

**Hazen City Commission
Regular Meeting
November 17, 2014
Hazen City Hall**

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

Others Present: Attorney Donovan, Editor Coleman, Auditor Erhardt, Assessor Steve Frovarp, Public Works Director Neuberger, Mark Johnson (Ulteig), Kelsey Timmer (KLJ), and Don Murschel.

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

Minutes: Commissioner Brunmeier moved to dispense with the reading of the October 20th minutes and approve them as presented, second by Commissioner Haack. Motion unanimously carried.

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

CONSULTATION WITH ATTORNEY & ENGINEER

Engineering Contract, GIS Mapping, FEMA Project and JPA with Park Board – Ulteig Engineers: Mark Johnson, Ulteig Engineers, provided an agreement to extend the Master Professional Services Agreement until May 15, 2015. Attorney Donovan did not have sufficient time to review the agreement so the matter will be presented at the December 1st meeting.

Mr. Johnson next addressed the GIS Mapping services as discussed at the previous meeting and addressed questions from the commission. Commissioner Stern had a question about the subscription and the effect of cancelling the subscription after a period such as one year. Mr. Johnson used the analogy of cable TV service and that any information saved in the GIS system is provided to the city on a compact disc and they are free to change their provider if they wish. Commissioner Stern then asked about the website access and was advised that the website access is part of the ESRI subscription which costs \$2500/year. President Obenauer asked if the city already has the majority of the information available as CAD files and Mr. Johnson said the CAD files are not traditionally provided due to maintenance concerns and the integrity of the data. President Obenauer indicated that the costs for the system are hard to justify and Mr. Johnson said there is not an immediate benefit but there is clearly a long-term benefit in the ability to access historical data and also for zoning type information. Commissioner Stern commented that within the next five (5) years the city could see additional staff turn-over and he feels the GIS information may be helpful to new staff. Mr. Johnson said again that the city would not see an immediate benefit and someone would need to enter much of the information (data collection) for specific locations. The commission discussed the benefit in locating

lot pins and boundaries and Mr. Johnson and Planner Frovarp both indicated the physical pin still must be located and this system will only tell someone where the pin is supposed to be. Planner Frovarp said the system could make some of the information easier to access and Director Neuberger expressed no opinion for or against proceeding with the system. Commissioner Stern questioned funding for the subscription and was advised it would be no issue to proceed with the subscription in the 2015 budget. Mr. Johnson said Ulteig would be able to host the information, short-term, if the city wished to proceed at this time. President Obenauer then suggested addressing this matter again at the mid-month meeting in December unless the board wished to take action at this time. No further action taken.

Mr. Johnson next informed the commission that he had addressed the county water board about the city possibly doing a project to address flooding/water flow issues and the water board acknowledged that matching funding may be available upon presenting more detailed information. Mr. Johnson referred to a proposal presented at the September 15th meeting and said that stage one of the proposed project would address 90% of the project scope and benefit, if any. The commission discussed the proposed area of the project and the fact that it may involve several property owners. Commissioner Wolf asked who the project would benefit and it was determined that the areas around Alco, Commerce Center and residents along the water flow area of south of Main Street up to 3rd Ave SW. President Obenauer asked about the largest portion of the expense for the project and Mr. Johnson said it would likely be where culverts would be installed under the railroad near the river. Commissioner Stern had questions about the total cost as originally estimated and the water boards share. Mr. Johnson explained that the initial estimate of \$301,000 may be a little low and the water board may be able to match the funds 50/50. There were then questions about how the city's share would be funded and if bonding or special assessments would be needed to complete the project. Don Murschel questioned residents being asked to pay special assessments for another flood project and the effect on the property owned by Brandt. President Obenauer feels the project is worth looking at and the initial cost is \$6,800. Commissioner Haack said it would be nice to know the benefit of such a project and Mr. Johnson said that would be the first step and if the benefit is not there the project could be stopped. The commission will address this matter further at a future meeting.

Mr. Johnson then informed the commission that he is again going to be discussing option for the proposed RV Park with the park board and suggested the city and park board prepare a joint powers agreement as to responsibilities and costs to each party for road construction and other infrastructure needs. President Obenauer agreed that, relating to the 10th Street extension, he would like the details spelled out.

REQUEST OF CITIZENS

Free/Reduced Hall Rent – DJ Paulie: Paulie Lorenzano submitted a request for free/reduced use of the city hall for a teen dance. Mr. Lorenzano will be providing snacks and refreshments without need of the kitchen. The date of the dance was not entered on the application but will be held soon.

Commissioner Wolf moved to approve free use of the large hall as requested by Mr. Lorenzano, second

by Commissioner Brunmeier. On roll call vote; Wolf, "Aye", Brunmeier, "Aye", Stern, "Aye", Haack, "Aye", motion carried.

REPORTS

President: President Obenauer said there are concerns of lack of space at the armory. President Obenauer will go to the armory and assess the situation and encouraged any of the other commissioners to also take a look at the armory. President Obenauer also encouraged the commission to continue considering uses for the armory building or a plan to sell it.

Water/Sewer: Commissioner Brunmeier said she and staff met with a representative of Environmental Services Limited to discuss the purchase of a vac/jet trailer. The company does not offer trailer options but the city will be provided cost information for a small truck chassis option. Initial estimates of cost for a chassis and equipment is estimated at \$300,000 which exceeds the amount budgeted for this equipment.

Street/Cemetery: Commissioner Stern informed the commission that the street department has requested pricing to replace tires on some of the equipment. The first quote is to replace two (2) tires on the John Deere loader and a quote was received from Lignite Tire at a total cost of \$5,913 (mounted). Commissioner Stern moved to approve the purchase of tires for the loader as quoted by Lignite Tire, second by Commissioner Brunmeier. On roll call vote; Stern, "Aye", Brunmeier, "Aye", Haack, "Aye", Wolf, "Aye", Obenauer, "Aye", Motion carried. Commissioner Stern advised the street department had requested and received quotes from Cenex and Mel Roth Oil to replace two (2) tires on the IH dump truck. The cost ranges from nearly \$1100 to \$840 and, when asked, Director Neuberger had no preference as to the brand of tire. Commissioner Stern moved to approve the purchase of tires for the IH dump truck as quoted by Mel Roth Oil in the amount of \$841.72, second by Commissioner Haack. On roll call vote; Stern, "Aye", Haack, "Aye", Wolf, "Aye", Brunmeier, "Aye", Obenauer, "Aye", motion carried.

Finance/Busing: Commissioner Wolf informed the commission that after the start of the New Year the bus trip to Bismarck will be changed from Wednesdays to Tuesdays and notice of this change will be published in the local paper and online. Commissioner Wolf also informed the commission that one of the buses is at Harlow's for service and inspection of the lift. Commissioner Wolf had also received comments of concern as to parking space within the armory due to increased equipment in the building.

Police/Fire: Commissioner Haack informed the commission that the fire department would like to purchase some 1 ¾ inch hoses and a safety extension ladder. Commissioner Haack moved to approve the purchase of hoses and the ladder as requested in the amount of \$2,300, second by Commissioner Wolf. On roll call vote; Haack, "Aye", Wolf, "Aye", Stern, "Aye", Brunmeier, "Aye", Obenauer, "Aye", motion carried.

CORRESPONDENCE

MCED Housing/Childcare Study Funding Request: The commission reviewed a letter addressed to President Obenauer requesting the city's consideration of funds to conduct a housing/daycare needs study. The cost of the study is not to exceed \$67,216 and the city is being asked to consider pledge of \$10,000. President Obenauer said a MCED meeting is scheduled for November 26th when more of the information as to the amount of pledges is available. Commissioner Stern said it is well known that there is a need for additional housing and daycare and questioned the benefit of another study. President Obenauer said the study will provide data the industry can use to aid in developing plans to meet the needs as identified. Commissioner Wolf said HCD had received a request for funds, as well, and they decided to wait and see what other pledges are received and suggested that dues to MCED be assessed more regularly so funds are available. President Obenauer said he would ask about the dues assessments. Commissioner Stern then asked what will be done with excess funds if all the pledges, as requested, are received and the fact that HCD should be lead for funding on this type of project. President Obenauer said he would ask about plans for excess funds, if there are any, and provide that information to the commission. Commissioner Wolf said it is hard to justify funds for another study after HCD has done studies for housing and hotel needs and President Obenauer said yes there are many studies but he feels the city needs to carry its weight in this matter. Commissioner Stern moved to pledge \$5000 for the MCED housing/daycare needs study, second by Commissioner Wolf. Upon discussion Commissioner Stern asked when the study is proposed to be completed and President Obenauer stated, as he understands, it is wanted prior to the next building season. On roll call vote; Stern, "Aye", Wolf, "Aye", Haack, "Aye", Brunmeier, "Aye", Obenauer, "Aye", motion carried.

OLD BUSINESS

Public Nuisance Ordinance – Discussion: Auditor Erhardt advised the commission that no written comments about the public nuisance ordinance had been received nor had anyone appeared in person in the auditor's office prior to the meeting. President Obenauer said he didn't receive anything in writing but he did have citizens talk to him about the many possible interpretations of a nuisance, talk about campers on the streets. Commissioner Haack said he has only lived here a few years and he is aware that in the summer we have many residents that have a camper and boat that may be on the street for part of the week and then gone for the weekend. Commissioner Haack would like to make the public aware of the ordinance by "knocking on doors" to notify residents of violations. Commissioner Stern agreed that the campers are part of the issue and that the parking of trucks on streets has improved since the lot has been designated for truck parking. President Obenauer spoke about the family that may have four or five vehicles and don't have room on their property but they have four or five licensed drivers as well. Planner Frovarp said this is not as much of an issue as the resident that keeps acquiring vehicles without additional licensed drivers. Commissioner Wolf felt there should be more work on junk vehicles and cleaning up yards around town. Mr. Murschel said the vehicles that are used daily are not so much an issue as the junk that gets piled behind fences. Commissioner Stern asked about the comments the police department had shared and Commissioner

Haack said their comments dealt with hobbyist permits, that are visible from the street, or vehicles that may be used for special events such as racing or derby cars. President Obenauer requested that ordinance language be worked on and shared with the public to see if there are other comments to be shared.

Armory Building: President Obenauer said the storage part of this building is becoming very crowded and the city needs to decide if they are going to keep this building or sell it. Commissioner Wolf felt the storage issues could be resolved if the bus facility grant is received. Commissioner Wolf said there has been interest expressed in purchasing the building and suggested selling it. President Obenauer asked about the zoning of the armory property and was advised that it is zoned commercial. Commissioner Stern asked if the grant could be done to remodel the current building and he was advised that this is an option but the city is waiting clarification if the structure can be a shared use or if it could only be used by the transit program. Commissioner Brunmeier asked about the timing of the facility grant and was advised it has to be submitted by November 21st. The commission would like to see grants for a new facility and for remodeling of the armory facility for transit use. Commissioner Haack said that no matter what happens, until the grant is received or not, if space within the building is going to be rented out it should be for an amount that can be justified.

NEW BUSINESS

2015 Visitors Guide Advertisement: Commissioner Brunmeier moved to approve advertising in the 2015 Hazen Visitor's Guide with a full page ad at a cost of \$450.00, the same as in the past, second by Commissioner Haack. On roll call vote; Brunmeier, "Aye", Haack, "Aye", Wolf, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

Capital Equipment/Facilities Transportation Grant: This has been discussed as part of the armory agenda item. Commissioner Stern asked what happens to the building, if the grant is received, and the city no longer wants the property twenty (20) years down the road. Auditor Erhardt was not certain of the terms but stated it would be similar to the rolling stock and after a certain time period it would be dedicated city property. Commissioner Haack asked if the buses were removed from the city shop would it help with storage concerns. Director Neuberger said it would allow them additional space to store seasonal equipment at the city shop.

Approval of Bills: Commissioner Stern had a question about the electricity bill for the armory and was advised there are security lights, door use and some electric heat elements still being used. Commissioner Brunmeier moved to approve the bills, second by Commissioner Wolf. Pre-paid and bills approved for payment are as follows: L3-EOTech, 79.00; American Water Works Assn, 74.00; Ameripride Linen & Apparel Services, 379.93; Bituminous Paving Inc, 4177.00; Border States Electric Supply, 149.36; Butler Machinery Co, 1225.15; Cenex, 2825.91; Coal Conversion Counties, 1150.00; Discovery Benefits Inc, 25.00; Ecolab Pest Elimination, 110.23; Fastenal Co, 33.78; Hazen Motor Co, 47.68; Hazen Motor Farm Equipment Co, 84.90; Hazen Public School, 60.00; Hazen Welding, 145.60;

Hiway Express, 3792.04; Information Technology Dept, 75.00; Krause's Super Valu, 111.05; Lange & Donovan PLLP, 1370.00; Mel Roth Oil, 157,85; Mercer County Treasurer, 4271.40; Montana Dakota Utility, 3695.34; Monte Erhardt, 21.50; ND Department of Health, 32.00; ND Rural Water Systems Assn, 35.00; NAPA Auto Parts, 1047.97; ND One Call Inc, 37.40; Northland Financial, 302.00; Power Plan, 592.64; Preble Medical Services Inc, 25.00; Roughrider Electric Coop Inc, 2407.81; SBM Inc, 316.37; Shannan Fink, 16.15; Share Corp, 976.76; Solem Law Office, 785.19; Stein's Inc, 421.50; Steve Frovarp, 24.86; USA Blue Book, 207.25; Verizon Wireless, 167.63; West River Telecommunications, 836.46; Winkler Construction, 1150.00. Motion unanimously approved.

There being no further business the meeting was adjourned at 6:54 PM CT. The next regular meeting of the commission will be Monday, December 1, 2014 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor