

# Velva Regular Commission Meeting

October 16, 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: 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; Jenny Johns – City Auditor; Kelly Jemtrud – Public Works Director; Emma Lavachek – Ackerman-Estvold Engineering; Heather Tudor – Velva Area Voice; and McHenry County Sheriff's Deputy, David Flory.

## **MINUTES**

Motion by Keller/Davis to approve the minutes from the September 18 regular meeting and special meetings on September 19, 27 and October 11. Roll Call: All-aye; motion carried.

## **PAYROLL & BILLS**

Jenson/Davis made a motion to approve the bills paid and bills to be paid in the amount of \$294,521.27 and Payroll for \$17,856.89. Roll Call: All-aye; motion carried. (Ackerman 4,665; Amer. Welding 42.08; BDS 104.80; Border States 16,760; ChemLab 614.34; CBourdeau 2,280; Circle 7,037.75; Domain Listings 288; Enerbase 3,552.14; 1<sup>st</sup> District 60; Jenson 288.86; Gooseneck 48.62; Gustafson 17,968.50; Keller Paving 140,900; Jemtrud 288.20; Wyche 41.92; Main Elec. 4,009.23; Davis 288.86; McGee 92.50; Menards 300.65; Heisler 2,263.50; Mouse River 1,024.25; NDDOH 50; NDDC Const. 23,000; North Country 209; NSCCU 2,085.27; Northern Integrity 26,632.05; Northern Truck 1,242.36; Northwest Tire 390.63; OneCall 5.20; Ottertail 3,612.32; Overhead Door 820.50; Jemtrud 450; Radisson 264.60; Sign Solutions 797.58; SRT 386.82; Strata 291.56; Swanston 657.96; Comp. Store 455; VCDC 125.61; VFD 30,000; Velva Library 125.61).

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

Schreiner asked Flory if he had anything for the City Commission; Flory had no issues to discuss. Schreiner thanked the department for their service.

## **Communications**

-Schreiner presented three (3) raffle permits submitted by CYP, the Velva Area History Museum and the Velva Public School. Keller/Jenson made a motion to approve all three raffle permits as presented. Roll Call: All – aye; motion carried.

-Schreiner addressed the 2024 holiday schedule, with the addition of Columbus Day, which was previously overlooked. The Commission concurred on the schedule.

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

**Commissioner Davis:** Davis asked for an update on the Aggie Foundation's violation at the golf course and the attorney's opinion. Johns stated the city attorney determined that the city did not have any legal liability on the issue. Davis asked questions about the quotes submitted by the Computer Store for two new computers and a Sonicwall for the city office. Johns explained the issues they have been having in the office with the computers, as they are from 2016.

**Commissioner Keller:** Keller asked that the valley gutters be finished, with the necessary cuts made to them. Jemtrud is to call the contractor. Keller asked if the City Commission would volunteer on a Sunday

at the Senior Center to make a breakfast fundraiser. The commissioners all agreed to volunteer. Keller mentioned the coyote that is running through town and the necessary precautions taken.

**Commissioner Zietz:** Zietz had nothing to report.

**Commissioner Jenson:** Jenson asked if anyone had an update on Riverview Road. Jemtrud is to call regarding the issue.

**Engineer's Report:** Lavachek gave an update on the master lift station; Steen ran into some water, but should be setting the wet-wells on Wednesday; and will set the valve vault this year as well.

-Lavachek stated that Ackerman was designated as the city's representative in the lead service line project.

-Schreiner asked if the trees could be moved to the golf course instead of cut down. Lavachek will check into this.

-Lavachek stated the Corp of Engineers will be here tomorrow, Tuesday, October 17 at 2:30pm to do the levee inspection. Jemtrud and Mueller will attend.

Jenson/Davis made a motion to approve Lavachek to submit to the DWSRF application due by the end of the year. Roll Call: All – aye; motion carried.

**Auditor's Report:** Johns stated that 2016 and 2017's audits are now complete, and we are just waiting on the 2017 final report and the bill from Brady Martz.

