

**Hazen City Commission
Regular Meeting
February 5, 2018
Hazen City Hall**

Present: President Obenauer, Commissioner Haack (joined meeting at 5:43 PM), Commissioner Pillar, Commissioner Stern, and Commissioner Wolf.

Others Present: Planner Senger, PW Director Brousseau, Auditor Erhardt, Attorney Donovan, Editor Arens, Mark Sweeney (Moore Eng.), Rick Scheid, Bob Johnson, Doug Edwards and Buster Langowski.

The meeting was called to order at 5:32 PM by President Obenauer.
President Obenauer led the Pledge of Allegiance.

Minutes: Commissioner Wolf moved to suspend the reading and approve the minutes of the January 15th meeting, second by Commissioner Pillar. Motion unanimously carried.

Agenda: President Obenauer would like to add Peace Lutheran Church as item 5B. Commissioner Pillar moved to approve the agenda, with the addition of Peace Lutheran Church as item 5B, second by Commissioner Stern. Motion unanimously carried.

CONSULTATION WITH ATTORNEY & ENGINEER

2018 Street Projects – Plans/Specifications: Mark Sweeney, Moore Engineering, presented a letter in support of an amendment of Task Order #5, for the 2018 Street Projects. The amendment is necessary to cover additional costs related to survey, data processing, additional site visits, design, plan and specifications for alternates added to the project. Commissioner Stern asked if these costs are for work that has already been completed and Mr. Sweeney said that it is. Commissioner Wolf moved to approve the amendment of Task Order #5, as presented, second by Commissioner Pillar. On roll call vote; Wolf, “Aye”, Pillar, “Aye”, Stern, “Aye”, Haack, “Aye”, Obenauer, “Aye”, motion carried.

Peace Lutheran Church: President Obenauer, on advice of Attorney Donovan, had contacted the Peace Lutheran Church Board about the street project and the need to establish an easement for public access on the east side of the church. Attorney Donovan explained that, originally this area was part of the Danusar Plat and it contained no dedicated streets. Central Ave North ends at the south side of the church and the city does not own the property used as a street on the east side of the church. Mr. Donovan suggested an easement for public use or the church could deed a portion of the property to the city. Rick Scheid asked if the church board could just do an easement and Attorney Donovan said that it would be acceptable but, the property description must be defined. Mark Sweeney said there is sanitary sewer line on the east side of the church that will be addressed in the project. Bob Johnson asked how the church knows where their property is, and Commissioner Pillar referenced survey work that had been completed by Mr. Link. Attorney Donovan said the first thing is to determine property boundaries, come to a decision on an easement or deed for the property and

then record the documents at the county. President Obenauer said the project will still be constructed but, the city would like to get these documents to proceed in the property manner. Mr. Johnson said he agrees it should be done right.

REQUEST OF CITIZENS

Free/Reduce Hall Rent – Hazen Lions Club (2/25/2018):

Free/Reduced Hall Rent – SMC Hospice (3/9/2018):

Free/Reduced Hall Rent – Children’s Miracle Network – Miss Hazen/Beulah 2018 (3/18/2018): The commission reviewed several requests for free/reduced hall rent for various fundraiser/benefit activities. Commissioner Haack moved to approve free use of the city hall as requested by Hazen Lions Club (Benefit), SMC Hospice (Grape Escape Fundraiser), and Children’s Miracle Network (Fundraiser); subject to kitchen fee, if applicable, second by Commissioner Wolf. Motion unanimously approved.

APPROVAL OF APPLICATIONS & BUILDING PERMITS

Application of Abatement of Taxes – Juntunen: Planner Senger informed the commission that Joseph and Jenna Juntunen had filed an application for abatement of taxes because the square footage as included on the valuation is incorrect. Originally the construction was to include 128 sf of cold storage that was not part of the final home when completed. The effect of the change reduces the true and full value of the home \$10,920. Commissioner Stern asked if the abatement had to be approved before April 15th and was advised that an abatement can be requested and approved at any time throughout the year. Commissioner Haack moved to approve the abatement, as requested, second by Commissioner Stern. On roll call vote; Haack, “Aye”, Stern, “Aye”, Pillar, “Aye”, Wolf, “Aye”, Obenauer, “Aye”, motion carried.

REPORTS

President: President Obenauer informed the commission that two trees near Peace Lutheran Church have been removed and the stumps will likely be removed when the street project is under construction. Commissioner Pillar inquired as to assessment for removal of the trees and the city is responsible for these as they are in the city boulevard.

Water/Sewer/Garbage: Commissioner Stern had nothing to report at this time.

Street/Cemetery: Commissioner Haack said he has been contacted asking why snow is not being removed. PW Director Brousseau said the department will work on Main Street tomorrow but with such light snowfall amounts it is hard to justify cost to remove snow on all streets. Commissioner Haack said that the public works department is also getting prices for new push mowers for work at the cemetery and other small city locations.

Finance/Busing: Commissioner Wolf had nothing to report at this time.

Police/Fire/Forestry: Commissioner Pillar informed the commission that the fire department has received a “mini-rescue” – quick attack vehicle which will be displayed at fire school in Minot at the end of February. Eight members of the department will be attending fire school.

Commissioner Pillar informed the commission that the new police officer is on his own now and he is actively enforcing the city ordinances. President Obenauer said he has received several positive comments about the enforcement activity of the police department.

HCD: Buster Langowski informed the commission that the open house at Hazen Pioneer Apartments on January 26 was well attended, with approximately fifty people touring the apartments. Mr. Langowski added, the apartments have a different look with furniture in them and he is aware of four applications that were taken at the open house.

President Obenauer wished to thank Doug Edwards for his input regarding the 2018 street project and his questions have been forwarded to Moore Engineering for review.

CORRESPONDENCE

ND Department of Health Contract for Services: The commission reviewed the annual agreement with ND Department of Health for services to test water samples forwarded by the city. The only change to the agreement is the fact that it is now being approved as a continuing agreement, that can be terminated by written request by either party. Commissioner Pillar moved to approve the agreement with ND Department of Health, as presented, second by Commissioner Stern. On roll call vote; Pillar, "Aye", Stern, "Aye", Haack, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

Donation Requests – Hazen Art & Craft Assn. & HHS Post Prom Committee: The commission reviewed requests for donation from the Hazen Art & Craft Association and the Hazen High School Post Prom Committee. In the past the commission has approved donations of \$35 and \$125, respectively. Commissioner Haack moved to approve \$35 donation to Hazen Art & Craft Association and \$125 donation to the HHS Post Prom Committee, second by Commissioner Wolf. On roll call vote; Haack, "Aye", Wolf, "Aye", Pillar, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

NEW BUSINESS

2017 Budget Amendments: The commission reviewed proposed amendments to the 2017 budget as follows: Revenue Increases: General Fund - \$19,092.52; Highway Distribution Fund - \$23,134.85; Emergency Fund - \$6.00; Promotions Capital Construction Fund - \$8,260.00; Hazen Sales Tax Fund - \$39,890.00; HCD Sales Tax Fund - \$41,525.00; SID 2004 1&2 - \$578.00; SID 2005 1&2 - \$1,415.00; 2013 Elbowoods SID – \$1,746.00; 2016 Street Project SID – 126,026.00; Water Utility Fund - \$59,295.00; Sewer Utility Fund - \$9,621.00; Garbage Utility Fund - \$10,816.00; Library Fund - \$40,829.00. Expenditure Increases: Highway Distribution Fund - \$29,109.00; Special Assessment Fund - \$2,530.00; Emergency Fund - \$2,834.00; Recreation Fund - \$7,500.00; Promotions Capital Construction Fund - \$6,949.00; HCD Sales Tax Fund - \$24,069.00; 2016 Street Project SID - \$54,036.00; Water Utility Fund - \$16,408.00; Sewer Utility Fund - \$12,677.00; Library Fund - \$30,834.00. Commissioner Stern asked about the additional revenue and was informed that the additional revenue remains with the designated fund. Commissioner Pillar asked if the value presented is the new value or additive to the fund and it was explained this amount represents the amendment for the value compared to the budget. Commissioner Pillar moved to approve the 2017 budget amendments, as presented, second

by Commissioner Stern. On roll call vote; Pillar, "Aye", Stern, "Aye", Haack, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

President Obenauer reminded the commission that the bid opening for the 2018 Street Project will be held at city hall on February 8, 2018 at 4:00 PM CT. Mr. Sweeney indicated there were eighteen plan holders as of February 2nd.

Approval of Bills: Commissioner Haack moved to approve the bills, second by Commissioner Wolf. Pre-paid and bills approved for payment are as follows: Monte Erhardt, 258.11; US Postal Service, 268.51; Universal Premium Fleetcard, 4573.72; Verizon Wireless, 117.65; Select Account, 1391.71; Ameripride, 470.82; Bank of ND, 10070.00; Beulah Lumber Co Inc, 144.95; BHG Inc, 1101.30; Black Mountain Software, 100.00; Bobcat of Mandan, 58.17; Brown & Saenger, 149.75; Butler Machinery Co, 169.14; Cardmember Service, 115.56; Cenex, 2316.70; Chamber of Commerce, 650.00; CVB, 2206.12; D&E Supply, 249.35; Dakota Fire Extinguisher, 688.13; Dakota Fluid Power, 1070.39; Dakota Supply Group, 1497.34; Daniel Litsey, 13.28; Dude Solutions, 5875.00; Fastenal Co, 0.45; Fitterer Oil Hazen LLC, 792.42; Franklin Salinas, 57.75; Grand Forks Fire Equipment Co, 619.65; Hazen Art & Craft Assn, 35.00; HCD, 6172.36; Hazen Drug, 7.48; Hazen Hardware Inc, 636.16; Hazen High School, 125.00; Hazen Motor Co, 588.16; Hazen Welding, 1400.00; Jonathan Doll, 332.29; Krause's, 162.67; M&A Heating & Air Conditioning, 1161.62; Marc Corp, 322.26; Marco Technologies LLC, 345.73; Menards, 10.17; Michael Pigeon, 145.00; Minot Daily News, 302.82; MDU, 5891.65; Moore Engineering Inc, 93554.00; ND League of Cities, 25.00; NAPA, 845.80; National Industrial Safety & Supply, 125.82; ND One Call Inc, 5.10; Northern Technologies Inc, 310.00; Olson Electric, 10704.00; Promiseland Designs, 300.00; Railroad Management Co III LLC, 214.01; Roughrider Electric Coop Inc, 55.00; SBM Inc, 4.99; Sletten Excavating, 6018.96; Southwest Water Authority, 26827.64; Stroup Insurance, 110.00 Sue's Café, 47.79; Toni Bowers, 90.11; Verizon Wireless, 375.55; West River Telecommunications, 1067.80. On roll call vote; Haack, "Aye", Wolf, "Aye", Pillar, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

There being no further business the meeting was adjourned at 6:06 PM CT. The next regular meeting of the commission will be Monday, February 19, 2018 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor