

**Hazen City Commission
Regular Meeting
June 3, 2024
Hazen City Hall**

Present: President Obenauer, Commissioner Pillar, Commissioner Stern, and Commissioner Wiedrich (arrived at 5:44pm).

Absent: Commissioner Haack.

Others Present: PW Director Brousseau, Editor Arens, Attorney Kaffar, Jerod Klabunde (Moore Engineering), Chief Wolff, Auditor Erhardt, Chief Wolff, Vivian Helm-Schneider, and Buster Langowski.

The meeting was called to order at 5:30 PM by President Obenauer.

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

Minutes: Commissioner Stern moved to suspend the reading and approve the minutes of the May 20th meeting, as presented, second by Commissioner Pillar. Motion unanimously approved.

Agenda: Commissioner Stern moved to approve the agenda, as presented, second by Commissioner Pillar. President Obenauer requested to postpone discussion on the sanitary sewer project until Commissioner Wiedrich was present at the meeting. Motion unanimously approved.

CONSULTATION WITH ATTORNEY AND ENGINEER

Engineer's Report: Jerod Klabunde, Moore Engineering Inc, appeared to review the engineer's report. Regarding Expedition Estates, underground work has started, and an engineer will be on-site starting June 4th to oversee activities.

Regarding the alley improvement project, the contracts have been awarded and work is expected to begin in July. A pre-construction meeting will be held prior to work commencing.

Regarding the meter replacement project, contracts have been signed, a pre-construction meeting was held, and work is expected to begin in late June or early July, depending on delivery of the new meters. Gathering of information continues to prepare letters to notify residents of the process to be followed to update the water meters.

Regarding the lift station controls update, the contract was awarded to Skeel's Electric. No schedule has been provided yet.

Regarding asphalt repairs, this work will be coordinated with the contractor that will be paving streets in Expedition Estates. Mr. Klabunde said a quote for concrete repair work and spot repairs is still in the process.

Mr. Klabunde informed the commission that, with the start of construction season, they will be quite busy overseeing projects and that if any additional work is needed that can be included in current contracts to let the engineers know and they will try to incorporate them into the contracts through change orders. Commissioner Pillar asked about dust control for work being completed in Expedition Estates and Mr. Klabunde said dust control is part of the contractor's stormwater permit and he will address this with the contractor. PW Director Brousseau had discussed the condition of Wildrose Lane, the street to the ash dump site, and that the contractor doing work in Expedition Estates is using

this as a “haul road” for materials in the project. Mr. Klabunde will note the condition of this street and address a haul road maintenance agreement with the developer. Attorney Kaffar asked about repairs of the separating box culvert on Antelope Creek and was advised that the auditor is working with a contractor for an estimate to make repairs.

REPORTS

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

Street/Cemetery: Commissioner Haack was absent. PW Director Brousseau informed the commission that staff is mowing, sweeping streets, and clearing storm drains. PW Director Brousseau will address tree trimming and stump grinding when staffing is sufficient to do so.

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

Police/Fire/Forestry: Chief Wolff advised the commission that the new police department pickup will hopefully be ready for delivery in late July, after upfitting is complete. Commissioner Wiedrich arrived and reported that the May police department calls for service were: Officer Beyer responded to thirty-four (34) calls for service, Officer A. Melberg responded to forty-three (43) calls for service, Officer S. Melberg responded to fifty-eight (58) calls for service, and Chief Wolff responded to forty (40) calls for service.

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

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

NEW BUSINESS

Bid Opening – Propane and Commercial Application: This being the time published for the receipt of bids for propane fuel and commercial weed control application the commission received the following bids for propane: Farmers Union Oil – Hazen, \$1.33/gallon; and Fitterer Oil LLC – Hazen, \$1.38/gallon. Commissioner Pillar moved to accept the bid of Farmers Union Oil in the amount of \$1.33/gallon, second by Commissioner Stern. On roll call vote: Pillar, “Aye”, Stern, “Aye”, Obenauer, “Aye”, motion carried. No bids for commercial application were received and the commission may contract with any responsible company for this work.

2025 Busing Grant Certifications and Assurances: Commissioner Pillar moved to approve the Certifications and Assurances for the 2025 Bus Grant, as required by Federal Transit Authority, second by Commissioner Stern. On roll call vote: Pillar, “Aye”, Stern, “Aye”, Wiedrich, “Aye”, Obenauer, “Aye”, motion carried.

CONSULTATION WITH ATTORNEY AND ENGINEER

Improvement Project District #2024-01 (Sanitary Sewer) Resolutions/Task Order: The commission reviewed information for the proposed sanitary sewer repair project. The overall cost of the project is estimated to be \$2.65 million and consists of spot repairs in sixteen (16) locations and relining approximately 27,500 linear feet of clay tile sanitary sewer pipe. Mr. Klabunde stated at, based on an economy of scales, the city benefits by doing a larger project to address the manhole bench rehabilitation and incidental work. To proceed with the project and special assessment of the cost the city needs to create the district defining the boundaries of the district to include benefited properties.

Commissioner Wiedrich moved to approve a Resolution Creating and Defining the Boundaries for Hazen Improvement District 2024-01, second by Commissioner Pillar. On roll call vote: Wiedrich, "Aye", Pillar, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried. The next step in the process is to authorize the engineer to prepare a report and cost estimate for the proposed project, which has been completed. Mr. Klabunde stated that the cost estimate is important in the bidding process for such a project as bids cannot exceed 20% of the engineer's estimated cost. Commissioner Pillar moved to approve a Resolution Directing Preparation of Engineer's Report and Cost Estimate for Hazen Improvement Project District 2024-01, second by Commissioner Wiedrich. On roll call vote: Pillar, "Aye", Wiedrich, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried. Mr. Klabunde informed the commission that on such a project engineering costs can be as much as 35% of the project cost and then presented task order #23 to establish the scope, cost and timing of the project with an estimated ninety (90) days need to design, approve the specifications and have the project ready for bidding. Attorney Kaffar asked if the SW Water Authority contract needed to be reviewed for this project and, since this is only for sanitary sewer repairs, Mr. Klabunde didn't think it would be required but would make an inquiry. Commissioner Wiedrich moved to approve a Resolution Approving Engineer's Report and Directing Preparation of Detailed Plans and Specifications for Hazen Improvement Project District 2024-01, second by Commissioner Pillar. Upon discussion, Commissioner Stern asked about engineering costs if the city decides not to proceed with the project or the bids are too high to proceed, and Mr. Klabunde advised that engineering costs for design and bidding would still be the responsibility of the city. Commissioner Pillar asked about any benefit of completing spot work this fall or delaying the bidding process and Mr. Klabunde stated that there may be a benefit of having the contractor do spot repairs this fall and allow time for areas to compact prior to doing asphalt repairs but, the city then has areas without pavement to contend with during snow removal. On roll call vote: Wiedrich, "Aye", Pillar, "Aye", Stern, "Nay", Obenauer, "Aye", motion carried. The commission then addressed the proposed task order for design and bidding of the project. Commissioner Pillar moved to approve Task Order #23 at a proposed cost of \$140,194, second by Commissioner Wiedrich. On roll call vote: Pillar, "Aye", Wiedrich, "Aye", Stern, "Nay", Obenauer, "Aye", motion carried.

PUBLIC COMMENTS

Vivan Helm Schneider appeared before the commission regarding a structure that suffered fire damage on 5th Ave NE and the availability of reports from the fire department. Ms. Helm Schneider stated that she has received the incident report from the police department and has attempted to contact Fire Chief Beery with no response. Commissioner Wiedrich said that he could provide a "run report" of the fire department but it will not address the expected cause of the fire. Ms. Helm Schneider indicated a report of some type was needed for insurance purposes.

Approval of Bills: Commissioner Stern moved to approve the bills, as presented, second by Commissioner Pillar. Pre-paid and bills approved for payment are as follows: May payroll, 179494.65, Black Mountain Software, 100.00; CVB, 3246.15; Dakota Fire Extinguishers, 779.63; Elan Financial Services, 1710.77; Fastenal, 44.88; Hazen Mercantile Inc, 413.18; Hazen Star, 1231.90; Jen Wallender, 1470.00; Jim Block, 75.00; Kiesler Police Supply, 3289.28; Krause's, 78.13; M&A Heating, 2822.74; Marc Corp, 1009.88; Marco Technologies LLC, 366.53; Mercer County Treasurer, 615.90; Monte Erhardt, 219.26; Moore Engineering Inc, 14504.27; Northern Safety Co, 109.40; Pam Borlaug, 97.05;

Roughrider Electric Coop Inc, 55.00; Sebastian Custom Embroidery, 20.00; Sletten Excavating, 7066.74; SW Water Authority, 30377.25; Stamps.com, 99.84; Tractor Supply Credit Plan, 69.98; Universal Premium Fleetcard, 1069.54; Verizon Wireless, 326.46; Vestis, 408.71. On roll call vote: Wiedrich, "Aye", Pillar, "Aye", Stern, "Aye", Obenauer, "Aye", motion carried.

There being no further business, the meeting was adjourned at 6:07 PM CT. The next regular meeting of the commission is scheduled for Monday, June 17, 2024, at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor