

**Hazen City Commission
Regular Meeting
January 6, 2014
Hazen City Hall**

Present: President Nygard, Vice President Obenauer, Commissioner Brunmeier, Commissioner Stern and Commissioner Wolf.

Others Present: Attorney Donovan, Editor Baumgarten, Planner Frovarp, Auditor Erhardt, PW Director Quast, Ed Kinvig and Buster Langowski.

Meeting Called to order at 5:30 PM CT.

Minutes: Commissioner Obenauer moved to dispense with the reading of the minutes of the December 16th meeting and to approve them as presented, second by Commissioner Brunmeier. Motion unanimously carried.

Agenda: Commissioner Wolf moved to approve the agenda, second by Commissioner Brunmeier. Commissioner Stern requested addition of Freightliner Truck Repair as item 11C and Commissioner Obenauer requested addition of Housing as item 11D. Motion unanimously carried.

CONSULTATION WITH ATTORNEY & ENGINEER

Loader Bids: The commission was provided a spreadsheet of the bids for the loader as received on December 16th, including additional cost to extend the warranty for the loader as bid by Titan Machinery. Director Quast advised the commission that he and Asst. Director Krumwiede had a chance to operate all the machines bid and they are all good equipment and the recommendation is to accept the bid of Titan Machinery in the amount of \$155,750 (base bid). Director Quast said the city has also received a written offer of \$50,000 to purchase the loader, intended for trade. Commissioner Obenauer moved to approve the purchase of the Case Loader from Titan Machinery in the amount of \$155,750 plus the additional cost to extend the warranty to a period of five (5) years, second by Commissioner Wolf. On roll call vote; Obenauer, "Aye", Wolf, "Aye", Brunmeier, "Aye", Stern, "Aye", Nygard, "Aye", motion carried. Commissioner Brunmeier moved to accept the offer of S&W Portable Storage Inc, in the amount of \$50,000 with 10% down payment immediately and the balance to be paid in full, upon delivery, when the city receives the new loader, second by Commissioner Stern. On roll call vote; Brunmeier, "Aye", Stern, "Aye", Obenauer, "Aye", Wolf, "Aye", Nygard, "Aye", motion carried.

Appointment of Alternate Municipal Judge: The commission was advised that Mr. Beauchamp has resigned as Assistant Municipal Judge and Judge Stern recommends appointment of Doug Swenson, the current Halliday Municipal Judge. Judge Stern currently serves as alternate to Mr. Swenson.

Commissioner Obenauer moved to appoint Doug Swenson as Alternate Municipal Judge, second by Commissioner Wolf. On roll call vote; Obenauer, "Aye", Wolf, "Aye", Stern, "Aye", Brunmeier, "Aye", Nygard, "Aye", motion carried.

APPROVAL OF APPLICATIONS & PERMITS

Raffle Permit – Hazen Figure Skating Club: Commissioner Brunmeier moved to approve Raffle Permit #2014-01 as requested by the Hazen Figure Skating Club for a period from 1/6/2014 to 3/30/2014, second by Commissioner Stern. On roll call vote; Brunmeier, "Aye", Stern, "Aye", Obenauer, "Aye", Wolf, "Aye", Nygard, "Aye", motion carried.

Building Permit – Enerbase Cooperative Resources: Planner Frovarp provided information relating to an application for building permit for installation of the piers for the proposed anhydrous tank. Planner Frovarp indicated the proposed site was relocated to be 146 feet from the center line of the road. Commissioner Brunmeier moved to approve the building permit as requested by Enerbase Cooperative Resources, second by Commissioner Obenauer. Planner Frovarp advised that additional permit applications will be presented as future structures are planned. On roll call vote; Brunmeier, "Aye", Obenauer, "Aye", Wolf, "Aye", Stern, "Aye", Nygard, "Aye", motion carried.

Plat Review/Approval – Enerbase Addition: The City Planning & Zoning Board had met and recommended approval of a plat for Enerbase Addition contingent upon; 1) plat to show topography, 2) utility easement along property boundary lines, 3) show access points to the property, and 4) alley easement along north side of property adjacent to railroad right-of-way to provide future access to lift station. Commissioner Stern asked if the alley would be something the city would have to improve and Planner Frovarp said any improvements would be at the discretion of the city. President Nygard said the current access to the lift station is partially on the railroad right-of-way. Planner Frovarp indicated that based on the flood zone and flood plain areas of the property future development will be limited. Commissioner Stern then referred to the map to determine the railroad boundary. Commissioner Stern moved to approve the plat contingent upon the same conditions as stated by the Planning /Zoning Board, second by Commissioner Wolf. Upon discussion Attorney Donovan asked if there had been any discussion as to the public roadway that is partially within the plat, as presented. President Nygard said the entire road will likely be incorporated into the city at some point in time. The road in question is County Road 18. On roll call vote; Stern, "Aye", Wolf, "Aye", Obenauer, "Aye", Brunmeier, "Aye", Nygard, "Aye", motion carried.

REPORTS

President: President Nygard has scheduled a meeting of department heads at 2:00 PM on January 20th if anyone wishes to attend. There are no set items for discussion at this time.

Water/Sewer/Garbage: Commissioner Brunmeier said the garbage crew did not work today due to weather.

Street/Cemetery/Buildings: Commissioner Stern referred to a ND DOT program for small town transportation funding and it was determined that this funding is only for projects affecting state highways within city limits. Commissioner Stern then discussed timing of the creation of the district to address street projects. No action has been taken until such time as all the areas that need repair are better defined. Commissioner Stern would also like the commission to consider future special assessment districts, for street projects, include all property within the city. Attorney Donovan advised that the city can use up to 20% of general funds for street projects and cautioned the commission on setting policy to bind future commission action with regard to the special assessment process. Commissioner Stern also asked if now would be the time to consider paving of certain gravel streets with the special assessment board determining the benefit to the property owners.

Finance/Busing/Library: Commissioner Wolf said the bus has been repaired and is back in service.

Police/Fire/Forestry: Commissioner Obenauer had nothing to report for police and fire. Commissioner Obenauer asked the commission to consider how the city could employ someone to work as forester during the summer months and also work the street and/or sanitation offices during the remainder of the year. President Nygard agreed that the trees of the city are an important part of the city infrastructure and an enhancement to the community. President Nygard would like to review the forester job description and determine what type of budget is available for a full-time employee.

NEW BUSINESS

Bunker Gear/Security Camera Purchase – Fire Department: Fire Chief Wettstein met with the commission to request approval for the purchase of bunker gear at an estimated cost of \$2,400. Commissioner Brunmeier moved to approve the purchase of the bunker gear, second by Commissioner Stern. Upon discussion Chief Wettstein advised this is for one set of gear and the department is purchasing a total of three sets. On roll call vote; Brunmeier, "Aye", Stern, "Aye", Obenauer, "Aye", Wolf, "Aye", Nygard, "Aye", motion carried. Chief Wettstein also received a quote for hardware and installation of security cameras at the fire hall in the amount of \$2,620 and asked if the city would be willing to purchase the hardware for \$1,420. Commissioner Stern moved to approve the purchase of security camera hardware in the amount of \$1,420, second by Commissioner Wolf. Commissioner Stern asked and Chief Wettstein said the system will include three (3) interior cameras and one (1) exterior camera. On roll call vote; Stern, "Aye", Wolf, "Aye", Obenauer, "Aye", Brunmeier, "Aye", Nygard, "Aye", motion carried.

Designate Bank Depositories: Commissioner Wolf moved to approve designation of the following bank depositories, second by Commissioner Brunmeier: Union State Bank, Capital Credit Union-Knife River Branch and The Union Bank. Upon discussion Commissioner Stern inquired about trying to equalize the deposit amounts, not in checking, among all the facilities. On roll call vote; Wolf, "Aye", Brunmeier, "Aye", Stern, "Aye", Obenauer, "Aye", Nygard, "Aye", motion carried.

Freightliner Truck Repair: Director Quast received an estimate for repair of the freightliner truck. The exact problem has not been determined but it is believed to be an injector issue. The estimated cost to

repair/replace one injector (with drive time & mileage) is \$1781.50. The commission discussed if it is not the injector or it requires replacement of more than one injector will they need to come back for approval. Commissioner Stern moved to approve repairs to the freightliner truck in an amount not to exceed \$5,000, second by Commissioner Wolf. On roll call vote; Stern, "Aye", Wolf, "Aye", Obenauer, "Aye", Brunmeier, "Aye", Nygard, "Aye", motion carried.

Housing: Commissioner Obenauer wanted to start a dialogue about what is being done, or needs to be done, to address housing needs within the city. Commissioner Obenauer referred to the fact that many industry employees have recently retired and are not looking to relocate so housing is needed for the new employees coming to fill these positions. Commissioner Brunmeier said there is another patio home to be constructed and President Nygard said this issue goes to the questions the housing authority had and to the lack of infrastructure in place. Attorney Donovan suggested that when the city is considering lot prices they look at premium pricing based on location and or the things such as the view.

BILLS: Commissioner Brunmeier moved to approve payment of bills, second by Commissioner Wolf. Pre-paid and approved bills are as follows: US Postal Service, 250.46; Fastenal, 45.43; Gerald Bauman, 34.94; Goldstar Products, 503.39; Hazen Meats Inc, 883.94; Jimmy's Lounge, 762.38; John Hooker, 99.97; Kaeser & Blair Inc, 224.08; Lange & Donovan, 1397.25; M&A Heating & Air Cond, 338.69; Matthew Bender & Co, 60.43; Pitney Bowes, 420.00; Preble Medical Services, 136.00; Randal Berres, 41.41; Sakakawea Medical Center, 12.25; SBM Inc, 2.81; Verizon Wireless, 104.86; Women's Action & Resource Center, 13.36; Hazen Public Library, 1948.12; Payroll, 99037.26; Ameripride Linen & Apparel Services, 333.86; BHG Inc, 1364.61; Black Mountain Software, 2434.00; Butler Machinery Company, 391.36; Chamber of Commerce, 650.00; Dakota Communications, 169.50; Dakota Fire Extinguishers, 38.00; Dakota Transit Association, 140.00; Fargo Water Equipment/DSG, 146.65; Ferguson Waterworks, 145.89; Grand Forks Fire Equipment Co, 137.04; Hawkins Inc, 5.00; Hazen Motor Co, 79.16; Hazen Welding, 95.01; Hedahl's Parts Plus, 89.73; Hiway Express, 4254.20; J&L Automotive LLC, 933.15; Krause's Super Valu, 234.35; Mel Roth Oil, 3057.90; Mercer County Treasurer, 4480.00; Mercer County Treasurer, 4039.74; Mid States Organized Crime Information Center, 100.00; ND League of Cities, 1440.00; NAPA Auto Parts, 434.08; Red Power Diesel Service, 55.26; SBM Inc, 1.55; Southwest Water Authority, 17832.50; St. Alexius Medical Center, 187.50; United Communications Corp, 685.00; Verizon Wireless, 117.16; West River Telecommunications, 960.20. Motion unanimously carried.

There being no further business the meeting was adjourned at 6:42 PM CT. The next regular meeting of the commission will be January 20, 2014 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Mark Nygard, President

Attest: _____
Monte J. Erhardt, Auditor