

**Hazen City Commission
Regular Meeting
July 1, 2024
Hazen City Hall**

Present: President Obenauer, Commissioner Folkerts, Commissioner Haack, Commissioner Stern, and Commissioner Wiedrich.

Others Present: PW Director Brousseau, Attorney Donovan, Editor Arens, Chief Wolff, Officer S. Melberg, Jerod Klabunde (Moore Engineering), Auditor Erhardt, Dan Pillar, and Buster Langowski.

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

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

Commissioner Stern and Commissioner Folkerts completed the oath of office prior to the meeting.

Minutes: Commissioner Wiedrich moved to suspend the reading and approve the minutes of the June 17th meeting, as presented, second by Commissioner Stern. Motion unanimously approved.

Agenda: Commissioner Haack 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, presented the engineer's report which included no action items. Regarding Expedition Estates, Mr. Klabunde explained that the project is being completed by the developer who will have to meet city standards and the engineer is monitoring work. There have been issues completing work due to rain and moisture conditions and Mr. Klabunde stated the project is moving intentionally slower to ensure compliance. Regarding the alley improvement project, the contract has been awarded and a pre-construction meeting was held recently with several of the businesses along the alley attending. Work is scheduled to begin after the holiday with private work to be completed prior to the actual alley. President Obenauer was contacted by Mr. Knecht from Home Connection concerned about deliveries during the project and Mr. Klabunde stated there will be times when access to the alley will not be available and the engineer will communicate with the business owner to avoid unreasonable situations. Regarding the meter replacement project, the contract has been awarded and installation crews are to begin work later in July or early August. A letter has been sent to each property owner directing them to schedule appointments for the meter replacement of their property. Regarding the lift station control project, the required communication components have been ordered but no firm schedule has been presented. Regarding the sewer improvement project, Mr. Klabunde provided a map detailing spot repair locations, manhole rehab, and relining areas for the project. Mr. Klabunde indicated final plans are approximately 25% completed and the project will be ready for bidding early this fall with a hope of completing some of the spot repairs yet this year and the relining portion to be completed in 2025. Regarding asphalt patching throughout the city, Mr. Klabunde said they are still waiting for pricing additional areas of concrete work to be included in the project. President Obenauer asked about how

close work on the loop in Expedition Estates is to completion and Mr. Klabunde said the loop will be done and repaved this year but there must be some time for things to settle prior to televising the sanitary lines and pressurizing water lines so that asphalt does not need to be disturbed another time to address any issues that may arise. Mr. Klabunde estimated paving of the street would be about thirty (30) days after sewer work is complete. Commissioner Haack asked about the dust concerns in Expedition Estates and Mr. Klabunde said they are monitoring this, and the developer has been advised that roads may need to be watered daily to control dust. Buster Langowski said that dirt is no longer being hauled around the loop as backfilling of the trenches is completed so, the dust has been less. Mr. Langowski asked about the plans for 11th Ave and Mr. Klabunde said trenchless options to make repairs are being considered but this is still to be determined.

REQUEST OF CITIZENS

Local Permit-Raffle – Church of St. Martin: Commissioner Wiedrich moved to approve local permit #2024-12 for a raffle, as requested by the Church of St. Martin on October 6, 2024, second by Commissioner Folkerts. Motion unanimously approved.

Street Closure Request-Amendment – Touch-a-Truck Event: the commission reviewed a request to amend the street closure area for the Touch-a-Truck event on July 18th as more businesses/parties wish to participate. The closure will include Main Street from Central Ave west to 2nd Ave and 1st Street from the alley north of Main Street by IBEW to the alley at the US Post Office. Commissioner Wiedrich moved to approve the amended street closure request, second by Commissioner Folkerts. Motion unanimously approved.

APPROVAL OF APPLICATIONS AND BUILDING PERMITS

Renaissance Zone Exemption Application - Wegner: The commission reviewed an application for Renaissance Zone exemption submitted by Jordan and Susan Wegner for a new single-family structure at 1043 Otter Creek Loop. Mr. Langowski informed the commission that the RZ Committee met on June 20th and recommends approval of the exemption. Commissioner Folkerts moved to accept the recommendation of the RZ Committee and approve the property tax exemption of 100% for years 1-5, 75% for year 6, 50% for year 7, and 25% for year 8, second by Commissioner Haack. Upon discussion, it was stated that there is an estimated sales tax benefit which was supposed to be stated as an income tax exemption. On roll call vote: Folkerts, “Aye”, Haack, “Aye”, Stern, “Nay”, Wiedrich, “Aye”, Obenauer, “Aye”, motion carried.

REPORTS

Water/Sewer/Garbage: As new portfolio assignments have been made, PW Director Brousseau informed the commission that water staff is conducting hydrant flushing and maintenance.

Street/Cemetery: Commissioner Haack informed the board street staff will address conditions of gravel streets with the land plane and that PW Director Brousseau will have staff cut the grass/weeds along the curb by the Antelope Drive bridge. President Obenauer spoke about material washing across Elbowoods Drive near the park and PW Director Brousseau will address this. PW Director Brousseau provided a cost for the purchase of 50 gallons of synthetic oil for the equipment. Commissioner Haack moved to approve the purchase of bulk oil from Cenex at a cost of \$1314.50, second by Commissioner Wiedrich. On roll call vote: Haack, “Aye”, Wiedrich, “Aye”, Folkerts, “Aye”, Stern, “Aye”, Obenauer, “Aye”, motion carried. Commissioner Wiedrich asked about the snow gate and was advised that the

city will have these for this winter season.

