

# Velva Regular Commission Meeting

March 20, 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; 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; Emma Lavachek and Alan Walter – Ackerman-Estvold Engineering; David Flory – McHenry County Sheriff's Department.

## **MINUTES**

Motion by Keller/Davis to approve the minutes from the February 21 regular meeting, and special meeting minutes for March 6. 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 \$69,126.90 and Payroll for \$33,154.80. Roll Call: All-aye; motion carried. (North Star \$383.15; A1 Evans 500; Ackerman 3,360; Acme 108.70; Amer. Truck 564.04; BDS 100; Chem Lab 18.54; Circle 6,422.75; Dakota Fire 197.51; 1<sup>st</sup> Dist. 70; Gooseneck 21.72; Hawkins 2,459.46; Kevins Plumb. 1,576.64; L. Walter 175.75; McHenry 20,325; Schreiner 55.02; Mouse River 620.69; 1call 1.30; Ottertail 7,674.32; P. Jemtrud 450; PSB 6,052.78; SRT 445; Swanston 100.20; USPS 94; VCDC 3,958.96; Velva Library 3,958.96; Verizon 222).

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

Schreiner reviewed the police report for the month of February; parking around the school was discussed with MCSD Deputy Flory.

## **Communications**

-The Velva Women's Club asked if the city would contribute to purchasing flowers for the hanging pots and planters on Main Street; their club will purchase the flowers for the underpass planters. Keller recommended their club request funding from VFD Gaming for the beautification. Discussion on who will be watering the flowers.

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

**Commissioner Zietz:** Zietz discussed a quote he received from 4-K to remove the old pump house at the corner of 41 and 52. The commission concurred to reach out to other contractors for quotes on the project as a comparison and table to next special or regular meeting.

**Commissioner Davis:** Davis had no issues to discuss.

**Commissioner Jenson:** Jenson had nothing to discuss. Keller addressed the cemetery road being blocked for the winter; Johns explained that the road is not maintained during the winter unless there is a full burial scheduled. The cemetery is not closed to the public during the winter, but a track machine or snowmobile would need to be used to reach the area. This is done for city-liability reasons.

**Commissioner Keller:** Keller had no issues to discuss.

**Engineer's Report:** Walter attended a meeting today with the DOT regarding the Highway 41 bridge replacement project scheduled to start with initial underground work at the end of 2023. Nothing was resolved at this meeting. Glenwood Avenue will most likely be closed later this fall and will need to remain closed until the bridge project is completed. The DOT is requiring that one (1) – 16-foot lane of traffic remain open throughout the entirety of the project.

-Lavachek handed out plans for the master lift station replacement project; she is diligently working on moving the project forward, however, the environmental review required for the grant is taking longer than expected. Lavachek will get the project posted to receive bids as soon as she receives the review. Lavachek also finished the paperwork for the lead service line funding assistance and will mail it in tomorrow. The CORP requires storm sewer televising along the dike every five years, which is due this year. SRJB received bids for this, and Lavachek will break down Velva's portion and send to Johns.

**Auditor's Report:** Johns stated that she will be working on the ARPA reporting for the federal funds used last summer for the road overlays, chip sealing and patching done last summer; this report is due by the end of April.

**Assessor/Building Inspector's Report:** Nagle was not in attendance. No permits to discuss. The Tax Equalization meeting was scheduled for April 4, 2023, at 2:00pm at the city hall, by Nagle.

**Public Works Report:** - Jemtrud was not in attendance. Johns stated that the ad has been posted for the public works employee opening, with one application received and another requested. Discussion on certifications required by the state.

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

**Personal appearances before Commission:** No personal appearances.

**Unfinished Business:** The upcoming open positions of the Assessor and Building Inspector were discussed. Inquiries into the county's status and the meeting attended by Schreiner and Johns. Schreiner/Zietz made a motion to advertise to fill both openings. Discussion on not having a state certified building inspector. Roll Call: Jenson, Davis, Zietz, Schreiner – aye; Keller – no. Motion carried. Johns asked how to advertise for the positions, part-time, full-time, contract? Consensus to have generic ads and see what response we can get.

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

**Miscellaneous/Additions:** Discussion on the Leadership Code of Ethics, tabled at the last meeting. Davis noted some edits that needed to be made. Zietz/Jenson made a motion to approve the Leadership Code of Conduct with the recommended amendments. Roll Call: All-aye; motion carried.

**Adjournment:** With no other business to discuss, Schreiner adjourned the meeting at 8:21 pm.

*The next Commission Meeting will be Monday, April 17, 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\*\****

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**Mike Schreiner**  
Commission President

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**Jenny Johns**  
Auditor