-Davis/Jenson made a motion to approve both quotes from The Computer Store for the sonicwall and 2-computers for the office, totaling \$3,379.98. Roll Call: All – aye; motion carried.

-Johns gave an update on the survey in the packet from the McHenry County mitigation committee.

-Discussion on the project information received by the engineering company, Ulteig, regarding the study being conducted for a 4-lane highway between Minot and Voltaire, running through Velva.

**Assessor/Building Inspector's Report:** The building permit list was in the packet for the commissioner's review.

**Public Works Report:** Jemtrud stated he is still trying to get some patching done this year; so far he has received a quote for \$10/sq. ft. for the project. Jemtrud will attempt to reduce the square footage due to the increased costs.

## **Introduction & Adoption of Resolutions/Ordinances:**

Ordinance change 2023-04 was addressed, stating:

### **Sec. 14-90. Dedication of tax proceeds.**

- (a) All revenues raised and collected under this division shall be dedicated only to park maintenance and development, city infrastructure, **including beautification**, and economic development.
- (b) All revenue shall be maintained in the fund, to be known as the city sales and use tax fund, separate and apart from all other funds.
- (c) The revenue contained in such fund shall be used for:
  - (1) ~~50 percent for economic development.~~ **45 percent for park maintenance and development, which are deemed important by the city park board.**
  - (2) ~~40 percent~~ **45 percent** for the purchase, construction, operation, **beautification** and maintenance of the city's infrastructure, which are deemed important by the city sales and use tax committee.
  - (3) ~~Ten percent for park maintenance and development, which are deemed important by the city park board.~~ **10 percent for economic development.**

Keller/Jenson made a motion to approve the 1<sup>st</sup> reading of ordinance change 2023-04, Sec. 14 – 90. Dedication of tax proceeds, as presented. Roll Call: Keller, Jenson, Zietz, Davis, Schreiner – all aye; motion carried.

Ordinance change 2023-05 was addressed, stating:

### **Sec. 14-91. Dispersal of funds.**

- (a) Funds collected from the one percent sales tax may only be dispersed by the city commission upon recommendation of the city sales and use tax committee, the membership of which shall be as follows:
- (1) Mayor of the city.
  - (2) A city area development corporation representative selected by the city community development corporation.
  - (3) ~~A city chamber of commerce representative selected by the city chamber of commerce.~~ **Is the chamber still going? Or did they disperse? Do we need to set up a different entity to represent on the sales tax committee? ..someone from the school...or a business owner...senior center rep ... or fire/ambulance representative?**
  - (4) A city park board representative selected by the city park board.
  - (5) An active area farmer/agricultural producer living in or outside the city limits appointed by the city community development corporation.

The commission concurred to table the ordinance until more information can be obtained.

**Personal Appearances:** No personal appearances.

**Unfinished Business:** The appliance dumpster area was briefly discussed. Johns asked if the commission would like to see a construction dumpster utilized yet this year. The commission concurred to get on the list for next spring.

**New Business:** Sales tax money requests were discussed, with recommendations from the VCDC and sales tax committee.

-Zietz/Jenson made a motion to approve \$25,000 out of the 8030 (Park) sales tax fund to be used towards paving and overlaying of the swimming pool parking lot and the park access road. Roll Call: All – aye; motion carried.

-Keller/Zietz made a motion to approve \$5,000 out of the 8020 (VCDC) sales tax fund, to The Mint Bar for the installation of an outdoor patio. Roll Call: All – aye; motion carried.

- Davis/Jenson made a motion to approve \$6,000 out of the 8020 (VCDC) sales tax fund, to Craig Monuments for electrical upgrades. Roll Call: All – aye; motion carried.

-Davis/Jenson made a motion to approve \$3,600 out of the 8020 (VCDC) sales tax fund, to Health & Benefit Services for rental assistance in setting up a store front location in Velva to accommodate client consultations. Roll Call: All – aye; motion carried.

**Miscellaneous/Additions:** Previously discussed.

**Adjournment:** With no other business to discuss, Schreiner adjourned the meeting at 8:11 pm.

*The next Commission Meeting will be Monday, November 20 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**