

**Hazen City Commission  
Regular Meeting  
January 18, 2016  
Hazen City Hall**

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

**Absent:** Commissioner Brunmeier

**Others Present:** Attorney Donovan, Planner Frovarp, Auditor Erhardt, PW Director Neuberger, Kelsey Timmer, Mark Sweeney (KLJ), Editor Arens, Dan Pillar, Carter Mattheis, Gar Frank, Trevor Sinclair, Dawson Roshau, Brooke Stern, Hayden Dean, Bailey Froelich, Janel Roshau, and Buster Langowski.

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

**Minutes:** Commissioner Wolf moved to suspend the reading of the January 4<sup>th</sup> minutes and approve them 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**

**2016 Street Project(s):** Mark Sweeney, KLJ, had updated information, and a proposed engineering contract, with regard to the project for 2016. After meeting with city staff, it was determined that rather than replace the water main under 4<sup>th</sup> Street NE the estimate would be to replace some service connections and now replace some valves and pavement on 7<sup>th</sup> Street NE between 6<sup>th</sup> & 8<sup>th</sup> Avenue. Commissioner Stern asked, and was advised, that 7<sup>th</sup> Street was not included on the original map of proposed streets for repairs. The updated estimated cost is \$1,506,348, slightly higher than previously presented. The commission approved the creation of the district, to include all city parcels/lots, at the previous meeting and were now considering authorizing the engineer to prepare the written report and estimate to move forward with the project. Mr. Sweeney said the commission would still have authority to add or reduce the project and the engineering fees would adjust accordingly. Commissioner Wolf moved to approve a resolution directing preparation of the engineer's report and cost estimate, second by Commissioner Haack. On roll call vote; Wolf, "Aye", Haack, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

**REQUEST OF CITIZENS**

**Lego League Presentation – Recycling Project:** Elementary Principal Trevor Sinclair and members of the Hazen Lego League – Trash Trek team met with the commission. The students in the program are encouraged to determine what type of civic project they would like to do and the team would like to

start a recycling program in Hazen. Bailey Froelich said the students looked at various problems throughout the city and tried to determine what solutions they could assist with. When the group decided to look at recycling they prepared a survey that the public could respond to and presented the results of the survey to the commission. There were roughly 163 responses to the survey and the majority favored a recycling program with plastic, aluminum and paper recycling topping the list. Brooke Stern spoke more about the survey and the results and then said they would like to get more information about curb-side recycling and how it was started in other cities. The students said that, as a start, perhaps a recycle dumpster could be placed at a couple of locations to see if the program would be utilized. President Obenauer said the largest expense has always been transporting material to the nearest recycling center. Commissioner Stern would like to see the city start with two (2) large roll-off dumpsters and President Obenauer agreed stating the biggest issue then is making sure things are properly sorted.

**Request for Free/Reduced Hall Rent – SMC Hospice:** Commissioner Wolf moved to approve requests for free/reduced rent of city hall, subject to a kitchen fee (if necessary), as requested by SMC Hospice for February 11 & 12, and March 18, second by Commissioner Stern. Motion unanimously carried.

## REPORTS

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

**Water/Sewer:** Commissioner Brunmeier absent. No Report.

**Street/Cemetery:** Commissioner Stern informed the commission that he, Commissioner Brunmeier and PW Director Neuberger had conducted interviews for the open positions and they will be conducting more prior to making hiring recommendations at the next meeting.

**Finance/Busing:** Commissioner Wolf moved to approve a letter of disciplinary action on an employee, second by Commissioner Stern. On roll call vote; Wolf, "Aye", Stern, "Aye", Haack, "Aye", Obenauer, "Aye", motion carried.

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

## OLD BUSINESS

**Bus Facility – Notice of Award:** ND DOT staff have reviewed the bid information for the bus facility and approve awarding the project to Western Steel Builders after allowing the required time for bidders to protest. As to the location, PW Director Neuberger said they are working with Hazen Welding to remove some of the unwanted metal pipe and other material. Commissioner Wolf moved to approve Notice of Intent to Award the project to Western Steel Builders, second by Commissioner Haack. On roll call vote; Wolf, "Aye", Haack, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

**Police Department Vehicle Purchase:** Commissioner Haack moved to approve the purchase of new police vehicle, on the state bid through Hazen Motors, at a cost of \$36,893, second by Commissioner Wolf. Upon discussion it was determined that the vehicle being replaced would be advertised for sale

to the public. On roll call vote; Haack, "Aye", Wolf, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

**Street Lights – Elbowoods Drive:** Planner Frovarp was contacted about the possibility of installing street lighting at the north end of Elbowoods Drive. Planner Frovarp informed the commission that he had an estimate of \$1900 in 2015 to place one light in the area requested, depending on the proximity to an electric transformer. President Obenauer would like to see lights installed along the entire street. Commissioner Haack inquired as to the existence of city code for street lighting and Planner Frovarp said there is no code but the lights in the original part of Hazen are approximately three hundred (300') feet. Commissioner Stern believed this had been discussed in 2015 and Planner Frovarp said that was for lighting on Fayette Drive, which has been installed. The commission would like Planner Frovarp to gather further information so this can be addressed when the weather is suitable.

## **NEW BUSINESS**

**WSI Safety Goals:** The commission was informed that, as part of the WSI Audit, the city is required to adopt safety goals to be eligible for premium discounts. The goals presented to the commission for 2016 are: no more than two (2) workplace injuries; no loss-time claims and; 75% participation in the Learning Management System of online training. Commissioner Haack moved to approve the 2016 Safety Goals, as presented, second by Commissioner Stern. Motion unanimously approved.

**2016 Election – Positions/Measures:** The commission was informed that the city has two (2) positions on the commission and one measure for the June election. The measure is the question of publishing of city proceedings. Petitions for the commission positions require eighty-seven (87) signatures and must be filed with the city auditor no later than 4:00 PM on April 11, 2016.

**Approval of Bills and Financial Statements:** Commissioner Haack moved to approve the bills, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: A-1 Janitorial Supply, 133.01; Access Printing Solution LLC, 180.55; Ameripride Linen & Apparel Services, 416.01; Cenex, 209.87; Christy White, 22.88; City of Hazen, 59.16; Comfort Inn, 80.00; D'Andreas, 39.21; Dakota Pump & Control Inc, 675.00; Discovery Benefits, 25.00; Fastenal Co, 30.93; Hazen Community Development, 7436.12; Hazen Motor Co, 63.12; Hazen Welding, 475.00; Hiway Express, 15.81; Information Technology Dept, 10.30; Lange Donovan & Kaffar PLLP, 612.50; Loren Wiest, 70.00; Mercer County Treasurer, 4387.41; MDU, 5392.21; Monte Erhardt, 77.76; ND Dept of Health, 32.00; ND League of Cities, 1860.00; NAPA, 1041.99; NDWPCC, 20.00; ND One Call Inc, 4.40; Northland Financial, 302.00; Obenauer Plumbing LLP, 716.37; Peg Rahn, 28.43; Ron Muth, 160.00; Roughrider Electric Coop Inc, 3314.45; Safeguard Business Systems, 103.60; Solar Traffic Systems Inc, 1210.00; St. Alexius Medical Center, 250.00; Ulteig Engineers Inc, 18662.63; Verizon Wireless, 198.09; West River Telecommunications, 825.74. On roll call vote; Haack, "Aye", Stern, "Aye", Wolf, "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 will be Monday, February 1, 2016 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

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

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