

**Hazen City Commission  
Regular Meeting  
February 15, 2016  
Hazen City Hall**

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

**Absent:** Commissioner Wolf

**Others Present:** Attorney Donovan, Planner Frovarp, Auditor Erhardt, Kelsey Timmer, Mark Sweeney, Eric Schuler (KLJ), Editor Arens, Dan Pillar, Darrold Bertsch, and Kasey Lesmann.

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

**Minutes:** Commissioner Brunmeier moved to suspend the reading of the February 1<sup>st</sup> minutes and approve them as presented, second by Commissioner Stern. Motion unanimously carried.

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

**CONSULTATION WITH ATTORNEY & ENGINEER**

**2016 Street Project(s):** Mark Sweeney, KLJ, presented an updated engineer's report and estimates for the 2016 street projects. After a visual inspection of the streets, it was noted that some areas were distressed more than others and that this may indicate subgrade failure that will require additional work and funding. President Obenauer asked about Expansion Drive and Mr. Sweeney said the report and estimate now includes replacing approximately three hundred feet (300') of curb and gutter to address the drainage concerns. When asked Eric Schuler (KLJ) indicated the location is from the intersection of Birch Road east. Attorney Donovan asked if there was any additional information on financing options through the Bank of ND and Mr. Sweeney said he had not received additional information as of this date but they are monitoring the process. The commission asked Auditor Erhardt to work with the Mr. Sweeney to submit an application to Bank of ND, Infrastructure Loan Program if and when it opened, and if approved the commission would take formal action to complete loan documents. Commissioner Haack moved to approve a resolution approving the engineer's report and estimate and to authorize preparation of detailed plans and specifications for the project, second by Commissioner Stern. On roll call vote; Haack, "Aye", Stern, "Aye", Brunmeier, "Aye", Obenauer, "Aye", motion carried.

Commissioner Brunmeier moved to approve a resolution of necessity and opportunity to protest the 2016 street projects, second by Commissioner Haack. On roll call vote: Brunmeier, "Aye", Haack, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

President Obenauer asked the commissioners to review an open letter to the commission that had been presented by Gene Baker, with regard to the allocation of costs for special assessment projects.

## REQUEST OF CITIZENS

**SMC Update – D. Bertsch:** Darrold Bertsch, CEO of Sakakawea Medical Center, appeared to update the commission on construction progress. Mr. Bertsch presented some photographs of the project as taken from the air and informed the commission that the project is on track for completion around November of 2016. Mr. Bertsch said the construction process now involves thawing the ground within the structure for underground plumbing work. On a different note, Mr. Bertsch invited the commission to participate in an upcoming needs assessment survey which will be used to gauge the work the hospital is currently doing and to point out other services that could be considered. Mr. Bertsch said the assessment is part of the shift in healthcare from a volume approach to a value approach in coordinating healthcare services. Mr. Bertsch was also very pleased to report that both the hospital and clinics are maintaining a positive bottom line.

**Free/Reduce Hall Rent – Hazen Hospital Auxiliary:** Commissioner Haack moved to approve free use of the hall, subject to a kitchen fee, for the Hospital Auxiliary's annual turkey dinner on April 3<sup>rd</sup>, second by Commissioner Brunmeier. Motion unanimously carried.

## REPORTS

**President:** President Obenauer spoke about the development project of Williams Builders and advised the commission that planning and zoning has met and recommended approval of the Arcadia Country Acres Addition. President Obenauer said the development is planned in phases over two to three years, depending on market demand. Planner Frovarp said the addition appropriates an area for retention ponds to control water flow into the main street ditch. Dan Pillar asked about the construction of the retention ponds and was advised this will be work of the developer. Commissioner Stern had a question about the "cabins" that are located in the new RV Park. President Obenauer said the park board did approve locating these in the park. Commissioner Stern said the thought the idea was for this to be an "RV" park. Commissioner Brunmeier said she saw them and was also going to ask about them. Commissioner Stern feels that if someone wished to move that type of structure into the trailer court it wouldn't be allowed. Commissioner Stern also added that these are concerns he has received from the public.

**Water/Sewer:** Commissioner Brunmeier asked that a position for staff in the water – waste water department be published as this department is in need of additional staff to cover absences.

**Street/Cemetery:** Commissioner Stern reported that the Mack garbage truck had been taken to Dickinson for mechanical issues and it has been determined that all repairs are under warranty.

**Finance/Busing:** Commissioner Wolf absent. No report at this time.

**Police/Fire/Forestry:** Commissioner Haack reported that the Mercer County Sheriff's Department is interested in using space in the basement of the police department for a SANE (Sexual Assault Nurse Examiner) nurse to conduct sexual assault evidence. Commissioner Haack said the basement can be accessed from the south side of the building and that a local officer will be present. President Obenauer said this will allow a more private area to conduct evidence collection. Attorney Donovan

suggested some type of agreement be developed and was advised that the Sheriff's Department was requesting the State's Attorney's assistance to draft the agreement.

## **CORRESPONDENCE**

**ND Department of Health – Microbiology Contract:** Commissioner Brunmeier moved to approve a contract with the ND Department of Health for testing of water samples, second by Commissioner Haack. This is an annual agreement. Motion unanimously carried.

**Audit Letter – Rath & Mehrer PC:** Commissioner Haack moved to approve the audit letter as requested by Rath & Mehrer PC, second by Commissioner Brunmeier. This letter states that the city has cooperated in providing data for the audit of municipal funds and that no litigation is pending. Motion unanimously carried.

## **OLD BUSINESS**

**Board Appointment – Ambulance Board:** The commission reviewed a letter from the Mercer County Ambulance with regard to appointing an individual to represent the city. President Obenauer would like to see someone from the commission serve on the board to better understand the services and processes of the ambulance service. President Obenauer also said that Commissioner Wolf indicated she would be willing to serve on the board. Commissioner Brunmeier said she is also willing to serve on the board and will attend the next meeting of the Ambulance Board.

**Bus Facility Contract – Approval/Signature:** The contract for construction of the bus facility has been updated and reviewed by ND DOT. It was previously accepted by the commission pending the revisions to meet with DOT requirements. President Obenauer will sign the contract.

## **NEW BUSINESS**

**Fire School – K. Lesmann:** Assistant Fire Chief Lesmann informed the commission that thirteen (13) volunteers are scheduled to attend State Fire School in Minot, February 25, 26 and 27. The school is budgeted annually and lodging is billed directly to the city. Mr. Lesmann also asked the commission to approve the purchase of bunker gear. The department annually replaces bunker gear and the city and rural share in the cost. The department has or will be submitted a grant application so they can purchase three (3) sets of bunker gear this year. Commissioner Brunmeier moved to approve the city purchasing one (1) set of bunker gear, second by Commissioner Stern. On roll call vote; Brunmeier, "Aye", Stern, "Aye", Haack, "Aye", Obenauer, "Aye", motion carried.

Mr. Lesmann also informed the commission that they have entered into an agreement with the Pick City Fire Department to assist in fire suppression within a specified boundary near the lake and city. The agreement stipulates that the Pick City Fire Department will not enter a structure fire until the Hazen Fire Department is on scene.

**ND Department of Transportation – Transit Grant Agreement(s)/Changes:** The commission was informed that as part of the state budget revision the transit program will receive \$5,074 less State Aid

than originally approved. Hazen Busing has also been awarded an additional \$80,000 for the bus facility project based on an application approved by the board and submitted in late 2015. Commissioner Haack moved to approve both funding agreements, second by Commissioner Stern. On roll call vote; Haack, "Aye", Stern, "Aye", Brunmeier, "Aye", Obenauer, "Aye", motion carried.

**Approval of Bills and Financial Statements:** Commissioner Brunmeier moved to approve the bills, second by Commissioner Haack. Auditor Erhardt advised that a payment to Mr. Wiest in the amount of \$210 had not been included on the printed information. Pre-paid and bills approved for payment are as follows: Mercer County Recorder, 20.00; Acme Tools, 39.53; Ameripride Linen and Apparel Service, 416.01; BHG Inc, 36.00; Cardmember Service, 14.27; Cenex, 204.01; D&E Supply Co, 104.60; Dakota Pump & Control, 5153.31; David Brousseau, 17.50; Discovery Benefits, 20.00; Fastenal Co, 274.29; Great Lines, Inc, 225.50; Hazen Art & Craft Assn, 35.00; Hazen Welding, 67.00; Heiman Fire Equipment, 61.05; Hiway Express, 379.60; Information Technology Dept, 10.30; J&L Automotive LLC, 49.44; Kurt's Small Engine, 9.85; Loren Wiest, 210.00; Mel Roth Oil, 3679.27; Mercer County Sheriff's Dept, 14000.00; Mercer County Treasurer, 3539.74; Mike Froelich, 10.50; MDU, 5116.09; MFOA, 30.00; ND Chief's Assn, 30.00; ND Dept of Health, 32.00; NAPA, 1100.61; ND Building Officials Assn, 230.00 Northland Financial, 302.00; Purchase Power, 2020.99; Railroad Management Co III LLC, 176.86; Roughrider Electric Coop Inc, 3888.67; SBM Inc, 95.86; Steins, Inc, 147.38; Stroup Insurance, 36091.00; Verizon Wireless, 198.25; West River Telecommunications, 830.40; Workforce Safety & Insurance, 19181.59. On roll call vote; Brunmeier, "Aye", Haack, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

Commissioner Brunmeier moved to approve the following amendments to the 2015 budget, second by Commissioner Haack.

Social Security Fund Expenditures, 967.54; Special Assessment Fund Expenditures, 4334.92; Advertising Fund Expenditures, 335.75; Emergency Fund Expenditures, 5197.37; Job Development Fund Expenditures, 179.25; Transportation Fund Expenditures, 68911.75; Urban Renewal Fund Expenditures, 48073.50; Promotions/Capital Construction Fund Expenditures, 7007.76; HCD Sales Tax Fund Expenditures, 64554.00; 2013 Elbowoods SA Fund Expenditures, 777.81; 2014 Street Project SA Fund Expenditures, 14012.48; Water Utility Fund Expenditures, 1382.07; Library Fund Expenditures, 1350.18. On roll call vote; Brunmeier, "Aye", Haack, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

There being no further business the meeting was adjourned at 6:15 PM CT. The next regular meeting of the commission will be Monday, March 7, 2016 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

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

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