

**Hazen City Commission
Regular Meeting
January 6, 2020
Hazen City Hall**

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

Others Present: PW Director Brousseau, Attorney Donovan, Auditor Erhardt, Kasey Lesmann, Cory Beery, Matt LeMasters, Matt Goodwin, Melissa Rakes, and Buster Langowski.

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

President Obenauer led the Pledge of Allegiance and Commissioner Pillar said the prayer.

Minutes: Commissioner Wolf moved to suspend the reading and approve the minutes of the December 16th meeting, 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

ND STREET Program Application: The commission was informed that Mr. Klabunde has submitted the application for ND STREET funds. Mr. Klabunde filed two versions of the application; one for the full scope of the project which will require annexation of highway right-of-way to attain compliance with the program requirements, and one that will include only work that is currently within corporate limits. President Obenauer would like to see the lighting enhancements completed, at a minimum. Commissioner Stern asked about annexing areas discussed previously and was informed that there was no formal action to proceed at the time of the discussion. Commissioner Wolf asked about costs to annex and was informed that there would be some legal work and publication costs. The commission would like to discuss annexing areas required for the project and the areas discussed earlier. Auditor Erhardt will work with Attorney Donovan to have information available for the January 20th meeting.

REQUEST OF CITIZENS

Water Freezing Issue–Bluegrass Ln – M. Rakes: Melissa Rakes appeared before the commission to discuss the issue of the water main freezing for several residents on Bluegrass Lane. Ms. Rakes said they had taken it upon themselves to address the problem by installing a bypass line to allow water to flow continuously. Ms. Rakes had received a letter from the city due to the amount of water that went through the meter. Commissioner Pillar said the issue was presented to the city engineer for options to address a long-term resolution to the problem since it has been ongoing for many years. Ms. Rakes said they installed a smaller bypass line, today, and Commissioner Wolf said that Ryan, city water department, was at the residence today to look at what has been installed. Ms. Rakes informed the commission that the original line was one-half inch (1/2") and the new line is one-quarter inch (1/4").

Ms. Rakes was concerned about receiving a large bill for water. The commission will monitor the usage for the next couple of weeks and continue to average the bill, the same as in the past.

Local Permit-Raffle-Hazen Figure Skating Club: Commissioner Wolf moved to approve local permit 2020-01 as requested by the Hazen Figure Skating Club, second by Commissioner Pillar. Motion unanimously carried.

REPORTS

Water/Sewer/Garbage: Commissioner Pillar informed the board that Mr. Birtchet began employment with the city on December 30, 2019.

Street/Cemetery: Commissioner Haack informed the board that the street department has been trying to remove the ice accumulated on streets during the warmer temperatures and will continue to do so.

Finance/Busing/Library: Commissioner Stern had nothing to report, at this time.

Police/Fire/Forestry: Commissioner Wolf had nothing to report, at this time.

HCD: Buster Langowski informed the commission that the Hazen Pioneer Apartments board re-organized after the recent resignation/appointments. Kristi Pfliger-Keller will serve as chair for the board, Troy Johnson retained the vice-chair position, Carla Borlaug will serve as treasurer. The secretary position was not filled pending appointment of the final board member. The board will get the necessary legal document signatures updated and work on the budget. Mr. Langowski will continue to work with Western Steel Builders to address punch list items for the garages at HPA. Mr. Langowski informed the board that annual meeting of Hazen Community Development will be held at Hazen City Hall on January 22nd.

President: President Obenauer informed the board that Assessor/Planner Senger submitted resignation effective January 3, 2020, however she will assist as much as possible during the transition. The auditor has been in contact with the county to determine if contracting assessment processes will be feasible. Utility Clerk, Tammy Rahn, is willing to take over the duties of the Clerk of Court.

CORRESPONDENCE

2019 Audit – Rath & Mehrer P.C.: The commission reviewed a letter of engagement for Rath & Mehrer PC to conduct the financial audit of city finances for the year ending 12/31/2019. There was discussion that the firm has been used for many years and perhaps the city should request proposals from additional firms. The auditor will contact other firms to request proposal to complete an audit of municipality finances, according to accepted accounting standards.

Friends of Lake Sakakawea Membership: The commission reviewed membership program levels for the Friends of Lake Sakakawea. The commission was informed that the membership supports activities to advocate for the lake through sensible management, protecting access and recreational uses. In previous years the city participated at a silver business level for \$100 annually. Commissioner Pillar moved to approve a "Great Friend" membership at a cost of \$100, second by Commissioner Wolf. Upon discussion, having a representative come to the city commission to explain the various roles of

the organization. On roll call vote: Pillar, "Aye", Wolf, "Aye", Haack, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

OLD BUSINESS

Fire Department Pumper Truck Proposal(s): Fire Chief Lesmann appeared before the commission to discuss purchase and finance options for a new pumper truck. The department contacted several vendors and would like to pursue purchase of the Rosenbauer pumper at a cost of \$602,340. The vendor is offering financing at a rate of 3.09% for a ten-year term. Based on funds in reserve the department would finance slightly more than \$450,000 with an annual payment of \$50,414, at 3.09%. Commissioner Stern said the loan rate is good. Chief Lesmann contacted local lenders and they are willing to match the rate and terms as provided by the vendor, and if the pumper is paid up front, via a local loan, the price is reduced another \$20,000. Chief Lesmann informed the commission that the current truck is estimated to be valued anywhere from \$40,000 to \$100,000 for outright sale. The fire department approved payment of \$5,000/year, up to ten years, from fundraising, to be used for the payment. The rural fire board has approved \$10,000/year, up to ten years, to be used for the payment. The city general fund would have to appropriate the balance of \$35,000/year for the payments. Chief Lesmann informed the commission that the vendor is anticipating a 3% - 5% increase for the equipment soon but is willing to hold the current price for a short period of time. The commission discussed seeking corporate sponsorship from area industry. The commission discussed the budget and the need to take a hard look at additional options to get the necessary funds. President Obenauer would like to address this at the meeting in two weeks and Chief Lesmann was encouraged to contact industry for corporate sponsorship and work with the lender for rates on terms of twelve (12) and fifteen (15) years.

Board Appointment – Hazen Housing Authority/HPA: The commission was informed that Bill Zingg will accept appointment to the Hazen Housing Authority (HHA)/Hazen Pioneer Apartment (HPA) board. Commissioner Wolf moved to appoint Mr. Zingg to the HHA/HPA, for the term that expires on November 1, 2022, second by Commissioner Stern. On roll call vote; Wolf, "Aye", Stern, "Aye", Haack, "Aye", Pillar, "Aye", Obenauer, "Aye", motion carried.

Approval of Bills: Commissioner Wolf moved to approve the bills, as presented, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: Further, 9.75; US Postal Service, 274.14; CVB, 3045.18; J&J Meats, 258.88; Universal Fleetcard, 3103.97; Payroll, 129593.25; Stamps.com, 51.83; Mercer Co Treasurer, 28052.72; Ameripride, 340.59; Arleen Garner, 13.46; Cardmember Service, 255.68; Cenex, 396.08; Chamber of Commerce, 700.00; Chip Wizard, 40.00; Commercial Title, 29.60; Core & Main LLP, 142.47; D&E Supply Co, 122.28; Fastenal, 65.98; Friends of Lake Sakakawea, 100.00; Global Safety Network, 71.45; Hazen Hardware Inc, 223,71; Hazen Motor Co, 697.39; Hazen Motor Farm Equipment, 269.15; J&J Meats, 110.01; J-S Sanitation, 31.00; Josh Smith, 2.24; Justin Boehler, 15.13; Krause's, 53.66; Marco Technologies LLC, 393.54; Mark & Wendy Rathjen, 716.70; Matthew Bender & Co, 65.43; Mercer Co Treasurer, 4073.71; MOCIC, 100.00; Millennium Express, 13.80; NAPA, 353.90; OK Tire Stores, 950.44; Productivity Plus Account, 366.58; Roughrider

Electric Coop Inc, 108.80; SMC Foundation, 25000.00; Sletten Excavating, 2385.44; SW Water Authority, 20793.96; Stein's Inc, 83.50; Team Laboratory Chemical LLC, 105.50; Tim Schwarz, 21.87; Verizon Wireless, 325.96; West Dakota Lumber, 41.00; West River Telecomm, 1082.80. On roll call vote; Wolf, "Aye", Stern, "Aye", Haack, "Aye", Pillar, "Aye", Obenauer, "Aye", motion carried.

There being no further business, the meeting was adjourned at 6:29 PM CT. The next regular meeting of the commission is scheduled for Monday, January 20, 2020 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor