

**Hazen City Commission
Regular Meeting
November 6, 2017
Hazen City Hall**

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

Absent: President Obenauer, Commissioner Haack

Others Present: Planner Senger, Auditor Erhardt, Editor Arens, Attorney Donovan, Mark Sweeney & Luke Arnold (Moore Eng.), PW Director Neuberger, Greg McCarthy, and Buster Langowski.

The meeting was called to order at 5:30 PM by Commissioner Wolf.

Minutes: Commissioner Stern moved to suspend the reading and approve the minutes of the October 16th and October 30th meetings, second by Commissioner Pillar. Motion unanimously carried.

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

CONSULTATION WITH ATTORNEY & ENGINEER

Certify 2016 Special Assessments: The commission was informed that error corrections and the adjustment for railroad property has been made to the 2016 Special Assessment list. Commissioner Pillar moved to adopt a resolution accepting, and certifying, the 2016 Special Assessment List and directing the auditor to send the assessment to the county, second by Commissioner Stern. On roll call vote; Pillar, "Aye", Stern, "Aye", Wolf, "Aye", motion carried.

2018 Street Projects: Mark Sweeney and Luke Arnold, Moore Engineering, informed the commission that the final reports for televising and geo-tech have been received. Mr. Sweeney stated the geo-tech report recommends against the fly ash/concrete stabilization for street base. When asked by Commissioner Stern, Mr. Moore said the recommendation against fly ash stabilizing material is because the company has limited experience and is less comfortable with this type of material. Moore Engineering recommends using the city stockpiled material for base stabilization, where necessary. Regarding the sanitary lines, most of the repairs needed can be accomplished by lining the pipes, except for a few spot repairs that will require excavation. Mr. Sweeney stated that Pace is available to complete additional work, later this month, for any areas where street reconstruction is anticipated, at an estimated cost of \$8,000 to \$12,000. Commissioner Stern asked if this amount would cover the older section of the city and Mr. Sweeney said this would cover any area where streets will be reconstructed, as part of the project, starting with full depth reconstruction. Commissioner Stern also asked if areas of North Star II had also been televised and Mr. Sweeney said that some areas were televised and cleaned. Commissioner Stern asked how much pipe could be relined and Mr. Arnold estimated that the majority could be relined with some areas of major concern, where pipe is

collapsing, that would require additional work but that the system is in generally good condition with no immediate concerns. Commissioner Pillar said some of the motivation for the proposed project was to complete a large amount of work without having to go back to the residents for additional assessments and Mr. Arnold suggested televising additional areas to determine if there are additional areas of concern. Commissioner Stern stated he had discussed some of Pace's work with the water/sewer staff and they don't feel there is a need to be concerned with the PVC sanitary line, but the clay tile pipe should be a consideration and asked if there is an estimate of cost to televise the clay tile pipe, that has not been televised recently. Mr. Arnold said they didn't have an estimated cost at this time but could get numbers together quite quickly. The commission discussed authorizing a certain dollar amount for additional televising of clay tile sanitary lines as part of the project. Commissioner Stern moved to authorize an additional \$40,000 for televising and cleaning of sanitary, clay tile, sewer mains by Pace, second by Commissioner Pillar. On roll call vote; Stern, "Aye", Pillar, "Aye", Wolf, "Aye", motion carried.

Mr. Sweeney provided information relating to areas of drainage concerns that were observed when the initial ratings were completed and if the city would like to address these as part of the project, before plans and specifications are finalized. The first area being along 4th Ave NE where water was standing. With the area being relatively flat, Mr. Sweeney stated this would be a costly without any significant benefit. PW Director Neuberger stated this has not been a real concern in the past. The second area was at 10th Street NE, near the tennis court where a valley gutter is installed. The water does not drain properly, and it is estimated to cost a couple thousand dollars to address this matter. The third area is on Highway Drive, north of Hwy 200, near the apartment complex. Mr. Arnold said a trench drain could be installed, at an estimated cost of \$10,000 to \$12,000, to keep water off the shared use path, if it has been an issue. Commissioner Stern said he is not aware of any issues in this area and Commissioner Pillar suggested using these funds in areas that are of concern. The fourth area is at the intersection of Divide and 3rd Ave NW. This is an area where ice builds up at the intersection and Mr. Arnold suggested adding additional inlets to a culvert on the north side of the street so that it doesn't enter the intersection. Mr. Arnold said this could be accomplished at a nominal cost and that grading would address most of the problem. The final area is near 3rd Ave NE and 7th Street, near Moses Park. Mr. Sweeney recommends additional storm sewer connecting to the system on 4th Ave NE and draining to the north. Mr. Sweeney said this could have great benefit without a large cost. Commissioner Stern asked about any effect storing snow in this area may have and Mr. Sweeney said this change would not have any effect on storing the snow. After discussion it was determined that three of the areas should be addressed in the project plans, including; 10th Street NE, Divide Ave, and 3rd Ave NE/7th Street.

REQUEST OF CITIZENS

Free/Reduced Hall Rent – Heritage Insurance Services: Commissioner Stern moved to approve free use of the large hall for Santa Village on December 7, 2017, as requested by Heritage Insurance

Services, second by Commissioner Pillar. There is no charge to the public for the event and the kitchen will not be used. Motion unanimously approved.

REPORTS

President: President Obenauer absent. No report.

Water/Sewer/Garbage: Commissioner Stern informed the commission that he had discussed emergency use of the city water treatment plant and this is not a feasible option. There was also discussion of using the city wells for raw water, in an emergency, and the wells will have to be made operational and exercises on a regular basis.

Street/Cemetery: Commissioner Haack absent. No report.

Finance/Busing: Commissioner Wolf had nothing to report.

Police/Fire/Forestry: Commissioner Pillar had nothing to report.

HCD: Greg McCarthy reported that Hazen Pioneer Apartments received final inspection and will also be receiving a certificate of occupancy, soon. The board is waiting for final cost information to determine rents. Buster Langowski reported the open house was well received and the facility was toured by many residents. Commissioner Pillar asked if there had been any additional applications for the apartments and Mr. Langowski stated there is one application pending and they are working on marketing to inform the public of the opportunity to lease in the facility. Mr. McCarthy said the Joint Powers Agreement with the City, Housing Authority and Pioneer Apartments board is still in effect and asked how often the commission would like to receive updates. Commissioner Wolf suggested a quarterly update, either in writing, or in person. Mr. Langowski also informed the commission that Williams Builders continues to work on the new homes in SW Hazen and they are anticipating another Grand Opening later.

OLD BUSINESS

ND DOT State Aid Contract – Additional Fund Availability:

NEW BUSINESS

2017 Independent Audit – Rath & Mehrer PC: The commission reviewed a letter from Rath & Mehrer PC retaining them to conduct an independent audit of the city finances for the year ended December 31, 2017, at a cost not to exceed \$6000. Commissioner Pillar moved to accept the audit proposal of Rath & Mehrer PC, as presented, second by Commissioner Stern. Motion unanimously approved.

Housing Authority Board Appointments: The commission was informed that there are currently two (2) vacancies on the Hazen Housing Authority Board and that Mr. McCarthy's term expires this year. Mr. McCarthy has agreed to accept another term and has contacted Troy Johnson and Kristi Pfliger-Keller as new appointees to replace Beth Krause and Michael Jelsing. Commissioner Stern moved to re-appoint Mr. McCarthy and to appoint Troy Johnson and Kristi Pfliger-Keller to the Hazen Housing Authority, second by Commissioner Pillar. Upon discussion it was determined that Johnson and Pfliger-Keller would be filling unexpired terms with Mr. Johnson's term expiring 10/31/2021 and Ms. Pfliger-

Keller's term expiring 10/31/2018. Roll call vote; Stern, "Aye", Pillar, "Aye", Wolf, "Aye", motion carried.

Approval of Bills: Commissioner Stern moved to approve the bills, second by Commissioner Pillar. Pre-paid and bills approved for payment are as follows: US Postal Service, 275.62; Universal Premium Fleetcard, 4012.30; Scottrade, 84553.86; Verizon, 117.22; Payroll, 139419.22; BHG Inc, 2238.16; Brown & Saenger, 11.98; Cardmember Service, 236.29; Coal Country CHC, 520.00; CVB, 2388.99; Fastenal, 1.48; Fitterer Oil Hazen LLC, 33.98; Hazen Fire Dept, 330.02; Hazen Hardware, 207.68; Hazen Motor Co, 134.50; Hazen Motor Co Farm Equipment, 1.00; ITD, 10.30; Inland Truck Parts, 57.27; J & L Automotive LLC, 598.60; James Wolff, 90.75; John Grossbauer, 56.06; Joyce Lemer, 70.00; Kandi McConnell, 10.50; Krause's, 105.59; Loren Wiest, 1330.00; Mandate Machinery Inc, 90.66; Marc Corp, 98.00; Marco Technologies LLC, 345.73; Mercer Co Sheriff's Dept, 25.00; Monte Erhardt, 99.31; Moore Engineering Inc, 3565.10; ND League of Cities, 40.00; NAPA, 1158.42; ND One Call Inc, 63.00; Obenauer Plumbing LLP, 40.00; Pace, 368.50; Preble Medical Services Inc, 90.00; Rachel Worster, 33.35; Richard Villanueva, 63.81; Rough Rider Industries, 503.00; SMC, 225.00; SBM Inc, 10.80; SelectAccount, 31.50; Shannan Senger, 217.19; SW Water Authority, 24333.56; St. Alexius Medical Center, 250.00; Stein's Inc, 616.67; The Hub, 114.03; Trisha Smith, 7.15; Verizon, 335.18; West River Telecommunications, 1660.97. On roll call vote; Stern, "Aye", Pillar, "Aye", Wolf, "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, November 20, 2017 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor