

**Hazen City Commission  
Regular Meeting  
August 18, 2025  
Hazen City Hall**

**Present:** Commissioner Folkerts, Commissioner Haack, Commissioner Stern and Commissioner Wiedrich (arrived at 5:51PM).

**Absent:** President Obenauer

**Others Present:** PW Director Brousseau, Attorney Kaffar, Kasey Erickson (Butler), Scott Owens, (RDO), Myra Savelkoul, Officer A. Melberg, Officer S. Melberg, Trinity Pepperling, Chief Wolff, and Auditor Erhardt.

Vice-President Haack called the meeting to order at 5:30 PM.

Vice-President Haack led the pledge of allegiance and said prayer.

**Minutes:** Commissioner Folkerts moved to suspend the reading and approve the minutes of the August 4<sup>th</sup> meeting, as presented, second by Commissioner Stern. Motion unanimously approved.

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

**CONSULTATION WITH ATTORNEY AND ENGINEER**

**Engineer's Report:** Jerod Klabunde, Moore Engineering, reviewed the engineer's report with the commission. Regarding Expedition Estates, this is a private project, and Mr. Klabunde has had no contact with Mr. Williams since the April 2025 meeting. Mr. Klabunde recommends the city draft a letter to the developer requesting a schedule and timeline for remaining repairs. Regarding the alley project, all work has been completed and the final payment, releasing any retention, has been reviewed and the engineer recommends approval of this payment, so the project is closed out and special assessment may proceed this year or next year. Commissioner Folkerts moved to approve pay estimate #3 to Winkler Construction in the amount of \$42,846.51, second by Commissioner Stern. On roll call vote: Folkerts, "Aye", Stern, "Aye", Haack, "Aye", motion carried (Comm Wiedrich not present). Regarding the sanitary sewer project, Mr. Klabunde presented change order #3, for work to prepare the patch locations for winter as paving repairs will be completed in 2026. Commissioner Folkerts moved to approve change order #3, increasing total project cost by \$4,545.00, second by Commissioner Stern. Upon discussion, Commissioner Haack asked if PW Director Brousseau had reviewed these areas and was advised that they have been reviewed and should there be any additional settling prior to winter, CC Steel will return and make necessary repairs. On roll call vote: Folkerts, "Aye", Stern, "Aye", Haack, "Aye", motion carried. (Comm Wiedrich not present). Mr. Klabunde presented pay application #3 for the sewer project and this pay application represents the project being approximately 2/3 completed and advised the commission that \$113,683.14 is being held in retention on the project. Commissioner Folkerts moved to approve pay application #3 of CC Steel LLC in the amount of \$900,662.52, second by Commissioner Stern. On roll call vote: Folkerts, "Aye", Stern, "Aye", Haack, "Aye", motion carried. (Comm Wiedrich not present). Mr. Klabunde spoke again about upcoming DOT Flex Funds and said that the city can apply for funding to complete different road projects. Mr. Klabunde explained that projects will be ranked by a DOT committee, then reviewed by a second committee comprised of representatives of the ND Association of Counties, ND League of Cities, and others, after this the applications will go to the ND DOT Director for final approval. Mr. Klabunde suggested projects to

address 7<sup>th</sup> Street near Cenex or chip sealing a portion of the 2018 work as high priority projects. Attorney Kaffar said the 7<sup>th</sup> Street project could score higher due to load sizes and Mr. Klabunde agreed stating that projects also score higher if the requested funds are under 50% of total project costs. Commissioner Stern suggested a project to address the condition of the road over the bridge and box culverts on 3<sup>rd</sup> Avenue NW (County Road 27), north of Highway 200. There was discussion about responsibility for maintenance of the bridge which Mr. Klabunde will research. Commissioner Wiedrich moved to make application for DOT Flex Fund grants for the 7<sup>th</sup> Street project at a cost share of 49%, second by Commissioner Folkerts. Upon discussion, Commissioner Stern asked about additional projects and was advised that applications are due by September 19<sup>th</sup>, so the commission has time to submit additional projects or make changes. Commissioner Haack asked about the water line looping discussed on west Main Street and was advised that the Flex Funds are for roadway infrastructure. On roll call vote: Wiedrich, "Aye", Folkerts, "Aye", Stern, "Aye", Haack, "Aye", motion carried. Mr. Klabunde had nothing further, and Commissioner Folkerts asked what options the city may have regarding parking at the intersection of Mannhaven and 8<sup>th</sup> Ave NE, as well as discussion about the stop sign(s) at 7<sup>th</sup> Street and 8<sup>th</sup> Ave NE, to move them to stop traffic on 7<sup>th</sup> Street rather than 8<sup>th</sup> Ave NE to alleviate issues for the ambulance. Mr. Klabunde indicated a traffic study could be done but that the parking and stop signs are a local decision and he didn't see the need to expend funds for the traffic study. If the stop signs are changed at the location, Mr. Klabunde suggested additional signage to alert the public of the change.

## **REQUEST OF CITIZENS**

**Coal Bowl Fireworks – K. Plienis:** Commissioner Wiedrich had no additional information on this matter so, when this information is available this will be placed back on the agenda, prior to the football game scheduled for September 19<sup>th</sup>.

**Street Closure Request – Hazen Chamber – Harvest Fest:** Commissioner Wiedrich moved to approve a request to close portions of 7th Street, 4<sup>th</sup> Ave NE, and Main Street for the parade and other Harvest Fest activities on September 6<sup>th</sup>, second by Commissioner Folkerts. Motion unanimously approved.

## **INTRODUCTION, READING, AND APPROVAL OF ORDINANCES**

**Off-Highway Vehicle (Golf Cart) Ordinance Discussion:** The commission reviewed an initial draft of the golf cart ordinance like an example received from Park River, ND. Commissioner Haack said he has presented to this as a safety issue when visiting with residents. There was discussion about the shared use path to the golf course and the fact that, as part of the funding for the path, the maintenance agreement requires signage prohibiting vehicles on the path. Officer Samantha Melberg stated the department is looking for an ordinance specific to Hazen and Officer Anthony Melberg said that travel on the street is also an issue. Commissioner Wiedrich suggested further verification from ND DOT on the path use or if the path could be designated for dual use. Officer S. Melberg indicated that "off-highway" vehicles are not legal to operate in the public ditch. Commissioner Wiedrich said he was concerned with the reference to the speed of 15 mph in the proposed ordinance as many golf carts do not have a speedometer. Attorney Kaffar cautioned the commission in removing the language regarding the speed as this is something that is within officer discretion. Officer Anthony Melberg said Hazen is not the only place with this issue as it has also been an issue at the lake and that, in his opinion, this kind of activity has been wrong for years and it may be an issue of instruction of operators to address some of the problems. Commissioner Stern asked about the exemption from ND Century Code Title 39 requirements if adopted. Commissioner Wiedrich moved to approve the first reading of proposed ordinance Chapter 16, Article 29 relating to golf carts, as presented, second by Commissioner Folkerts. On roll call vote: Wiedrich, "Aye", Folkerts, "Aye", Stern, "Aye", Haack, "Aye", motion carried.

The auditor will contact ND DOT regarding the maintenance agreement and the dual use purpose allowance.

### **APPROVAL OF APPLICATIONS AND BUILDING PERMITS**

**Commercial Building Permit – SMC Renovation:** Commissioner Wiedrich moved to approve a commercial building permit as requested by McGough Construction for renovations of the chemistry analysis and chemo hood areas of Sakakawea Medical Center, second by Commissioner Stern. Upon discussion, Commissioner Stern asked about the areas to be renovated, and these are indicated on the plans. On roll call vote: Wiedrich, “Aye”, Stern, “Aye”, Folkerts, “Aye”, Haack, “Aye”, motion carried.

### **REPORTS**

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

**Street/Cemetery:** Commissioner Haack had nothing to report at this time. PW Director Brousseau reported that painting has been completed, and removal of Dutch Elm Diseased trees is being done as time and staff are available.

**Finance/Busing/Library:** Commissioner Folkerts informed the board that the transit board met this date and requests the city commission host a public hearing regarding changes to fees passengers pay for public transit. Commissioner Wiedrich moved to approve scheduling of a public hearing to address proposed transit fee changes, second by Commissioner Stern. Motion unanimously approved. The meeting notice will be published in the Hazen Star and posted to city social media for a date prior to the next meeting.

**Police/Fire/Forestry:** Commissioner Wiedrich had nothing to report at this time. Chief Wolff had nothing to report. When asked, Officer S. Melberg asked that for the next Chalk Fest event the city consider some temporary signage to control traffic on 3<sup>rd</sup> Street and 2<sup>nd</sup> Ave NE, as this area sees a substantial increase in traffic during the event. Officer S. Melberg said the event was good with the only complaint being of bicycles at the library impeding access to the accessible ramp. PW Director Brousseau said he does not currently have any detour signs, but he will get pricing. Officer A. Melberg said, regarding concerns of the street being closed for the entire week, that there was still activity and visitors checking out the street art later in the day Sunday and Commissioner Haack added that he saw people there on Saturday evening also.

**HCD:** Myra Savelkoul said chalk fest is a wonderful event and she was glad the street was closed for the entire week. Ms. Savelkoul is still working to get sales of local business properties on a statewide site, and she would also like to update the business area of the city website. A new tenant, Dan Baker, is leasing a portion of the Promiseland building on Main Street and Mr. Baker is a leather work/saddle maker specializing in rodeo equipment and he has been in contact with Marmon Custom Leather about products they make. Ms. Savelkoul reported that there is interest in the café, and another party is seeking suitable property to be used for bed and breakfast. As a final matter, the Community Development budget will be presented to the HCD board at their next meeting.

**President:** No report.

### **OLD BUSINESS**

**Bid Opening – Wheel Loader:** This is the date and time published to open and receive bids for the purchase of a new wheel loader, with and without option of trade for the city’s 2003 John Deere loader. Attorney Kaffar opened the bonds and bids as follows: General Equipment, bond accepted, bid for 2026 Komatsu, \$244,400 w/out trade, \$216,400 w/trade; Butler Equipment, bond accepted, bid for 2026 Caterpillar, \$265,300 w/out trade, \$231,885 w/trade; RDO Equipment, bond accepted,

bid for 2026 John Deere, 266,250 w/out trade, \$220,250 w/trade; Titan Machinery, bond accepted, bid for 2026 Case, \$235,721 w/out trade, \$204,721 w/trade. The commission will hold the bids until the next meeting to allow PW Director Brousseau to review them for compliance with the specifications.

**Personnel Policy Revision(s):** Commissioner Wiedrich moved to approve personnel policy revisions relating to timekeeping, training program, safety, and health, and to repeal the temporary covid policy, second by Commissioner Stern. On roll call vote: Wiedrich, "Aye", Stern, "Aye", Folkerts, "Aye", Haack, "Aye", motion carried.

### NEW BUSINESS

**Board Vacancy:** With the untimely passing of President Obenauer, the commission acknowledged the vacancy created on the board and established the time limits for replacement according to ND Century Code. Commissioner Wiedrich expressed a desire to have the position vacant until the next election out of respect for Mr. Obenauer.

**September 1, 2025 Regular Meeting:** With the next regular meeting scheduled for the Labor Day holiday, the commission agreed to move the first meeting of the month to Tuesday, September 2, 2025 at 7:15 PM CT.

### PUBLIC COMMENTS

No public comments were received.

**Approval of Bills:** Commissioner Wiedrich moved to approve the bills and financial statements, as presented, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: Dakota Fire Extinguishers, 57,941.50; Bank of ND, 32645.19; CC Steel LLC, 900662.52; Cenex, 2603.26; Evolv Inc, 19.95; Fastenal, 56.99; Fitterer Oil LLC, 35.00; Frontier Floral, 170.00; Fuelman Fleet Program, 1170.35; HCD, 11005.69; Hazen Motor Co, 615.63; Hirshfields, 388.77; ITD, 34.50; J&M Hardware, 14.99; Lucky's Towing, 350.00; Mercer Co Treasurer, 6419.70; MDU, 4344.26; ND Dept of Health, 54.00; ND Rural Water System Assoc, 55.00; ND Water Users Assoc, 325.00; Power Plan, 91.84; Ronnie Blekestad Jr, 207.20; Roughrider Electric Coop Inc, 2981.17; Stamps.com, 96.20; The Hub, 1052.05; West River Telecommunications, 923.36; Winkler Const, 42846.51. On roll call vote: Wiedrich, "Aye", Stern, "Aye", Folkerts, "Aye", Haack, "Aye", motion carried.

There being no further business, the meeting was adjourned at 7:09 PM CT. The next regular meeting of the commission is scheduled for Tuesday, September 2, 2025, at 7:15 PM CT in the Commission Room of the Hazen City Hall.

Approved: \_\_\_\_\_  
Jason Haack, Vice-President

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