

**Hazen City Commission
Regular Meeting
December 21, 2015
Hazen City Hall**

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

Others Present: Attorney Donovan, Planner Frovarp, Auditor Erhardt, Adam Schoenherr (Ulteig), Kelsey Timmer, Mark Sweeney (KLJ), Editor Arens, City Forester Melberg, Anthony Melberg, Darren Mund, Doug Edwards, and Buster Langowski.

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

Minutes: Commissioner Brunmeier moved to suspend the reading of the December 7th minutes and approve them as presented, second by Commissioner Wolf. Motion unanimously carried.

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

CONSULTATION WITH ATTORNEY & ENGINEER

Surge Project Update – Ulteig: Adam Schoenherr, Ulteig Engineers, said items on the punch list have been completed by Tand Construction and the Park District was consulted and approved the condition of the ditch that was also on the punch list. There may be warranty issues next spring when the vegetation is expected to grow. Mr. Schoenherr will meet with Commissioner Stern and President Obenauer after the meeting to review additional extras submitted by the contractor and to also address the additional engineering cost, as a result of the additional time necessary to substantially complete the project. Mr. Schoenherr also has requested additional information in support of the additional extras. No further action taken at this time.

2016 Street Project(s): The commissioners were provided documentation, prepared by Attorney Donovan, relating to the special assessment process and it was recommended to determine the scope of the project to then work with the project engineer to best determine the assessment district boundaries. President Obenauer again asked the commission to consider, at a minimum, including 4th Street NE, 11th Ave NW, 12th Ave SW, Fayette Drive, Sunflower Lane, Expansion Drive and portions of 3rd Street NW and Highway Drive. President Obenauer would also like to see the parking lot at the Senior Center included if not too cost prohibitive. Commissioner Haack asked if 4th Street NE, an emergency route, could be assessed city-wide. Attorney Donovan reminded the commission that the special assessment is for improvements that benefit a property (as determined by the special assessment commission) and that 20% of project costs can be paid from the city general fund.

Commissioner Wolf stated there are some benefits to splitting the districts into different areas. Attorney Donovan again recommended the district be developed in consultation with the engineer. Darren Mund addressed the commission with regard to 4th Street NE and asked that it seriously considered part of a larger assessment district due to the additional work to replace water lines and valves. Commissioner Stern said the estimated cost, as presented by Ulteig Engineers, to repair 4th Street NE with the water concerns was \$784,000. President Obenauer asked for any other input and how the commission would like to proceed. Commissioner Wolf made a motion to proceed with plans to repair the streets, as indicated in green on the presented map, and to proceed with the special assessment process, second by Commissioner Haack. Upon discussion Commissioner Stern asked what the district boundaries would be? This is to be determined based upon the scope of the project. Commissioner Haack moved to amend the motion to include the Senior Center parking lot. The motion to amend died for lack of a second. Commissioner Haack moved to amend the original motion to include the Senior Center parking lot, pending the estimated cost of the project(s), second by Commissioner Brunmeier. On roll call vote; Haack, "Aye", Brunmeier, "Aye", Stern, "Aye", Wolf, "Nay", Obenauer, "Aye", motion to amend carried. The commission then addressed the motion as amended: to proceed with plans to repair streets, as indicated in green on the presented map; to include the Senior Center parking lot pending estimated costs and to proceed with the special assessment process. Upon roll call vote; Wolf, "Aye", Haack, "Aye", Stern, "Aye", Brunmeier, "Aye", Obenauer, "Aye", the motion, as amended, carried. President Obenauer suggested the commission determine which company will engineer the project and stated he would like to work with Kadrmas, Lee & Jackson as they had done a good job with the 2014 Street Projects and were familiar with city infrastructure. Commissioner Haack moved to retain Kadrmas, Lee & Jackson to serve as engineer for the 2016 Street Project, second by Commissioner Wolf. On roll call vote; Haack, "Aye", Wolf, "Aye", Brunmeier, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

APPROVAL OF APPLICATIONS & BUILDING PERMITS

Local Permit – Calendar Raffle – Hazen Pre-School:

Local Permit – Raffle – Hazen Figure Skating Club: Commissioner Wolf moved to approve Local Permits for both the Hazen Pre-School and Hazen Figure Skating Club, as presented, second by Commissioner Brunmeier. On roll call vote; Wolf, "Aye", Brunmeier, "Aye", Stern, "Aye", Haack, "Aye", Obenauer, "Aye", motion carried.

REPORTS

President: President Obenauer informed the commission that he had met with Roughrider Electric Representatives about the lighting for the crossing on 3rd Ave NW and this work will be completed in spring of 2016. President Obenauer also wished to thank everyone for their hard work to make the Christmas Party so enjoyable especially, at the risk of leaving someone out, Shannan, Angie, Pam, Dan, Brianna and Peg.

Water/Sewer: Commissioner Brunmeier had nothing to report at this time.

Street/Cemetery: Commissioner Stern had nothing to report at this time. President Obenauer asked Commissioner Stern to review the sanding process with PW Director Neuberger as there has been many concerns expressed to him.

Finance/Busing: Commissioner Wolf reported that the bids for the bus facility are due December 28th and they will be opened during the regular meeting on January 4, 2016.

Police/Fire/Forestry: Commissioner Haack said a meeting of the forestry board was held on December 16th and City Forester Samantha Melberg was present to discuss this matter. Forester Melberg said three (3) original board members were present for the meeting and an advertisement has been published requesting additional interested parties contact the city to be appointed to the board. The main item of discussion was the role and purpose of the forestry board and Forester Melberg has been in contact with the State Forester to get additional information for the board to review and adopt, if applicable. The board also discussed the matter of water for the nursery and all agree that purchasing water is likely to be cost prohibitive so Forester Melberg will get information as to cost for a well near this location. Commissioner Haack stated that he, and the board, are very pleased with the work Forester Melberg has done and look forward to continuing this work in 2016.

Commissioner Haack informed the commission that plans to purchase a new police vehicle will be pursued after the start of the new year.

OLD BUSINESS

Safety Concern – Hwy 200/4th Ave NE Crossing: Planner Frovarp had received additional information from the ND DOT with regard to the pedestrian crossing at 4th Ave NE and Hwy 200. DOT would be willing to participate in installing a pedestrian activated light by providing survey and engineering with the city being responsible for any remaining costs. The project would be started in spring of 2016 and the city's portion of the cost is estimated between \$5000 - \$7000 with funds available in the 2016 highway distribution budget. Commissioner Brunmeier moved to proceed with the pedestrian crossing light at Hwy 200 and 4th Ave NE, second by Commissioner Haack. On roll call vote; Brunmeier, "Aye", Haack, "Aye", Wolf, "Aye", Stern, "Nay", Obenauer, "Aye", motion carried.

NEW BUSINESS

2016 Liquor License Applications: Auditor Erhardt informed the commission that he had received the 2016 liquor license applications from all the establishments that were previously licensed.

Commissioner Wolf moved to approve the 2016 Liquor Licenses, second by Commissioner Brunmeier. On roll call vote; Wolf, "Aye", Brunmeier, "Aye", Stern, "Aye", Haack, "Aye", Obenauer, "Aye", motion carried.

2016 Election Polling Location: Pursuant to NDCC 16.1-04-02 the city is required to designate polling locations for the upcoming election year. The city has always designated city hall as a polling location for the 2016 Primary and General Election. Commissioner Brunmeier moved to designate City Hall as

polling location for the 2016 Election year, second by Commissioner Haack. On roll call vote; Brunmeier, "Aye", Haack, "Aye", Wolf, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

Approval of Bills and Financial Statements: Commissioner Haack moved to approve the bills and financial statement, second by Commissioner Wolf. Pre-paid and bills approved for payment are as follows: We Are Not All Pink, 375.00; Kenny Klein, 200.00; Anthony Melberg, 108.92; Cardmember Service, 458.50; Cenex, 79.11; City of Hazen, 572.36; Convention & Visitor's Bureau, 3540.45; D&E Supply Co, 184.42; Dakota Communications, 134.58; Discovery Benefits, 25.00; Fastenal Co, 42.25; Hazen Community Development, 73.55; Hazen Meats Inc, 288.10; Hazen Parks & Recreation, 17500.00; Hazen Public Library, 1364.50; Hazen Public School, 30.00; J&M Hardware, 48.86; Lange Donovan & Kaffar PLLP, 948.75; M&A Heating & Air Cond, 542.97; M&T Fire & Safety Inc, 344.50; Marc Corp, 149.82; ND Water Users Assoc., 300.00; ND One Call Inc, 14.30; Northland Financial, 302.00; Once Source Lighting, 4200.00; P O S T Board, 45.00; Pitney Bowes, 420.00; Promiseland Designs, 55.00; Purchase Power, 59.61; Roughrider Electric Coop Inc, 3099.02; Safety Vision, 1595.00; Samantha Melberg, 98.14; Ulteig Engineers Inc, 1975.00; Union State Bank, 2900.00. On roll call vote; Haack, "Aye", Wolf, "Aye", Stern, "Aye", Brunmeier, "Aye", Obenauer, "Aye", motion carried.

There being no further business the meeting was adjourned at 6:05 PM CT. The next regular meeting of the commission will be Monday, January 4, 2016 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor