

**Hazen City Commission
Regular Meeting
April 2, 2018
Hazen City Hall**

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

Others Present: PW Director Brousseau, Planner Senger, Auditor Erhardt, Attorney Donovan, Editor Arens, Mark Sweeney (Moore Eng.), Ken Link, Sydney Brunmeier, Olivia Byerley, Hilmer Weidrich, George Reichenberg, and Buster Langowski.

The meeting was called to order at 5:26 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 March 19th and March 23rd meetings, second by Commissioner Pillar. Motion unanimously carried.

Agenda: Commissioner Pillar moved to approve the agenda, as presented, second by Commissioner Stern. Motion unanimously carried. (Commissioner Haack entered the meeting at this time.)

CONSULTATION WITH ATTORNEY & ENGINEER

2018 Street Project: Mark Sweeney, Moore Engineering, presented the contracts, with Mayo Construction, for signatures. The contract signatures were approved as part of the resolution awarding the project so further board action was not required. Mr. Sweeney said there were a couple matters brought to their attention and he provided probable cost and potential cost estimates, based on bid price/quantities. Commissioner Stern asked for an explanation of these matters and Mr. Sweeney stated the first one relates to the area, across from city hall, where the curb has fallen due to erosion around a storm sewer inlet. The probable cost to repair this matter is \$6,604.75 with a potential cost of \$9,500. The second matter relates to a manhole in the parking lot near Highway Drive. The manhole ring was placed on top of blocks which need to be repaired at a probable cost of \$4502.75 with a potential cost of \$6,000. The third matter is a manhole cover that does not fit properly, and needs to be replaced, on 5th Street and 3rd Ave. The probable cost for this matter is \$1,987 with a potential cost of \$3623. The final matter is repairs to the shared use/walking path along Highway Drive. The probable cost is \$3976.90 with a potential cost of \$5944. There was discussion about having Hazen Welding look at the manhole cover on 5th & 3rd. President Obenauer feels now, while the project is being constructed, is the time to address these matters. Commissioner Pillar understands that the contractor will be asked for an official quote for these items prior to adding them to the project. Commissioner Pillar moved to direct Moore Engineering to seek proposals, from the contractor, for these four (4) additional concerns, second by Commissioner Stern. Upon discussion it was determined that Director Brousseau would contact Hazen Welding to determine if they could fix

the manhole cover, as discussed. On roll call vote; Pillar, "Aye", Stern, "Aye", Haack, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

Mark Sweeney presented an amendment to the owner-engineer agreement for construction phase services in the amount of \$358,990. This amount may change due to portions being calculated on an hourly basis. Mr. Sweeney explained that there will be weekly construction meetings, as well as status updates at the regular city commission meetings. Commissioner Haack moved to approve the amendment to the agreement, as presented, second by Commissioner Wolf. On roll call vote; Haack, "Aye", Wolf, "Aye", Pillar, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

REQUEST OF CITIZENS

Sign Installation – Senior Center: George Reichenberg and Hilmer Weidrich met with the commission regarding plans to upgrade the sign at the Hazen Senior Center on 7th Street NW. Mr. Reichenberg explained the new sign will cost an estimated \$22,000 (installed) with most of the funds already raised for the project. The meeting with the commission was to get approval for the sign since the property where it will be located is city property. President Obenauer was concerned with the proposed cost for the sign and felt there are many other needs at the senior center that should be addressed and asked if they had considered a project for an Eagle Scout like other projects in the city. Mr. Weidrich said all major building needs have been addressed and they are requesting funding from the city, "As much as we can get" but, would like the city to consider an amount of \$2,000 to \$2,500.

Commissioner Stern said it is great to see the organization taking such pride in their area and feels they are asking for a minimal amount. President Obenauer said he just didn't want them to have to come back to the city in the future to address necessities. Mr. Reichenberg, answering the question, stated they would like to do the sign project as soon as weather permits. Commissioner Stern asked about the lifespan of the sign and Mr. Weidrich explained it will be very durable and a "semi-truck won't hurt it." Commissioner Haack would like to postpone any action on the request until the next meeting, so the commission can consider it further.

