

# Velva Regular Commission Meeting

October 20, 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 Lavacheck – Ackerman-Estvold Engineering
- Heather Tudor – Velva Area Voice
- David Flory – McHenry County Sheriff's Department

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## Approval of Minutes

**Motion:** Keller moved, seconded by Jenson, to approve the minutes from the **September 15 regular meeting** and the **September 15 & 16 special meetings**.

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

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## Payroll and Bills

**Motion:** Davis moved, seconded by Zietz, to approve the **bills paid and to be paid** in the amount of **\$48,804.36**, and **payroll** in the amount of **\$40,515.91**.

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

**Bills:** Acme 302.38; Am Welding 54.78; BAG 199.25; Circle 7,611.37; Dakota Pipe/Steel 153.09; Enerbase 67.38; 1st District 60; BeaverBoyz 600; Gooseneck 2,059.54; Hartford Fire 2,131; Hawkins 30; Kevin's 1,056.46; L. Walter 623.10; Main Electric 3,170.09; MARC 1,146.43; M.L. Davis 154; McGee Law 331.15; McHenry SD 20,325; Menards 498.66; Mouse River 980.48; NAPA 622.69; NSCCU 1,460.88; 1 Call 23.35; Ottertail 3,487.81; P. Jemtrud 450; Radisson 113.50; Runnings 461.12; L. Sather 300; SRT 618.95; Computer Store 85; Verizon 250.

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## Reports of the President / Finance & Street Commissioner

President Schreiner reported that the **meeting with Souris Valley Care Center (SVCC)** was canceled due to a scheduling conflict with the SVCC director. The **City Attorney** requested to meet with SVCC's legal counsel prior to the rescheduled public meeting.

## 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.

- Dewanz requested to move discussion of the **motorized scooter ordinance** forward in the agenda. Following discussion, and based on public polling that showed limited support, the Commission agreed to **discontinue the ordinance**.

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

**Commissioner Davis:** Reported on the **North Dakota League of Cities Annual Conference**, noting informative sessions and excellent speakers.

**Commissioner Keller:** Clarified that recent **concrete removal at the Senior Center** pertained to city-owned land.

**Commissioner Zietz:** Noted that an **iron ore plant** is planned for construction near **Minot's Gavin Yard**.

**Commissioner Jenson:** Had no new business to report.

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## **Engineer's Report**

**Engineer Lavacheck** provided an update on the **Lead and Copper Service Line Inventory Project**, mandated by state and federal requirements. Letters will be reissued to all residents, regardless of whether prior forms were completed.

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

She further discussed **Ottertail Power Company**'s project to relocate overhead electrical lines underground. City staff met with **Pat Sampson (Ackerman-Estvold)** and **Ottertail representatives** regarding boring near the levee by the trailer court and transformer placement along **Riverside Drive**. Ottertail agreed to comply with all city recommendations.

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## **Auditor's Report**

**Auditor Johns** reported ongoing coordination with **Wyche** and **McHenry County** regarding the collection of unpaid **nuisance abatement fees and penalties**. A finalized list will be presented next month.

Johns also confirmed that the **tree grant application for Emerald Ash Borer (EAB) mitigation** was submitted to the state earlier that day.

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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** had no new business to report.

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## **Additions**

President Schreiner presented a **bid from Bechtold Paving** for \$6,800, to repair damage to newly paved asphalt at **3rd Street and 3rd Avenue West**. The damage was caused by a homeowner felling a large tree onto the new pavement after being advised not to.

The cost of repairs will be **billed to the property owner**, and if unpaid, **assessed to the property taxes**. Jenson/Davis made a motion to approve the proposal as submitted. **Roll Call:** All ayes.

**Motion carried.**

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## **Unfinished Business**

No unfinished business.

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## **New Business**

New business previously discussed; no additional items.

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## **Adjournment**

There being no further business, **President Schreiner adjourned the meeting at 7:32 p.m.**

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## **Next Meeting**

The next regular **City Commission Meeting** will be held on **Monday, November 17, 2025, 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**