

Velva Regular Commission Meeting

May 20, 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 (speakerphone); 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 Davis/Zietz to approve the minutes from the April 15 regular meeting and special meetings on April 22. Roll Call: All-aye; motion carried.

PAYROLL & BILLS

Zietz/Davis made a motion to approve the bills paid and bills to be paid in the amount of \$25,462.32 and Payroll for \$36,131.53. Roll Call: All-aye; motion carried. (A1 500, Acme 5448, Am. Welding 42.79, ChemLab 92.68, Circle 7032.72, Dakota Underground Spec. 164835, Enerbase 154.22, 1st District 60, GJenson 29.48, Hawkins 2415.92, KJemtrud 240.75, McGee 1527, Menards 52.86, Morellies 64.20, MouseRiver 1125.13, Napa 93.97, NDDOH 50, NDRWSA 315, NSCCU 813.94, 1Call 9.85, Ottetail 4099.54, PJemtrud 450, Schocks 12, SBPC 450, TCSpec. 90, Vanguard 125, VCDC 83.62, Library 83.62).

Reports of The President/Finance Commissioner

Schreiner stated that the Sheriff's Department hours were up in the past month and briefly discussed a dog complaint that was received earlier this afternoon. Schreiner/Johns explained that the complaint was sent to the Sheriff's Department and Johns contacted the complainant to explain the steps that will be taken going forward.

Communications

-Complaint was previously discussed.

Reports of Officers, Boards, Committees

Commissioner Davis: Davis had nothing to report.

Commissioner Keller: Keller had nothing to report.

Commissioner Zietz: Zietz had nothing to report.

Commissioner Jenson: Jenson was absent.

Engineer's Report: Walter informed the commission that Ryan Ackerman and the SRJB are working with Gene Jenson for the tree replacement; Jenson would like to see the trees go to the cemetery and Ackerman believes they can make that work. Walter briefly mentioned that the issue with NPRW is moving forward as Ryan Ackerman and David Ashley have spoken with the board and manager since the last meeting; the issue should be resolved this summer.

-Lavachek presented the second contractor's payment for the master lift station in the amount of \$164,835. Davis/Zietz made a motion to approve the contractor's application for payment no. 2, as presented. Roll Call: All – aye; motion carried. Lavachek gave an update on the lead service line survey.

Auditor's Report: Johns gave an update on the audit submission to the state. The state is doing extended reviews of all cities that are now doing internal audits, rather than by auditing firms. This may slow the process down a little bit, but Johns and Wyche will be keeping up with information requests from the state.

-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.

Assessor/Building Inspector: Schreiner gave a rundown of the building permits discussed at the planning and zoning meeting. The P&Z board recommended approval of three permits. Zietz/Davis made a motion to approve the building permits submitted by Hoff, Rohrbeck and Edwards, as recommended. Roll Call: All – aye; motion carried.

Public Works Report: Jemtrud stated he has marked several areas in town for street patching and is working on collecting bids. He will have something to the commission as soon as possible.

Introduction & Adoption of Resolutions/Ordinances: Ordinance change 2024-01, sections 28-61 to 28-69 regarding curb stops, was discussed for the second reading. Davis/Zietz made a motion to approve ordinance change 2024-01 as presented. Roll Call: All – aye; motion carried. Resolution 2024 – 02 was presented to officially designate the city's newspaper, which is something that is supposed to be done in May of every year. Davis/Zietz made a motion to pass Resolution 2024-02, designating the Velva Area Voice as the official city's newspaper. Roll Call: All – aye; motion carried.

Personal Appearances: No personal appearances.

Unfinished Business: City-wide cleanup week is officially June 10 – 16. This will be for items too large to fit into the street tote. A list of permissible items will be sent out via the utility bill and posted on Facebook. There will also be an appliance dump cleanup week the week after city wide cleanup 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 during these two weeks/weekends.

New Business: Keller/Davis made a motion to approve the request by Mary Ann Wherley to use the welo lot area for a farmer's market. Roll call: All – aye; motion carried.

-Johns asked for approval to purchase some metal signs for the front entrance of the city hall building to make it more presentable. The commission went to look at the project. Keller asked to table the purchase for a request into gaming funds.

-Jemtrud is aware that the flag is in disarray. The rope has snapped and it is hooked so he is unable to get it down. He contacted the Ottertail representative from this area, but the employee is no longer working for Ottertail. He will contact Verendrye in the morning.

-Deputy Dewanz entered the meeting.

-Discussion on the propane smell that is evident in the building. Schreiner made a non-emergency call to Fire Chief Heisler to bring his detection device over to investigate the issue.

Adjournment: With no other business to discuss, Schreiner adjourned the meeting at 7:37 pm.

The next Commission Meeting will be Monday, June 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****

Mike Schreiner
Commission President

Jenny Johns
Auditor