; Schreiner – nay ~ motion carried.
- Johns presented Resolution 2026-01 involving the utility rate schedule. Zietz/Davis made a motion to approve Resolution 2026-01 as presented. Roll Call: All – aye; motion carried.

Johns presented Ordinance change 2026-02 – billing procedure (1<sup>st</sup> reading), as follows:

**Sec. 28-30. Billing procedure.**

- (a) Bills for the rates and charges as herein established by the city shall be sent monthly. All bills shall be payable to the city on the 15th day of the month following the reading of the meters.

- (b) If any charge for the services of the system shall not be paid by the 15th day of the month in which it shall become due and payable, a delayed payment charge of ~~\$5.00~~ **ten (10) percent of past due bill** shall be added to the bill and collected therewith. If any bills for the service of the water, sewer and sanitation system shall remain unpaid after 60 days following the rendition of the bill therefor, the water supply for the lot, parcel of land or premises affected shall be disconnected and shall not be reconnected again except on payment in full of the delinquent charges therefor, (including any delayed payment charges) together with a reconnection charge in the amount established by the city.

Zietz/Jenson made a motion to approve the first reading. Roll Call: All – aye; motion carried.

- Johns presented the notice for the public information meeting to learn about the Mouse River flood protection project, scheduled for Thursday, March 19 at 6:30pm. Johns asked how many Commission members will attend, commission concurred that there would potentially be a quorum. Johns will notice the meeting.
- Schreiner presented the grant request from Sara Klein for renovations/upgrades to her Main Street building purchase. The VCDC and sales tax committee members both recommended approval of the \$15,000, to be paid as receipt reimbursements. Keller/Jenson made a motion to approve the grant request as stated by VCDC and the sales tax committee. Roll Call: all – aye; motion carried.
- Johns gave an update on the process for condemnation of the elevator located on the west side of Main Street. Johns has finally received confirmation of the lessee, Nathan Smith, and will schedule a walk-through with the appropriate city representatives to move forward.

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### **Communications:**

- Johns presented the nuisance abatement letter sent to the Dietrich/Erdman property located at 3 – 3<sup>rd</sup> Avenue West in Velva. The deadline from the letter was 30-days or April 8<sup>th</sup>, instead of the ten days, due to weather. The property has now become a safety issue, with visual disturbances blocking the view of traffic. Johns will work with the sheriff's department, the public works department and Circle Sanitation, if the owners do not comply.
- Johns presented the bank statement for the money market account at People's State Bank, showing a decline in the interest amount from 2.45% to 2.35%, equaling a loss of over \$300. Johns will be shopping around for a higher rate option to maintain the nearly \$3,000/month revenue from interest on the money market.

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### **Reports of Officers, Boards, and Committees**

**Commissioner Davis:** no business to discuss.

**Commissioner Keller:** no business to discuss.

**Commissioner Zietz:** no business to discuss.

**Commissioner Jenson:** no business to discuss.

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### **Engineer's Report**

**Engineer Lavachek** was not in attendance.

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### **Auditor's Report**

-Johns stated that she was finished with her portion of the 2025 audit and has sent it to Wyche for the double check; when completed, both 2024 and 2025 will be sent to the state for final review and state compliance.

-Johns stated she has started the 2027 preliminary budget process. She is in the beginning stages, but any major purchases/projects will need to be added as soon as possible; if the commission can think of such purchases, please let Johns know.

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### **Assessor / Building Inspector**

A building permit list was included in the Commissioners' meeting packets for review.  
\*\*Bourdeau has scheduled her Tax Equalization meeting for April 7<sup>th</sup>, 2026 at 2:00pm inside Velva City Hall. Johns asked for a quorum of Commissioners, as Bourdeau's entire workload for the year comes down to this meeting day.

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### **Public Works Report**

Public Works Director Jemtrud was not in attendance. Zietz/Jenson made a motion to approve Prellwitz's verbal resignation. Roll Call: Zietz, Jenson, Schreiner, Davis – aye; Keller – nay ~ motion carried. Discussion on how to proceed with the open position. Johns added the need for a seasonal employee, sooner than later. Keller commented that Jemtrud does a fantastic job, he is passionate about his employment and we will not be able to find another guy like that. The Commission and Johns concurred. Zietz/Jenson made a motion to advertise for one full-time/career employee, and one seasonal employee. Roll Call: all – aye; motion carried.

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### **Introduction and Adoption of Resolutions/Ordinances**

-Resolution and ordinances previously discussed.

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### **Unfinished Business**

No unfinished business to discuss.

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### **New Business**

No new business to discuss.

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### **Adjournment**

There being no further business, **President Schreiner adjourned the meeting at 6:44 p.m.**

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### **Next Meeting**

The next regular **City Commission Meeting** will be held on **Monday, April 20<sup>th</sup>, at 6:00 p.m.** Agenda requests must be submitted by **Thursday at noon** prior to the meeting.

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**Minutes are subject to amendment and approval.**

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**Mike Schreiner**  
**Commission President**

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**Jenny Johns**  
**Auditor**