

**Hazen City Commission  
Regular Meeting  
June 20, 2016  
Hazen City Hall**

**Present:** President Obenauer, Commissioner Brunmeier, Commissioner Stern and Commissioner Wolf.

**Absent:** Commissioner Haack

**Others Present:** Attorney Donovan, Planner Frovarp, Auditor Erhardt, Kelsey Timmer & Eric Schuler (KLJ), Mark Sweeney (Moore), Dan Pillar, Shirley Atkinson, Hilmer Weidrich, Michael Ramsden, Jason Gerving (AE2S), Bill & Carol Neas, PW Director Neuberger, Marcy Blomquist, Russell Sorenson (WaterSmart), Buster Langowski, Jarann Johnson (Hazen Star).

Meeting was called to order at 5:30 PM CT by President Obenauer.

**Minutes:** Commissioner Wolf moved to suspend the reading and approve the minutes of the June 6<sup>th</sup> meeting, as presented, second by Commissioner Stern. Motion unanimously carried.

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

**CONSULTATION WITH ATTORNEY & ENGINEER**

**2016 Street Projects:** Eric Schuler advised the commission that Bechtold Paving provided a project schedule and they intend to begin with grading work on Fayette Drive on June 22<sup>nd</sup> with Steen Construction mobilizing by mid-week to begin underground utility work. Several residents along Sunflower Lane appeared at the meeting and Michael Ramsden had basic questions as to when they will begin work on Sunflower Lane; Mr. Schuler estimated approximately three (3) weeks. Mr. Ramsden had concern about traffic speeds on the street when completed; President Obenauer said it would be 25 mph and that signs could be placed if necessary. Mr. Ramsden also asked about the estimated cost for this street and was advised that, based on the bid received, it is approximately \$170,000 which will be spread over fifteen (15) years. Marcy Blomquist when 11<sup>th</sup> Ave SW would be constructed and President Obenauer hoped it would be constructed yet this year but even if it isn't Sunflower Lane will be completed. Ms. Blomquist expressed the opinion that this street was being done to cater to a developer and that this looks nice to the developer. Mr. Ramsden had concerns about the condition of 12<sup>th</sup> Avenue and President Obenauer advised that it is part of this project as well. There was a question as to the drainage of Sunflower Lane and Mr. Schuler said it would actually drain to the east to 11<sup>th</sup> Avenue and then flow north to the main street ditch. Commissioner Stern asked if Wildrose Lane was going to be completed and dead end if the hotel project does not proceed and it was determined that it will be completed and be available for future development.

**Commerce Center Parking Lot - Estimate:** Mr. Schuler provided an estimate of \$48,934 to complete the repair/replacement of the remaining portion of the commerce center parking lot, assuming a six inch (6") asphalt and eight inch (8") aggregate base. President Obenauer would like the commission to consider including this in this project. Mr. Schuler recommended that any "in-kind" contribution be limited to material removal only.

**Engineering RFP:** The commission was provided proposals from eight (8) firms in response to a request for proposals for general engineering services. Each commissioner will score the proposals and it will then be determined if interviews will be conducted and/or which firm will be appointed to serve as city engineer.

**Warranty Deed – Hazen RV Park Addition:** Attorney Donovan prepared a warranty deed, based on the subdivision plat, to transfer the RV Park property from the city to the park district. Commissioner Wolf moved to approve the warranty deed, second by Commissioner Brunmeier. Upon discussion Commissioner Stern recalled that there was to be some type of contribution from the park district for this property and the funds expended to relocate lift station #3. On roll call vote; Wolf, "Aye", Brunmeier, "Aye", Stern, "Nay", Obenauer, "Aye", motion carried. Auditor Erhardt will review previous discussions regarding the contribution mentioned.

## REQUEST OF CITIZENS

**Raffle Permit – Common Thread Quilters Guild:** Commissioner Brunmeier moved to approve a local permit as requested by the Common Thread Quilters Guild to conduct a raffle at Hazen City Hall on September 9 & 10, 2016, second by Commissioner Wolf. Motion unanimously carried.

**Citizen Concerns – Roads/RV Parks/Cemetery – M. Gutknecht:** Melvin Gutknecht appeared before the commission with concerns about the condition of roads within the RV Parks, the condition of the air conditioner at Lewis & Clark RV Park and the road in the city cemetery. Mr. Gutknecht said that there also appears to be some settling around the Lewis & Clark RV Park sign that will need to be addressed. Commissioner Stern will address these concerns with Director Neuberger to get these attended to. Mr. Gutknecht said there is a lot of work to be done and that he is ashamed to see the condition of what used to be the "pride and joy" of the community.

**Senior Center – H. Weidrich:** Hilmer Weidrich and Shirley Atkinson appeared before the commission with questions about the parking lot repairs and to request financial assistance for repairs to the Senior Center air conditioner. Mr. Weidrich said they would like to see the grass in the parking lot removed and the parking area widened and if the whole lot could be done leaving a walking path in the center of the lot. President Obenauer agreed that would be a nice plan but the engineering and design for the project has been completed. Planner Frovarp stated that when the pool was removed; it was merely pushed in and Mr. Weidrich agreed that the pool walls are likely still in this location and there is settling in this area. Mr. Schuler said this was discussed by the commission and the decision was made to not address it at that time. Mr. Weidrich had concerns of individual safety in this area of the parking lot and the possibility of vehicle damage. With regard to the air conditioner repairs; the commission

had discussed financial assistance as part of the 2016 budget process. Commissioner Stern moved to donate \$2500 to the Hazen Senior Citizens organization for air conditioner repairs, second by Commissioner Wolf. On roll call vote; Stern, "Aye", Wolf, "Aye", Brunmeier, "Aye", Obenauer, "Aye", motion carried.

### **APPROVAL OF APPLICATIONS & BUILDING PERMITS**

**Fireworks Display Application/Permit – Hazen Chamber of Commerce:** Commissioner Brunmeier moved to approve the Fireworks Display Application/Permit as requested by Hazen Chamber of Commerce for the annual display on July 4<sup>th</sup>, second by Commissioner Wolf. The display will be set up at the tree site north of the city. Motion unanimously carried.

**Fireworks Sales Application/Permit – Memory Fireworks – W. Hermes:** Commissioner Wolf moved to approve the fireworks sales application/permit as requested by Wayne Hermes on behalf of Memory Fireworks, second by Commissioner Stern. The All Season's Arena will be the location of the business. Motion unanimously carried.

**Easement/Property Access – D. Aaseth:** Planner Frovarp was contacted by Dewey Aaseth about plans to construct a carport on his property located in west Hazen. Mr. Aaseth owns property adjacent to the dike, which is property held by deed, by the city. Mr. Aaseth looked at the area and he would like to complete a process to ensure that he has legal access to back of his lot. Planner Frovarp suggested that the city has an option to provide an easement for ingress/egress to the property. Commissioner Wolf had concerns going forward and if there may be a financial responsibility for additional roads in the future. It was determined that any access improvements would be at the resident's expense. President Obenauer asked if there would be an issue with others using the access and Mr. Aaseth stated he had no concerns at this time. Planner Frovarp will get property information to Attorney Donovan for preparation of an easement.

### **REPORTS**

**President:** President Obenauer thanked Commissioner Brunmeier for her service on the commission, presented a card, and wished her the best of luck.

**Water/Sewer:** Commissioner Brunmeier had nothing to report at this time.

**Street/Cemetery:** Commissioner Stern reviewed the plan for planting of shrubs north of 11<sup>th</sup> Street. The location is approximately forty feet (40') from the street and they plan to install a snow fence this winter to determine the effect, if any, the trees may have on snow accumulation on 11<sup>th</sup> Street.

**Finance/Busing:** Commissioner Wolf had nothing to report at this time. President Obenauer asked about the budget and the current status of the revenue/expenditures. Commissioner Wolf will review the reports and inform the commission if there are any concerns.

**Police/Fire/Forestry:** Commissioner Haack absent. No Report.

**HCD:** Buster Langowski informed the commission that the new market study supporting the hotel development is expected by early July and this will have an effect on the financing for the project through USDA.

