

# Velva Regular Commission Meeting

September 19, 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: 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; Kelly Jemtrud – Public Works; ~~Ron Nagle – City Assessor~~; Jenny Johns – City Auditor; and Emma Lavachek & Alan Walter – Ackerman-Estvold Engineering.

## ***MINUTES***

Motion by Keller/Jenson to approve the minutes from the August 15 regular meeting, and special meeting minutes for August 15, September 1 and September 15. Roll Call: All-aye; motion carried.

## ***PAYROLL & BILLS***

Motion by Davis/Jenson to approve the bills to be paid in the amount of \$195,071.22 and Payroll for \$29,959.97. Roll Call: Jenson-aye; Zietz-aye; Keller-aye; Davis-aye; Schreiner-aye. Motion carried. (Ackerman 3,040; Schlieman 2,500; BAG 170.98; BND 34,200; BDS 104.89; ChemLab 521.70; Circle Cont. 600; Circle San 6,402.75; Darker Stud 5000; 1<sup>st</sup> District 100; Jenson 106.87; G Weber 3,200; Hartford Ins 1,338; Hawkins 2,937.43; Hirshfields 322.11; HOE 43.89; Immense Impact 565.95; Keller Paving 131,490; Walter 404.35; Main Elec 5,068.14; McGee 82; McHenry County 20,823.95; Menards 62.76; Mouse River 730.49; North Star 1,177.46; OneCall 13; Ottertail 4,246.83; P Jemtrud 450; Reichs 150; Schocks 13.50; SRT 457.37; TC Spec 50; VCDC 78.85; Velva Foods 15.28; Library 81.87; Verendrye 1,333.34; Verizon 210).

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

Schreiner has discussed ATV traffic further with the Sheriff's Department. Schreiner stated that the Sheriff's Department hours were up from last month, and the presence is much appreciated. Jenson said several speeding citations were issued during the last rodeo weekend.

## **Communications**

-Special event – a liquor license transfer was submitted for an upcoming benefit, for the Yellow Hammer family, being held in the park on October 1<sup>st</sup>. Keller/Davis made a motion to approve the license transfer and waive the fee due to the purpose of the event. Roll Call: All-aye; motion carried.

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

**-Commissioner Zietz:** Zietz stated that he is concerned about the morale issues with the staff and asked that everyone try to get along as best as possible for the benefit of Velva. Zietz inquired about the house fire at 306 1<sup>st</sup> Avenue East. Johns stated the Yellow Hammer family has been in contact with the city, and they are in the insurance portion of the process, but plan to demolish the house as soon as possible. Zietz also stated with the amount of water breaks that have happened in the past week, he is hopeful everything will be good again for a while. Zietz publicly thanked Public Works Kelly Jemtrud and Leo Walter, Fire Department Mike Heisler, office staff Kerry Wyche and Jenny Johns and everyone else in town for their patience during this unfortunate situation. Zietz also commended 4K Excavating for their response time and the fantastic job they did on fixing all the breaks.

**-Commissioner Davis:** Davis would like to take one (1) session of budget training through NDLC at the cost of \$30, and asked if anyone had an issue with this? No issues were voiced.

**-Commissioner Jenson:** Jenson needs a dump trailer for the removal of the dead trees he has been trying to clear out at the cemetery. Jenson also talked to Dustin Klimpel about mowing and haying the city-owned area just east of the cemetery. Jenson said mud-jacking went very well, and he also talked to a concrete guy about repairs to curbs after the mud-jacking.

**-Commissioner Keller:** Keller asked if the Fire Department building purchase had been finalized. Johns stated the closing date is September 27. Keller asked if there was any money left to purchase a blade and/or skid steer. Johns stated there would be some limited funds available. Keller asked that Johns reach out to

other cities to see if anyone has a blade for sale. Keller asked how much the patching costed the city. Schreiner answered roughly \$40,000. Keller said to overlay all of 2<sup>nd</sup> Avenue was \$90,000 and he would like to see more overlaying projects and less patching, unless absolutely necessary.

**-Engineer's Report:** Walter gave an update on the Highway 41 bridge replacement project, scheduled to start in the spring of 2023. The project will most likely take 2-years to complete. Zietz asked if the Corp of engineers had scheduled a levy inspection yet? Walter stated not yet, and that there was not one last year either. Jenson asked if Walter could get weight limitation numbers for the park bridge, so the city can post signage.

-Lavachek stated that the park bridge repair has been completed; Johns said the reimbursement check was received, but rejected as it was not the correct amount. The company will be reissuing a check asap. Lavachek asked for approval of two engineering joint contracts for the master lift station project. Zietz/Jenson made a motion to approve the contract for \$55,000 for the engineering services including preliminary and final design, bid administration and survey services; and, to approve the contract for \$15,000 for the engineering services identified as environmental evaluation services. Roll Call: All-aye; motion carried.

**-Auditor's Report:** Johns presented the special assessment certified letters that were sent out; if no payment is received, these abatements will be sent to the county to be assessed onto property owner's taxes. Johns asked if anyone had any further questions on the 2023 final budget, as this will need to be finalized and sent to the county by October 10. Davis/Zietz made a motion to approve the 2023 final budget. Roll Call: Jenson-aye; Zietz-aye; Keller-aye; Davis-aye; Schreiner-aye ~ motion carried.

**Assessor/Building Inspector's Report:** Nagle was not in attendance. The commission reviewed the building permit list and seeing no issues, moved on.

**Public Works Report:** - (see below)

**-Introduction & Adoption of Resolutions/Ordinances:** A proposed change to **Sec. 20-20** of the Municode, **Notice to abate nuisance**, was discussed. Keller/Jenson made a motion to approve the 2<sup>nd</sup> reading of **Ordinance Change 2022-03** – Sec. 20-20 – as follows:

**Sec. 20-20. – Notice to abate nuisance.**

The city by its agents or employees may notify in writing the owner of any lot, place or area within the city that he must, within ten days after receipt of the notice, abate the nuisance described in the notice. The notice shall specify the legal description of the premises and shall also set forth, if possible, the street address of the premises. It shall include therein an explanation of the right to a hearing on the necessity for abatement which is provided for in section 20-22. The notice shall be by certified mail, return receipt requested, addressed to the owner at his last known address, or shall be made by personal service, and the person making service either by mail or in person shall maintain as a permanent record written proof of service. ***Or, if by the city's agents or employees, an immediate hazard to the health or safety of any person or a person's property, private or public, is determined; the city may make verbal contact, and/or issue a violation warning notice to the physical address, for which the nuisance must be abated within 72-hours.*** (Prior Code, § 13-102)

Roll Call: Jenson-aye; Zietz-aye; Keller-aye; Davis-aye; Schreiner-aye ~ motion carried.

**-Personal appearances before Commission:** (Personal appearances originally scheduled were unable to attend).

**Unfinished Business:** The road maintenance agreement between the city and the Lee family was discussed. Davis/Zietz made a motion to approve the road maintenance agreement up to \$2,000/year. Keller stated there are several roads in town that will need an agreement if this is passed. Zietz stated he was not in favor of the agreement. Jenson was not in favor of the agreement. Roll Call: Jenson-no; Zietz-no; Keller-no; Davis-yes; Schreiner-no ~ motion failed.

-The vacancy on Planning & Zoning was discussed. Keller stated he will contact Larry Kroeplin to see if he would accept the appointment.

-The mural painting(s) were discussed. Zietz would like to see a committee set up for future funding and plan ideas. Davis said there are a group of women currently seeking funding for such projects. The issue will be revisited monthly for updates.

-Jenson discussed the parking issue around the school, and stated he had to back-up last week to allow a pickup to make the corner, as he was on his way to an emergency ambulance call. He wants this issue voted on tonight. Zietz/Jenson made a motion to approve the purchase of signs, stating “No-Parking without Permit” around the exterior perimeter of the school; this will not apply to current home owners in this area. Roll Call: All-aye; motion carried.

**New Business:** Walter will check on weight restrictions for park bridge.

**Public Works Report:** Johns stated the city was extremely lucky to have Jemtrud. Not only for his knowledge of city infrastructure, but the dedication he has to Velva. Jemtrud worked 37-hours straight during the water break(s) debacle, and again another 20-hours the two days following during the other repairs.

**Additions:**

-Davis asked if the commissioners would be open to reallocating city sales tax funds, pending the city attorney’s approval. The reallocation would be to fund an employee to advocate for the Chamber, VCDC (JDA) and the city. Johns is still waiting to hear back from the city attorney.

-Johns asked if she could get a motion of approval to pay the invoices that come in for the water break repairs, as the timing did not allow 4K Excavating time to submit their invoice. Zietz/Davis made a motion to pay the invoices for the water break repairs, when submitted. Roll Call: All-aye; motion carried.

**Adjournment**

-With no other business to discuss, Schreiner adjourned the meeting at 8:33 pm.

*The next Commission Meeting will be Monday, October 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\*\****

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**Mike Schreiner**  
**Commission President**

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**Jenny Johns**  
**Auditor**