

Velva Regular Commission Meeting

September 15, 2025

7:00pm

Velva City Hall

Velva City Commission meeting called to order at 7:00 pm 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 – Commissioner of Streets/Improvements (including Cemetery oversight); Jenny Johns – City Auditor; Kelly Jemtrud and Schad Prellwitz – Public Works; Emma Lavachek – Ackerman-Estvold Engineering; Heather Tudor – Velva Area Voice; David Flory – McHenry County Sheriff's Department. Personal Appearance – Zack Vandermark and Brent Fischer.

MINUTES: Motion by Keller/Jenson to approve the minutes from the August 18 regular meeting and August 25 special meeting. Roll Call: All-aye; motion carried.

PAYROLL & BILLS: Davis/Jenson made a motion to approve the bills paid and bills to be paid in the amount of \$509,272.91 and Payroll for \$24,837.99. Roll Call: All-aye; motion carried. (Acme 151.14, Am Legion 168, BAG 230.70, Bechtold Paving 465,074.43, Circle 7497.75, Core&Main 285.48, DKeller 113.31, Ferguson 398.90, 1stDistrict 60, FlywayCompanies 6525, Hawkins 3056, KWyche 112, McGee 1578.15, Menards 217.52, MouseRiver 901.69, NAPA 26.99, NSCCU 523.05, 1Call 25.50, Ottertail 3180.86, PJemtrud 450, Runnings 35.98, Schocks 317.40, Swanston 1386.40, TCNursery 14240, TCSpec. 90, VanDiest 1758.65, Verizon 250).

Reports of The President/Finance & Street Commissioner

Schreiner gave a rundown of all the accomplishments made by the commission and city staff during the past couple years, including audit catch-up, debt service payoffs, and capital street improvements; Schreiner thanked the commission and staff.

Communications:

-Schreiner presented a letter of non-compliance received from the state regarding the tree dump burning during the multitude of storms that hit Velva the past three months.

-Keller/Jenson made a motion to approve the raffle permit submitted by St. Cecilia's church, with proceeds to go towards the church roof's repair. Roll Call: All – aye; motion carried.

-Schreiner presented the modification of mortgage for the Star City Golf Course needing the city's signature. Jenson/Keller made a motion to authorize the signing of the mortgage modification by Schreiner and Davis. Roll Call: All – aye; motion carried.

-Jenson/Davis made a motion to approve the 2026 final budget. Roll Call: All – aye; motion carried.

Reports of Officers, Boards, Committees

Commissioner Davis: Davis had no business to discuss.

Commissioner Keller: Keller had not business to discuss.

Commissioner Zietz: Zietz was not in attendance.

Commissioner Jenson: Jenson stated that the cemetery is cleaned up except the display case and one tombstone that needs to be reset.

Engineer's Report: Lavachek gave an update on the lead service line project, stating that more letters will need to be sent out per the federal guidelines.

-Lavachek submitted the DWSRF again this year for future water related projects.

-Lavachek submitted the reimbursement request to SRJB for the cemetery trees.

Auditor's Report: Johns presented the disbursement received from the state for the ND flexible transportation fund of \$38,066.97.

-Johns and Wyche are working on the nuisance abatement list; certified letters have been sent to residents. The final list will be available at the next meeting.

Assessor/Building Inspector: The building permit list was in the packet for the Commission's review.

Public Works Report: Jemtrud gave a rundown of the department, including: city sidewalk improvements that need to be addressed, hydrant flushing and necessary updates to the water plant.

Introduction & Adoption of Resolutions/Ordinances: Schreiner presented the ordinance that was passed on first reading in July after Brent Fischer addressed the commission on the safety of motorized scooters in town. Johns stated this would be the second reading and changes could still be made or the ordinance can simply fail. Commission concurred that this is a parenting issue, and would like a poll on Facebook getting community feedback on the mandatory helmet use and other provisions. Jenson/Keller made a motion to table for community feedback. Roll Call: All – aye; motion carried.

Personal Appearances: Zack Vandermark addressed the city commission regarding the intersection by his house. Vandermark stated the yield signs are ineffective and asked for them to be replaced with stop signs for the safety of the residents in that area. Keller/Jenson made a motion to replace the yield signs with stop signs. Roll Call: All – aye; motion carried.

Additions: Schreiner presented a resignation letter submitted by Assessor Bourdeau. Jenson/Davis made a motion to accept the resignation. Roll Call: Jenson, Davis, Schreiner – aye; Keller – nay. Motion carried. The commission expressed their gratitude to Bourdeau for the level and quality of work she provided to the City of Velva over the past few years and wished her well. Johns asked how to proceed with the open position. Commission concurred to list the Assessor position as a part-time position.

-Schreiner informed the commission of a teams meeting regarding the highway 52 4-lane project, September 25 at 2:00pm; the video will be on at city hall.

-Jenson/Keller made a motion to authorize and ratify the signing of the Tolling Agreement amendment by Schreiner and Johns, submitted by the city attorney. Roll Call: All – aye; motion carried.

-Jenson/Davis made a motion to excuse Commissioner Zietz's absence due to personal reasons. Roll Call: All – aye; motion carried.

-Brent Fischer addressed the city commission regarding the park's dead loop behind his house.

Unfinished Business: No unfinished business.

New Business: No new business to discuss.

Adjournment: With no other business to discuss, Schreiner adjourned the meeting at 7:42 pm.

The next Commission Meeting will be Monday, October 20 at 7:00pm.

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

*****Minutes are Subject to Amendment and Approval*****

Mike Schreiner
Commission President

Jenny Johns
Auditor