

**Hazen City Commission
Regular Meeting
May 7, 2018
Hazen City Hall**

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

Absent: President Obenauer

Others Present: PW Director Brousseau, Planner Senger, Auditor Erhardt, Attorney Donovan, Editor Arens, Joshua Reiner (Moore Engineering), Dan Frei and Buster Langowski.

The meeting was called to order at 5:29 PM by Commissioner Wolf.

Commissioner Wolf led the Pledge of Allegiance.

Commissioner Wolf reconvened the board of equalization at 5:29 PM. Assessor Senger informed the board that she, and the county tax director, had met with Mr. & Mrs. Nelson regarding their questions and the city valuation is finalized, without change. Commissioner Haack moved to accept the values as presented by Assessor Senger, second by Commissioner Pillar. On roll call vote; Haack, "Aye", Pillar, "Aye", Stern, "Aye", Wolf, "Aye", motion carried. The meeting of the board of equalization was adjourned at 5:31 PM.

Commissioner Wolf reconvened the meeting of the board of city commissioners.

Minutes: Commissioner Pillar moved to suspend the reading and approve the minutes of the April 16th meeting, second by Commissioner Stern. Motion unanimously carried.

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

CONSULTATION WITH ATTORNEY & ENGINEER

2018 Street Project: Joshua Reiner, Moore Engineering, informed the commission that curbs have been marked for removal and work has started without any real issues, at this time. Commissioner Haack said clean-up week began today. The commission was informed that Mayo Construction had an archaeologist at the construction location and sensitive areas have been marked. As part of preserving these areas, Mayo Construction would like to have the grass dump temporarily moved to the tree location and they would also like to move the concrete pile farther east, beyond the grass site where there are currently large rocks stockpiled. Mr. Billadeau, Mayo Construction, said his company would assist with the material movement and suggested they could bring a crusher in at the end of the project to crush the accumulated concrete and asphalt. Commissioner Pillar moved to move forward and adjust the construction site layout as requested by Mayo Construction, second by Commissioner Stern. Upon discussion, Attorney Donovan suggested a written agreement with Mayo Construction to address movement of material responsibilities and possible crushing activities. On roll call vote; Pillar, "Aye", Stern, "Aye", Haack, "Aye", Wolf, "Aye", motion carried.

Mr. Reiner said they have received a quote, from Kemper Construction, to televise the sanitary sewer issue on 5th Street NW, base on hourly rates at a cost of \$500.00. This work will be scheduled, with the homeowner, and responsibility for payment of the cost will be based on the determination where the blockage issue is observed.

REQUEST OF CITIZENS

Sidewalks/Public Safety – D. Frei: Dan Frei appeared before the commission with questions about sidewalk requirements, under city ordinance, and with concerns for the safety of pedestrians, especially students travelling to, and from, school along 5th Street NE. Mr. Frei is concerned that there is no “rhyme or reason” to the placement of sidewalks within the city and, feels that the ordinance should either be enforced or removed. Mr. Frei would also like the commission to consider ways to improve the safety of pedestrians walking on the street. One idea discussed previously by the commission, would be to limit parking to one-side of the street. Attorney Donovan suggested forming a committee to address the concerns raised by Mr. Frei. Commissioner Wolf agrees a committee would be a good idea to consider ways to improve the installation of sidewalks and look at different funding opportunities. Mr. Langowski said a traffic engineer would be helpful in reviewing the conditions within the city and make recommendations. Commissioner Wolf suggested starting with the parking issue by sending a letter to all the adjacent property owners seeking input on the idea to limit parking to one side of the street. The sidewalks will not be addressed this year, with the large street project, but could be looked at by a committee in the future.

APPROVAL OF APPLICATIONS & BUILDING PERMITS

Building Permit – WSB for Steffen: The commission reviewed an application for building permit presented by Western Steel Builders, on behalf of Donn & Marcia Steffen, to construct a pole/steel construction building between 9th and 10th Ave NW, near the meat market. The application is before the commission because the property is zoned commercial two (2). Commissioner Pillar moved to approve the building permit, as presented, second by Commissioner Haack. On roll call vote; Pillar, “Aye”, Haack, “Aye”, Stern, “Aye”, Wolf, “Aye”, motion carried.

REPORTS

President: President Obenauer absent. No Report.

Water/Sewer/Garbage: Commissioner Stern reported that Barry Morast retired from his position with the city on April 24th and a reception was held on May 4th. Clean-up week has started, and the crew will be busy addressing garbage this week. There are issues with the rail and flange assembly at Lift Station #7 and the city has received a quote from Dakota Pump and Control in the amount of \$5,990.00. Commissioner Stern moved to approve re-building of the lift station railing at LS#7, not to exceed \$6,000, second by Commissioner Haack. Upon discussion Commissioner Pillar had a question on the scope of work, which is in the proposal. Commissioner Haack said this station is important to transfer material from one cell to another. Commissioner Pillar asked when work would be completed, and it would depend on the availability of a crew from Dakota Pump and Control. Commissioner Stern

said the current station does function but has failed recently. On roll call vote; Stern, "Aye", Haack, "Aye", Pillar, "Aye", Wolf, "Aye", motion carried.

Street/Cemetery: Commissioner Haack said the new mowers and trailer have arrived and they are a good investment. PW Director Brousseau informed the commission that the boom truck was inspected, and no major issues were noted. Minor repairs will be made by city staff or local vendors. The city has obtained a roll-off dumpster for metal items and the public will have access to this dumpster every Tuesday afternoon. The commission received cost information, from MDU, to install a street light at the intersection of 3rd Ave NE and 6th Street NE in the amount of \$2,874. Commissioner Haack moved to proceed with the installation of the street light at a cost of \$2,874. Commissioner Wolf called for a second, none was received, and the motion died for lack of a second. Further information will be sought on this matter.

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

Police/Fire/Forestry: Commissioner Pillar had nothing to report. Commissioner Stern said he had been contacted by a resident regarding the use of golf carts on the path to the course. The signs at the path indicate, "No motorized vehicles." Commissioner Pillar said if an officer sees such activity they are to initiate contact with the person. Commissioner Stern asked that the concern be passed along to the police department.

HCD: Buster Langowski reported on the ND Moves demonstration project. The project selected will involve addition of bike lanes, on Main Street from Central Ave to 1st Ave, curb extensions at the intersection of Main St & Central Ave, as well as bike lanes progressing east, on Main St, to 4th Ave NE. The demonstration project will also include an area of "reverse-diagonal-parking" on Main Street. The demonstration project will be in place for a limited period to allow the public to provide feedback before proceeding with a long-term improvement. Other projects discussed include a seating area near the Main St/Central Ave intersection and possibly extending a bike lane north, along 4th Ave, to the pedestrian crossing at 4th Ave and Hwy 200.

Mr. Langowski also reported that the hotel project information has been provided to USDA and they will act on it soon.

CORRESPONDENCE

ND One-Call Electronic Delivery System: Commissioner Haack moved to approve agreement for electronic delivery of one-call locate requests, second by Commissioner Pillar. On roll call vote; Haack, "Aye", Pillar, "Aye", Stern, "Aye", Wolf, "Aye", motion carried.

NDIRF Annual Meeting/Proxy: No commissioner will be able to attend the annual meeting of the ND Insurance Reserve Fund on May 17th. Auditor Erhardt directed to submit proxy for election of directors and approval of resolutions.

Nuisance Ordinance – M. Quinn: Mr. Quinn submitted a letter to the commission concerning a lack of enforcement of the nuisance ordinance. Mr. Quinn was unable to attend the meeting. The commission is reviewing all the ordinances and has received examples of ordinances relating to "junk" vehicles and other nuisances. Commissioner Wolf suggested the city look at DOT licensing to determine abandonment. Commissioner Pillar has worked with the Chief of Police on this situation

and they are also developing recommendations to amend the ordinance for effective enforcement. Planner Senger said the state does have an abandoned vehicle program and she has requested information. Commissioner Pillar said there is enforcement of the ordinance, but the process takes too much time now and the work done is just not as visible; adding the police department is active and had more than 100 calls for service in April.

NEW BUSINESS

Designate Official Newspaper: Commissioner Haack moved to designate the Hazen Star as the official newspaper, in compliance with ND Century Code, second by Commissioner Pillar. On roll call vote; Haack, "Aye", Pillar, "Aye", Stern, "Aye", Wolf, "Aye", motion carried.

Fireworks Sales Permit – Memory Fireworks/W. Hermes: Motion by Commissioner Haack to approve an application to sell fireworks, as submitted by Wayne Hermes, to conduct sales at the All-Seasons Arena, second by Commissioner Stern. Fire Chief Burling has reviewed and approved the application and site. On roll call vote: Haack, "Aye", Stern, "Aye", Pillar, "Aye", Wolf, "Aye", motion carried.

Bus Facility ADA Improvement – In-Vehicle Surveillance System: Commissioner Stern moved to approve ADA improvements at the bus facility, at a cost of \$4,381, second by Commissioner Pillar. The FY2018 grant will be amended to include 80% of the cost for the improvement so the city share will be \$877. On roll call vote; Stern, "Aye", Pillar, "Aye", Haack, "Aye", Wolf, "Aye", motion carried. The estimated cost for the In-Vehicle Surveillance system is \$4,394.95. The commission asked Auditor Erhardt to research other options to reduce the cost of the system.

Approval of Bills: Commissioner Haack moved to approve the bills, as presented, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: Select Accounts, 13.50; US Postal Service, 270.82; Universal Premium Fleetcard, 2229.62; Verizon Wireless, 117.24; April Payroll, 136336.28; AED Everywhere, 110.75; Amanda Brown, 93.80; Ameripride, 314.66; Benjamin Bohrer, 23.05; BHG Inc, 1111.88; Black Mountain Software, 100.00; Cardmember Service, 72.11; Cenex, 1248.75; CVB, 2002.29; Dakota Communications, 333.00; Ecolab, 123.39; Fire Safety USA Inc, 434.25; Global Safety Network, 142.90; Hazen Hardware Inc, 3147.87; Hazen Motor Co, 913.03; Hazen Senior Citizens, 2500.00; ITD, 10.30; Jensen Jewelry, 161.50; Joyce Lemer, 118.71; Krause's, 87.63; Lange Donovan & Kaffar PLLP, 1067.50; Mandate Machinery, 173.83; Marco Technologies, 345.73; Matthew Bender & Co, 62.00; Mercer Co Treasurer, 4226.10; Monte Erhardt, 188.23; Moore Engineering Inc, 15626.10; My-Lor Inc, 82.78; ND Dept of Health, 32.00; ND State Auditor's Office, 165.00; NAPA, 500.48; ND One Call Inc, 20.50; Power Plan, 836.42; Pride Contracting Inc, 1925.00; Roughrider Electric Coop Inc, 4692.13; SBM, 247.88; Share Corp, 558.23; Southwest Water Authority, 22783.94; Stein's, Inc, 251.44; The Hub, 281.99; The Hunting Shack Inc, 525.62; Tractor Supply Credit Plan, 35.97; Verizon Wireless, 345.20; West Dakota Utility Services, 765.13; West River Telecommunications, 1024.09. On roll call vote; Haack, "Aye", Stern, "Aye", Pillar, "Aye", Wolf, "Aye", motion carried.

There being no further business the meeting was adjourned at 6:44 PM CT. The next regular meeting of the commission will be Monday, May 21, 2018 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor