

**Hazen City Commission
Regular Meeting
June 19, 2017
Hazen City Hall**

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

Others Present: Auditor Erhardt, Editor Arens, Planner Frovarp, Shannan Senger, Attorney Donovan, PW Director Neuberger, and Buster Langowski.

The meeting was called to order at 5:27 PM CT by Commissioner President Obenauer.

Minutes: Commissioner Wolf moved to suspend the reading and approve the minutes of the June 5th meeting, as presented, second by Commissioner Haack. Motion unanimously carried.

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

REQUEST OF CITIZENS

Local Permit – Raffle – American Legion Post: Commissioner Wolf moved to approve local permit #2017-07 as requested by American Legion Post 189 to conduct a raffle at Hazen City Hall on November 11, 2017, second by Commissioner Haack. Motion unanimously carried.

REPORTS

President: President Obenauer informed the board that the crushing of the former hospital building will begin in mid to late July and, when complete, the operator will begin crushing the city materials.

Water/Sewer/Garbage: Commissioner Stern informed the board that he and President Obenauer participated in a demonstration of a mobile application that will utilize the city GIS data for locating, tracking maintenance and costs of city infrastructure. This application will also allow the city to capture historical data and other information from staff. President Obenauer was pleased with the application and said the city will know within the first year if it will be utilized but, it will require upgrading the department cellphone to allow for data access and collection. The city will be able to use the data already created by Moore Engineering and update it as we collect additional information. Commissioner Haack asked if there would be an option to add lot pin locations, later, and was informed that this is an option. The commissioners agreed that it would be beneficial to evaluate the application through the end of the year since the implementation costs can be pro-rated. Commissioner Stern moved to authorize, up to, \$10,000 to implement the Mobile 311 Application,

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

Street/Cemetery: Commissioner Haack informed the board that the used sander discussed last meeting was not suitable for city use so they will continue looking at other available options.

Commissioner Haack said he would like Director Neuberger to keep looking for a replacement dump truck for city use. Director Neuberger said that some of the sanders have a plastic spinner and it was recommended that the city extend the discharge chute closer to the ground.

Finance/Busing: Commissioner Wolf had nothing to report regarding her portfolio but, did inform the board that she had received a call concerning traffic speeds on Divide Avenue, asking the commission to consider posting the limit. Commissioner Wolf reviewed the ordinance which states that speed on the streets is 25 MPH unless otherwise posted.

Police/Fire/Forestry: Commissioner Pillar had nothing to report.

HCD: Buster Langowski informed the commission that the Pioneer Apartment construction process is moving along with plumbing and electrical to be completed this week, on the old building location. Sheetrock will then be installed, in this building, and plumbing and electrical will begin on the other structure next week.

OLD BUSINESS

Nuisance Complaint: Planner Frovarp updated the commission on complaints of a nuisance property. Planner Frovarp said a letter of concern was mailed to the property owner in April and in May a Notice of Declaration of Nuisance was served on the property owners. The property owners, according to city ordinance, had twenty (20) days to remove, or request a hearing, to determine if a nuisance does exist. The time for removing the property or requesting a hearing has expired and the city now has authority to abate the nuisance. Planner Frovarp has discussed the matter with Attorney Donovan and PW Director Neuberger stating there are items at the property that can be used. President Obenauer asked what the process would be to evaluate the property. Attorney Donovan suggested optimism that a resident would be available or the property could be assembled at another location that the property owner has access to. Commissioner Wolf was concerned with having to move the property more than one time and Shannan Senger suggested trying to notify the property owner of the date/time the city will abate the nuisance so they can be present. Commissioner Pillar asked about the city authority in determining what items will be removed and President Obenauer said this is a judgment call made by the staff at the property. Commissioner Pillar also asked about the cost process and Planner Frovarp said the cost to abate is based on city equipment/labor rates and an invoice is sent to the property owner. If the invoice is not paid it will be added to the special assessments for the property to be collected with other property taxes. Commissioner Pillar agreed it can be difficult to determine where to "draw the line" especially when there are items, such as materials for building projects. PW Director Neuberger said the city staff would remove obvious junk and retain the better materials on the property. President Obenauer asked about the timeline to complete this work and

PW Director Neuberger said he would like to address this on a Tuesday or Thursday when the crew is not collecting garbage. President Obenauer would like to address this on Thursday and asked Planner Frovarp to try to notify the property owner of the time when city staff will be at the property so they can participate in the process. Commissioner Wolf suggested photo documentation of items removed from the property. Commissioner Pillar will coordinate the abatement process with law enforcement.

NEW BUSINESS

Auditor's 2017 Bond: The commission reviewed the 2017 Auditor's Bond Resolution which must be approved annually in an amount equal to twenty-five percent (25%) of the average amount of funds subject to the auditor's control or \$250,000, whichever is least. Commissioner Wolf moved to approve a resolution establishing the 2017 Auditor's Bond in the amount of \$250,000, second by Commissioner Haack. On roll call vote; Wolf, "Aye", Haack, "Aye", Pillar, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

City/Board Appointments: The commission reviewed the 2017-2018 portfolio and city appointment lists. President Obenauer asked the board to contact him if they would like to make changes to the portfolio assignments and it can be addressed, later. The commission noticed a typographical error on the appointment list indicating the term of one library director expiring in 2010, this will be corrected. Commissioner Wolf moved to approve the appointments, correcting the typographical error, second by Commissioner Pillar. On roll call vote; Wolf, "Aye", Pillar, "Aye", Stern, "Aye", Haack, "Aye", Obenauer, "Aye", motion carried.

July 3rd Meeting: The commission discussed and rescheduled the July 3rd meeting to July 5th, due to the Independence Day holiday.

Fireworks: The commission reviewed an email from the county emergency manager relating to the county burn ban and Commissioner Wolf stated she had received a call from a citizen concerned about the sale and discharge of fireworks. The fire chief was consulted and informed the city auditor that incidents from fireworks have been very rare in his service on the fire department. President Obenauer stated he was not in favor of banning fireworks and Commissioner Wolf feels it is a "common sense" issue.

Approval of Bills and Financial Statements: Commissioner Wolf moved to approve the bills, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: AED Everywhere, 100.40; Ameripride, 401.94; Brown & Saenger, 299.90; Cenex, 1181.48; Chamber of Commerce, 300.00; Discovery Benefits Inc, 20.00; Fastenal, 178.28; G&G Auctioneers, 172.50; Global Chemicals Inc, 119.85; Hach Co, 115.24; Harlow's Bus Sales Inc, 613.79; Hazen Motor Farm Equipment, 2929.97; Hazen Welding, 110.00; Hirshfield's, 591.82; ITD, 10.30; J&M Hardware, 1.99; Lange Donovan & Kaffar, 1131.25; Lignite Tire, 345.50; M&A Heating & Air Conditioning, 275.88; Mercer Co Recorder, 33.00; MDU, 5030.05; Monte Erhardt, 93.09; ND Dept of Health, 15.00; ND Dept of Health, 32.00; Nation Pen Co LLC, 394.43; ND One Call Inc, 318.20; Northern Safety Co, 103.93; Pam Borlaug, 100.00; Peg Rahn,

280.92; Pitney Bowes, 431.52; Ron Muth, 140.00; Roughrider Electric Coop Inc, 2617.85; SBM Inc, 13.08; Scott Leintz, 102.01; Sletten Excavating, 5249.60; Spruce It Up Lawn & Tree, 900.00; Steve Frovarp, 24.61; The Hub, 274.98; Tractor Supply, 49.98; West River Telecommunications, 964.89; Wild Wittler Carvings, 100.00. On roll call vote; Wolf, "Aye", Stern, "Aye", Pillar, "Aye", Haack, "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 Wednesday, July 5, 2017 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor