

**Hazen City Commission
Regular Meeting
December 4, 2017
Hazen City Hall**

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

Others Present: Planner Senger, Auditor Erhardt, Attorney Donovan, Mark Sweeney, Josh Reiner & Luke Arnold (Moore Eng.), Monty Mayer, Dan Hillerud, and Buster Langowski.

The meeting was called to order at 5:25 PM by President Obenauer. President Obenauer explained that this time was set for a public information meeting regarding the 2018 street project however, he would like to address the business of the school and Mr. Mayer, so he can attend a meeting at the school.

Minutes: Commissioner Pillar moved to suspend the reading and approve the minutes of the November 20th meeting, second by Commissioner Wolf. Motion unanimously carried.

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

REQUEST OF CITIZENS

No Parking Area at Hazen Public School – M. Mayer: Monty Mayer, High School Principal, appeared before the commission to request additional signage to limit parking on 7th Street, between the Middle School and High School, from the west stop sign to the center stop sign. Mr. Mayer feels this is a safety concern when children coming to, and going from, school. He requests that the signs limit parking from 8:00 AM to 4:00 PM, school days. There was a question about painting the curb for no parking and it was determined since no parking will be limited to certain time and days this was not necessary. Public Works Director Neuberger will be informed of the need to order the necessary signs. President Obenauer recessed the regular meeting of the city commission at 5:33 PM and opened the public information meeting.

PUBLIC INFORMATION MEETING

Dan Hillerud appeared with questions relating to work, in the cul de sac, on Sunrise Drive. It was explained that, to ensure proper drainage and preservation of the pavement, the curb in certain areas of the cul de sac will need to be “mud-jacked” to make sure water does not pool and cause damage to new pavement. This area currently drains on the property line northeast toward Antelope Creek. Moore Engineering provided updated maps for the project which included bid alternates for the parking lot at the All Season’s Arena and the football field. The updated map also includes alternate

bid items to address the shared use/walking path in west Hazen and north of Hwy 200 from 3rd Ave NW to 4th Ave NE.

Luke Arnold, Moore Engineering addressed sanitary sewer issues around Peace Lutheran Church and the fact that the current plan is to address the issues only under the asphalt, disrupting as little of the concrete as possible. Auditor Erhardt said he was contacted by a resident interested in seeing the street, east of the church, upgraded for two-way traffic. There were questions as to property ownership and easements in this location. There are several large trees in this area that are damaging the concrete and the commission would like this addressed as part of the project. There was discussion on making improvements to the area travelled, west of the church, and a question of a prescriptive easement for this area. Commissioner Pillar suggested repairs be made to identified sanitary sewer and then look at the other street/lot repairs as well as the easement questions. Commissioner Stern questioned if there was boulevard where the nuisance trees are, and Attorney Donovan will research information of Danusar's Addition. There was discussion on the shared use/walking path and it was determined that only damaged areas of the path in west Hazen will be replaced and ask for options for asphalt and concrete for the path north of Hwy 200. There was additional discussion on the site distance at various locations near the school and on 5th Street NW. Mr. Arnold said there are areas where the city could consider sidewalk installation utilizing Safe Routes to School funding from NDDOT.

The Public Information meeting was adjourned at 6:35 PM and President Obenauer reconvened the regular meeting of the city commission.

CONSULTATION WITH ATTORNEY & ENGINEER

2018 Street Projects: The commission reviewed a Resolution of Insufficient Protest relating to the 2018 Street Project. Auditor Erhardt informed the commission that no written protests were received since the Resolution of Necessity was published on October 26, 2017. Commissioner Pillar moved to adopt the resolution of insufficient protest and proceed with the 2018 Street Project, second by Commissioner Haack. On roll call vote; Pillar, "Aye", Haack, "Aye", Wolf, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

There was additional discussion on the repairs to the shared use/walking path and it was determined that the path in SW Hazen would be patched where necessary and costs for concrete and asphalt be reviewed for the north path.

REQUEST OF CITIZENS

Local Permit – Raffle – Hazen Sportsmen Club: Commissioner Wolf moved to approve local permit #2017-14, as requested by the Hazen Sportsmen Club, for a raffle to be conducted on June 30, 2018, second by Commissioner Stern. Motion unanimously approved.

REPORTS

President: President Obenauer reminded the commission that the city Christmas gathering will be Saturday, December 9th. President Obenauer also wished to congratulate the Hazen Chamber and Chamber Director Antoinette Heier for coordinating and hosting the Kat Perkins concert.

Water/Sewer/Garbage: Commissioner Stern informed the commission that information from Midwest Assistance Program recommends changes in water base rates to cover fixed costs of the water utility. Based on the information provided the rates would need to nearly double, unless other ways to limit expenditures are enacted. Commissioner Stern is not proposing any change at this time but, he would like the commission to think about this for future action. Planner Senger suggested a change in the usage rate rather than the base rate which effects fixed income residents more.

Street/Cemetery: Commissioner Haack informed the commission that the street department has received pricing to repair, or replace, the broom, on the John Deere equipment. Commissioner Haack informed the commission that the city can purchase a broom for the bobcat at a cost of \$3,679.40, after trading in a seldom used "clam bucket." Commissioner Haack moved to purchase the broom for the bobcat at a cost of \$3,679.40, second by Commissioner Pillar. Upon discussion there were questions if this may damage the shared use/walking path and Mr. Sweeney did not think it would be an issue. On roll call vote; Haack, "Aye", Pillar, "Aye", Stern, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

Commissioner Haack discussed the interviews for the position of Public Works Director and that all the candidates were very qualified and interviewed well. Commissioner Haack moved to appoint Dave Brousseau as public works director effective upon Mr. Neuberger's retirement, second by Commissioner Wolf. On roll call vote; Haack, "Aye", Wolf, "Aye", Pillar, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

Finance/Busing: Commissioner Wolf informed the commission that the bus advisory board will be meeting on December 15th and that the new bus is in Bismarck awaiting inspection.

Police/Fire/Forestry: Commissioner Pillar informed the commission that scheduling of interviews for the police department patrol position is be completed and he hopes to have a recommendation for the board by the next meeting.

HCD: Buster Langowski informed the board that the Hazen Pioneer Apartments has one (1) tenant and the televisions and wall mounts are being installed in each apartment. President Obenauer asked there are other interested parties and Mr. Langowski was not certain as this is handled by the management firm and they are pursuing various marketing options.

CORRESPONDENCE

WSI – Designated Medical Provider Selection: The commission was informed that the Designated Medical Provider under WSI programs must be updated annually. Commissioner Haack moved to re-appoint SMC as Designated Medical Provider for the city, second by Commissioner Wolf. Motion unanimously approved.

NEW BUSINESS

HCD Board – City Representative: The commission was informed that Commissioner Wolf is no longer able to represent the city on the HCD Board(s). Mr. Langowski advised the commission that the executive board meets on the second Thursday of the month and the full board meets on the fourth Tuesday of the month, both at 5:00 PM. President Obenauer asked if there was anyone interested in replacing Commissioner Wolf and if the position could be shared by the commissioners. Attorney Donovan reminded the commission that the city has a contract with Hazen Community Development and the HCD bylaws direct membership. Commissioner Pillar stated he would be willing to serve on the full board and executive boards.

Lewis & Clark Development Group Representative: The city has received correspondence from the Lewis and Clark Development Group relating to Steve Frovarp's retirement and representing the city on the L&CDG Board. There is no objection to Mr. Frovarp representing the city, if the city approves of this, and no action is required if this is the desire of the city. President Obenauer was informed that Mr. Frovarp is willing to continue representing the city on the L&CDG Board. Commissioner Pillar moved to have Mr. Frovarp continue to represent the City of Hazen on the L&CDG Board, second by Commissioner Haack. Motion unanimously approved.

Policy Update: The commission reviewed a proposed policy relating to advance paychecks for employees experiencing hardship or extreme financial conditions. Currently there is no policy and the Commission President and Auditor have reviewed and approved advances. The policy will provide a consistent framework for future advance requests. There was question of sharing the information with employees and it was determined that this would serve as a first reading of the policy, it would be disseminated to the staff and final approval would be taken at the December 18th meeting. Commissioner Stern moved to approve the first reading of Policy 7.14 Pay Advance(s), second by Commissioner Pillar. Motion unanimously approved.

Approval of Bills: Commissioner Haack moved to approve the bills, second by Commissioner Wolf. Pre-paid and bills approved for payment are as follows: Universal Premium Fleetcard, 3912.08; Verizon Wireless, 117.22; Payroll, 143060.66; Access Printing, 194.52; Antelope Creek Trucking, 1176.29; BHG Inc, 1094.10; Cardmember Service, 339.61; CVB, 2194.52; Dougherty & Co LLC, 300.00; Fastenal, 15.33; Fisher Sand & Gravel, 1238.20; Hazen Hardware, 787.92; Hazen Motor Co, 51.00; Hazen Parks & Rec, 15000.00; Heather Knott, 100.00; J&M Hardware, 13.99; Krause's Super Valu, 81.35; Lauren Donovan, 139.37; Loren Wiest, 630.00; Mandate Machinery Inc, 590.10; Marc Corp, 1289.81; Marco, 345.73; Matthew Bender & Co, 63.43; Mercer Co Weed Board, 448.80; ND League of Cities, 1740.00; ND Rural Water Systems Assn, 275.00; ND Water Users Assn, 300.00; Northern Technologies Inc, 8250.00; Pam Borlaug, 60.99; Pitney Bowes, 431.52; Pro Forms, 1013.21; SBM, 290.28; Southwest Water Authority, 25209.41. On roll call vote; Haack, "Aye", Wolf, "Aye", Pillar, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

There being no further business the meeting was adjourned at 8:00 PM CT. The next regular meeting of the commission will be Monday, December 18, 2017 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor