

# Velva Regular Commission Meeting

September 16, 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; Mary Liz Davis – Police/Finance Commissioner; Dave Keller – Vice President, Police Commissioner (including Cemetery oversight); Ben Zietz – Water/Sewer Commissioner; Gene Jenson – Commissioner of Streets/Improvements (including Cemetery oversight); Chery Bourdeau – City Assessor; Jenny Johns – City Auditor; Emma Lavachek – Ackerman-Estvold Engineering. Guests: Heather Tudor.

**MINUTES:** Motion by Keller/Davis to approve the minutes from the August 19, 2024 regular meeting. Roll Call: All-aye; motion carried.

**PAYROLL & BILLS:** Davis/Zietz made a motion to approve the bills paid and bills to be paid in the amount of \$94,327.72 and Payroll for \$25,547.13. Roll Call: All-aye; motion carried.

NSCCU 3,172.53; Ackerman-Estvold 11,078.94; Acme 225.12; Bag LLC 186.39; Chemistry Lab 389.28; Circle Sanitation 6,933.75; Coyote Cons. 11,177; Dakota Ag. 152.25; Dakota Pump/control 20,666.69; 1<sup>st</sup> Dist. Health Unit \$60.00; G&P sales 101.10; Hartford Ins 1,798; Hawkins inc. 2,038.07; Ihry 50; McHenry County SD 20,953.75; Mouse River 962.35; ND Sewage 8,540; 1Call 27; OtterTail 4,344.41; PJemtrud 450.00; SRT 498.50; VCDC \$111.29; Velva Library 111.29; Verizon \$300.

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

Schreiner stated that Timothy Moulton resigned his position from the Public Works Department. Schreiner gave the police report numbers, with 383 hours being spent in Velva in August.

## **Communications:**

There were no complaint letters to review. Schreiner asked the commission for approval of the final budget numbers for 2025, which must be sent to the county by October 10. Jenson/Davis made a motion to approve the 2025 Final Budget as presented. Roll Call: All – aye; motion carried.

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

**Commissioner Davis:** Davis consults with Johns on a weekly basis regarding financial and complaint issues; Davis has not seen nor heard of any parking issues so far at the school.

**Commissioner Keller:** Keller asked about Larry Barstad's building permit. Johns explained that a one call locate came in for a fence installation, but no building permit was submitted.

**Commissioner Zietz:** Zietz asked who was responsible for the culvert located on Snake Road or Prospect Avenue by Bonnes Coulee. Johns will consult with Jemtrud on the matter.

**Commissioner Jenson:** Jenson reported on the cemetery work being done, including tree removal and groundwork preparation for spring tree planting.

**Engineer's Report:** Lavachek explained the handouts provided in the packet regarding two change orders and the fifth pay application. Jenson/Keller made a motion to approve change order one (1) for \$35,960.13, change order two (2) for \$1,029 and pay application five (5) for \$87,531.83. Roll Call: All – aye; motion carried. Lavachek stated the main lift station was started up on September 5<sup>th</sup> and everything seems to be running well. SRT should be out soon to complete the Sensaphone portion for notifications to the public works department. Lavachek gave a brief rundown on the lead service line inventory project mandated by the state.

**Auditor's Report:** Johns reported that the 2023 audit is currently being worked on by Wyche and we should have it done shortly; and still waiting on final reports from the state.

**Assessor/Building Inspector:** The building permit list was in the packet for the commission's review. Bourdeau discussed the water plant road, as the surveyors that we hired have found some discrepancies with the current plat of the area. Bourdeau would like the commission's opinion on whether to continue with the project or not, as the bill is over \$6,000 so far with just investigatory and initial work done. The commission concurred to have Johns reach out to the city attorney for advice.

**Public Works Report:** Nothing to report.

**Introduction & Adoption of Resolutions/Ordinances:** Discussion on ordinance change, Sec. 30-165 Accessory Buildings. Davis/Zietz made a motion to adopt the second and final reading. Roll Call: All – aye; motion carried.

**Personal Appearances:** No personal appearances in attendance.

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

**New Business:** Public Works employee 3 was discussed. Schreiner stated the reasons that we need to hire a third public works employee now, including testing mandates from the state, on-call time, vacation leave. Schreiner gave a rundown on all of the responsibilities of the public works department in the summer and winter months. Davis/Jenson made a motion to post the opening for public works employee 3 as soon as possible. Roll Call: Davis, Jenson, Zietz, Schreiner – aye, Keller – nay; motion carried. Johns will try to get something together by the week's end.

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

*The next Commission Meeting will be Monday, August 19 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**