

**Hazen City Commission
Regular Meeting
January 5, 2015
Hazen City Hall**

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

Absent: Commissioner Haack

Others Present: Attorney Donovan, Mark Johnson and Andrew Ndolo (Ulteig), Editor Coleman, Planner Frovarp, Auditor Erhardt, Director Neuberger 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 December 15th minutes and approve them as presented, second by Commissioner Brunmeier. Motion unanimously carried.

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

Public Hearing on Zoning Application of Hazen Promotions was opened by President Obenauer at 5:32 PM CT. Planner Frovarp presented information and plat drawings as prepared for Hazen Promotions to re-zone Lot 15 and the S 24.6' of Lot 14, Block 100, Northstar 1st Addition from Residential R-2 to Planned Unit Development (PUD). The application was reviewed by the Planning and Zoning board on December 8th and the board recommended approval of the same. President Obenauer stated he had attended the December 8th meeting and there were no objections made at that time. The only concern is the alley to the west of the property may be requested to be paved in the future. Hazen Promotions has not voiced any request for paving of the alley but future property owners may consider such a request. Mark Johnson asked if the property was going to be considered as a condominium type plan and Planner Frovarp said it was considered but the lots and ownership will be designated on "as built" documents when finalized. Attorney Donovan said he understood this to be more of a townhouse type of process as it will include lot ownership outside of the structure(s). Commissioner Stern had a question about the building currently located on the property and was advised that Hazen Promotions is seeking interested parties to take/purchase the building rather than demolishing it. Commissioner Stern thinks it is a great idea but he is unfamiliar with Hazen Promotions. Attorney Donovan said it is an investment corporation founded in the 50-60's to sell stock for investment on projects within the city of Hazen. Attorney Donovan said they have funded many projects over the years and the one that came to mind was the theatre project. No other comments were received and the public hearing was closed at 5:40 PM CT. Commissioner Brunmeier moved to approve the requested zoning change from R-2 to PUD, second by Commissioner Wolf. On roll call vote; Brunmeier,

“Aye”, Wolf, “Aye”, Stern, “Aye’, Obenauer, “Aye”, motion carried. Commissioner Brunmeier moved to approve the property plat, as presented, second by Commissioner Stern. On roll call vote; Brunmeier, “Aye”, Stern, “Aye”, Wolf, “Aye”, Obenauer, “Aye’, motion carried.

CONSULTATION WITH ATTORNEY & ENGINEER

Ulteig Engineers – GIS Mapping Proposal/Agreement: Mark Johnson introduced Andrew Ndola of Ulteig Engineers stating he is serving as the GIS Technician in the local office upon Mr. Feik accepting a position in the Minneapolis office. Mr. Ndolo described the scope of the project which includes four sections; 1) creating a water utility database using best available city maps, 2) creating web application with water utilities using ArcGIS online subscription, 3) city map book creation, and 4) onsite training for water utility web application at a cost of \$250/mo until May 2015. Mr. Johnson explained that the proposal presented does the water system only and that other systems can be added in the future. Mr. Ndolo explained that after May the city has options to stay with Ulteig and create additional sections at an estimated cost of \$500 for each section, go with a system provided by someone else, or do nothing. Mr. Johnson explained that when a decision is made after May there will be no cost to the city and the data on file will be provided if the city does not wish to continue the program, the city can continue with Ulteig and the add the next section of data to the system at the previously provided estimated cost, or the city can contract with Ulteig to simply update data at a cost of \$100-300/mo, dependent on the amount of data. Commissioner Stern asked about the third party costs and was advised there is still a subscription fee and Commissioner Brunmeier stated there may be a need in the near future depending on employee turn-over in the next several years. Planner Frovarp asked if the platted lots are on the system now or what the fee would be to get them on the system. Mr. Johnson said they are not on the system and estimated the cost to be \$200/mo to get the data entered, which may not be survey grade depending on the map quality. Commissioner Stern questioned the previous discussion the option for the city to purchase an ESRI (ArcGIS) subscription for \$2500 annually and the maintenance fee of \$100/mo to Ulteig. Mr. Johnson said there are some limitations to having Ulteig hosting the information internally or if the city purchases its own subscription. President Obenauer agreed there with Commissioner Brunmeier’s comment about staff turn-over and then proceeded to ask for action by the board. President Obenauer called for a motion two (2) times and none was received.

REQUEST OF CITIZENS

Local Permit – Hazen Figure Skating Club: Commissioner Brunmeier moved to approve local permit as requested by the Hazen Figure Skating Club to conduct fundraising raffle on March 29, 2015, second by Commissioner Wolf. On roll call vote; Brunmeier, “Aye”, Wolf, “Aye”, Stern, “Aye”, Obenauer, “Aye”, motion carried.

REPORTS

President: President Obenauer informed the commission that he had attended a recent meeting with Basin Cooperative Representatives and Park Board members with regard to the proposed RV Park construction. President Obenauer said there have been some snags in the planning of the project due to perception of ND Department of Health that this is a man-camp. Basin Cooperative has expressed support for the project and would like to see the project proceed. Mr. Johnson said Ulteig will be presented some project alternatives to the park board when it meets on January 13th.

Water/Sewer: Commissioner Brunmeier informed the commission that she is still waiting for contact from Sanitation Products with regard to a vac/jet truck or trailer and Mr. Shafer from Environmental Services is still looking for a used vehicle for the city's consideration. President Obenauer asked if the old equipment will be traded or kept by the city. Commissioner Brunmeier said she was not certain and she would talk to the water department staff. Commissioner Stern said he understood it is hard to get replacement parts for the old equipment so it may not have a lot of trade-in value but may be worth offering for sale to another municipality.

Street/Cemetery: Commissioner Stern had nothing to report at this time.

Finance/Busing: Commissioner Wolf informed the board that she had visited with Peg Rahn and was informed that busing had provided more than 7,200 rides in the most recent quarter.

Police/Fire: Commissioner Haack was absent – no report.

CORRESPONDENCE

Dakota Pump Agreement: Commissioner Brunmeier moved to accept the annual lift station inspection agreement with Dakota Pump and Control, second by Commissioner Wolf. On roll call vote; Brunmeier, "Aye", Wolf, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

ND Department of Health – Laboratory Services Contract: Commissioner Wolf moved to approve the annual radiological/chemical testing of water contract with the ND Department of Health, second by Commissioner Stern. On roll call vote; Wolf, "Aye", Stern, "Aye", Brunmeier, "Aye", Obenauer, "Aye", motion carried.

OLD BUSINESS

Elbowoods Water/Sewer Project – Special Assessment: Assessor Frovarp informed the commission that when a specially assessed project is done there is generally a period of time when a property owner can pay the assessment without incurring interest but, due to the timing of approving the assessment for the Elbowoods project this was not possible. Assessor Frovarp was contacted by one (1) property owner and he has prepared a letter and amortization schedule to allow a specific period of time to pay the entire special assessment without interest. Commissioner Stern questioned how long of a period and suggested the end of the month of January should be sufficient. Commissioner Stern moved to allow property owners to pay special assessment, interest free, if paid in full by January 30, 2015, second by Commissioner Brunmeier. Upon discussion it was determined that any interest paid to the county with the tax statement would be credited against the interest on record at the city.

Commissioner Stern moved to amend the original motion to include the language, “any interest paid will be credited to the interest on record with the city”, second by Commissioner Brunmeier. On roll call vote, for the amendment; Stern, “Aye”, Brunmeier, “Aye”, Wolf, “Aye”, Obenauer, “Aye”, motion carried. On the motion, as amended, roll call vote; Stern, “Aye”, Brunmeier, “Aye”, Wolf, “Aye”, Obenauer, “Aye”, motion carried.

NEW BUSINESS

Designated Medical Provider Agreement: Auditor Erhardt informed the commission that an agreement is necessary if the city wishes to continue receiving the workforce safety premium discount for participating in the return-to-work/designated medical provider program. The city approved SMC as its designated medical provider many years ago but a formal agreement was never finalized.

Commissioner Wolf moved to approve the Designated Medical Provider Agreement with Sakakawea Medical Center, second by Commissioner Brunmeier. On roll call vote; Wolf, “Aye”, Brunmeier, “Aye”, Stern, “Aye”, Obenauer, “Aye”, motion carried.

Approval of Bills and Financial Statements: Commissioner Wolf moved to approve the bills, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: Ben Berg, 1080.00; Chamber of Commerce, 300.00; Chuck Dahl, 84.75; City of Hazen, 486.76; Convention & Visitors Bureau, 1949.99; Fastenal Co, 35.98; Great Plains Fire, 168.91; Jimmy’s Lounge, 600.00; Keith Bohn, 277.20; Lange & Donovan PLLP, 1622.50; Loren Wiest, 490.00; MCED, 5000.00; Pitney Bowes, 420.00; Power Plan, 1721.01; Preble Medical Services Inc, 53.00; Pride Contracting Inc, 1525.00; Sakakawea Medical Center, 12.68; SBM Inc, 123.84; Val Albrecht, 46.58; Verizon Wireless, 114.94; Payroll, 115728.55; Alert-All Corp, 810.00; Ameripride Linen & Apparel Service, 504.92; BHG Inc, 1425.85; Black Mountain Software, 2581.00; Bob Gobar, 54.68; Butler Machinery Co, 47.76; Dakota Transit Assn, 140.00; Ecolab Pest Elimination, 97.29; Fastenal Co, 5.01; Hazen Hardware Inc, 693.06; Hazen Motor Farm Equip, 75.00 Hiway Express, 2475.68; J&L Automotive LLC, 1650.49; J&M Hardware, 134.45; Joyce Lemer, 102.90; Krause’s Super Valu, 300.76; Mel Roth Oil, 144.14; Mercer County Auditor, 2154.00; Mercer County Treasurer, 14334.92; Municipal Finance Officers Assn, 30.00; ND League of Cities, 1860.00; SBM Inc, 2.58; Seth Sailer, 350.00; Southwest Water Authority, 20817.78; Verizon Wireless, 49.38; West River Telecommunications, 819.23. Motion unanimously approved.

There being no further business the meeting was adjourned at 6:19 PM CT. The next regular meeting of the commission will be Monday, January 19, 2015 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor