

Velva Regular Commission Meeting

October 17, 2022

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; Kelly Jemtrud – Public Works; ~~Ron Nagle – City Assessor~~; Jenny Johns – City Auditor; and Emma Lavachek – Ackerman-Estvold Engineering; Trey Skager – McHenry County Sheriff.

MINUTES

Motion by Keller/Jenson to approve the minutes from the September 19 regular meeting, and special meeting minutes for September 19 and October 10. Roll Call: All-aye; motion carried.

PAYROLL & BILLS

Motion by Davis/Jenson to approve the bills to be paid in the amount of \$53,558 and Payroll for \$33,238.19. Roll Call: All-aye; motion carried. (BAG 147.74; BDS 104.87; ChemLab 18.54; Nesmith 136; Circle San 6,402.75; Core&Main 4,005.45; Dakota Pump 9,100; Enerbase 488.70; Ferguson 4,250; 1st District 100; Jenson 594.45; Hirshfields 463.80; Ihrys 1,504; Davis 519.50; McGee 756; Menards 15.96; Schreiner 247; Mouse River 429.98; NAPA 179; North Star 311.09; OneCall 22.30; Ottertail 3,828.05; P Jemtrud 450; Schocks 14; SRT 437.20; TC Spec 50; TeamLab 7,573; VCDC 79.29; VFD 257.15; Velva Foods 184.12; Park District 1,621.80; Library 83.70; Verendrye 1,333.34; Verizon 209.22).

Reports of The President/Finance Commissioner

Schreiner asked Skager if there were any issues. Skager stated that things have been steady but no major issues.

Communications

-Schreiner discussed a phone call and email received from a Harvey City Council member asking for the small communities in central North Dakota to unite and contact their representatives to collectively voice the desire for natural gas distribution in their cities. The Velva Commission concurred to move forward with the push for natural gas.

-Johns presented a proposed lease agreement for the newly purchased Fire Department/Emergency Services Center building. Johns asked the commission to review, edit and add to the lease, and she will add it to the next meeting's agenda under unfinished business.

-The Velva Fire Department asked the commission to appoint a member to their building committee for the new Emergency Services Center, tasked with creating timelines for the new building, securing plans, and applying for grants. Davis/Keller made a motion to appoint Jenson to the building committee. Roll Call: All-aye; motion carried.

Reports of Officers, Boards, Committees

Commissioner Zietz: Zietz asked about replacing the city bobcat for a bigger machine. Zietz asked that this be put on the next agenda, and for research to be done on funds available and equipment available. Zietz also asked about the Yellow Hammer house demolition. Johns stated the demo permit has been submitted, and Haugen Excavating is just waiting on utility/power company to continue the project. Will be demolished within the next 30-days and most likely, much sooner.

Commissioner Davis: Davis asked if the PW could move the planters on Main Street to a secure location to be stored for the winter. Jemtrud will move the planters. Davis attended a webinar put on by the NDLC covering several different topics. Davis stated the city cannot buy the coffee for city hall unless it is for a public event. Johns said she buys the coffee for the employees. Davis mentioned the NDLC convention that she and Jenson attended was very informative, and gave a few examples of the information.

Commissioner Jenson: Jenson asked for approval to purchase glass for 4-windows at the city shop on Central Avenue. Jenson received a quote from All American Glass totaling \$1,503.50. Keller/Davis made a motion to approve the glass purchase and replacement, to offset the cost to heat the building as it is now. Roll Call: All-aye; motion carried. Jenson also asked about the confusion surrounding the final budget and the need for the special meeting last Monday. Discussion by commission.

Commissioner Keller: Keller had no issues to discuss.

Engineer's Report: Lavachek talked about the progress made on the Main lift station replacement project; with 2-Engineers from Ackerman coming to Velva to do the wetland delineation and environmental study required by the CDBG grant. Lavachek gave a rundown on the levy inspection, including gopher holes, trees, pump station manual, the closures need piles of dirt and storm sewer televising lines needed. Lavachek talked about weight limit on the park bridge for sign installation. Lavachek reminded Johns to submit the reporting for the use of Prairie Dog Fund money – Johns said it was completed. Schreiner asked Lavachek to get him in contact with Kevin from Ackerman for the Park Board road issue.

Auditor's Report: Johns had nothing to discuss.

Assessor/Building Inspector's Report: Nagle was not in attendance. The commission reviewed the building permit list. Johns asked the Commission to review the revised building permit to be used for decks, sheds and fences. The Commission concurred to send the permit through P&Z for approval, then back to them next meeting.

Public Works Report: - Nothing to discuss.

Introduction & Adoption of Resolutions/Ordinances: No ordinances to discuss.

Personal appearances before Commission: Roger Dietrich was in attendance, in care of the owner located at 113 Main Street South, Emily Atherton. Dietrich told the commission that the state right of way needs to be mowed and he wants the city to do it. Dietrich was told by the DOT that the city holds the maintenance agreement for the right of way. Schreiner said he has contacted the DOT and they do not have any complaints about how the city is maintaining the right of way. Johns attempted to explain what a right of way was and how it is maintained; stating the property owner is still responsible for maintenance of the right of way. Dietrich also contacted 1st District Health Unit, stating mice are present now because of the tall grass. Discussion on the various items in the right of way, including a flower bed and trailers. Jemtrud and Johns stated this was not the city's responsibility. Jenson/Keller made a motion to have the public works department mow the right of way, up to the property line, at 113 Main Street South. Roll Call: All-aye; motion carried.

-Keith Cederstrom asked the commission to reduce the "no-parking" area in front of the Muus building, which he owns and which 6-businesses operate out of, due to parking constraints. Johns reminded the commission that this no-parking area was just established last year due to visibility and safety concerns at the corner of Main and Central West; the no-parking extension was evaluated and supported by the State DOT. Keller/Zietz made a motion to return the no-parking area back to its original markings, reducing the no-parking area back by 16-feet. Roll Call: All-aye; motion carried. Cederstrom also asked if the city would allow him to reach out to our representatives Thomas and Vedaa, to see if they could help with the train horn issue. Cederstrom would like to see if he can get the train whistle sign moved to the west. Commission

concurred and thanked Cederstrom for taking the initiative.

Unfinished Business: The vacancy on Planning & Zoning was discussed. The Commission would like to see the vacancy posted on Facebook to see if anyone has any interest in sitting on the board.

-Weight limit signs on bridge were already discussed.

New Business: Johns asked if a \$0.25 charge could be added to the utility bill to support vector control, such as mosquito fogging. This addition would generate close to \$1,400 a year to afford the cost of chemical for the fogger. Davis does not want an additional charge on the utility bill. Keller/Jenson made a motion to increase the water rate per thousand by \$0.10, starting at the January 2023 billing. Roll Call: All-aye; motion carried.

Additions: The revised bills list was in the packet for review.

-Schreiner read a statement, recommended and approved by the city attorney, regarding a personnel issue and called an executive session meeting for Monday, October 24 at 1:00pm. Schreiner asked that the topic not be discussed any further at this public meeting.

-Johns asked Lavachek for an update on GIS utility line mapping. No progress was made this year.

Adjournment: With no other business to discuss, Schreiner adjourned the meeting at 8:28 pm.

The next Commission Meeting will be Monday, November 21, 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