

**Hazen City Commission
Regular Meeting
January 16, 2017
Hazen City Hall**

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

Others Present: Attorney Donovan, Planner Frovarp, Auditor Erhardt, Mark Sweeney (Moore), Dan Wettstein, Jayden Veil, Craig Lohstreter, Kerry Schatz, Leonard Hibl, Jason Bentz and Buster Langowski.

Meeting was called to order at 5:30 PM CT by President Obenauer.

Minutes: Commissioner Pillar moved to suspend the reading and approve the minutes of the January 4th meeting, as presented, second by Commissioner Wolf. Motion unanimously carried.

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

APPROVAL OF APPLICATIONS AND BUILDING PERMITS

Moore Engineering: Mark Sweeney, Moore Engineering, informed the commission that, based on an email he received, if the city were to enlarge the parking lot another fifteen feet (15') the green space would be approximately .10 acres less. President Obenauer said that he is not interested in adding more space to the parking area as he feels the remaining property could be valuable for another entity. Commissioner Haack said that if the green space is retained by the city the grass would need to be re-seeded. Commissioner Stern stated that if more space is given for parking it may be less attractive for another business. Commissioner Stern added that he would like to see the green space deeded to Hazen Community Development so if it is to be sold they could make the deal. President Obenauer asked when the survey will be completed and Mr. Sweeney indicated they hope to complete it this week. Commissioner Wolf stated she agrees with Commissioner Stern and if the property is divided into three separate parcels the one parcel should be offered for sale. Attorney Donovan asked if the property is being re-platted and Mr. Sweeney said they will prepare a certificate of survey to prepare deeds but would be ready for re-platting if an area is to be designated for public use. Mr. Sweeney also updated the commission on the progress of creating GIS maps of the city and there were areas that need to be corrected so Planner Frovarp will work with the various previous engineering firms to obtain CAD files to import into the map.

REQUEST OF CITIZENS

Local Permit – Hazen Figure Skating Club - Raffle: Commissioner Wolf moved to approve local permit #2017-01 as requested by the Hazen Figure Skating Club to conduct a raffle at the All Season's Arena on April 2, 2017, second by Commissioner Pillar. Motion unanimously carried.

INTRODUCTION, READING & APPROVAL OF ORDINANCES

MDU/RR Electric Service Area Agreement and Franchise Ordinance Amendments: The commission was provided a copy of a Service Area Agreement between Montana Dakota Utilities and Roughrider Electric Cooperative. Franchise ordinances for both utility providers will need to be updated to incorporate the agreement. Commissioner Haack moved to approve the first reading of the updated franchise ordinances of both agencies, second by Commissioner Stern. On roll call vote; Haack, "Aye", Stern, "Aye", Pillar, "Aye", Wolf, "Aye", Obenauer, "Aye", first reading of franchise ordinances approved.

APPROVAL OF APPLICATIONS & BUILDING PERMITS

Building Permit – Hazen Community Development: The commission reviewed an application for a building permit to complete remodel construction of "Suite 2" at the commerce center for a new tenant. Buster Langowski completed the application on behalf of Hazen Community Development and informed the commission that a space was being retained for storage of items by HCD and other building tenants. The estimated cost to renovate the suite is estimated at \$50,000. Commissioner Pillar moved to approve the building permit application, as presented, second by Commissioner Haack. On roll call vote; Pillar, "Aye", Haack, "Aye", Wolf, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

REPORTS

President: President Obenauer commended the crew for getting caught up on the garbage routes and informed the commission that most of the complaints about garbage collection do not originate from in town residents but from rural. President Obenauer stated this is a fantastic service provided to rural customers that is not necessarily self-sufficient. President Obenauer just asked the commissioners to keep this in the back of their mind and he has asked the auditor to collect rate information from other rural collection companies. President Obenauer also suggested possibly adopting single pickup dumpster locations for rural customers.

Water/Sewer/Garbage: Commissioner Stern agreed that the rural garbage collection is a great service but doesn't cover the expenses and he feels a centralized pickup location may be better but there are always concerns about the dumpsters being filled by others. Commissioner Stern feels that, with normal, conditions there is enough time to pick up rural garbage routes and suggested looking at the rates charged for the service. Commissioner Pillar asked if the concern is from a financial or time standpoint and President Obenauer stated it is both. Commissioner Pillar asked about the process to

add additional areas to a route and Planner Frovarp explained that the rural routes started out relatively close to the city but have steadily expanded over time.

Commissioner Stern said he has been contacted by residents concerned about the sidewalk that intersects North Star II being cleaned.

Commissioner Stern has also had calls relating to employees using city equipment, after hours, when areas have not been opened. President Obenauer said he has also received calls about this and he tries to explain that this is allowed under city policy. President Obenauer mentioned that a fire hydrant marker on 1st Avenue needs to be replaced and Commissioner Stern will share this with the water department staff.

Finance/Busing: Commissioner Wolf stated the library board and staff had conducted a strategic planning meeting and there are many new ideas being considered.

Police/Fire/Forestry: Commissioner Pillar had been contacted about egress out of the back of businesses that may be blocked by snow. These issues need to be addressed by the businesses as the city has cleared out the alleys behind the businesses.

Street/Cemetery: Commissioner Haack informed the commission that he talked to PW Director Neuberger and the city does have several dumpsters that could be placed at the city shop for residents to use, if the situation warrants it.

Commissioner Haack stated the crews are working on cleaning out snow piles in the business area and will be trying to scrape ice off the emergency routes as the temperature warms up this week.

Commissioner Haack informed the commission that there is an issue with the heaters at the city shop and the need for a new supply line, a shorter distance from the supply tank, to properly address the issue. M&A heating provided an estimate of \$600 for labor and material to install the new supply line and the city would be responsible for having a tank placed in the proper location. Commissioner Haack moved to approve the installation of the new supply line, at the estimated cost of \$600, second by Commissioner Stern. Upon discussion Commissioner Stern asked about where the tank will be located and if it may be a hazard. Commissioner Haack said it will be located near the sand pile away from the yard entrance. On roll call vote; Haack, "Aye", Stern, "Aye", Pillar, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

President Obenauer asked about the need to remove snow from propane tanks and Fire Chief Wettstein said snow needs to be removed from under the lid and from the areas around the regulators.

HCD: Buster Langowski informed the commission that they hope to start framing the Pioneer Apartments on the old structure very soon. They have only received one bid for framing and are allowing additional time for additional bids to come in.

NEW BUSINESS

Fire Chief Appointment: President Obenauer moved to an item under new business and thanked Fire Chief Wettstein for his service to the community. The commission received a letter of resignation from

Fire Chief Dan Wettstein. Mr. Wettstein was present and stated that he is only resigning the position of chief and will remain a member of the fire department. Mr. Wettstein also explained that the department held open elections for the position of Chief and Stan Burling was elected. Commissioner Pillar moved to accept the resignation of Mr. Wettstein and formally appoint Stan Burling as Fire Chief for the City of Hazen, second by Commissioner Stern. Upon discussion Commissioner Haack also thanked Mr. Wettstein for his service. On roll call vote; Pillar, "Aye", Stern, "Aye", Haack, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

OLD BUSINESS

Assessor/Planner Position: President Obenauer informed the commission that three (3) applicants had been interviewed for the assessor/planner position. The interviews were conducted by President Obenauer, Commissioners Wolf & Pillar as well as Assessor Planner Frovarp and Auditor Erhardt. All the applicants interviewed are very capable and a recommendation is ready for the board to consider. Attorney Donovan explained that, as an applicant, Commissioner Haack has a direct conflict and it was recommended that he declare such and abstain from participating in this matter. Commissioner Haack stated his conflict of interest with this matter and abstained from discussion and action in this matter. Commissioner Wolf moved to offer the position of assessor/planner to Shannan Fink, second by Commissioner Pillar. Upon discussion it was decided that Ms. Fink's position will be posted immediately, should she accept the new position. On roll call vote: Wolf, "Aye", Pillar, "Aye", Stern, "Aye", Obenauer, "Aye", Haack, abstained, motion carried. Commissioner Wolf asked that Assessor Frovarp provide the commission of letter of intent as to his separation date and if necessary the city may contract with him as consultant to address additional issues.

Snow Removal/Equipment: President Obenauer informed the commission that he, PW Director Neuberger, and Dave Brousseau travelled to Belfield to look at a truck for snow removal and because of the way the truck was "geared" it wouldn't work for city purposes. There was discussion about the orange truck the city owns that needs transmission repairs but the engine is strong. The estimate to replace the transmission, clutch and flywheel, as well as brake work, is estimated to be around \$6500. President Obenauer would like to see the truck repaired without replacing the transmission at an estimated cost of \$3800. We are currently down one truck and there was some discussion about removing the compactor from the Sterling garbage truck and putting a box and hoist on this vehicle. It was determined that at times when the Mack truck is down or the landfill is closed the city relies heavily on the spare garbage truck so it would not be wise to remove the compactor. President Obenauer suggested to repair to have the lower cost repairs completed on the orange truck and continue to watch the market for another truck. Commissioner Stern said the city wouldn't likely recoup the cost of the repairs. Commissioner Haack moved to have clutch, flywheel and brakes repaired on the truck, not to exceed \$3800, second by Commissioner Stern. On roll call vote; Haack, "Aye", Stern, "Aye", Pillar, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

NEW BUSINESS

Request(s) for Duplicate Warrant: The commission reviewed requests for duplicate checks from ND League of Cities and Roughrider Electric Cooperative to replace checks that were lost or mutilated in the mail. Commissioner Wolf moved to approve the issuance of duplicate checks as requested, second by Commissioner Stern. On roll call vote; Wolf, "Aye", Stern, "Aye", Pillar, "Aye", Haack, "Aye", Obenauer, "Aye", motion carried.

Approval of Bills: There was a question as to the invoice from Pride Contracting as it relates to snow removal at the commerce center and Auditor Erhardt explained that this invoice was based on the hourly contract amount as previously approved. Commissioner Haack moved to approve the bills, second by Commissioner Wolf. Pre-paid and bills approved for payment are as follows: Ameripride Linen & Apparel Services, 438.92; Cenex, 2830.31; Chamber of Commerce, 650.00; Coal Country CHC, 253.00 D&E Supply, 129.59; Dakota Supply Group, 520.00; Discovery Benefits, 20.00; Fastenal Co, 37.49; Fitterer Oil Co, 1193.11; Hazen Drug, 8.92; Hazen Fire Dept, 698.93; Hazen Motor Co, 402.19; Hazen Motor Farm Equipment, 3.30; Hazen Public School, 75.00; Hazen Welding, 800.00; Information Technology Dept, 10.30; Kadrmas Lee & Jackson Inc, 29715.53; Loren Wiest, 140.00; Menards, 29.96; Mercer Co Sheriff's Dept, 14000.00; Mercer County Treasurer, 4059.71; MOCIC, 100.00; MDU, 6454.89; ND Dept of Health, 32.00; ND League of Cities, 1740.00; NAPA, 266.15; Northern Safety Co, 774.36; Otto Environmental Systems, 238.53; Pam Borlaug, 64.80; Peggy Rahn, 188.65; Power Plan, 1369.74; Preble Medical Services, 88.00; Pride Contracting, 5150.00; Purchase Power, 520.99; Roughrider Electric, 4421.87; Sanford Health Occupational Clinic, 243.54; SBM Inc, 139.59; St. Alexius Medical Center-EAP, 250.00; The Hub, 463.04; Wallwork Truck Center, 181.56; West River Telecommunications, 1032.72. On roll call vote; Haack, "Aye", Wolf, "Aye", Stern, "Aye", Pillar, "Aye", Obenauer, "Aye", motion carried.

There being no further business the meeting was adjourned at 6:46 PM CT. The next regular meeting of the commission will be Monday, February 6, 2017 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor