

**Hazen City Commission
Regular Meeting
November 21, 2016
Hazen City Hall**

Present: Commissioner Wolf, Commissioner Haack, and Commissioner Stern.

Absent: President Obenauer and Commissioner Pillar

Others Present: Attorney Donovan, Planner Frovarp, Auditor Erhardt, Eric Schuler and Lee Kopyy (KLJ), Marcie Sailer, Judy Brunmeier, Quentin Baer and Buster Langowski.

Meeting was called to order at 5:29 PM CT by Vice-President Wolf.

Minutes: Commissioner Haack moved to suspend the reading and approve the minutes of the November 7th meeting, as presented, second by Commissioner Stern. Motion unanimously carried.

Agenda: Commissioner Haack moved to approve the agenda, with the addition of the Mercer County Ambulance, second by Commissioner Stern. Motion unanimously carried.

Ambulance Board: The commission had an opportunity, prior to the meeting, to view the new ambulance and witness new equipment in action. Marcie Sailer, Co-Manager of the Mercer County Ambulance Service, provided information relating to ambulance calls for both Hazen and Beulah and provided updates on training and grant processes of the service. Ms. Sailer also informed the commission of interest in adding sleeping and kitchen facilities at the Hazen Ambulance Bay in 2017.

CONSULTATION WITH ATTORNEY & ENGINEER

2016 Street Project - KLJ: Eric Schuler (KLJ) introduced Lee Kopyy, who is a new manager at KLJ in Minot, and they presented information as to cost over-runs for the project based on additional work required on 11th Ave NW, 12th Ave NW and Fayette Drive and said they were present to answer any questions the commission may have. Commissioner Haack was informed that much of the over-run was time the project manager had to be on-site to address issues and Mr. Kopyy said KLJ did all they could to control the costs. Commissioner Stern said he thought the project was closed out and final payment was made. Mr. Schuler explained the contractor received final payment for work on the project and then explained the calculation of the additional costs. Commissioner Stern moved to approve the additional engineering costs for the 2016 Street Improvement Project in the amount of \$16,518.07, second by Commissioner Haack. On roll call vote; Stern, "Aye", Haack, "Aye", Wolf, "Aye", motion carried.

REQUEST OF CITIZENS

Local Permit – Calendar Raffle – Hazen Pre-School: Commissioner Haack moved to approve Local Permit #2016-15 for the Hazen Pre-School to conduct a calendar raffle in the month of February 2017, second by Commissioner Stern. Motion unanimously approved.

INTRODUCTION, READING & APPROVAL OF ORDINANCES

2nd Reading/Approval – Amendment of Chapter XV, Article 2, S15.0216 – Rates & Charges: The commission reviewed a proposed amendment to the assessment of late charges for past due utility accounts. The amendment raises the late fee from \$5 to \$20, effective with the January 2017 billing cycle. Commissioner Haack moved to approve the second reading of the proposed ordinance amendment, second by Commissioner Stern. Motion unanimously carried.

APPROVAL OF APPLICATIONS AND BUILDING PERMITS

Building Permit Application w/Variance Request – M. Baer: Planner Frovarp informed the commission that he received an application, from Quentin Baer, for a building permit to locate a mobile home on Lot 4, Block 102, North Star 1st Addition (1025 Central Ave N). The application requires a five-foot (5') side yard variance. Planner Frovarp contacted the adjacent property owner and he has no objection to the variance. Commissioner Haack moved to approve the building permit and variance as requested, second by Commissioner Stern. Upon discussion Commissioner Stern asked if the trailer is intended to be permanent and Quentin Baer said it is and that he is the current owner of the property which will eventually be sold to his son. On roll call vote; Haack, "Aye", Stern, "Aye", Wolf, "Aye", motion carried.

REPORTS

President: President Obenauer absent. No Report.

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

Street/Cemetery: Commissioner Haack had nothing to report.

Finance/Busing: Commissioner Wolf informed the commission that buses are parked in the new facility and the Bus Advisory Board held a meeting at the facility on November 18th.

Police/Fire/Forestry: Commissioner Pillar absent. No Report.

HCD: Buster Langowski reported that the Hazen Pioneer Apartments project experienced a small delay because due to engineering concerns and they hope to have the stem wall in soon to get plumbing work started. Mr. Langowski also reported that some leveling work will need to be completed on the old concrete slab prior to framing the building.

OLD BUSINESS

Planner/Assessor – Job Notice: The commission reviewed a proposed notice for publication for the Assessor/Planner position and directed the auditor to proceed with publication. Attorney Donovan questioned, the proposed rate of pay, if the position will be hourly or salaried and the hourly rate of

pay will be used to determine compensation. This will be reviewed prior to making an employment offer pending new wage and hour regulations.

NEW BUSINESS

10th Street NE Dust Control: President Obenauer asked this item to be placed on the agenda to bring it to the commission's attention. President Obenauer has received complaints of dust from this street and he would like to see the commission address this issue in 2017 with either chemical treatment or consider using recycled asphalt on this street. No further action on this item.

Light/Safety Concern – Hwy 200/4th Ave NE Intersection: Planner Frovarp presented estimates to replace the overhead traffic signal at the intersection of 4th Ave NE/Hwy 200 (near Cenex). The estimate to replace the signal, to the original state, is \$20,700, and the estimate to replace the overhead light with a pedestrian signal, as discussed previously, is \$23,800. The damage to the light has been submitted to the insurance carrier. The estimates were received from Edling Electric who has completed similar projects for Department of Transportation. Commissioner Haack moved, based on the cost of \$3,100 over the insurance claim, to proceed with installation of the pedestrian crossing at this intersection, second by Commissioner Stern. Upon discussion Commissioner Stern said it is nice to see the intersection opened and Planner Frovarp stated that if Edling Electric is notified to proceed with the project they are prepared to begin work on November 28th (weather permitting). On roll call vote; Haack, "Aye", Stern, "Aye", Wolf, "Aye", motion carried.

Approval of Bills: Commissioner Stern moved to approve the bills and financial statements, second by Commissioner Haack. Pre-paid and bills approved for payment are as follows: AED Everywhere, 291.30; Ameripride Linen & Apparel Services, 438.92; Antelope Creek Trucking, 3386.24; Bobcat of Mandan, 2750.00; Chuck Dahl, 404.20; D&E Supply, 222.29; Discovery Benefits, 40.00; Fastenal Co, 382.82; Fitterer Oil LLC, 103.95; J&L Automotive LLC, 482.85; Jessika Froelich, 48.11; Joshua Erhardt, 275.00; KLJ, 3503.64; Loren Wiest, 490.00; Marc Corp, 797.01; Menards, 23.24; Monte Erhardt, 25.56; ND Rural Water Systems Assn, 230.00; NDSU Extension Pesticide Program, 120.00; ND One Call Inc, 46.20; Peggy Rahn, 108.45; Preble Medical Services, 118.00; Pro Forms, 722.24; Roughrider Electric Coop Inc, 3426.86; Sanitation Products, 338.74; SBM Inc, 15.08; Sletten Excavating, 2125.00; Streichers, 234.96; Ternes Tree Service & Contracting, 3240.00; The Hub, 332.29; Tractor Supply Credit Plan, 329.99; Verizon Wireless, 115.94. On roll call vote; Stern, "Aye", Haack, "Aye", Wolf, "Aye", motion carried.

There being no further business the meeting was adjourned at 6:07 PM CT. The next regular meeting of the commission will be Monday, December 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