

# Velva Regular Commission Meeting

## December 15, 2025, 2025

7:00pm  
Velva City Hall

### Call to Order and Roll Call

The regular meeting of the Velva City Commission was called to order at **7:00 p.m.** 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 – Streets/Improvements Commissioner (including Cemetery oversight)
- Jenny Johns – City Auditor
- ~~Kelly Jemtrud – Public Works~~
- Emma Lavachek – Ackerman-Estvold Engineering
- Heather Tudor – Velva Area Voice
- Dave Dewanz – McHenry County Sheriff's Department
- Kevin Kittleson – personal appearance

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### Personal Appearances

Kevin Kittleson was in attendance to address the commission regarding a parcel that the City of Velva owns. Kittleson asked if the city would be interested in selling the property. Kittleson is looking to erect a storage building for equipment, as well as, a shop to be used for cabinet sales and residential construction materials. Kittleson has discussed access to the parcel with DAP and received no issues to create an easement. Jenson/Davis made a motion to start the process to put the property up for public sale as the land is worth more than \$2,500. Roll Call: All – aye; motion carried.

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### Approval of Minutes

**Motion:** Keller moved, seconded by Jenson, to approve the minutes from the **November 17<sup>th</sup> regular meeting**.

**Roll Call:** All ayes. **Motion carried.**

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### Payroll and Bills

**Motion:** Davis moved, seconded by Jenson, to approve the **bills paid and to be paid** in the amount of **\$59,131.86**, and **payroll** in the amount of **\$42,963.26**.

**Roll Call:** All ayes. **Motion carried.**

**Bills:** *Ackerman 780, SRT 563.16, NSCCU \$1,100.62, Mint Bar 1723.20, Adventure Divers 1895, AutoValue 19.56, ChemLab 531.57, Circl 6955.88, Dakota Fire 814.90, Dakota Truck 164.87, 1<sup>st</sup>District 60, Hartford Ins. 2184, Hawkins 30, Kat&Company 750, KWyche 74.20, Larsco 311.29, MHeisler 2570, MouseRiver 963.46, Napa 28.49, 1call 7.50, Ottertail 3427.04, PJemtrud 450, Runnings 161.84, RyanChev. Schocks lock 113.75, VCDC 125.66, VFDept 33821.86, Library 125.67.*

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## Reports of the President / Finance & Street Commissioner

President Schreiner had nothing to report

### Communications:

- Complaint letters and warnings by the Sheriff's Department were reviewed.
- Schreiner reviewed the **Police Report**. Deputy Dewanz added that the **McHenry County Sheriff's Department** held their **training session on December 11**, hosting several officers from surrounding jurisdictions.
- Schreiner presented a bill from Dakota Fire Extinguisher for the replacement of the cartridge pads for the 10 AEDs that were received through a grant from Velva Fire Department Gaming that were distributed to 10 various businesses and locations throughout the city. The city was not informed that these pads would need to be replaced every two years. Jenson/Davis made a motion to pay the invoice this year; but send letters to the business owners for direct billing for 2027's replacement. Roll Call: All – aye; motion carried.
- Johns asked for approval to pay the Park District their 20% of the State Aid money when the funds have been received, approximately \$21,000. Jenson/Davis made a motion to pay the Park District the 20%. Roll Call: All – aye; motion carried.

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## Reports of Officers, Boards, and Committees

**Commissioner Davis:** no business to discuss.

**Commissioner Keller:** The Senior Center will be hosting their annual turkey bingo raffle on Sunday, December 21<sup>st</sup> starting at 3pm.

**Commissioner Zietz:** no business to discuss.

**Commissioner Jenson:** no business to discuss.

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## Engineer's Report

**Engineer Lavachek** gave a rundown on the items for Velva she has taken care of, including access inquiries and the Telehey property.

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## Auditor's Report

- **Auditor Johns** stated that the ARPA or CARES fund compliance reporting has been completed through the Federal Department of the Treasury. Also, the Prairie Dog fund reporting has been completed through the state.
- Johns will be working on end of year transfers soon that will need to be approved by the City Commission, possibly at a public meeting.
- Johns will start working on payroll liability reporting at the year's end; January and February will be very busy.
- The 2024 audit is complete. Johns talked with Davis, and will hold the 2024 audit until the 2025 audit can be completed and send them to the state together.

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## Assessor / Building Inspector

A **building permit list** was included in the Commissioners' meeting packets for review.

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## Public Works Report

**Public Works Director Jemtrud** was not in attendance.

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## Introduction and Adoption of Resolutions/Ordinances

Johns presented a possible ordinance change on section 2-21. Discussion on the matter. Keller/Jenson made a motion to approve the 1<sup>st</sup> reading of Sec. 2-21 Regular Meetings: *The city commission shall meet regularly at the city hall on the third Monday of each month at the hour of ~~7:00~~ 6:00 p.m. unless some other time and place shall be specifically fixed by the board. The commission shall meet in addition thereto, as often as required, (N.D.C.C. § 40-09-11).*

*The board of city commissioners shall meet in regular meeting at least once a month and at such additional times as the board, by ordinance, may establish. All regular meetings shall be held at a time and place to be designated by the board. No action of the board shall be effective unless upon a vote of a majority of a quorum of the members of such board. No final action shall be taken in any matter concerning the special department of any absent commissioner unless such business has been made a special order of the day or such action is taken at a regular meeting of the board. Special meetings may be called at any time by the president or any two members of the board to consider matters mentioned in the call of such meeting. Written notice of any special meeting shall be given to each member of the board.*

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## Unfinished Business

Sunset Second Addition to the City of Velva plat was reviewed for final approval. The Planning & Zoning board made their recommendations to approve with the suggested conditions. Discussions and concerns based on previous actions by Telehey and the plat in review's history.

Jenson/Davis made a motion to approve the plat for Sunset Second Addition, subject to the following conditions, including amendments made by the City Engineer and Affidavit from the City Attorney; granting Schreiner permission to sign the plat:

1. Utility Installation: Municipal utilities shall be installed by, and at the expense of, the property owner/developer, at the time of platting, in accordance with the "Telehey Townhouses Water & Sewer Improvements - 2010" plans. All utility installations shall be inspected and approved by the City of Velva prior to the issuance of building permits for Lots 2A, 2B, 3A, and 3B.
2. Lot 4 Restriction: No building permit shall be issued for Lot 4. Lot 4 shall be used exclusively for utilities and access to public right-of-way. Lot 4 shall remain privately owned through joint ownership, established via a Homeowners Association (HOA) or similar mechanism, providing joint ownership of Lot 4 to the owners of Lots 1A, 1B, 2A, 2B, 3A, and 3B.
3. The water main will need to be extended through Lot 4 to the NE corner of Lot 2B and the NW corner of Lot 3A with a 2" hydrant for flushing at the end of the line. All curb stops to be relocated or protected prior to issuance of a building permit.
4. Also to file an affidavit attesting to the conditions as stated in the public meeting referencing the date and time of said meeting along with a cross reference to the recorded plat. The purpose of the affidavit or similar instrument is to put into the public record in the County Recorder's Office the conditions under which the plat is being recorded. This way the conditions are not only in the quasi-public records of the meeting minutes, but also in the County Recorder's Office.

**Roll Call:** Jenson, Davis, Schriener – aye; Keller, Zietz - nay. **Motion carried.**

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## New Business

Johns discussed the 2026 election year, with 2-openings on the City Commission, and Commission President opening, as well as, 2-openings on Park Board. Johns also discussed several measures that will need to be reviewed for final placement on the ballot in June, including: 2<sup>nd</sup> city sales tax extension, fire department equipment reserve fund – 5 mill – extension, possibly removing the \$25 cap

and/or voting on adding an additional sales tax cent strictly to be used for street improvements. All ballot measures will need to be finalized 64 days prior to the primary election.

-Johns stated that the January meeting falls on Martin Luther King Jr. Day, so it will be Tuesday, January 20<sup>th</sup>, potentially at 6pm if a special meeting is had before then.

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### **Adjournment**

There being no further business, **President Schreiner adjourned the meeting at 7:50 p.m.**

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### **Next Meeting**

The next regular **City Commission Meeting** will be held on **Tuesday, January 20<sup>th</sup>, at 7:00 p.m.** Agenda requests must be submitted by **Thursday at noon** prior to the meeting.

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

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

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**Jenny Johns**  
**Auditor**