

**Hazen City Commission  
Regular Meeting  
December 16, 2019  
Hazen City Hall**

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

**Absent:** Commissioner Pillar

**Others Present:** PW Director Brousseau, Attorney Donovan, Planner Senger, Auditor Erhardt, Jerod Klabunde & Jon Schroeder (Moore Eng.), Kasey Lesmann, Cory Beery, Garrett Grossman, and Buster Langowski.

President Obenauer opened the public hearing on the ND STREET grant program/application at 5:29 PM. CT. Jerod Klabunde, Moore Engineering, presented a map and cost estimates to add additional shared use path to the city system, to install lighting along Highway 200 West of 9<sup>th</sup> Ave and East of Birch Road, and to install a pedestrian crossing under the highway at 4<sup>th</sup> Ave NE, near Cenex. Under the ND STREET program, cities that have state highways within their jurisdiction can request funding for projects along these highway corridors. The program provides grants up to 90% of project costs and are generally designed and built by ND DOT. No other public comments were received. The public hearing was closed at 5:38 PM CT.

The meeting was called to order at 5:38 PM by President Obenauer.

President Obenauer led the Pledge of Allegiance and the prayer.

**Minutes:** Commissioner Wolf moved to suspend the reading and approve the minutes of the December 2<sup>nd</sup> meeting, as presented, second by Commissioner Haack. Motion unanimously carried.

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

#### **CONSULTATION WITH ATTORNEY & ENGINEER**

**Engineer's Report – Moore Engineering:** Mr. Klabunde reviewed the engineer's report including the following: 1) 2018-2019 Street Project, nothing new to report, contract still open. 2) Sanitary Sewer Issue 5<sup>th</sup> St NW, nothing new to report. Still intend to televise this line when possible. 3) Expedition Estates. Nothing on this until spring. President Obenauer asked about timelines to address the issues in the subdivision and Mr. Klabunde suggested that no new building permits be approved until all issues are completed to the city's satisfaction. 4) Water Storage/Tower Upgrade, nothing new to report. Additional questions have been provided by the State Water Commission so, Mr. Klabunde will respond. 5) Other issues – ND STREET – Mr. Klabunde will finalize the grant application and submit it by the December 31<sup>st</sup> deadline.

#### **REQUEST OF CITIZENS**

**Free/Reduced Hall Rent – Hazen Wrestling Club:** Commissioner Wolf moved to approve the request for free use of the hall, subject to the kitchen fee, for a Hazen Wrestling Club fundraiser on January 25, 2020, second by Commissioner Stern. Motion unanimously carried.

## **APPROVAL OF APPLICATIONS & BUILDING PERMITS**

**2020 Liquor Licenses:** Commissioner Haack moved to approve renewal of liquor licenses for D’Andreas, Bison Sports Bar, Hazen Bottle Shop, Longshots LLC, and The Hub, for calendar year 2020, second by Commissioner Stern. On roll call vote; Haack, “Aye”, Stern, “Aye”, Wolf, “Aye”, Obenauer, “Aye”, motion carried.

## **REPORTS**

**Water/Sewer/Garbage:** Commissioner Pillar absent. No report. Auditor Erhardt asked the commission to approve cancelling a, past-due, utility account as the debt has been discharged by bankruptcy. Commissioner Wolf moved to cancel the utility account discharged by bankruptcy, second by Commissioner Stern. On roll call vote; Wolf, “Aye”, Stern, “Aye”, Haack, “Aye”, Obenauer, “Aye”, motion carried. President Obenauer informed the board that interviews for the public works specialist II position were held in the past week. Four candidates were interviewed, and the recommendation is to offer the position to Joshua Birtchet. Commissioner Haack moved to make an offer of employment to Mr. Birtchet, second by Commissioner Stern. Upon discussion Commissioner Stern was informed that the position will work in all aspects of public works including streets, sanitation, forestry, water and wastewater. On roll call vote; Haack, “Aye”, Stern, “Aye”, Wolf, “Aye”, Obenauer, “Aye”, motion carried.

**Street/Cemetery:** Commissioner Haack absent. No Report.

**Finance/Busing/Library:** Commissioner Stern informed the board that the Bus Advisory Board met on December 9<sup>th</sup> and the transit program is still looking to hire an additional driver; there are currently school students on a waiting list for transportation; the board is looking for ways to increase senior involvement in the transit program; and the board approve the purchase of a pressure washer in the amount of \$199.

**Police/Fire/Forestry:** Commissioner Wolf informed the board that the police department has been issuing parking/warning tickets to residents for vehicles on the streets during snow removal operations. Commissioner Wolf informed the board that the electrical use at the fire hall has been nearly cut in half after consulting with Roughrider Electric representatives. Fire Chief, Kasey Lesmann, was present and informed the commission that the fire department is researching purchasing a new pumper truck. The current pumper truck is twenty years old. Chief Lesmann would like the commission to consider transferring an additional \$20,000, from unexpended budgeted funds, to the truck reserve account to aid in the purchase of a new pumper. President Obenauer asked about the cost of the new pumper and Chief Lesmann said roughly \$600,000 with a value of \$40,000 to \$100,000 for the current pumper. President Obenauer was also told that the new pumper would take approximately ten months to arrive, after order. President Obenauer commended the department on the great care taken to maintain the equipment. Commissioner Wolf moved to approve the transfer of \$20,000 from the 2019 fire department budget to the truck reserve fund, second by Commissioner Haack. On roll call vote; Wolf, “Aye”, Haack, “Aye”, Stern, “Aye”, Obenauer, “Aye”, motion carried.

**HCD:** Buster Langowski had nothing to report at this time.

**President:** President Obenauer thanked PW Director Brousseau, and the staff, for working on the snow removal. Commissioner Haack said the snow blower was “down” for a week because some bearing needed to be re-packed and the clutch actuator had failed. PW Director Brousseau said there are a few north/south roads that still have windrows which will be picked up soon. The department will then work to address rough streets around town.

## **NEW BUSINESS**

**Board Appointment(s) – Hazen Housing Authority/HPA:** Buster Langowski informed the board that the term of housing authority board member Austin Clarys has expired, and he does not wish to be re-appointed; and Greg McCarthy submitted resignation from the board on December 5<sup>th</sup>. Mr. Langowski said that Mr. McCarthy served as chairman and Mr. Clarys served as treasurer of the board, with both responsible for signing documents for the board. Mr. Langowski said that the board will re-organize after the appointment(s) are made and will work to finalize the Hazen Pioneer Apartment project loan and address outstanding developer expenses. Mr. Langowski has been in contact with Carla Borlaug and Bill Zingg to serve on the board. Ms. Borlaug will accept appointment but, Mr. Zingg would like to attend a meeting of the board prior to making a commitment. President Obenauer said that Ms. Borlaug’s financial awareness will be fantastic for the board. Mr. Langowski has been in contact with ND Housing Finance and they have no objection to Ms. Borlaug serving on the board even though she had been involved with bank financing for the apartment project. Commissioner Wolf moved to appoint Carla Borlaug to the housing authority board for a five-year term expiring on November 1, 2024, second by Commissioner Stern. On roll call vote; Wolf, “Aye”, Stern, “Aye”, Haack, “Aye”, Obenauer, “Aye”, motion carried.

**Holiday Closure:** The commission approved closing all city offices at noon on Christmas Eve, December 24<sup>th</sup>.

**Approval of Bills:** Commissioner Haack moved to approve the bills, as presented, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: Stamps.com, 50.00; Mercer Co Treasurer, 566.12; AED Everywhere, 61.30; Cardmember Service, 546.48; Cenex, 1304.22; City of Hazen, 410.77; Donovan & Kaffar PLLP, 225.00; Douglas Rother; 120.00; Ecolab, 123.39; Fastenal, 16.91; Fitterer Oil LLC, 1057.60; Grand Forks Fire Equip, 7688.00; Greg McCarthy, 460.00; HCD, 439.88; Hazen Motor Co, 332.95; Hazen Public Library, 1764.02; Hazen Welding, 1690.00; IAAO, 200.00; ITD, 10.30; J-S Sanitation, 74.00; Mandate Machinery, 1287.91; Menards, 11.70; Mercer Co Auditor, 2174.60; Mercer Co Treasurer, 3930.90; MDU, 4995.88; ND Dept of Health, 32.00; ND League of Cities, 170.00; ND Water Users Assoc, 300.00; NAPA, 184.27; Pitney Bowes, 431.52; Power Plan, 2320.04; Productivity Plus Account, 244.83; Renae Snyder, 100.00; Roughrider Electric Coop Inc, 4264.11; Safeguard Business Systems, 62.92; Samantha Melberg, 70.00; SBM Inc, 11.79; Stein’s Inc, 100.00; The Hub, 256.04; Uniform Center, 105.99; Union State Bank, 1815.00; West River Telecommunications, 1091.97. Upon discussion, Commissioner Stern was informed that the payment to the special assessment committee members was for work completed on the 2016 street project but

had not been submitted until this date. On roll call vote; Wolf, "Aye", Stern, "Aye", Pillar, "Aye", Obenauer, "Aye", motion carried.

There being no further business, the meeting was adjourned at 6:07 PM CT. The next regular meeting of the commission is scheduled for Monday, January 6, 2020 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: \_\_\_\_\_  
Jerry Obenauer, President

Attest: \_\_\_\_\_  
Monte J. Erhardt, Auditor