

**Hazen City Commission
Regular Meeting
December 2, 2019
Hazen City Hall**

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

Absent: Commissioner Haack

Others Present: PW Director Brousseau, Attorney Donovan, Auditor Erhardt, Sienna Sailer & Alison Peterson (Hazen Library Board), Carmen Reed (Emergency Manager), Ole Sletten, and Buster Langowski.

The meeting was called to order at 5:29 PM by President Obenauer.

President Obenauer led the Pledge of Allegiance and Commissioner Pillar said the prayer.

Minutes: Commissioner Wolf moved to suspend the reading and approve the minutes of the November 18th meeting, as presented, second by Commissioner Stern. Motion unanimously carried.

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

CONSULTATION WITH ATTORNEY & ENGINEER

President Obenauer referred to an email from Jerod Klabunde, Moore Engineering, regarding the ND STREET grant program. There are things that need to be done if the city wishes to apply for the grant by December 31, 2019. Information as to location and cost estimates will need to be prepared and a public input meeting will need to be held. If the city wishes to proceed with the application, Mr. Klabunde estimates twenty (20) hours of work to prepare maps, cost estimates and get required DOT signatures. Commissioner Stern brought up installing an underpass near the Cenex location for pedestrian traffic. Commissioner Stern moved to have Moore Engineering prepare the necessary information, documents and estimates to submit the grant application, not to exceed twenty (20) hours of engineering time, second by Commissioner Pillar. Upon discussion, Commissioner Wolf questioned if the twenty (20) hours would be enough to include the underpass calculations. On roll call vote; Stern, "Aye", Pillar, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

REQUEST OF CITIZENS

Library Report – S. Sailer: Library Director, Sienna Sailer, and Library Board Chairperson, Alison Peterson, met with the commission to provide an annual report of library activities for calendar year 2018. Ms. Sailer said that she will meet with the board again in early 2020 to present the 2019 report. The report is being presented, in person, due to requirements of the State Library Board. Some of the items reported on include; over 11,000 books, 1187 DVD's, and 429 audio books on hand. In 2018 there were 10,979 visitors to the Hazen Public Library and 1,193 computer users. There were 87 events sponsored, and held, by the library with 1,969 attendees. Ms. Sailer also reviewed financial information and updated the commission on various needs of the library, in the future.

Local Permit – Hazen Pre-School: Commissioner Wolf moved to approve local permit #2019-12, as requested by Hazen Pre-School, to conduct a calendar raffle, second by Commissioner Pillar. Motion unanimously approved.

APPROVAL OF APPLICATIONS & BUILDING PERMITS

County Tax Deed Property: The commission reviewed a letter from the Mercer County Auditor offering a property, taken by tax deed, to the city at the cost of \$1. The property is located on Expansion Drive and may still be occupied by rental tenants. Commissioner Stern suggested, if purchased, the property could be used as essential worker housing for city staff, and President Obenauer suggested reselling the property. Commissioner Pillar would like the city planner, and/or inspector, to review the property prior to acting on the offer. No further action taken.

Option to Purchase Property – J. Barland: Joe Barland has completed an option to purchase property located at 13 13th Ave SW. Planner Senger determined the appropriate price, including legal fees, and Mr. Barland has made the required down payment upon submitting the option. Commissioner Stern asked about advertising the city properties, as previously discussed, and was told that the advertising was done. Commissioner Wolf moved to accept the option to purchase Lot 2, Blk 1, Christmann 2nd Addition, as submitted by Joe Barland, second by Commissioner Stern. On roll call vote; Wolf, “Aye”, Stern, “Aye”, Pillar, “Aye”, Obenauer, “Aye”, motion carried.

Multi-Hazard Mitigation Plan Agreement – C. Reed, MCEM: Carmen Reed, Mercer County Emergency Manager, met with the board to discuss participation in updating the Mercer County Multi-Hazard Mitigation Plan. The plan is to be updated every five (5) years and the city has included “action” items in the plan. Under the proposed agreement, the city would have to have a representative attend meeting to update the plan and the agreement is required to qualify for federal disaster funding. President Obenauer asked about the channel clearing and was advised that some of this work has been completed and this is coordinated with the county water board. Commissioner Pillar moved to accept the agreement and participate in the plan update, second by Commissioner Wolf. On roll call vote; Pillar, “Aye”, Wolf, “Aye”, Stern, “Aye”, Obenauer, “Aye”, motion carried. President Obenauer then asked about the process, and who to contact, regarding conditions in the spring and possible flooding concerns. Ms. Reed said she works with various city, county, and state agencies, and the Army Corps of Engineers, to monitor conditions and act as necessary.

REPORTS

Water/Sewer/Garbage: Commissioner Pillar informed the board the risers and curb stop replacement work had been completed, for this year. Interviews for the public works specialist II position will be held before the holidays. PW Director Brousseau informed the board that the repairs have been completed on the garbage truck.

Street/Cemetery: Commissioner Haack absent. No Report.

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

Police/Fire/Forestry: Commissioner Wolf had nothing to report at this time.

HCD: Buster Langowski encouraged the board to consider extending the shared use path west, from 10th Ave toward 12th Ave, near Tractor Supply Co.

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

OLD BUSINESS

Sale of City Equipment: PW Director Brousseau reviewed offers to purchase various pieces of city equipment and recommended the following:

Purchase of the Stepp Mfg. Tar Kettle – Dale Schwalbe - \$875.00

Purchase of the 1982 IH Truck (Cab/Chassis – Jean Hoepfner - \$1,200.00

Purchase of the 1974 Cat 140G Motor Grader – Ole Sletten - \$12,500.00

Commissioner Stern moved to accept the offers, as presented, second by Commissioner Pillar. On roll call vote; Stern, “Aye”, Pillar, “Aye”, Wolf, “Aye”, Obenauer, “Aye”, motion carried.

Approval of Bills: Commissioner Pillar had a question about the invoice of Mul T Services and was advised this was for televising the storm sewer on 5th Street/1st Ave NW. Commissioner Wolf moved to approve the bills, as presented, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: Further, 9.75; US Postal Service, 271.01; Payroll, 123832.08; Ameripride, 340.59; BHG Inc, 918.89; Blue to Gold LLC, 298.00; Bobcat of Mandan, 527.27; Christy Metz, 28.00; CVB, 1910.73; D&E Supply, 41.49; Donovan & Kaffar PLLP, 1200.00; Dougherty & Co LLC, 300.00; Hazen Hardware, 299.38; Hazen Public School, 75.00; Jesse Folkerts, 247.61; Krause’s, 48.44; Marco Technologies LLC, 393.54; Matthew Bender & Co Inc, 65.43; Mercer Co Weed Board, 241.57; Moore Engineering, 4514.90; Mul T Services, 250.00; ND League of Cities, 50.00; ND Rural Water Systems Assoc, 315.00; Pam Borlaug, 67.28; Peggy Rahn, 52.50; SW Water Authority, 30539.01; Team Lab Chemical LLC, 105.50; Universal Premium Fleetcard, 3607.86. On roll call vote; Wolf, “Aye”, Stern, “Aye”, Pillar, “Aye”, Obenauer, “Aye”, motion carried.

There being no further business, the meeting was adjourned at 6:12 PM CT. The next regular meeting of the commission is scheduled for Monday, December 16, 2019 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor