

City Commission Meeting Minutes

September 8, 2020

City Hall 7:00pm

City Commissioners present were Justin Long, Gary Griffin, Mark Long and Darwin Opp. Commissioner Joseph Robinson was absent. City Maintenance, Scott Schiermeister and City Auditor, Terry Macdonald, were present.

Gary Griffin called the meeting to order at 7:05 pm.

Visitors present were Kelsie Burza, Bernice Weiser and Dianne Kalberer.

Motion made by Mark to approve the June 19, 2020 special meeting minutes, August 3, 2020 regular meeting minutes, August 6, 2020 special meeting minutes and was seconded by Gary. All Ayes.

Motion made by Darwin to approve the treasurers report and was seconded by Justin. All Ayes.

Discussion held on the late accounts.

Gallons pumped: 683,991 Gallons sold: 633,593 Difference: (50,398) %: -7.37
**FD used about 15,000 for training and testing (35,398 water loss) %-5.29

Motion made by Justin to approve the building permits and was seconded by Mark. All Ayes. The board asked Terry to send letters to the residents that have filed a building permit with the city for work they are having done to their homes.

Preapproved bills: Bank of Hazelton \$3985.95, Bek \$13.37, DFC \$46.25, Hazelton Newsletter \$158.00, Hazelton Park \$22.59, MDU \$1065.28 & \$73.92, ND Health \$16.00, Trash Inc. \$2825.00, Visa \$419.16

August bills: Bank of ND \$10140.00, CHS South Central \$105.00, Department of Environmental Quality \$198.60, Ferguson Waterworks \$18.62, Fireside Office Solutions \$1015.00, Hazelton Insurance \$714.00, NoDak \$86.95, Normont \$78.00, ND League of Cities \$30.00, Stramer's Automotive \$72.60 PAYROLL: \$4122.13

Motion made by Darwin to approve the bills and was seconded by Justin. All Ayes.

Auditors report: Terry gave an update on the airport contract with Mike Appert and the request she submitted to the airport board to increase the amount charged for mowing. The board asked her to have Mike attend a meeting on behalf of the lease agreement and James McLeish on behalf of the mowing increase request. The board also asked Terry to request Mike Appert to attend a meeting in regards to the landfill.

City Maintenance report: Scott received a quote from Magrum for installing meters at the City Hall and Hazelton Park. A meter pit is suggested for the park. The meter for Hazelton Park will be around \$800 and the labor charge will be around \$1300. The meter for the City Hall will be around \$1800 and the labor charge will be around \$500. The board decided to proceed with the meter at Hazelton Park but not until spring 2021. The City Hall meter was put on hold and the Fire Department will assist to the best of their ability to let us know how much water they use during the month. It was also reported that the heater is out in the west wellhouse and the roof on the east wellhouse is leaking.

Water report: No updates

Street report: No updates

Landfill report: The locks at the landfill will be changed again. When a key is needed, they need to show the load either in person or pictures. A key can be obtained from Terry Macdonald, the Landfill Commissioner or Scott Schiermeister.

Economic Development/Finance report: Justin was able to get more information on the Finance Portfolio. He should be overlooking revenues and claims that Terry processes. Justin and Terry will work together to figure out a time for them to get together. Justin also stated that he should be involved with the city's budget preparation.

Old Business:

1. Scott Schiermeister insurance request: This was tabled until February 2020 for Scott's annual review.

New Business:

1. Final budget meeting will be October 5, 2020 @ 6:30pm
2. DFC water shutoff valve: DFC already took care of this.
3. Hazelton Community Center/Daycare: Kelsie Burza approached the board about the use of the Hazelton Community Center being used as a daycare. The board's main concern was the heating and electrical costs. They asked Terry to find out previous years expenses and when the building was typically shut down. This topic was tabled until October's meeting.
4. Recycling: Dianne Kalberer requested the city's assistance with the recycling. She said she is willing to do the legwork and help with the cost, and Terry Macdonald was willing to monitor the containers the recycling would be held in. The board members unanimously stated they had concerns with starting up recycling again and ultimately decided to not assist with recycling.
5. Assessments to the county: Motion made by Mark Long to approve the accounts and the amounts being submitted to the county for the overdue utility accounts and was seconded by Justin Long. All Ayes.
6. Adjustment request for Account # 115-00: The board made the decision to not give a break on this accounts bill.
7. Terry Macdonald 3 year review: Motion made by Mark Long to approve a raise, with today as the effective date, and was seconded by Darwin Opp. All Ayes.
8. Discussion held on two locations in the city limits. One location was a nuisance violation and the second location was a camper set up and being used as a home violation. Terry will send letters out to these residences.

Motion made by Justin to adjourn the meeting and was seconded by Mark @ 9:11 pm. All Ayes.

Next commissioner meeting will be October 5, 2020 @ 6:30 with the regular commissioner meeting to follow at 7:00pm

Terry Macdonald
Hazelton City Auditor

A handwritten signature in red ink, appearing to read "Terry Macdonald", is written over the typed name and title.