

**Hazen City Commission
Regular Meeting
February 16, 2015
Hazen City Hall**

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

Others Present: Attorney Donovan, Mike Dora (Ulteig), Planner Frovarp, Auditor Erhardt, and Buster Langowski.

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

Minutes: Commissioner Wolf moved to dispense with the reading of the February 2nd minutes and approve them as presented, second by Commissioner Haack. Motion unanimously carried.

Agenda: Planner Frovarp asked that Census Maps Update be added to the agenda as item 7B. Commissioner Haack moved to approve the agenda as amended, second by Commissioner Wolf. Motion unanimously carried.

CONSULTATION WITH ATTORNEY & ENGINEER

Williams Building Company: President Obenauer informed the commission that he, Mr. Langowski and Auditor Erhardt had met with Mr. Williams on February 11th about initial ideas to develop within the city of Hazen. Representatives of Williams Building were unable to attend this meeting as planned and Mr. Langowski advised that they would like to be included on the March 2nd agenda to meet with the full commission. The commission was provided an initial sketch of development ideas which will have to be updated based on the property available.

Census Map Update: Planner Frovarp informed the commission that updated city boundary maps need to be updated for the 2020 decennial census by March 15, 2015. Planner Frovarp participated in a webinar with regard to the process to update the maps online using the provided software or with GIS information. Planner Frovarp has contacted a firm that does this type of work and was advised it may be as much as \$2600 to do the update. Mr. Dora (Ulteig Engineers) was asked if Ulteig can complete this work and an estimated cost. Commissioner Stern asked about the need to complete the update this year and Planner Frovarp said the maps need to be updated to include any property annexed since the last census and the process takes a great amount of time to complete. Planner Frovarp said the information is important as the census information is used to determine federal funding levels for the city. Attorney Donovan questioned the process if additional land is annexed after the updated maps are done and this matter will be reviewed in more detail after a response from Mr. Dora.

REQUEST OF CITIZENS

Local Permit Application – Hazen Lions Club: Commissioner Wolf moved to approve Local Permit #2015-5 as requested by the Hazen Lions Club to conduct a raffle on 7/3/2015, second by Commissioner Brunmeier. On roll call vote; Wolf, “Aye”, Brunmeier, “Aye”, Stern, “Aye”, Haack, “Aye”, Obenauer, “Aye”, motion carried.

APPROVAL OF APPLICATIONS & BUILDING PERMITS

Purchase Option – Lots 31-32 & Lots 33-34, Blk 2, North Park Addition: Planner Frovarp presented purchase options received from James & Angie Sayler for Lots 31-32 and from West Dakota Lumber for Lots 33-34, Blk2, North Park Addition. These lots are located on Elbowoods Drive and the planned projects include a personal residence and a spec home. Planner Frovarp said there is one concern of drainage that will have to be addressed, when weather permits, due to the movement of a culvert last fall. This will require the drainage way to be moved to the north property line and then receive a new drainage easement. Commissioner Stern moved to approve the purchase option for the four (4) lots, as presented, second by Commissioner Haack. Upon discussion Commissioner Stern asked if the special assessments for the property are included in the purchase option and Planner Frovarp said they are not part of the purchase option and the buyer assumes the special assessment and may pay them in installments or as a lump sum at any time. On roll call vote; Stern, “Aye”, Haack, “Aye”, Wolf, “Aye”, Brunmeier, “Aye”, Obenauer, “Aye”, motion carried.

REPORTS

President: President Obenauer informed the commission that he had provided testimony in support of the surge bill on February 11th. President Obenauer said it was quite amazing to see the amount of support for the legislation as no one, among the more than 150 people present, presented testimony in opposition to the bill. President Obenauer also said that amendments for additional Housing Incentive and Department of transportation funding were added during the hearing. Mr. Langowski said the amendments are good as to the increased funding but do mean the bill may take longer to approve as the amendments must be reviewed by the other chamber, if approved. President Obenauer also informed the commission that he is working with Attorney Donovan to draft a joint powers agreement with the Park Board to get the RV Park responsibilities and funding finalized. President Obenauer also informed the commission that the community survey will be sent out in some form within the next couple of weeks and if anyone would like to recommend changes he would like them by the end of the week. Commissioner Stern asked how the survey will be presented to the residents. There was discussion as to inserting it with cable television bills or publishing. Planner Frovarp suggested as an insert to the Hazen Star and/or Dollar Saver and Mr. Langowski suggested contacting West River Telecommunications to see if it could be included with telephone billings.

Water/Sewer: Commissioner Brunmeier informed the commission that the specifications and bid notice for a jetter/vacuum trailer are completed and the commission was provided a copy. Commissioner Brunmeier moved to approve the publishing of the notice of bids to be received and opened by the commission on March 16, 2015, second by Commissioner Stern. Commissioner Stern asked if all the specs are required and was advised that the vendor may provide for alternatives but they must be noted on the specifications form. On roll call vote; Brunmeier, "Aye", Stern, "Aye", Haack, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried. President Obenauer then asked how the city mitigates the odor from the lagoon; what is our process. President Obenauer said he was approached by a vendor about the use of chemical agents to reduce the odor. Commissioner Stern thought the city was using agents to address the odor and Mr. Dora asked how the agents would be introduced into our sewer system. Commissioner Brunmeier will visit with the city staff as to our process and provide the information in the future. President Obenauer was provided an estimated cost of \$500 annually for the chemical agents and thought it would be a reasonable expense to try the chemical experimentally.

Street/Cemetery: Commissioner Stern questioned the maintenance of the city website and was advised that Auditor Erhardt updates city information as much as possible. Mr. Langowski suggested the city get information from other cities and website providers. Commissioner Stern discussed posting of an Assistant Public Works Superintendent position which was previously held by Mr. Krumwiede. Commissioner Stern said the last time this position was posted it was posted internally and externally and asked if the commission would like to post it in the same way this time, if they felt a need to appoint an assistant superintendent? President Obenauer said if there is current staff qualified and willing that would be good. Commissioner Brunmeier would like someone in the position to provide direction to staff in Mr. Neuberger's absence. Commissioner Haack asked if this position is a salaried position and was advised that it is an hourly position. Commissioner Stern said he has discussed this, briefly, with Mr. Neuberger and we do have qualified staff. Commissioner Wolf suggested posting internally and externally. Commissioner Stern moved to post notice of the Assistant Public Works Superintendent position internally and externally, second by Commissioner Brunmeier. On roll call vote; Stern, "Aye", Brunmeier, "Aye", Haack, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

Finance/Busing: Commissioner Wolf had nothing to report at this time.

Police/Fire: Commissioner Haack informed the commission that the fire department had recently held their open house which had a very good turn-out.

OLD BUSINESS

Bid Notice – Jetter/Vacuum Trailer: This item was addressed as part of Commissioner Brunmeier's report.

NEW BUSINESS

Fire School: Chief Wettstein had planned to attend the meeting to inform the commission of the volunteers that will be attending the fire school at the end of the month. The city budget covers the lodging expense for the attendees.

Approval of Bills and Financial Statements: Commissioner Wolf moved to approve the bills and financial statements, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: Ameripride Linen & Apparel Services, 379.59; Ardell Batke, 350.00; Border States Electric Supply, 42.95; Cenex, 5708.28; Discovery Benefits Inc, 275.00; Ecolab Pest Elimination, 110.23; Friends of Lake Sakakawea, 100.00; Hazen Art & Craft Association, 35.00; Hazen Community Development, 10819.59; Hazen Motor Co, 256.69; Hazen Welding, 19.95; Hiway Express, 2881.44; Information Technology Dept, 100.00; Jerry Obenauer, 30.00; Krause's Super Valu, 64.43; Lange Donovan & Kaffar PLLP, 1090.00; Marc Corp, 496.68; Mel Roth Oil, 1703.39; Mercer County Historical Society, 3000.00; Mercer County Treasurer, 2600.72; Montana Dakota Utility, 4898.69; Monte Erhardt, 155.36; ND Dept of Health, 32.00; NAPA Auto Parts, 269.47; ND One Call Inc, 8.80; Northland Financial, 302.00; Power Plan, 244.59; Pride Contracting Inc, 1062.50; Railroad Management Co III LLC, 160.78; Roughrider Electric Coop Inc, 4323.88; Sakakawea Medical Center Foundation, 25000.00; SBM Inc, 331.92; Stroup Insurance, 34285.00; Verizon Wireless, 200.08; W L Construction Supply Co, 369.70; West River Telecommunications, 845.60. Motion unanimously approved.

Commissioner Brunmeier asked about ownership of the Alco Building as she understands the store will be closed at the end of the week. President Obenauer said the building is controlled by Paces Lodging.

There being no further business the meeting was adjourned at 6:13 PM CT. The next regular meeting of the commission will be Monday, March 2, 2015 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor