

**Hazen City Commission  
Regular Meeting  
January 15, 2018  
Hazen City Hall**

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

**Others Present:** Planner Senger, Auditor Erhardt, Attorney Donovan, Editor Arens, Mark Sweeney (Moore Eng.), Mike Froelich, and Doug Edwards.

The meeting was called to order at 5:30 PM by President Obenauer.

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

**Agenda:** President Obenauer would like to take care of the street issues as item 4B so Mr. Froelich may leave. Commissioner Pillar moved to approve the agenda, with the addition of street issues at item 4B, second by Commissioner Stern. Motion unanimously carried.

**CONSULTATION WITH ATTORNEY & ENGINEER**

**2018 Street Projects – Plans/Specifications:** Mark Sweeney, Moore Engineering, informed the commission that construction plans are complete and the advertisement for bids will be published in the official newspaper beginning January 18, 2018, with bids to be opened at Hazen City Hall on February 8, 2018 at 4:00 PM CT. Mr. Sweeney has been in contact with Attorney Donovan to discuss possible temporary construction easement needs and President Obenauer said the easement at Peace Lutheran Church for public access. Commissioner Pillar questioned the “temporary” easements and was informed that the temporary easements will be in place so, the contractor can go on private property for construction but, the church easement will be a permanent easement. President Obenauer asked if the documents had been updated to include Elbowoods Drive as an “Alternate” for bidding and Mr. Sweeney said it has been updated. Doug Edwards was present for the meeting and asked if there were drawings or plans available for the Elbowoods Drive portion of the project and Mr. Sweeney stated he did not have them with him but, he would forward them to the auditor’s office within the next several days. Mr. Edwards was concerned that the commission is not fully aware of the specifications for the construction on Elbowoods Drive. Mr. Sweeney stated, based on the boring samples, the gravel on the current street is thicker than anticipated and there is no evidence of ground water issues. Commissioner Stern asked about sharing of costs for the arena and football field parking lots. President Obenauer said he has been in contact with school and winter sports representatives, who favor sharing costs but, they are waiting to see how the bid numbers come in.

**Street Issue:** Mike Froelich, Asst. PW Director, updated the commission on an incident involving a private vehicle that struck the loader plowing snow. There was damage to the cylinders and some of

the metal on the snow plow. The cylinders were taken to Dakota Fluid Power and one needed the seals replaced, which has been done, while the other needs the cylinder rod replaced which will cost an estimated \$695. The total cost for all repairs is estimated to be \$1070. Commissioner Haack stated he would like to proceed with the cylinder repairs and have Hazen Welding address the other repairs needed on the plow. Commissioner Haack moved to expend, up to, \$1200 for repairs at Dakota Fluid Power, second by Commissioner Pillar. On roll call vote; Haack, "Aye", Pillar, "Aye", Stern, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried. Attorney Donovan was informed that a claim had been filed with the city's insurance carrier, ND Insurance Reserve Fund. Mr. Froelich informed the commission that all the windrows of snow have been picked up from the streets and the department will begin to clean south of Main Street on Tuesday and then work areas ahead of the garbage routes. When asked, Mr. Froelich said the "check engine" light is back on in the garbage truck and this appears to be an issue relating to the re-gen system so, they would like to get the truck in for service when possible.

### **REQUEST OF CITIZENS**

**Local Permit – Raffle-English Lutheran Church Youth Group:**

**Local Permit – Raffle-Hazen Lions Club:** Commissioner Haack moved to approve local permit(s) #2018-01 and 2018-02 as requested by the English Lutheran Church Youth Group and the Hazen Lions Club to conduct raffles, second by Commissioner Wolf. Motion unanimously approved.

**Free/Reduced Hall Rent – SMC Hospice:** Commissioner Haack moved to approve free use of the city hall as requested by SMC Hospice for the Valentine's Day cookie event, second by Commissioner Pillar. Motion unanimously approved.

### **REPORTS**

**President:** President Obenauer informed the commission that he has been in contact with representatives of Peace Lutheran Church and conditions around the poplar trees needs to be addressed. President Obenauer also said that, under advisement of the city attorney, an easement, or replat, of the area should be done. Attorney Donovan said there is no need to replat the area, in question, but it may require work of the engineer to get a proper legal description for a public easement. President Obenauer would like to revisit the "Adopt of Fire Hydrant" program and the auditor will share information from the previous program with the commissioners.

**Water/Sewer/Garbage:** Commissioner Stern had nothing to report at this time.

**Street/Cemetery:** Commissioner Haack had nothing more to report than what had been discussed previously.

**Finance/Busing:** Commissioner Wolf had nothing to report at this time.

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

**HCD:** Buster Langowski absent. No report.

### **CORRESPONDENCE**

**Designate City Bank Depositories:** Commissioner Wolf moved to approve the following depositories of public funds for the City of Hazen: Union State Bank, Capital Credit Union (Knife River Branch), Union

Bank and Bank of ND, second by Commissioner Stern. On roll call vote; Wolf, "Aye", Stern, "Aye", Pillar, "Aye", Haack, "Aye", Obenauer, "Aye" motion carried.

**NEW BUSINESS**

**Flex Benefit Account:** The commission was informed, that with the change in flexible spending account provider there is a need to change the way these funds are handled. The previous provider received and held funds designated by the employees and paid the benefits directly. The new provider does not receive the designated funds but does process claims and invoices the cost of the claims as they are paid, and completes an ACH transaction. Auditor Erhardt consulted with the city's independent auditor and they recommend creations of a separate account to deposit the employee funds to and the same account is then accessed for payment of claims. Commissioner Pillar moved to authorize a separate bank account for the Flexible Spending funds, second by Commissioner Haack. Upon discussion Commissioner Stern asked about the amount of funds that will be going to this account and was informed that it will be less than \$5000 annually, based on current flex enrollment. On roll call vote; Pillar, "Aye", Haack, "Aye", Wolf, "Aye", Stern, "Aye", Obenauer, "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: Ameripride Linen & Apparel, 440.82; Andrew Heironimus, 125.00; Arntson Stewart & Wegner PC, 6109.25; BHG Inc, 1120.25; Bobcat of Mandan, Inc, 3679.40; Brian Boehm, 125.00; Cenex, 2031.45, City of Hazen, 31.55; Fastenal, 63.16; Harlow's Bus Sales Inc, 1250.38; Hazen Motor Co, 148.50; Hazen Welding, 5977.15; ITD, 10.30; Kandi McConnell, 17.50; Lange Donovan & Kaffar PLLP, 1800.87; M&A Heating, 3380.01; Mercer Co Sheriff's Dept, 14000.00; Mercer Co Treasurer, 3971.04; MDU, 6942.57; ND Dept of Health, 32.00; NAPA, 330.40; ND One Call, 9.00; Northern Technologies, 2000.00; Olson Electric, 7741.66; Pitney Bowes, 520.99; Power Plan, 69.12; Roughrider Electric Coop Inc, 4504.01; Sanitation Products Inc, 158.43; SBM Inc, 86.17; St. Alexius Medical Center, 250.00; Stein's Inc, 100.00; The Hub, 460.90; Thomson Reuters, 375.00; Verizon Wireless, 333.19; West River Telecommunications, 1032.17; Workforce Safety & Insurance, 8066.92. On roll call vote; Stern, "Aye", Haack, "Aye", Wolf, "Aye", Pillar, "Aye", Obenauer, "Aye", motion carried.

There being no further business the meeting was adjourned at 6:01 PM CT. The next regular meeting of the commission will be Monday, February 5, 2018 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

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

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