Mr. Reichenberg showed the commission a flag and plaque that had been presented to the American Legion Post that he will be placing in the display cabinet at city hall.

APPROVAL OF APPLICATIONS & BUILDING PERMITS

Land Division – S. Gowin: Planner Senger informed the commission that Steve Gowin purchased land, adjacent to the West Hazen Addition, that he would like to sell. The city planning/zoning board met and determined that this plat was not necessary since the property will have no municipal streets or utilities. Attorney Donovan prefaced his comments by stating that he has been communicating with Mr. Link as he prepared the proposed plat. Attorney Donovan said the property should be platted as a subdivision, according to the city subdivision regulations, because it is adjacent to corporate boundaries within the city's extraterritorial jurisdiction, for conveyance. Commissioner Pillar asked if this creates a subdivision that is not in the city. Attorney Donovan explained that the county records property by location, which is tracked at the county recorder's office. Commissioner Pillar said the property is being broken into lots for sale to property owners. Commissioner Haack moved to approve

the proposed subdivision plat, second by Commissioner Stern. Upon discussion, Commissioner Stern asked if people will be able to build on these parcels of property and Attorney Donovan stated the property is currently zoned as agricultural and would remain agricultural until the property owner makes a request to change it. Commissioner Wolf said that the property owner(s) would have to follow city rules since it is within city zoning jurisdiction. On roll call vote; Haack, "Aye", Stern, "Aye", Pillar, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

REPORTS

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

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

Street/Cemetery: Commissioner Haack deferred to PW Director Brousseau. Director Brousseau said the JD Loader needs service, based on recommended intervals and minor issues arising. A quote for repairs was received from RDO Equipment and the total cost, if all repairs are necessary, is \$6,700. President Obenauer asked about estimated downtime and Director Brousseau said the repairs are estimated to take three (3) days once all parts are on hand. If parts need to be rebuilt it could take as long as one-week. Commissioner Haack moved to approve the repairs to the JD Loader, as quoted to include the injector pump, second by Commissioner Wolf. On roll call vote; Haack, "Aye", Wolf, "Aye", Pillar, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

After attending street sweeper school, some of the street crew recognized an issue with leaking fluid on the Johnston Sweeper park brake actuator. Director Brousseau contacted Dakota Fluid Power and the estimated cost to replace the actuator is \$1,409 and estimates to rebuild the actuator ranged from \$300 - \$500. It would cost from \$50 to \$100 to inspect the actuator to determine if it can be rebuilt or must be replaced. Commissioner Haack moved to proceed with the inspection, and repair/replacement, of the Johnston Sweeper actuator, second by Commissioner Pillar. On roll call vote; Haack, "Aye", Pillar, "Aye", Stern, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried. Director Brousseau has been in contact with Pride Contracting to make the concrete repairs by the dike, on Third Street NW, as soon as weather permits with the city crew removing the damaged material.

Finance/Busing: Commissioner Wolf informed the commission that the ambulance board met on March 26th and reported ambulance runs are down and they are seeking volunteers for the service.

Police/Fire/Forestry: Commissioner Pillar informed the commission that he attended the recent staff meeting of the police department and they provided reports from their software which are very informative as to the calls the department receives.

HCD: Buster Langowski told the commission that several ideas have been submitted to the ND Moves program for demonstration projects to improve pedestrian and bicycle traffic in the city. Three (3) project ideas were presented including; bike lane on Main Street from downtown to Heritage Park; Crosswalks, ADA ramps, and a possible path connecting George Washington and Heritage Parks; creating seating area in the area east of Jensen Jewelry including bicycle racks. President Obenauer said there are issues with the concrete being damaged by the tree roots in this area. Mr. Langowski would also like to look at the crosswalks at the intersection of 10th Street and 3rd Ave (North of

Antelope Creek) as there is a lot of pedestrian traffic in this area where the three-way stop is. Looking at long range ideas, Mr. Langowski would like to increase the downtown bike lane to bring safer access downtown. President Obenauer likes the demonstration project ideas and suggested that little things like these can mean a lot to a person hoping to move to our area. Mr. Langowski will be applying for AARP Livable Community Grant funding for long-term projects.

CORRESPONDENCE

NDIRF Annual Meeting: The commission received information of the annual meeting of the North Dakota Insurance Reserve Fund being held in Bismarck on May 17, 2018. If no one wishes to attend the proxy will be submitted for meeting business and representative elections.

OLD BUSINESS

Election Agreement: President Obenauer asked the board how they would like to proceed regarding the election agreement with Mercer County and the decision to only have a polling location in the city of Beulah for the 2018 election cycle. Commissioner Wolf moved to approve the election agreement, with Mercer County, second by Commissioner Haack. Commissioner Haack asked if the agreement is voted down and the city conducts their own election if there is an estimate of cost. Auditor Erhardt did not have exact figures but, estimated a cost of several thousand dollars and the residents would still have to vote for other positions by mail or at the polling site in Beulah. Attorney Donovan said there is not an opinion from the Attorney General or the Secretary of State on this matter and the initial recommendation to the board was to retain the right to choose a polling site in Hazen. President Obenauer said the arrangement selected by the county is not the most convenient. Commissioner Wolf agreed and said there are still options such as mail-in ballots and providing transportation to the polling location on the election dates to make voting as convenient as possible. Commissioner Stern asked how the county anticipates saving \$20,000 each election cycle and was advised there were no details of this information shared with the city. On roll call vote: Wolf, "Aye", Haack, "Aye", Pillar, "Aye", Stern, "Nay", Obenauer, "Aye", motion carried.

City Hall Exterior Improvement(s): Auditor Erhardt presented information from Pride Contracting and Winkler Construction for the exterior concrete work at city hall. Both estimates are based on \$6/sq. ft. but there is a discrepancy in the area contained in the bids. Auditor Erhardt was directed to speak to the contractors about this discrepancy and bring the information to the board at the next meeting.

NEW BUSINESS

Authorizing Resolution – Transit Grant FY2019: Commissioner Pillar moved to approve a resolution authorizing Auditor Erhardt to complete and communicate with ND DOT regarding the city's grant application for FY 2019, second by Commissioner Wolf. On roll call vote; Pillar, "Aye", Wolf, "Aye", Haack, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

Equalization Meeting – 4/10/2018: Planner Senger informed the commission that thirteen (13) notices of increase were mailed and these were because of new construction or other improvements.

Commissioner Stern asked about the overall change in value and Planner Senger said it is around a 3% increase.

Approval of Bills: Commissioner Haack moved to approve the bills, as presented, second by Commissioner Wolf. Pre-paid and bills approved for payment are as follows: Universal Premium Fleetcard, 4097.97; Extreme Trailer Sales, 2000.00; Verizon Wireless, 117.40; US Postal Service, 268.30; US Postal Service, 225.00; March Payroll, 194873.25; Benjamin Bohrer, 79.57; BHG Inc, 459.41; Cardmember Service, 270.45; Chamber of Commerce, 24.00; CVB, 3024.51; D&E Supply, 130.17; Dakota Supply Group, 47.44; Fastenal, 74.20; Global Safety Network, 71.45; Hazen Hardware Inc, 569.32; HR Collaborative, 200.00; Krause’s, 132.22; Marco, 67.50; Marco Technologies LLC, 345.73; Matthew Bender & Co Inc, 61.75; Moore Engineering, 45294.10; Northern Safety, 435.52; Rath & Mehrer PC, 6000.00; Shannan Senger, 58.32; SW Water Authority, 28190.75; Swanston Equipment, 543.15; Tammy Rahn, 78.94; USA Bluebook, 42.56; Verizon Wireless, 345.57; Western Dakota Energy Assn, 200. 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 6:32 PM CT. The next regular meeting of the commission will be Monday, April 16, 2018 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor