

**Hazen City Commission
Regular Meeting
August 15, 2016
Hazen City Hall**

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

Others Present: Attorney Donovan, Auditor Erhardt, Public Works Director Neuburger, Eric Schuler (KLJ), Mark Sweeney (Moore), Editor Arens, Erin Huntimer, Laura Dronen, Christie Obenauer, Darrold Bertsch, Seth Sailer, and Buster Langowski (HCD).

Meeting was called to order at 5:29 PM CT by President Obenauer.

Minutes: Commissioner Wolf moved to suspend the reading and approve the minutes of the August 1st and August 9th meetings, as presented, second by Commissioner Haack. Motion unanimously carried.

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

CONSULTATION WITH ATTORNEY & ENGINEER

2016 Street Projects: Eric Schuler, KLJ, provided documentation relating to change order #1 for additional work on a fire hydrant and additional gate valves in the amount of \$30,294.66; as well as pay estimate #2 in the amount of \$379,350.07, which does not include patching work. Mr. Schuler said they will be moving back to work on 7th Ave & 7th Street, preparing 11th Ave for paving, and the dirt crew will be doing some “touch up” work on Sunflower Lane. Commissioner Haack asked about re-installing the cluster mailboxes and Mr. Schuler stated this would be done according to plans the city received from the US Postal Service. With regard to Wildrose Lane, Mr. Schuler stated the estimated cost to put four inches (4”) of millings on, rather than paving, would be \$3527 based on the bid price. Mr. Schuler also informed the commission that the cost, to this point, for Wildrose, Sunflower and Fayette is \$207,738.50 for the purpose of requesting loan funds from the Bank of North Dakota. Commissioner Haack asked if Sunflower Lane will be completed prior to working on the west side of 12th Ave SW and Mr. Schuler said it would be as they want to get some areas covered before opening a new one. Commissioner Wolf moved to approve Change Order #1, as presented, second by Commissioner Stern. On roll call vote; Wolf, “Aye”, Stern, “Aye”, Pillar, “Aye”, Haack, “Aye”, Obenauer, “Aye”, motion carried. Commissioner Pillar moved to approve pay estimate #2 in the amount of \$379,502.07, second by Commissioner Haack. ON roll call vote; Pillar, “Aye”, Haack, “Aye”, Wolf, “Aye”, Stern, “Aye”, Obenauer, “Aye”, motion carried. Commissioner Haack moved to approve placing

recycle asphalt on Wildrose Lane based on the estimated cost of \$3,527, second by Commissioner Stern. Upon discussion Commissioner Pillar asked if the millings from 12th Ave would be sufficient for Wildrose Lane and Mr. Schuler stated they are not milling the rest of 12th Ave and the material would not be refined enough for use on Wildrose Lane. On roll call vote; Haack, "Aye", Stern, "Aye", Pillar, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried. Commissioner Wolf moved to complete a request for funds on the Bank of North Dakota Infrastructure Loan in the amount of \$207,738.50, second by Commissioner Haack. On roll call vote; Wolf, "Aye", Haack, "Aye", Pillar, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

REQUEST OF CITIZENS

Daycare Facility - Hazen: Erin Huntimer and others appeared before the commission to inform them of efforts currently underway to develop a daycare facility in Hazen. Based on community needs surveys and other historical data the need for additional daycare space is vital to the city of Hazen and the surrounding area. According to a study conducted in 2013 there is a need for an additional 291 daycare spaces in Mercer County. The idea is to create a childcare "cooperative" to work toward meeting these needs. Darrold Bertsch, SMC, stated the group has examined use of the former Coal Country Clinic facility in Hazen, which would create 60 daycare spaces. It is the hope of the group to have the cooperative up and running within the first quarter of 2017, which seems like an aggressive timeline but there is an urgent need for such a facility. The hope is to employ a full-time director, 2 additional full-time staff and several part-time staff. The group will incorporate as a 501-C-3 and develop cooperative rules for governing the program. Ms. Huntimer stated the cooperative framework is good model and it has worked well to meet many other needs of our community and county. Buster Langowski suggested the group also look at proposed sites that will provide greatest flexibility for expansion in the future as these 60 spaces will help but won't make much of a dent in the needed spaces. Christie Obenauer said that one issue with expansion is the fact that a daycare facility can't support a large amount of debt. Mr. Bertsch said the idea to use the clinic facility seemed like a logical fit to meet the needs of the community and business.

Local Permit – Raffle/Bingo – Hazen Public School: Commissioner Wolf moved to approve local permit #2016-13 for bingo and raffles as requested by Hazen Public School, second by Commissioner Haack. Motion unanimously carried.

Property Damage/Concerns – S. Sailer: Seth Sailer met with the commission with regard to an area of his property that he claims was damaged when the city perfected drainage between two city lots. Mr. Sailer is requesting soil and seed to repair the area. President Obenauer stated that he had difficulty identifying the area damaged and Mr. Sailer said it is a low spot near a utility pedestal. Mr. Sailer said he had video footage of the city equipment in the area but this video had been lost. Mr. Sailer also stated that he spoke to someone on the city crew, in the spring, who stated the city would seed this area. Commissioner Haack asked if the drainage was work we did and Commissioner Stern stated the city moved the drainage ditch as requested. President Obenauer asked how much dirt would be

needed and Mr. Sailer estimated three or four wheel barrows full. President Obenauer was also concerned if the city would cause more damage coming through Mr. Sailer's property to bring the dirt in. It was determined that the best way to bring the dirt to the property would be to bring it from the east side. When asked, Mr. Sailer agreed that he would do the work if the dirt and seed were brought to the property. Commissioner Haack will work with the public works staff to get this completed.

REPORTS

President: President Obenauer informed the commission that with the seasonal staff finishing up the public works department is in need of additional people and they have received an application for a part-time person to finish up seasonal work and then assist with garbage three days a week after that. PW Director Neuberger is authorized to offer part-time employment as discussed.

Water/Sewer: Commissioner Stern informed the commission that they are looking for a vehicle for the street department and water sewer that will better handle towing the jetter/vac trailer.

Street/Cemetery: Commissioner Haack informed the commission that one truck is in Bismarck for repairs and should be back in operation very soon. Commissioner Haack said there are also hydraulic issues with the Bobcat that PW Director Neuberger will check into cost for repairs and will also be asking for estimates, from at least three vendors, to purchase a new skid-steer, with and without trade allowance.

Finance/Busing: Commissioner Wolf reported that the bus facility is nearly enclosed and there is still a need for additional drivers. There are currently twenty children on a waiting list for school busing.

Police/Fire/Forestry: Commissioner Pillar informed the commission that he met with Forester Melberg and he would like to evaluate the plan moving forward to ensure that forestry matters are addressed timely and effectively. Commissioner Pillar also had a meeting with the police department staff and one budget concern moving forward will be replacement of radio systems to be compliant with current regulations.

HCD: Buster Langowski reported that he doesn't have much to report at this time other than; they are still waiting for the land issue and plat to be completed for the Hazen Pioneer Apartment property hoping to complete the process to receive funding in September. Mr. Langowski also stated there is nothing new to report on the hotel project except that they are no longer pursuing USDA financing due to rule changes so they are now looking at commercial financing options. Commissioner Pillar asked if there was a firm date for the opening of Tractor Supply Company and Mr. Langowski believes the soft opening will be around August 27th.

CORRESPONDENCE

Pitney Bowes Lease Agreement: Commissioner Wolf moved to approve a four-year lease agreement with Pitney Bowes for postage equipment at a cost of \$431.52/quarter, second by Commissioner Pillar. On roll call vote; Wolf, "Aye", Pillar, "Aye", Stern, "Aye", Haack, "Aye", Obenauer, "Aye", motion carried.

Stein's Maintenance Agreement: The commission considered information relating to maintenance and repairs of city scrubber, buffer and waxing equipment. Currently for maintenance two times per year it costs approximately \$530.00. Stein's offers a preventative maintenance process where the equipment is inspected and repaired four times per year at a cost of \$400 plus any additional parts. Commissioner Haack moved to approve entering into a maintenance agreement with Stein's Inc, second by Commissioner Stern. On roll call vote; Haack, "Aye", Stern, "Aye", Pillar, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

BC/BS Annual Renewal: The commission was informed that the BC/BS renewal information has been received and is required to be returned before the October 1 implementation date. The renewal has an increase of 8% on health premiums with no change to dental and vision premiums. Attorney Donovan suggested the commission consider this as part of the 2017 budget and it was determined that if this is accepted it will be taken into consideration in the overall budget plan. Commissioner Stern moved to approve the renewal with no changes to coverage or limits, second by Commissioner Pillar. On roll call vote; Stern, "Aye", Pillar, "Aye", Haack, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

OLD BUSINESS

Access Channel Equipment: The commission discussed the quote for Public Access Channel equipment. Attorney Donovan said that Midco is obligated to pay a franchise fee which goes to the general fund. The city has submitted a grant application to the Midco Foundation which has not been acted on as of this date. Auditor Erhardt was asked to determine if the quote, as presented, will be honored or if it must be updated prior to the next meeting. President Obenauer agreed that many people do rely on the public access channel and Commissioner Wolf suggested it will need to be updated at some time and perhaps the city will have to look at ways to raise additional funds.

NEW BUSINESS

Library Basement Repairs: The commission received information about an issue with a crack in the basement wall of the library building. The library director is working with Western Steel Builders to obtain an estimate to repair this and hopes to have this information by the next meeting.

September 5th Meeting: The commission will not re-schedule the September 5th meeting it will be held on the first Monday as usual.

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, 416.01; Bechtold Paving Inc, 379350.07; Cenex, 705.19; Chris Harvey, 22.16; Dakota Supply Group, 117.86; Discovery Benefits Inc, 20.00; Ecolab Pest Elimination, 115.19; Fastenal Co, 393.80; Gene Emrich, 656.50; Hazen Welding, 21.40; Hiway Express, 771.91; Information Technology Dept, 10.30; J&L Automotive LLC, 629.56; J&M Hardware, 169.92;

Kadrmass Lee & Jackson, 49079.61; Lange Donovan & Kaffar PLLP, 1380.00; Locators & Supplies Inc, 61.56; Matthew Bender & Co, 22.94; Mercer County Treasurer, 4654.21; MDU, 4339.75; ND Dept of Health, 32.00; ND Safety Council, 225.00; NAPA, 248.63; ND One Call Inc, 42.10; Peter Lovely, 350.00; Power Plan, 81.39; Preble Medical Services Inc, 53.00; Pretty Petals, 42.00; Railroad Management CO III LLC, 176.86; Rough Rider Industries, 543.77; Roughrider Electric Coop Inc, 2330.03; SBM Inc, 99.68; Unlimited Excavating, 2925.00; Verizon Wireless, 200.44; West River Telecommunications, 838.93; Western Steel Builders, 19705.49. On roll call vote; Wolf, "Aye" Stern, "Aye", Pillar, "Aye", Haack, "Aye", Obenauer, "Aye", motion carried.

There being no further business the meeting was adjourned at 6:37 PM CT. The next regular meeting of the commission will be Monday, September 5, 2016 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor