

**Hazen City Commission
Regular Meeting
September 16, 2019
Hazen City Hall**

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

Others Present: Planner Senger, PW Director Brousseau, Editor Arens, Attorney Donovan, Jerod Klabunde (Moore Eng.), Auditor Erhardt, and Buster Langowski.

The meeting was called to order at 5:28 PM by President Obenauer.

President Obenauer led the Pledge of Allegiance. Commissioner Pillar led the prayer.

Minutes: Commissioner Wolf moved to suspend the reading and approve the minutes of the September 2nd meeting, as presented, second by Commissioner Stern. Motion unanimously carried.

Agenda: Commissioner Pillar moved to approve the agenda, with the addition of item 11C (Junk Vehicle Ordinance), second by Commissioner Wolf. Motion unanimously carried.

CONSULTATION WITH ATTORNEY & ENGINEER

Engineer's Agenda/Report: Jerod Klabunde reviewed the engineer's report. 1) Street Project – Mr. Klabunde said there are three (3) main items still to be addressed prior to closing out the project. These include issues on the bike path, vegetation re-establishment, and survey monuments. The specifications relating to the vegetation require the contractor to spray for weeds, which has not been completed. Regarding the survey monuments, Mr. Klabunde said that some of them had to be removed for work to be completed and there are some, that have been replaced, that will have to be addressed by the contractor. 2) No new information relating to televising the sewer line from the new manhole on 5th Street NW. 3) There are significant pavement failures in the pavement of Expedition Estates. The engineer will mark all the areas that need to be repaired and work with Williams Builders to ensure they are properly addressed. 4) A sub-committee of the State Water Commission addressed applications for funding to address water pressure issues in Hazen. At this time the project has been prioritized as "low" so this will not be forwarded to the full commission until after February 2020. 5) General Items – Commissioner Pillar asked about recommendations to address freezing water lines in the southwest area of town. Mr. Klabunde said there are no easy answers to this problem. Some municipalities have insulated the mains and service lines but, the best option is to ask the property owner to leave water trickling and credit them for the additional use. There was discussion about a way to put a heat line into the service, but Mr. Klabunde was not familiar with this product. Commissioner Stern asked about drainage issues along 5th Street NW and Mr. Klabunde will look at the area after the meeting.

REQUEST OF CITIZENS

Free/Reduced Hall Rent – SMC Annual Meeting: Commissioner Wolf moved to approve free/reduced hall rent, subject to the kitchen fee, as requested by Sakakawea Medical Center for their annual meeting on October 24th, second by Commissioner Stern. Motion unanimously approved.

APPROVAL OF APPLICATIONS & BUILDING PERMITS

Building Permit - Longshots: The commission reviewed and application for a building permit, within the commercial zoning district, at Longshots. Mr. Malo is constructing a small addition to the building to store snow removal equipment. Commissioner Pillar moved to approve the building permit, second by Commissioner Wolf. On roll call vote; Pillar, “Aye”, Wolf, “Aye”, Stern, “Aye”, Obenauer, “Aye”, motion carried.

Building Permit w/variance request – Sailer: The commission reviewed an application for building permit, and variance request, of Kevin & Sienna Sailer to construct a garden shed at 313 5th Ave NW. The shed has been constructed but, a building permit and variance were not approved, prior to construction. Planner Senger said the shed does not exceed the maximum density for the lot and there is no precedence for action in such a situation. The zoning ordinance does provide for penalty for non-compliance and Commissioner Pillar requested more information on the penalty process prior to taking any action. President Obenauer said something must be done but was not sure what made the most sense when the construction is done.

REPORTS

Water/Sewer/Garbage: Commissioner Pillar informed the board that the water department has identified areas, around town, that need to be excavated to address curb stop/service issues. Once cost information is received, he will bring it to the board for discussion.

Street/Cemetery: Commissioner Haack absent. No report.

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

Police/Fire/Forestry: Commissioner Wolf informed the board that she has been in regular contact with the city forester as he continues to plant boulevard trees and has started planting fruit trees in the arboretum. Commissioner Wolf also discussed a meeting with Mr. Quenette, Fire Chief Lesmann and PW Director Brousseau to discuss electrical costs at the fire hall. Much of the cost relates to demand charges and ways to avoid/or reduce them. Commissioner Wolf reviewed an estimate for lighting retrofit in the office area of the fire hall at a cost of \$1650.00. Commissioner Wolf moved to accept the proposal, of Jeide Electric, to complete the lighting upgrade at a cost of \$1650.00, second by Commissioner Stern. Upon discussion, Attorney Donovan asked if any other local contractors had provided an estimate and there were none contacted. On roll call vote; Wolf, “Aye”, Stern, “Aye”, Pillar, “Aye”, Obenauer, “Aye”, motion carried.

HCD: Buster Langowski had nothing to report at this time.

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

CORRESPONDENCE

Starion Bond Services Agreement: The commission received an updated agreement with Starion Bond Services to serve as Paying Agent and Registrar for municipal bond issues. Attorney Donovan has reviewed the agreement and had no major concerns with approving it. Commissioner Pillar moved to approve the Starion Bond Services Agreement, as presented, second by Commissioner Stern. On roll call vote; Pillar, “Aye”, Stern, “Aye”, Wolf, “Aye”, Obenauer, “Aye”, motion carried.

OLD BUSINESS

2020 City Budget: The public hearing on the city’s 2020 Budget was opened at 6:02 PM CT. There were no comments from the public in person, or in writing. The public hearing was closed at 6:03 PM CT. Auditor Erhardt indicated that the budget was changed to include the Prairie Dog Fund, that doesn’t require a tax levy, and advised that the city will be using some reserve funds as there is a slight deficit to the budget. Auditor Erhardt said the commission could take action or review it further and make a final decision at the October 7th meeting, prior to the October 10th submission deadline. Commissioner Wolf moved to approve the 2020 City Budget, as presented with a levy request of \$528,930.00, second by Commissioner Pillar. Upon discussion, Commissioner Stern mentioned the budget could be trimmed by reducing the donation to Hazen Parks and Rec and eliminating the HCD levy. President Obenauer agreed they could be trimmed but said the board did not support cutting those amounts. Commissioner Pillar feels those are areas that enhance the community and draw people to the city of Hazen but, he agrees with Commissioner Stern’s comment. Commissioner Stern also feels the surge funds, received previously, were wasted by building the RV park and updating some of the lift stations. On roll call vote; Wolf, “Aye”, Pillar, “Aye”, Stern, “Nay”, Obenauer, “Aye”, motion carried.

City Property for Sale: The commission was informed that no offers to purchase the property at 214 1st Ave NE, were received prior to the September 13th deadline. The commission asked that a “For Sale” sign be placed at the property directing people to contact city hall for information and that the commission would consider any offers received.

Junk Vehicle Ordinance: President Obenauer would like to proceed with publication and enforcement of the junk vehicle ordinance. Auditor Erhardt was directed to publish the ordinance with an October 1 effective date. There was discussion about proceeding with a committee to determine which properties to address initially. The police department or designated official will contact the property owner to inform them of the new ordinance and coordinate a process to address any violations. The committee to review the city will include at least one, maybe two, commissioners. Commissioner Stern suggests the review committee look at all areas of town and the one-half mile jurisdiction of the city.

Approval of Bills: Commissioner Pillar moved to approve the bills, as presented, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: Ameripride, 333.93; Cardmember Service, 52.79; Cenex, 1238.68; D&E Supply, 156.86; Donovan & Kaffar PLLP, 1200.00; Farmers Union Oil, 191.46; Fastenal, 44.73; Hazen Hardware Inc, 233.22; Hazen Motor Co, 890.33; Hazen Welding, 190.00; High Plains Concepts, 902.61; ITD, 10.30; J&M Hardware, 205.40; J-S

Sanitation, 155.00; Krause's, 57.33; Matthew Bender & Co Inc, 288.61; Mercer Co Treasurer, 5589.30; Millennium Express, 13.80; MDU, 4227.03; ND Dept of Health, 32.00; NAPA, 247.64; New Pig Corp, 136.84; ND One Call Inc, 48.65; OK Tire Store, 571.06; Power Plan, 3232.95; Purchase Power, 217.98; Purchase Power, 431.52; Roughrider Electric Coop Inc, 2988.61; Ryan Tunge, 100.00; Shannan Senger, 194.94; Spruce It Up Lawn & Tree, 595.00; Starion Bond Service, 32888.75; Stein's Inc, 100.00; The Hub, 552.33; Titan Machinery, 354.50; Verizon Wireless, 325.84; WRT, 1060.95. On roll call vote; Pillar, "Aye", Stern, "Aye", Wolf, "Aye", Obenauer, "Aye", motion carried.

There being no further business, the meeting was adjourned at 6:22 PM CT. The next regular meeting of the commission is scheduled for Monday, October 7, 2019 at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor