

**Hazen City Commission
Regular Meeting
November 7, 2016
Hazen City Hall**

Present: President Obenauer, Commissioner Haack, Commissioner Pillar, Commissioner Stern and Commissioner Wolf.

Others Present: Attorney Donovan, Planner Frovarp, Auditor Erhardt, Mark Sweeney (Moore), Eric Schuler (KLJ), Editor Arens, Kevin Mohl and Buster Langowski.

Meeting was called to order at 5:30 PM CT by President Obenauer.

President Obenauer immediately opened the public hearing on a petition to vacate a portion of a public easement described as: "A strip of land twenty feet (20.0') wide, being ten feet (10.0') on each side of the lot line common to lots 11 and 12, Block 3, of the North Park Addition to the City of Hazen, Mercer County, North Dakota." There were no comments in favor or opposed to vacating the easement and the public hearing was closed at 5:30 PM CT.

Minutes: Commissioner Haack moved to suspend the reading and approve the minutes of the October 17th meeting, as presented, second by Commissioner Wolf. Motion unanimously carried.

Agenda: Commissioner Pillar moved to approve the agenda, as presented, second by Commissioner Haack. Motion unanimously carried.

CONSULTATION WITH ATTORNEY & ENGINEER

Petition to Vacate Portion of the Public Easement – K & M Mohl: Commissioner Pillar moved to adopt a resolution vacating a portion of a public easement, as contained in the petition, second by Commissioner Wolf. Upon discussion Commissioner Stern asked if the easement was being moved to the north side of the lot and it was determined that the easement would not require relocation as there is an easement on the south side of lot 13 and on the street side of the property. Planner Frovarp said he had contacted the electric utility and they would use the street right-of-way if a street light is constructed later. On roll call vote; Pillar, "Aye", Wolf, "Aye", Haack, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried. Full text of the resolution is available at the city auditor's office.

2016 Street Projects: Eric Schuler, KLJ, informed the commission that Bechtold Paving had completed all the punch list items and the project is now complete. Mr. Schuler presented the final pay estimate in the amount of \$84,983.74. Commissioner Haack moved to approve the final pay estimate, as presented, second by Commissioner Stern. On roll call vote; Haack, "Aye", Stern, "Aye", Pillar, "Aye",

Wolf, "Aye", Obenauer, "Aye", motion carried. Mr. Schuler advised the commission that he would compile the cost information for use by the special assessment committee.

Moore Engineering: Mark Sweeney, Moore Engineering, informed the commission that work continues on the GIS map task and they hope to complete it by the end of November. Mr. Sweeney also spoke the commission that the city is on the priority list for Clean Water State Revolving Funds (CWSRF), for sanitary sewer projects, for approximately \$1 million dollars and that Moore Engineering recently submitted an updated Drinking Water State Revolving Fund application relating to costs to address water pressure and flow concerns. Mr. Sweeney has been in contact with Tonka about the possibility of removing equipment from the water treatment plant for sale to another municipality and he will provide further information as he receives it.

INTRODUCTION, READING & APPROVAL OF ORDINANCES

1st Reading – Amendment of Chapter XV, Article 2, S15.0216 – Rates & Charges: The commission reviewed a proposed amendment to the assessment of late charges for past due utility accounts. The amendment raises the late fee from \$5 to \$20, effective with the January 2017 billing cycle. Commissioner Wolf moved to approve the first reading of the proposed ordinance amendment, second by Commissioner Haack. Motion unanimously carried.

APPROVAL OF APPLICATIONS AND BUILDING PERMITS

Building Permit Application – Sakakawea Medical Center: Planner Frovarp provided information on an application for a building permit presented by Sakakawea Medical Center to update the north face exterior wall façade of the existing Senior Suites facility. The proposed work will not begin until 2017 and there is a question as to the fee requirement. Planner Frovarp stated the commission previously approved the permit for the hospital construction, with a permit fee, with a portion of the fee to be refundable after all costs, including inspections, had been compiled. The question for the commission is if they want to impose an additional fee for this permit or simply use the fee already paid, reducing the amount available for refund after the additional inspections. Commissioner Pillar moved to approve the building permit, with the fee for the permit to be combined with the current permit, second by Commissioner Haack. Motion unanimously carried.

REPORTS

President: President Obenauer informed the commission that there was a nice reception, this afternoon, for Roy Hayes, a nearly thirty-year employee with the city. President Obenauer also said he had received a complaint about trash at the tree dump site (cardboard, trim, countertops) and he was able contact, who he thought was, the responsible party. The city staff did clean up the debris. President Obenauer also talked about the housing development in west Hazen and there are currently two (2) single-family homes and three (3) twin homes under construction.

Water/Sewer: Commissioner Stern spoke to Mr. Meissner about concrete work for a driveway that was poured over the curb-stop and the matter will be rectified within the week.

Street/Cemetery: Commissioner Haack had nothing to report other than the fact that the skid steer is back in service after the hydraulic issues were addressed.

Finance/Busing: Commissioner Wolf informed the commission that bus facility is near completion.

Police/Fire/Forestry: Commissioner Pillar had nothing to report regarding the police and fire departments. Commissioner Pillar informed the commission that interviews for the forester/public works position had been conducted and recommends the position be offered to Mr. Jonathan Doll. Auditor Erhardt will follow-up with written documentation to Mr. Doll.

HCD: Buster Langowski reported that the Hazen Pioneer Apartments project is progressing and that everything appears to be in order. Mr. Langowski stated the old concrete slab will require some attention and they still hope to complete framing of the structures before winter. There are weekly conference calls to keep everyone updated on the progress of the project.

NEW BUSINESS

Assessor/City Planner Position: With the planned departure of Assessor/Planner Frovarp in 2017, the commission would like to consider the new requirements for someone in this position. Planner Frovarp stated the training has changed and the computerized systems do most of the “heavy-lifting” to ensure property valuations are updated correctly. Planner Frovarp does feel it would be in the best interest of the city to have a certified staff member for the position and that he has no magic date so he is willing to assist with the transition. Auditor Erhardt will update the job descriptions and provide a sample notice for the position.

2016 Audit Services – Rath & Mehrer PC: The commission was informed that Rath & Mehrer PC have provided a peer review report and proposal to audit the city finances for the year ending December 31, 2016. Auditor Erhardt informed the commission that the audit conducted by Rath & Mehrer is also reviewed by the State Auditor’s Office. Commissioner Haack moved to accept the proposal of Rath & Mehrer for the 2016 audit, second by Commissioner Wolf. Motion unanimously carried.

Approval of Bills: Commissioner Haack moved to approve the bills, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: US Postal Service, 272.79; Universal Premium Fleetcard, 3276.74; Payroll, 128501.11; Bechtold Paving Inc, 84983.74; BHG Inc, 897.94; Black Mountain Software, 100.00; Butler Machinery Co, 825.44; Cardmember Service, 408.03; Cenex, 691.76; Chamber of Commerce, 300.00; Coal Country CHC, 253.00; CVB, 2065.61; D&E Supply, 202.37; Dan Wettstein, 320.00; Dug Rite Excavating, 3700.19; Ecolab Pest Elimination, 115.19; Fastenal Co, 193.11; Fisher Sand & Gravel, 2770.56; Galls Inc, 98.94; Hazen Hardware Inc, 400.85; Hazen Motor Co, 2081.89; Hazen Motor Farm Equipment, 88.00 Hazen Parks & Rec, 10000.00; Hazen Welding, 1400.00; Information Technology Dept, 10.30; J&L Automotive LLC, 657.18; Jerard Kaylor, 25.00; Joshua Rumpel,

86.94; Julia Decker, 43.12; Kasey Lesmann, 100.00; Krause's Super Value, 146.64; Lignite Tire, 7318.50; Loren Wiest, 700.00; Marco Technologies LLC, 326.39; Mercer Co Treasurer, 4425.98; MDU, 11320.55; Moore Engineering, 540.00; ND Dept of Health, 32.00; NAPA, 1250.13; Peggy Rahn, 140.80; Pitney Bowes, 420.00; Preble Medical Services, 35.00; SBM Inc, 2.54; Share Corp, 1094.39; Southwest Water Authority, 24174.18; Surplus Property, 5.00; Verizon Wireless, 315.63; West River Telecommunications, 825.30; Western Steel Builders, 83662.08. On roll call vote; Haack, "Aye", Stern, "Aye", Pillar, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

There being no further business the meeting was adjourned at 6:03 PM CT. The next regular meeting of the commission will be Monday, November 21, 2016 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor