

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

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

Others Present: Auditor Erhardt, PW Director Neuberger, Mike Froelich, Editor Arens, and Mark Sweeney (Moore).

Meeting was called to order at 5:29 PM CT by President Obenauer.

Minutes: Commissioner Wolf moved to suspend the reading and approve the minutes of the December 19th and December 30th meetings, as presented, second by Commissioner Haack. Motion unanimously carried.

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

APPROVAL OF APPLICATIONS AND BUILDING PERMITS

Property Transfer – Commerce Center Parking Lot: Mark Sweeney, Moore Engineering, informed the commission that he had been contacted to prepare an estimate to conduct a boundary survey and certificate to convey portions of the property (parking lot) to adjacent property owners. Commissioner Stern questioned special assessments on the property and if it had previously been offered for sale. Based on the size of the property to be conveyed special assessments would be assumed. This property had been previously offered for sale by the city. There was discussion on possibly conveying the entire property or if the city wishes to keep the current “green space” for future development. This discussion also centered on special assessments the city would be paying if the green space were retained. Commissioner Haack asked if this proposal had been presented to Hazen Community Development and Commissioner Wolf agreed to bring this matter to the next meeting of the HCD Board. President Obenauer asked what could be done if the adjacent property owners do not wish to accept the property and it was determined it could be listed for sale. Commissioner Pillar moved to direct Moore Engineering to complete Task Order #4 to survey the parking lot to develop three (3) parcels for future distribution, second by Commissioner Stern. There was discussion about the parcels and it was determined that the concrete area would be one parcel, the asphalt area would be one parcel and the “green space” would be the final parcel. On roll call vote; Pillar, “Aye”, Stern, “Aye”, Haack, “Aye”, Wolf, “Aye”, Obenauer, “Aye”, motion carried.

REQUEST OF CITIZENS

Free/Reduced Hall Rent – SMC Hospice: Commissioner Wolf moved to approve a request for free or reduced hall rent on February 13-14, and March 30-31 as requested by Sakakawea Hospice, second by Commissioner Haack. The kitchen fee would be assessed if the kitchen is being used. Motion unanimously carried.

REPORTS

President: President Obenauer expressed concern about access and available snow deposit areas. Director Neuberger said that snow has been deposited in all the dump area currently accessible and they have been granted permission to dump on the property north of Antelope Creek RV Park but this will be used to dispose of snow in areas north of Highway 200 only as there are significant safety concerns trying to cross the highway with the city trucks.

Water/Sewer/Garbage: Commissioner Stern reported that garbage crews have not been able to work many days over the last month but they are trying to get back on schedule. Commissioner Stern said he has been asked by residents about the possibility of a refund for garbage pickup. Commissioner Pillar commented that even if we are not able to pick it up the trash does keep accumulating and a discount would be more of a bonus. Commissioner Stern would like to see the streets more passable so trash can be collected. President Obenauer suggested creating a drop-off at the city shop for trash in the event the truck is unable to make the route. Commissioner Wolf suggested, perhaps, contracting for a roll-off dumpster. Commissioner Stern stated that if we change the way we are cleaning the streets the garbage problem would be solved. President Obenauer said he was not sure what plan Commissioner Stern has and that they need to catch-up now but there must be something done to show the residents the city is trying to address the problem. Mike Froelich stated that if you get one (1) roll-off dumpster you may as well get two (2).

Street/Cemetery: Commissioner Haack had nothing at this time.

Finance/Busing: Commissioner Wolf reported the library board has scheduled a strategic planning session to generate new ideas for programs and services available at the library.

Police/Fire/Forestry: Commissioner Pillar asked Director Neuberger and Mr. Froelich if there are still vehicles on the street hampering clean-up efforts. Mr. Neuberger stated there are still some but most residents have removed them from the street. Commissioner Pillar will communicate with the police department to address vehicles still on the street.

HCD: Buster Langowski absent. No Report.

CORRESPONDENCE

Dakota Pump & Control Inspection Agreement: Commissioner Stern moved to approve the annual lift station inspection agreement, with Dakota Pump & Control, at a cost of \$560, second by Commissioner Haack. The agreement only covers the inspection and any parts and labor will be billed separately. On roll call vote; Stern, "Aye", Haack, "Aye", Wolf, "Aye", Pillar, "Aye", Obenauer, "Aye", motion carried.

OLD BUSINESS

Assessor/Planner Position: The commission was provided information on applications received for the city assessor/planner position. Six (6) applications were received by the December 30th closing. It was determined President Obenauer, Commissioner(s) Wolf and Pillar will conduct interviews and the other board members are asked to provide recommendations for applicants they wish to have interviewed.

NEW BUSINESS

Snow Removal & Equipment: President Obenauer stated Pride Contracting went through the commerce center parking lot and Director Neuberger stated this was part of the contracted work and suggested a plan is needed to address this parking lot. President Obenauer said he has received comments wondering why the parking lot across from city hall is cleaned and this lot isn't. Commissioner Stern feels the lot across from city hall is important because of the city services and staff and suggested that Riverbend could also assist with cleaning the lot. Commissioner Stern also stated that HCD used to pay for the snow removal and President Obenauer indicated they are saying since they helped pay for the upgrade they should not be responsible for the snow removal. President Obenauer stated there needs to be a priority, or time-frame, established for the cleaning of public lots. Commissioner Stern indicated that other parties are completing, or paying to have, snow removal done in public lots without complaint. Commissioner Wolf said there is no easy answer as everyone thinks they should be first and she would like to know how the staff determines what streets are to be cleaned, in what order. Director Neuberger explained that the staff first works to make sure emergency routes are accessible, if not cleaned completely. The staff then begins to windrow other streets in town to get them open. As they begin to pick-up windrows they do this based on the garbage route and which day is the next to be collected. Commissioner Pillar stated it depends on when the snow is received and President Obenauer added from which direction the wind may be blowing, as well. Mr. Froelich stated that residents may not realize that the windrow has been picked up as a new windrow from clean-up is in its place. President Obenauer asked if they should consider pushing snow to the side if heavy snowfall continues. Director Neuberger said the snow will still have to be moved from the curb at some point and Mr. Froelich stated that it can be hard to get the blower to pick up a windrow depending on where it is located. President Obenauer stated he doesn't want to do it at this point but should it be done if we receive another storm. Mr. Froelich asked about the driveways if snow is pushed to the side and Commissioner Stern suggested skid-steer or pay loader be used to clean driveways. Commissioner Pillar had concerns with the streets becoming narrower as snow is pushed to the side and Commissioner Stern said they are narrow now with the windrow and may be hard for emergency vehicles to travel. Commissioner Stern asked about blowing snow to the boulevard and Mr. Froelich stated this is being done where practical but there are concerns with covering curb stops in case of water issues. Mr. Froelich stated where there is space he is blowing

snow onto the boulevard but there are issues with this process as the snow blower must maintain certain RPM's to be effective. Mr. Froelich stated he tries to keep the blower moving between trucks by blowing into the boulevard or open lots. Mr. Froelich also added there are concerns about blowing snow into driveways along the boulevard and drainage on lots, will residents experience water in basements as the snow melts. President Obenauer would like the staff to keep blowing snow into the boulevards where they can and he hopes that there may be federal or state emergency funds available in the future.

The commission also discussed the need for additional equipment, a truck, to aid in snow removal. President Obenauer informed the commission that there is one truck now that needs repairs but, he does not feel it is prudent to rent or lease equipment now. Director Neuberger said the city could use two (2) or three (3) more trucks to move snow. Commissioner Haack stated the equipment does need down time for service and Commissioner Stern suggested that if equipment breaks down they should move snow to the side of the street for the time being. President Obenauer asked for the board's thoughts on purchasing a truck and Commissioner Haack would like to see something like the Freightliner in the fleet now. President Obenauer asked; the next storm, should the snow be pushed to the side? Commissioner Stern said yes and then pick it up when possible but, clean and remove snow from emergency routes. Director Neuberger said there are also issues with the public and businesses pushing snow into the windrow which then takes additional time to remove. Commissioner Haack said he has observed people pushing snow into the street after the windrow has been removed. President Obenauer said he kind of agrees with Commissioner Stern and he'd like to see the city push the snow to the side using the three (3) blades and Pride Contracting's blade to see how it goes. Mr. Froelich stated this would probably work for the residential sections but not for the emergency routes or business district and President Obenauer agreed. Commissioner Wolf asked what the average cost of a truck would be and President Obenauer stated anywhere from \$23,000 to \$100,000 for a used truck. Commissioner Haack and Commissioner Stern both stated a truck with automatic transmission would better fit our needs. Mr. Froelich asked the board how they would like the staff to proceed tomorrow and he was told they should continue to pick up the windrows without doing clean-up right away. Director Neuberger stated that with a "normal" snowfall the streets can all be windrowed in one day. Commissioner Pillar would also like to see increased communication with the residents regarding trash collection delays and when routes will be picked up. Commissioner Stern thanked Director Neuberger and Mr. Froelich for attending the meeting to update the commission on the process and rationale for way snow is removed.

Sewer Line – 3rd St NE to Main Street – HPA-Library: HA Thompson and Sons is preparing an estimate to line the sewer line from 3rd Street NE to the library, which will serve the Hazen Pioneer Apartment project. The estimate had not been received so this matter will be placed on the agenda for the January 16th meeting.

Approval of Bills: There was a question as to the special assessment payment and it was explained that this payment is the annual installment for special assessments on city property. Commissioner Haack moved to approve the bills, second by Commissioner Pillar. Pre-paid and bills approved for payment are as follows: BHG Inc, 1579.30; Cardmember Service, 159.50; City of Hazen, 70.34; CVB, 3539.95; Dakota Pump & Control, 1350.00; Dakota Transit Assn, 140.00; Hazen Hardware Inc, 786.44; J&L Automotive LLC, 315.90; JP Cooke Co, 55.33; Joyce Lemer, 49.00; Krause’s Super Valu, 80.49; Marty Green, 69.13; Mercer Co Treasurer, 28280.09; ND Insurance Department, 304.40; ND League of Cities, 1740.00; Northern Safety Co, 37.89; Patrick Webber, 125.00; Peggy Rahn, 21.16; Productivity Plus Acct, 81.69; Sakakawea Medical Center Foundation, 25000.00; Sanitation Products Inc, 2973.66; Southwest Water Authority, 23439.20; Verizon Wireless, 199.16. On roll call vote; Haack, “Aye”, Pillar, “Aye”, Stern, “Aye”, Wolf, “Aye”, Obenauer, “Aye”, motion carried.

There being no further business the meeting was adjourned at 7:11 PM CT. The next regular meeting of the commission will be Wednesday, January 16, 2017 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor