

# Velva Regular Commission Meeting

December 21, 2020

Regular Meeting – 7:00pm

Velva City Hall

**REGULAR MEETING:** Velva City Commission Meeting called to order at 7:00 pm by Commission President Jennifer Barta. The Pledge of Allegiance was recited. Roll Call: Jen Barta – President of the Commission; Dave Keller – Street Commissioner; Mary Liz Davis – Police Commissioner; Jenny Johns – Auditor; Kelly Jemtrud – Public Works Director; Ben Zietz – Water/Sewer Commissioner on Zoom; Emma Lavachek and Alan Walter – Ackerman Estvold Engineering on Zoom. The Commission discussed Commissioner Kitelinger’s absence.

## MINUTES

Motion by Keller/Davis to approve the minutes from the November 16 regular meeting and the December 15 special meeting. Roll Call: All-Aye, motion carried.

## PAYROLL & BILLS

Motion by Davis/Zietz to approve the bills to be paid in the amount of \$115,945.38 and payroll for \$15,515.73. Roll Call: All-Aye, motion carried.

CITY OF VELVA, ND				
Check Register for Peoples State Bank				
Period	Check #	Vendor Name	Check Amount	Date Issued
12/20	-99729	VERENDRYE ELECTRIC COOP INC	\$ 1,333.34	12/22/20
12/20	34921	ACKERMAN-ESTVOLD	\$ 1,150.00	12/22/20
12/20	34923	BAG LLC	\$ 322.14	12/22/20
12/20	34924	BDS (VALLI)	\$ 100.00	12/22/20
12/20	34925	BLACK MOUNTAIN SOFTWARE	\$ 11,657.00	12/22/20
12/20	34926	Chemistry Lab	\$ 37.08	12/22/20
12/20	34927	CIRCLE SANITATION	\$ 6,292.25	12/22/20
12/20	34928	Ferguson Waterworks #2516	\$ 9,878.31	12/22/20
12/20	34929	FIRST DISTRICT HEALTH UNIT	\$ 100.00	12/22/20
12/20	34930	HARTFORD FIRE INSURANCE	\$ 2,660.00	12/22/20
12/20	34931	HOME OF ECONOMY INC	\$ 58.52	12/22/20
12/20	34932	IHRY INSURANCE INC-TOWNER	\$ 13,384.00	12/22/20
12/20	34933	ITRON, INC.	\$ 685.94	12/22/20
12/20	34934	Jennifer Johns	\$ 25.30	12/22/20
12/20	34935	MAIN ELECTRIC CONSTRUCTION	\$ 320.40	12/22/20
12/20	34936	MCGEE HANKLA BACKES PC	\$ 2,509.00	12/22/20
12/20	34937	MINOT AREA CHAMBER	\$ 319.00	12/22/20
12/20	34938	MOUSE RIVER OIL COMPANY INC	\$ 196.77	12/22/20
12/20	34939	NAPA AUTO PARTS	\$ 177.96	12/22/20
12/20	34940	ND LEAGUE OF CITIES	\$ 75.00	12/22/20
12/20	34941	ND RURAL WATER SYSTEMS ASSO	\$ 230.00	12/22/20
12/20	34942	North Star Community CU- VISA	\$ 302.13	12/22/20
12/20	34943	OFFICE OF THE STATE AUDITOR	\$ 240.00	12/22/20
12/20	34944	OTTERTAIL POWER	\$ 4,091.42	12/22/20
12/20	34945	PAMELA JEMTRUD	\$ 450.00	12/22/20
12/20	34946	SRT	\$ 382.10	12/22/20
12/20	34947	SWANSTON EQUIPMENT	\$ 8,289.88	12/22/20

12/20	34948	TC SPECIALTIES	\$ 49.25	12/22/20
12/20	34949	VELVA COMMUNITY DEV. CORP	\$ 848.50	12/22/20
12/20	34950	VELVA FIRE DEPARTMENT	\$ 28,986.91	12/22/20
12/20	34951	VELVA PARK DISTRICT	\$ 18,349.20	12/22/20
12/20	34952	Velva Post Office	\$ 711.19	12/22/20
12/20	34953	VELVA PUBLIC LIBRARY	\$ 115.06	12/22/20
12/20	34954	VERIZON	\$ 209.46	12/22/20
12/20	34955	ACME TOOLS	\$ 1,408.27	12/22/20
		Total:	\$ 115,945.38	

### ***GUESTS***

No guests present.

### ***NEW BUSINESS***

No new business to discuss.

### ***OLD BUSINESS***

No old business to discuss.

### ***ENGINEER***

Walter presented a contract for the engineering agreement for the Goldade Lift Station replacement project scheduled to be completed in 2021. Walter stated the contract will need to be approved in order for their company to proceed with the bidding process. The Commission concurred to have a special meeting after the holiday weekend to look over the contract. Lavachek discussed the response she received from the USDA regarding our recent application we submitted. There are several more documents that will be necessary to pursue the loan option. Commission concurred to add this to the special meeting agenda, scheduled for Tuesday, December 29, at 10:00am. Johns is to set up a zoom meeting and contact all interested parties. Lavachek stated that Barta will need to sign the final CDBG grant paperwork and then that will be finalized. Walter presented a poster board of the upcoming Highway 41 bridge replacement project. The project will be completed by working on one side of the bridge at a time, always keeping one lane of traffic open. The poster boards and bridge information will be at city hall if residents would like to see the plans for the project.

### ***REPORTS OF THE PRESIDENT***

**Finance Commissioner:** Barta asked for a motion to approve the 2<sup>nd</sup> reading of the Municode, with the one revision/addition by City Attorney VanGrinsven, regarding the sale of city property. Davis/Keller made a motion to approve the 2<sup>nd</sup> reading. Roll Call: Keller – yes; Davis – yes; Zietz – yes; Barta – yes. Motion carried. The approval ordinance will be sent to Municode, and we will post the link to the statutes on our website. Barta presented the Code of Conduct ordinance's 2<sup>nd</sup> reading. Zietz/Davis made a motion to approve the 2<sup>nd</sup> reading of the Code of Conduct ordinance relating to the CDBG grant opportunity. Roll Call: Zietz – yes; Davis – yes; Keller – yes; Barta – yes. Motion carried. Barta discussed the possibility of placing a city-owned parcel of land up for sale. Zietz/Davis made a motion to sell the 5.09-acre property just West of Verendrye, legal description: Westin Addition, Lot 2 Block 3; the city will advertise to sell the property through sealed bids in accordance with the city ordinance, including the right to refuse any and all bids. Roll Call: Zietz, Davis, Barta – yes; Keller – no. Motion carried.

**Water Commissioner:** Zietz stated he had nothing to report.

**Street Commissioner:** Keller stated he had nothing to discuss.

**Cemetery Commissioner:** Kitelinger was absent.

**Police Commissioner:** Davis stated that she had nothing to discuss.

### ***AUDITOR***

Johns presented the budgeted utility rate increase for 2021 and asked for a motion to approve the following increases: water base rate to \$17 including the first 1,000 gallons, and usage over 1,000 gallons to \$6.75/1,000; sewer base rate to \$16. Davis/Zietz made a motion to approve the utility rate increases. Roll Call: All – yes. Motion carried. Johns presented an updated debt service schedule, including all debts currently owed by the city. Johns recommended to look into paying the Lagoon repair debt off in 2021 and possibly doubling or adding to the principal payments of three others, as interest fees are quite excessive. Keller recommended to look into refinancing the debt. Johns will contact David Kramer at PSB to inquire about refinancing options. Johns presented the cash report for December 2020, and asked for a motion to approve the proposed year-end transfers. Davis/Keller made a motion to approve the year-end transfers, as presented. Roll Call: All – yes. Motion carried. Johns stated that the City of Velva has received the first disbursement from the Prairie Dog Fund, totaling \$125,000, deposited on December 14. Johns presented the report for the year-to-date sales tax totals received in 2020 – \$238,218.49. Johns gave a brief update on the audits being performed by Brady Martz for the years including 2016 and 2017. This has been a very time consuming process of document and report sending for their testing phase. Barta

offered to help with this process whenever she was needed. Johns stated the next two meeting dates fall on Federal Holidays. Per the Municode, any meetings that fall on a Federal holiday, must be moved to the following Tuesday. The next two meeting dates will be on Tuesdays: January 19 and February 16.

**ADDITIONS**

Commissioner Kitelinger's absence was discussed whether it would be excused or unexcused. Barta stated that Kitelinger came to city hall prior to the executive session meeting, and when asked to wear a mask, he departed. He was then presented with the option to attend the meeting via Zoom or teleconference for both the executive session meeting and the Regular Commission meeting. Davis/Zietz made a motion for the absence to be unexcused, stating options were made available to attend remotely. Keller stated there should be a warning letter of reprimand for the first offense. Roll Call: Keller – no; Davis – yes; Zietz – no; Barta – yes. Motion failed. Barta asked for any other business. Lavachek stated that there is a SRF loan available at any time if needed. Jemtrud asked if he needed a motion to continue to start back up with replacing water meters. President Barta gave permission to continue, following COVID-19 protocol. Davis stated that she read a terrific article regarding Public Works Department employees being underappreciated. The article stated that their job is to protect and maintain every aspect of the city, including providing safe drinking water to city residents. Davis publicly thanked Kelly Jemtrud and Leo Walter for the hard work and continued training and certifications acquired to complete their jobs! Barta, Zietz, Keller and Davis thanked all city employees for the "great job" they did this year. Hearing no other business, Barta adjourned the meeting at 8:20 pm.

*The next Commission Meeting will be Tuesday, January 19, at 7:00pm.*

*If you would like to be on the agenda in the future, the deadline is Thursday at noon before a meeting.*

***\*\*Minutes are subject to amendment and approval\*\****

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**Jennifer Barta**  
**Commission President**

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**Jenny Johns**  
**Auditor**