

Velva Regular Commission Meeting

October 21, 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, Street/Finance; Dave Keller – Vice President, Police Commissioner (including Cemetery oversight); Mary Liz Davis – Police/Finance Commissioner; Ben Zietz – Water/Sewer Commissioner; Gene Jenson – Commissioner of Streets/Improvements (including Cemetery oversight); Jenny Johns – City Auditor; Kelly Jemtrud – Public Works Director; Emma Lavachek & Alan Walter – Ackerman-Estvold Engineering; Trey Skager – McHenry County Sheriff. Guests: Lonnie Sather, Jen Barta.

Personal Appearances: Lonnie Sather addressed the Commission regarding the speed bump removal on Central Avenue East. Jemtrud/Jenson stated the speed bump was removed after further research and consultation with the city engineers and Bechtold Paving; the bump was negatively affecting the gate valve each time it was driven over, as the top of the pipe was being crushed. (At the September meeting it was approved to purchase additional signage and two solar radar signs, until the situation could be reassessed for a possible valley gutter or a speed bump in a different area). Sather asked that the speed bump be reinstalled due to safety issues and excessive speeding in the area since the bump has been removed. Discussion amongst the Commission. Keller/Davis made a motion to install a 25mph – speed bump on the east side of Sather’s driveway as soon as possible. Alan Walter recommended the speed bump be installed at an angle. Keller/Davis amended the motion to include the angled installation. Roll Call: All – aye; motion carried.

MINUTES: Motion by Keller/Jenson to approve the minutes from the September 16, 2024 regular meeting and special meetings on September 16 and October 7. 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 \$364,233.78 and Payroll for \$30,529.95; and to transfer \$200,000 from the Money Market account to the General Checking account to cover the bills until the CDBG and SRJB payments are paid to cover the out-of-pocket master lift station expenses, then to transfer the money back into the Money Market. Roll Call: All-aye; motion carried. (*Am.Welding 43.56, Bag LLC 178.09, Bechtold Paving 302,244.91, BMS 50, Butler 185.12, CBourdeau 208.57, Circle Sanitation 7,126.50, CivicPlus 859.83, Dakota Truck 373.98, 1st Dist. Health Unit \$60.00, BeaverBoyz 1400, Hawkins 1,494.46, HOE 22.99, JJohns 1500, MLDavis 499.70, Menards 197.61, Mouse River 572.71, NAPA 335.45, NSCCU 251.40, NorthwestTire 201.31, 1Call 13.50, OtterTail 3,458, PJemtrud 450.00, SRJB 40,061.11, SRT 4.09, Swanston 51.13, Velva Foods 79.55, KWyche 1500*).

Reports of The President/Finance & Street Commissioner

Schreiner gave the police report numbers for September. Skager had nothing to report. Schreiner presented the animal complaint/citation written last month. Johns thanked the Sheriff’s Department for the swift response and assistance with nuisance complaints.

Communications:

City Attorney VanGrinsven submitted email correspondence regarding NPRWD to the Commission. The main point being NPRWD was requesting the Corp to reconfirm the position that a permit was required prior to boring under the city’s levee back in 2022. Lavachek handed out a google map and an as-built map received from the Corp, via NPRWD’s engineering company, Interstate. The as-built showed where the existing water lines were and where the new lines were installed, some crossing onto city property. Johns is to contact the city attorney, provide him with the as-built and google maps, and ask him to get in contact with the SRJB attorney, Dwyer. Walter stated there are three issues, including the boring under

the levee, the abandoned lines that need attention to either be removed or plugged and filled, and the crossing of the lines out of the right of way and onto city property.

-Johns gave an update on the request received from the SVCC. The city attorney will be contacting the SVCC attorney to ask for clarification on the request.

Reports of Officers, Boards, Committees

Commissioner Keller: Keller reminded everyone of the meeting scheduled for Tuesday, October 22 at the Velva school with the NDDOT to discuss the 4-lane project.

Commissioner Davis: Davis had nothing to discuss.

Commissioner Zietz: Zietz had nothing to discuss.

Commissioner Jenson: Jenson had nothing to discuss.

Engineer's Report: Lavachek stated that she submitted the DWSRF to the state by the deadline and will be sending the next one in by November 1st to maintain Velva's grant/loan opportunity if a city infrastructure loan was needed. The main lift station is nearing completion with just a few last-minute items to get done, SRT was there last week to complete that portion for the Sensaphone. Lavachek will work with Johns on the next phase of the lead service line project. The hard copies are in the office for public review. The next step is to notify all users of their service lines; Ackerman will help write the letters, but the office will be responsible for sending them out.

-Walter stated the bridge project will hopefully be bid out next month, they are hoping for good numbers.

Auditor's Report: Johns reported that the 2023 audit has been sent to the state. Johns gave a comparison of sales tax numbers from 2023 to projected 2024, with the amount being down approximately \$50,000. Johns stated she will be having a hip replacement surgery on December 9th, and asked to possibly move the regular meeting. The commission will readdress the issue next month.

Assessor/Building Inspector: The building permit list was in the packet for the commission's review. Johns stated that Bourdeau is doing a fantastic job in the Assessor role; and has been inputting several properties into the Vanguard system. Bourdeau has had multiple trips to Towner for training during this process.

Public Works Report: Nothing to report.

Introduction & Adoption of Resolutions/Ordinances: McHenry County sent over a multi-hazard mitigation plan resolution for the city's adoption. Davis/Jenson made a motion to approve the resolution as presented. Roll Call: Davis, Jenson, Keller, Zietz, Schreiner – aye; motion carried.

Personal Appearances: Personal appearances were previously discussed.

Unfinished Business: Appliance dump has been extended; collections are still being made at the drop off location if anyone needs to dispose of any appliances/metal.

-Johns stated she has been in contact with the attorney regarding the water plant road and will have an update by the next meeting.

New Business: Two employment applications were received last week for the open public works position; Schreiner appointed Jemtrud, Walter, Johns, Zietz and himself to the hiring committee with Jenson being an alternate if Zietz is unavailable. Johns is to schedule interviews this week.

-Lavachek stated that the Corp of Engineers will be in Velva within 3-weeks to do the levee inspection.

Adjournment: With no other business to discuss, Schreiner adjourned the meeting at 8:17 pm.

The next Commission Meeting will be Monday, November 18 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