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

Police/Fire/Forestry: Commissioner Wiedrich informed the board that the police department calls for service were as follows: Officer Beyer responded to fourteen (14) calls for service (was on vacation for part of the month), Officer A. Melberg responded to thirty-two (32) calls for service; Officer S. Melberg responded to sixty-seven (67) calls for service and Chief Wolff responded to forty-seven(47) calls for service.

HCD: Buster Langowski informed the commission that he has submitted a letter of retirement effective August 2, 2024, and that he will assist in the transition. Mr. Langowski thanked former Commissioner Pillar for his work on the city commission and the HCD Board.

President: President Obenauer informed the board that the golf club constructed a new structure, and they will be getting some crushed asphalt to finish the project. President Obenauer asked about the plan to crush the asphalt and concrete near grass site and PW Director Brousseau stated the vendor will stop, when in the area, and estimate the quantity available for crushing and more information will be provided to the commission.

NEW BUSINESS

Board Appointments: The commission reviewed information published for appointments to various city boards. Commissioner Haack moved to approve the board appointments as presented, second by Commissioner Stern. Candidates for pending vacancies will be presented at a future meeting.

Appointments as presented are: Library Board-Michelle Schmitz-Bohrer for the unexpired term and Mikki Fischer and Haley Wiedrich for new three-year terms; Forestry Board-Dustin Wiedrich for four-year term, one position pending; Planning/Zoning Board-Leland Opp and Casey Stern for four-year terms; Housing Authority-Nancy Wolf for the unexpired term; Special Assessment Commission-one position pending. On roll call vote: Haack, "Aye", Stern, "Aye", Folkerts, "Aye", Wiedrich, "Aye", Obenauer, "Aye", motion carried.

Reorganization of the Board of City Commissioners

Commissioner Haack indicated a willingness to serve as Vice-President of the Commission.

Commissioner Wiedrich moved to nominate Commissioner Haack as Vice-President, second by Commissioner Folkerts. Motion unanimously approved.

Commission Portfolio Assignments were adopted as follows:

City Offices/Buildings, Engineering, MCED, CCC, – President Obenauer
Streets, Cemetery, Other Buildings & Grounds – Vice-President Haack
Water, Sewer, Garbage – Commissioner Stern

Police, Fire, Forestry, Safety – Commissioner Wiedrich

Finance, Busing, Library, Chamber, CVB – Commissioner Folkerts

City Appointments

Commissioner Wiedrich moved to approve appointments for the various city offices, as follows:

Auditor, Assessor, Planner-Monte Erhardt; City Attorney-Donvan & Kaffar PLLP; City Engineer-Moore Engineering Inc; Chief of Police-James Wolff; Fire Chief-Cory Beery; Bank Depositories-Capital Credit Union (Knife River Branch), Union State Bank, The Union Bank, Bank of ND; Official Newspaper-Hazen Star, second by Commissioner Haack. On roll call vote: Wiedrich, "Aye", Haack, "Aye", Folkerts, "Aye",

Stern, "Aye", Obenauer, "Aye", motion carried.

Commissioner Haack moved to approve a resolution re-adopting Chapter Nineteen, Article 0111 of the Municipal Ordinance relating the Dedication of Tax Proceeds, as amended January 2, 2024, second by Commissioner Wiedrich. On roll call vote: Haack, "Aye", Wiedrich, "Aye", Folkerts, "Aye", Stern, "Nay", Obenauer, "Aye", motion carried.

Commissioner Wiedrich moved to appoint President Obenauer as city representative on the Hazen Community Development Board, second by Commissioner Stern. Motion unanimously approved.

Commissioner Wiedrich moved to designate Commissioner Haack as signature for city banking accounts, second by Commissioner Stern. Motion unanimously approved.

PUBLIC COMMENTS

No public comments were received at this time.

Approval of Bills: Commissioner Wiedrich moved to approve the bills, as presented, second by Commissioner Stern. Pre-paid and bills approved for payment are as follows: US Postal Service, 367.89; Anthony Melberg, 567.58; Catalis PWE, 4234.00; CVB, 4407.10; Christy Metz, 138.00; Core & Main LP, 2136.55; David Brousseau, 15.00; Elan Financial Services, 1699.92; Fireside Office Solutions, 7.78; Hazen Mercantile Inc, 81.07; Hazen Star, 1160.31; Jim Block, 82.00; Kandi McConnell, 26.00; Marco Technologies LLC, 366.53; Menards, 108.49; Moore Engineering Inc, 31662.50; ND League of Cities, 2247.00; ND State Auditor's Office, 470.00; ND PHIT, 680.00; NDAAO, 50.00; ND One Call Inc, 31.50; OK Tire Store, 802.00; Rath & Mehrer PC, 11000.00; SW Water Authority, 47095.01; Stroup Insurance, 16767.00; Swanston Equipment Corp, 294.20; Tammy Rahn, 143.92; Universal Premium Fleetcard, 1465.23; Vestis, 408.71. On roll call vote: Wiedrich, "Aye", Stern, "Aye", Haack, "Aye", Folkerts, "Aye", Obenauer, "Aye", motion carried.

President Obenauer again thanked former Commissioner Dan Pillar for his service to the community.

There being no further business, the meeting was adjourned at 6:13 PM CT. The next regular meeting of the commission is scheduled for Monday, July 15, 2024, at 5:30 PM CT in the Commission Room of the Hazen City Hall.

Approved: _____
Jerry Obenauer, President

Attest: _____
Monte J. Erhardt, Auditor