



**CITY OF VELVA
COMMISSION MEETING
~Velva City Hall~
Monday, July 20, 2026
6:00 pm**



REGULAR MEETING

Call to Order

Pledge of Allegiance

Introductions/Roll Call

****ACCEPTANCE OF FINAL ELECTION RESULTS FROM COUNTY**

(1)

ORGANIZATION

Elected Officials – Oath of Office

- Michael Schreiner, David Keller, Mary Liz Davis

Appointive Officers – Oath of Office

- City Attorney – Bryan VanGrinsven
- City Engineer(s) – Emma Lavachek
- City Assessor – Chery Bourdeau
- City Auditor(s) – Jennifer Helm
- Deputy Auditor – Kerry Wyche
- City PW Director – Kelly Jemtrud & Leo Walter

Elected Official Portfolios – (needs a motion to approve)

40-09-12. Departments of administration of city divided among commissioners - Duties.

The board of city commissioners, by a majority vote of all the members thereof, shall designate from among its members:

1. A **police and fire commissioner** who shall have under that commissioner's special charge the enforcement of all police regulations of the city and the general supervision of the fire department of the city.
2. A **commissioner of streets and improvements** who shall have under that commissioner's special charge the supervision of the streets and alleys of the city and who shall be charged with responsibility for the lighting, cleaning, and sanitary condition of the streets and alleys and with the enforcement of all rules and regulations relating thereto, and with the preservation of the health of the inhabitants of the city. That commissioner shall have under that commissioner's special charge the supervision of all public improvements and shall see that all contracts for such improvements and the conditions of all grants of franchises or privileges are complied with faithfully and performed.
3. A **waterworks and sewerage commissioner** who shall have under that commissioner's special charge the waterworks and sewerage department of the city and who shall see to the enforcement of all regulations with respect to those departments and all revenue pertaining to those departments.
4. A **commissioner of finance and revenue** who shall have under that commissioner's special charge the enforcement of all laws for the assessment and collection of taxes of every kind and the collection of all revenues belonging to the city, from whatever source the same may be derived, and who shall examine into and keep informed as to the finances of the city.

The duties assigned to the various members of the board by this section may be otherwise distributed by a majority vote of the board's members.

1. Roll Call
2. Approval of Minutes of Previous Meetings
 - Regular & Special Commission and Committee Meetings: (1-5)
 - *Regular Meeting – June 15
 - *Special Meeting(s) – June 17, July 15
 - ~~*Executive Session Meeting—~~
3. Payroll & Bills (Payroll \$54,671.78; Bills to be paid \$86,970.39) (6-12)
 - Bills paid since last meeting \$24,621.23
 - Total Bills = \$111,591.62
 - Financial and Other Reports, Employee Leave
Spreadsheets/City Commission meetings attended (13-26)
4. Reports of the President/Finance Commissioner
5. Communications
 - ~~Complaint letters and/or Citations~~ (–)
 - Police Report (27)
 - Policing contract 2027 (28-29)
 - NDLC fall conference (30-31)
 - Longevity stipend (32-33)
6. Reports of Officers, Boards, Committees
 - Commissioner Davis
 - Commissioner Keller
 - Commissioner Zietz
 - Commissioner Jenson
 - Engineer's Report
 - Engineering Updates (–)
 - Auditor
 - 2026 set preliminary budget meeting (separate packet)
 - Assessor/Building Inspector
 - Building Permit(s) (–)
 - Public Works Department
 - Department Updates
 - 90 – day evaluation/recommendation
7. Introduction and Adoption of Resolutions/Ordinances
 - Ordinance No. 2026-04 Sales, use and gross receipts tax 1st reading (34-36)
8. Personal appearances before Commission (on items other than pertaining to the agenda)
 - ...
9. Unfinished Business
 - Elevator update
10. New Business
 - ATV/golf carts in town
11. Miscellaneous
12. ADJOURNMENT – Regular Meeting