

**Hazen City Commission
Regular Meeting
October 1, 2018
Hazen City Hall**

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

Others Present: PW Director Brousseau, Planner Senger, Attorney Donovan, Auditor Erhardt, Editor Arens, Jerod Klabunde & Jon Schroeder (Moore Engineering), Mike Peterson, Bruce Huber, Steven Baardson & Lauren Donovan.

The meeting was called to order at 5:30 PM by President Obenauer.
President Obenauer led the Pledge of Allegiance.

Minutes: Commissioner Wolf moved to suspend the reading and approve the minutes of the September 17th and 24th meetings, second by Commissioner Haack. Motion unanimously carried.

Agenda: Commissioner Pillar moved to approve the agenda, with the addition of Eagle Scout Project as item 12A, second by Commissioner Stern. Motion unanimously carried.

CONSULTATION WITH ATTORNEY & ENGINEER

2018 Street Project: Jerod Klabunde, Moore Engineering, discussed a proposal to take core samples from areas of Divide Street to determine why cracking has appeared. Northern Technologies LLC presented a proposal for removing at least four (4) core samples for testing at a cost of \$3,295. There was discussion about any other areas of concern and none have been identified as of this meeting. Commissioner Haack moved to proceed with collecting core samples by Northern Technologies LLC, as contained in the proposal, second by Commissioner Pillar. Upon discussion Commissioner Stern asked if the cores would be from one specific area and Jon Schroeder, Moore Engineering, explained they will take the cores from different areas along Divide Street. President Obenauer asked if it would be appropriate to seal the cracks this year with materials the city has on hand. Mr. Schroeder said it may be beneficial. On roll call vote; Haack, "Aye", Pillar, "Aye", Stern, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

Mr. Klabunde updated the commission on the status of the project. The substantial completion date is October 6, 2018. After this date the engineer will walk the project with the contractor and appropriate city staff to generate a "punch list" of items that must be addressed before final completion in 2019. City crews will note any issues that may arise as they complete work and snow removal this winter. President Obenauer had a question about the manhole on 3rd Ave near Moses Park and Mr. Schroeder said this will be addressed by the contractor and adjusted as necessary.

Drainage Concern-Alley – M. Peterson: Mike Peterson appeared before the commission to discuss an ongoing drainage issue in the alley between 9th Ave and 10th Ave NW. Mr. Peterson suggested

installing a “French drain” to address water issues caused by structures in the vicinity. There was some question as to the city’s responsibility since the situation appears to have been created by modifications of the natural drainage by private construction of structures. Bruce Huber discussed the fact that this was not as much of an issue prior to the latest building construction. Attorney Donovan referenced the fact that most alleys are not maintained by the city and the city could work with the engineer to determine elevations of the area. Mr. Peterson had questions about who oversees the work of the engineer. Commissioner Haack suggested first determining responsibility for the issue and then consider options to correct it. Mr. Peterson said he would be willing to work with the engineer and Mr. Huber said he had no objection to changing downspout location on his building. No further action was taken.

REQUEST OF CITIZENS

Lauren Donovan – County Commission Candidate: Lauren Donovan appeared before the commission to introduce herself and state that the county commission candidates have been working hard through the summer and fall preparing for the election. Ms. Donovan stated that she has been going door-to-door in the cities and the main concern of citizens is the property tax and assessments. Ms. Donovan also said the county is working with a company to evaluate properties north of Hwy 1806 to improve the process at the county level. President Obenauer had a question about siting and approval for wind energy projects and Ms. Donovan stated that, as she understands, the kilowatt size of the project has bearing on the approval process however, the county zoning board and county commission must approve zoning changes for such projects.

CVB 2019 Budget Presentation: Carla Borlaug presented the 2019 Convention and Visitor’s Bureau budget which is nearly identical to previous years. Ms. Borlaug stated CVB has increased spending for promotional items this year and 25% of the budget is transferred to the reserve fund. Ms. Borlaug also informed the commission that all revenue is from the city occupancy and restaurant/lodging tax. Commissioner Pillar moved to accept the 2019 CVB Budget, as presented, second by Commissioner Haack. On roll call vote; Pillar, “Aye”, Haack, “Aye”, Stern, “Aye”, Wolf, “Aye”, Obenauer, “Aye”, motion carried.