With regard to the Hazen Pioneer Apartments, Mr. Langowski said once a re-plat of the property and the deed are finalized they will receive the funding that has been approved for the project. Mr. Langowski was hoping to have these documents for action at the July 5<sup>th</sup> meeting but, Attorney Donovan said it may take longer to have the documents finalized. Mr. Langowski continued saying that once the documents are approved and recorded the process to publish bids for construction will be done and they hope to have building construction progress to close up the structure before winter. A contract for construction management is in place with Williams Builders. President Obenauer asked about a new tenant at the Commerce Center and Mr. Langowski said there is but they are not open for business as yet.

### **OLD BUSINESS**

**Quote for Access Channel Equipment Replacement:** The commission reviewed a quote for equipment to be used for the public access channel. The estimated cost to replace the current equipment is \$13,493. Auditor Erhardt informed the commission that he has applied for a grant from Midco in the amount of \$7000 to be used for a portion of the equipment cost. The commission would like to wait until the city receives a response on the grant request before proceeding.

### **NEW BUSINESS**

**Auditor's Bond Resolution:** Pursuant to ND Century Code the commission required to establish the bond amount of the county auditor based on the lesser of \$250,000 or 25% of the average amount of money that has been subject to the auditor's control. Commissioner Brunmeier moved to approve a resolution establishing the auditor's bond in the amount of \$250,000, second by Commissioner Stern. On roll call vote; Brunmeier, "Aye", Stern, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

**Copier/Printer Quote(s):** The commission was provided information as to the cost to replace the city copier, at the end of the lease. The proposals included keeping the current copier/printer for use at the police department and leasing new equipment for city hall to be paid over a five-year term. Based on the proposals the lowest cost for the term of the lease is the proposal of Marco. Commissioner Wolf moved to accept the proposal of Marco for a new copier and maintenance agreement, second by Commissioner Stern. On roll call vote; Wolf, "Aye", Stern, "Aye", Brunmeier, "Aye", Obenauer, "Aye", motion carried.

**Surveillance Equipment Quote – WRT:** As part of the construction of the new bus facility the city is considering installation of surveillance equipment at this, and other, city locations. Auditor Erhardt had received quotes for three (3) cameras and options for different equipment to make the system ready for further expansion in the future. The commission would like to receive a quote to include additional cameras for installation at the city shop as well.

**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: Bobcat of Mandan, 267.07; Cenex, 1091.64; CUSIP Global Services, 119.00; D&E Supply Co, 197.54; Dakota Fire Extinguisher, 435.77; Dakota Supply Group, 3246.73; Dell Business Credit, 1589.19; Discovery Benefits Inc, 20.00; Fastenal Co, 70.41; Hach Co, 178.09; Hazen Senior Citizens, 2500.00; High Plains Concepts, 263.94; Hiway Express, 111.67; Jason Haack, 28.62; Lange Donovan & Kaffar PLLP, 567.50; Loren Wiest, 490.00; MDU, 4313.99; ND Dept of Health, 15.00; ND One Call Inc, 40.00; Northland Financial, 302.00; Ron Muth, 350.00; Rough Rider Industries, 503.00; Roughrider Electric Coop Inc, 3569.10; SBM Inc, 2.58; Share Corp, 1432.10; Spruce It Up Lawn & Tree, 900.00; Stein’s Inc, 83.50; Stroup Insurance, 11.00; The Sherwin-Williams Co, 10.25; Twin City Roofing Inc, 21287.00; Ulteig Engineers, 407.00; Union State Bank, 50.00; US Postal Service, 25.00; Verizon Wireless, 116.00; Winkler Construction, 1300.00. On roll call vote; Wolf, “Aye”, Stern, “Aye”, Brunmeier, “Aye”, Obenauer, “Aye”, motion carried.

There being no further business the meeting was adjourned at 6:26 PM CT. The next regular meeting of the commission will be Tuesday, July 5, 2016 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: \_\_\_\_\_  
Jerry Obenauer, President

Attest: \_\_\_\_\_  
Monte J. Erhardt, Auditor