

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

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

**Absent:** Commissioner Wolf.

**Others Present:** PW Director Brousseau, Planner Senger, Auditor Erhardt, Attorney Donovan, Editor Arens, and Doug Edwards.

The meeting was called to order at 5:29 PM by President Obenauer.

President Obenauer led the Pledge of Allegiance.

**Minutes:** Commissioner Haack moved to suspend the reading and approve the minutes of the February 19<sup>th</sup> meeting, second by Commissioner Stern. Motion unanimously carried.

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

**CONSULTATION WITH ATTORNEY & ENGINEER**

**2018 Street Projects – Resolution(s):** President Obenauer informed the commission that Hazen Public School, Hazen Parks & Recreation, and Hazen Winter Sports have agreed to share, equally, in the costs relating to Alternate #3, the paving of the athletic field. There were some questions regarding additional work, such as additional paving at the arena and by the baseball storage building, as well as, installing curb on the south portion of the athletic field parking lot. Mark Sweeney, Moore Engineering, had prepared some initial estimates for this type of work which could be added to the project once it is awarded. President Obenauer also discussed the shared use path alternates stating he would recommend the path along west main street must be repaired with concrete, due to the vehicle traffic crossing it but, he feels the path north of Hwy 200 could be completed with asphalt and the city could watch for grant or state funding to upgrade this portion to concrete, in the future. Commissioner Stern asked if the grants would be available next year and was informed that there are grants annually for safe routes and these types of projects. PW Director Brousseau said the city will have to address the drainage issue near the apartment complex north of Hwy 200 and Commissioner Pillar suggested these issues be addressed when the project starts. The commission was provided a written recommendation regarding the alternates and award of the project. Commissioner Pillar moved to accept the recommendation of Moore Engineering to construct the project base bid and Alternates 1, 2, 3, 4 & 5A, and to approve resolution awarding contract to Mayo Construction, second by Commissioner Stern. Upon discussion, Commissioner Haack asked if this includes the curb and other additions and it was determined this does not include the curb, or additions, which may be

added later based on cost and approval from the various entities. On roll call vote; Pillar, "Aye", Stern, "Aye", Haack, "Aye", Obenauer, "Aye", motion carried.

## REQUEST OF CITIZENS

**Free/Reduced Hall Rent – Hospital Auxiliary:** Commissioner Haack moved to approve free/reduced hall rent, as requested by the Hospital Auxiliary for the annual turkey dinner, subject to kitchen fee, second by Commissioner Stern. Motion unanimously approved.

**Local Permit – Raffle – Hazen Figure Skating Club:** Commissioner Haack moved to approve local permit #2018-04, as requested by the Hazen Art & Craft Association to conduct a raffle on April 30, 2018, second by Commissioner Stern. Motion unanimously approved.

## APPROVAL OF APPLICATIONS & BUILDING PERMITS

**Public Health Concern:** The commission reviewed a letter of Custer Health relating to a public health nuisance at 1025 1<sup>st</sup> Ave NE in Hazen. Planner Senger informed the commission that the letter was delivered, by law enforcement, this date and it requires abatement of the condition within thirty (30) days or the city may take action to abate the nuisance and charge costs to the property owner. President Obenauer suggested the city work with the building inspector to determine if the structure is habitable and the process may take some time to complete. Commissioner Pillar said the key, at this time, is to remove the rodents, pests or other animals.

## REPORTS

**President:** President Obenauer had nothing to report at this time.

**Water/Sewer/Garbage:** Commissioner Stern had nothing to report at this time. President Obenauer asked if Commissioner Stern had been notified of issues relating to frozen water lines in southwest Hazen. Commissioner Stern had not been notified. PW Director Brousseau said the lines had been cleared and suggested the city look at remedies, including trace heat systems, to address future issues. There were some questions as to installation procedures and questions relating to cold air transferred through the curb stop.

**Street/Cemetery:** Commissioner Haack deferred to PW Director Brousseau. Director Brousseau said the crew will begin moving snow tomorrow morning with some being windrowed and removed but, the majority will be moved toward the curb/boulevard. Director Brousseau also informed the commission that he is researching prices for replacement brushes for the Bobcat sweeper with prices ranging from \$500 to \$800 delivered. President Obenauer said he would like the public works department to consider pre-treating emergency routes next year to address ice conditions. Director Brousseau also informed the commission that, he has scheduled an inspection of the boom truck used to address tree trimming. Commissioner Pillar asked about the one (1) tree remaining near Peace Lutheran Church and Director Brousseau stated the city will be removing it once the weather improves.

**Finance/Busing:** Commissioner Wolf absent. No report.

**Police/Fire/Forestry:** Commissioner Pillar informed the commission that, the night shift vehicle required repairs to the front axle at an approximate cost of \$600, and the vehicle is back in service.

**HCD:** Buster Langowski absent. No report.

Parks & Recreation Director, Dan Frei, was present for the meeting and informed the commission that Hazen will be hosting the 2019 American Legion Baseball Tournament.

## **CORRESPONDENCE**

**Representation Letter – Rath & Mehrer P.C.:** Commissioner Pillar moved to accept the representation letter to Rath & Mehrer regarding the city's independent audit, second by Commissioner Stern.

Motion unanimously approved.

**Innovation Advertisement:** The commission reviewed information relating to the "Innovation" insert for regional newspapers, as presented by the Hazen Star. Commissioner Haack moved to approve a one-half page, full-color, advertisement on behalf of the city at a cost of \$520, second by Commissioner Stern. Hazen Community Development has shared this cost in the past. On roll call vote; Haack, "Aye", Stern, "Aye", Pillar, "Aye", Obenauer, "Aye", motion carried.

## **OLD BUSINESS**

**Election Agreement with Mercer County:** President Obenauer and Auditor Erhardt attended the February 21<sup>st</sup> County Commission meeting and the county will not allow the city to serve as a vote center for the 2018 election cycle. As an alternative the commission discussed providing transportation, using city transit vehicles, on election day.

## **NEW BUSINESS**

**Wastewater Analysis Agreement:** Commissioner Stern moved to approve an agreement for Chemical Analysis of Wastewater Systems by the chemistry division of the ND Department of Health, for a period of eighteen (18) months, second by Commissioner Pillar. On roll call vote; Stern, "Aye", Pillar, "Aye", Haack, "Aye", Obenauer, "Aye", motion carried.

**Improvements City Shop/City Hall:** The commission reviewed information relating to upgrades at the city shop and city hall. The proposal for the city shop is; addition of exterior lights on the north and east side of the building as well as replacing the fixture on the south side of the building and installing two (2) outlets on the north exterior. The estimated cost for all these improvements is approximately \$1300, or less. There was also discussion to replace some fixtures at city hall with more efficient light fixtures and to replace the solid light covers in the large hall with grates to allow less heat and debris to be trapped. Commissioner Pillar suggested looking at replacing the lighting in the city hall with a more efficient system to save energy and reduce future costs. Commissioner Pillar moved to approve the bid for exterior lights (3), two (2) outlets and replace the south exterior light with LED at an estimated cost of \$1300, second by Commissioner Stern. On roll call vote; Pillar, "Aye", Stern, "Aye", Haack, "Aye", Obenauer, "Aye", motion carried.

**Statement of Work – Global Safety:** Auditor Erhardt presented a statement of work, from Global Safety Network, to include pre-employment and other substance abuse testing to the agreement. Currently the city has an agreement, through the ND League of Cities, to administer the random drug testing. Commissioner Stern moved to approve the statement of work with Global Safety Network to

include additional substance abuse testing program management, second by Commissioner Haack. On roll call vote; Stern, "Aye", Haack, "Aye", Pillar, "Aye", Obenauer, "Aye", motion carried.

**Approval of Bills:** Commissioner Stern moved to approve the bills, second by Commissioner Pillar. Pre-paid and bills approved for payment are as follows: US Postal Service, 261.39; Universal Premium Fleetcard, 3350.50; Payroll, 136007.30; BHG Inc, 773.55; Cardmember Service, 134.39; CVB, 2119.38; D&E Supply Co, 138.61; Fastenal, 30.66; Fire Safety USA Inc, 360.00; Great Plains Fire, 200.00; Hazen Fire Dept, 339.99; Hazen Hardware, 533.30; Hazen Motor Farm Equipment, 104.95; Joyce Lemer, 87.50; Kandi McConnell, 17.50; Krause's, 113.31; Marc Corp, 199.62; Marco Technologies LLC, 345.73; Monte Erhardt, 78.48; Municipal Government Academy, 25.00; ND Dept of Health, 32.00; NAPA, 1543.53; Pam Borlaug, 60.72; Peggy Rahn, 129.05; Pitney Bowes, 431.52; Pretty Petals, 50.00; Ramkota Hotel, 311.97; SMC, 60.00; SBM Inc, 39.67; SW Water Authority, 20623.88; Stein's Inc, 183.50; Stroup Insurance, 40879.00; Thomson Reuters – West, 375.00; Venture Marketing, 50.00; Verizon Wireless, 117.65; Western Steel Builders, 1625.87. On roll call vote; Stern, "Aye", Pillar, "Aye", Haack, "Aye", Obenauer, "Aye", motion carried.

There being no further business the meeting was adjourned at 6:19 PM CT. The next regular meeting of the commission will be Monday, March 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