Free/Reduced Hall Rent – M & M Pet Rescue Meeting: The commission reviewed a request for free/reduced hall rent from M&M Pet Rescue. President Obenauer asked if there had been any issues or concerns from previous meetings and no concerns have been reported to city staff. Commissioner Wolf moved to approve the request for free hall use by M&M Pet Rescue, subject to the kitchen fee, second by Commissioner Stern. Motion unanimously approved.

REPORTS

President: President Obenauer had nothing to report at this time.

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

Street/Cemetery: Commissioner Haack had nothing to report at this time. PW Director Brousseau informed the commission that the crew has begun sweeping leaves from the streets and is winterizing equipment.

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

Police/Fire/Forestry: Commissioner Pillar informed the commission that the 2015 police department vehicle had to go in for service to replace the cam shaft. This vehicle currently has 102,000 miles and is scheduled to be replaced within the next year or two. The total cost for the repairs is around \$4,500.

HCD: Buster Langowski absent. No report.

CORRESPONDENCE

Energy/Ag Circular – BHG: The commission considered advertising in the Energy/Ag circular to be published by BHG Inc. In the past the city shared an ad with HCD/Pioneer Apartments but, that will not be the case this year. Commissioner Stern moved to approve a one-quarter page, full-color, advertisement at a cost of \$294, second by Commissioner Pillar. On roll call vote; Stern, “Aye”, Pillar, “Aye”, Haack, “Aye”, Wolf, “Aye”, Obenauer, “Aye”, motion carried.

OLD BUSINESS

Public Transit – State Aid Agreement: The commission was informed that the State Aid grant for public transit has been approved in the amount of \$26,333. Commissioner Pillar moved to approve the State Aid Agreement, second by Commissioner Wolf. On roll call vote; Pillar, “Aye”, Wolf, “Aye”, Haack, “Aye”, Stern, “Aye”, Obenauer, “Aye”, motion carried.

NEW BUSINESS

Eagle Scout Project: Steven Baardson met with the commission to discuss constructing a soil box at the city cemetery for an Eagle Scout project. Mr. Baardson has discussed the idea with PW Director Brousseau to develop the concept and plans for the project. Mr. Baardson estimates cost for the project to be \$691 and he would like financial support from the commission. After discussion about Mr. Baardson’s plans to raise funds the commission determined the only action tonight would be to move forward with the project and the matter of funding can be discussed at a future meeting after Mr. Baardson has finalized fundraising plans. Commissioner Pillar moved to support the Eagle Scout project, second by Commissioner Wolf. Motion unanimously approved. Commissioner Pillar would like Mr. Baardson to come to the next meeting with detailed plans for fundraising and make a request to the city for funding to complete the project.

Approval of Bills and Financial Statements: Commissioner Wolf moved to approve the bills as presented, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: Hello Further/Select Accounts, 9.00; US Postal Service, 277.00; Payroll, 129088.50; BHG Inc, 1254.26; Bryan Tomchuk, 50.00; Cardmember Service, 520.32; CVB, 4691.21; HCD, 1401.14; Hazen Hardware Inc, 282.87; J&L Automotive LLC, 125.81; J-S Sanitation, 62.00; Krause’s Super Valu, 100.17; Lange Donovan & Kaffar PLLP, 1758.75; Marc Corp, 1055.07; Marco Technologies LLC, 367.97; Moore Engineering Inc, 21758.60; ND League of Cities, 120.00; Penny Bruce, 125.00; Quality Inn, 167.40; Ron Muth, 280.00; Rough Rider Industries, 323.02; Southwest Water Authority, 36127.98; Spruce it Up Lawn & Tree, 900.00; Stein’s Inc, 248.64; Universal Premium Fleetcard, 3349.51; Verizon Wireless, 117.06. On roll call vote; Stern, “Aye”, Pillar, “Aye”, Haack, “Aye”, Obenauer, “Aye”, motion carried.

PUBLIC HEARING

President Obenauer opened the public hearing on the 2019 City Budget at 6:30 PM CT. No one appeared for the hearing and no written comments/questions have been received. President Obenauer closed the public hearing at 6:31 PM CT.

Commissioner Wolf moved to approve the 2019 City Budget with a requested levy of \$520,570, second by Commissioner Haack. On roll call vote; Wolf, "Aye", Haack, "Aye", Pillar, "Aye", Stern, "Nay", Obenauer, "Aye", motion carried.

There being no further business the meeting was adjourned at 6:32 PM CT. The next regular meeting of the commission will be Monday, October 15, 2018 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor