

Velva Regular Commission Meeting

November 17, 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

*Johns asked for a motion to approve Commissioner Jenson's absence due to a mandatory obligation with the ambulance service. Zietz/Keller made a motion to approve Jenson's absence.

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

Approval of Minutes

Motion: Keller moved, seconded by Davis, to approve the minutes from the **October 20th regular meeting**.

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

Payroll and Bills

Motion: Davis moved, seconded by Zietz, to approve the **bills paid and to be paid** in the amount of **\$34,427.04**, and **payroll** in the amount of **\$43,709.50**.

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

Bills: *Ackerman 582.50, Acme 197.58, Am. Welding 157.27, BAG 67.15, Circle Control 1618, Circle San 7275, Municode 1207.50, ESRI 700, Ferguson 6080, 1st District 60, Hawkins 1340.33, KWyche 54.30, Larsco 3287.90, McGee 350.50, Menards 751.97, MouseRiver 1151.59, NAPA 3.46, NSCCU 1055.88, OnPoint 1890, 1call 13.50, Ottetail 3219.61, PJemtrud 450, Runnings 23.98, RyanChevy 1832.28, SRT 568.07, Swanston 150, VCDC 245.82, VelvaDrug 5.18, VelvaLibrary 245.77, Verizon 250.*

Reports of the President / Finance & Street Commissioner

President Schreiner had nothing to report

Communications:

- No complaint letters or citations were received for review.

- Schreiner reviewed the **Police Report**. Deputy Dewanz added that the **McHenry County Sheriff's Department** will hold a **training session on December 11**, hosting several officers from surrounding jurisdictions.
 - Schreiner presented the list of foreclosed property for sale, with a particular parcel of land that runs adjacent to the city's transmission line. Johns stated that Jemtrud expressed interest in the property due to its logistics, and asked if the commission would be interested in bidding on it. **Motion:** Keller moved, seconded by Davis, to bid on the property, with a maximum bid of \$5,000; and to designate Assessor Bourdeau as the city's bidder/representative.
Roll Call: All ayes. **Motion carried.**
 - Schreiner stated that the next item on the agenda was tabled by the planning and zoning for further review. Keller asked questions about the staking behind his house near the bayou and the accuracy of the markings.
 - Johns asked if the city would be interested in a co-op senior from the school that would be willing and able to help with Auditor, Assessor and Public Works tasks during the second semester of school. Johns stated the 2026 budget would need to be amended to include the student's wages up to \$2,500 out of the water fund.
Motion: Davis moved, seconded by Keller, to amend the 2026 budget to include wages out of the water fund for a co-op student from January to May.
Roll Call: All ayes. **Motion carried.**
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Reports of Officers, Boards, and Committees

Commissioner Davis: no business to discuss.

Commissioner Keller: asked if anyone knew what was happening with the Lariat sale and when the final plat for Sunset Addition will be completed.

Commissioner Zietz: no business to discuss.

Commissioner Jenson: unable to attend due to ambulance/CPR requirements.

Engineer's Report

Engineer Lavachek submitted the **Clean Water State Revolving Fund (SRF)** grant application to the state, which may provide **low-interest financing** for future water and sewer improvements.

Auditor's Report

Auditor Johns presented the finalized list of unpaid **nuisance abatement fees and penalties** that were submitted to the County per the deadline.

Johns asked that the commission consider an increase to the current late fee on the utility bills. The current fee is \$5/month; however, this penalty does not dissuade some residents from paying their bill late. Johns asked for the commission to increase the late fee to 10% per billing cycle, as well as, increasing the "re-connection of curb/stop fee" to \$100, instead of \$25.

Motion: Davis moved, seconded by Zietz, to increase the utility bill penalties from \$5 to 10% and to increase the reconnection fee to \$100 from \$25.

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

Assessor / Building Inspector

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

Public Works Report

Public Works Director Jemtrud was not in attendance.

Additions

No further additions to discuss.

Unfinished Business

No unfinished business.

New Business

No new business to discuss.

Adjournment

There being no further business, **President Schreiner adjourned the meeting at 7:33 p.m.**

Next Meeting

The next regular **City Commission Meeting** will be held on **Monday, December 15, 2025, at 7:00 p.m.**

Agenda requests must be submitted by **Thursday at noon** prior to the meeting.

Minutes are subject to amendment and approval.

Mike Schreiner
Commission President

Jenny Johns
Auditor