

CITY OF TIOGA
City Commission Meeting Minutes
January 22, 2019

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on January 22, 2019, at the Tioga City Hall, by the president of the Tioga City Commission Drake McClelland.

PRESENT: Drake McClelland, Tim Christianson, Natalie Bugbee, Tim Sundhagen, Heather Weflen (late). Elizabeth Pendlay and Abby Salinas

ABSENT: None

GUEST: Dan Larson, Dennis Lindahl, Wayne Knutson, Shawn Martin, Tyler Judkins, Austin Alexander, Austin Rollag, Aaron Hooyer, Monique Lopez, Joy Bickler, Bette Shipley, Sam Pesik, Ronica Pederson, Josh Nelson, Corey Murphy, Jacob Orledge, Vicki Fuson, Kelli Haider, Susan Weflen, Pete Wolla, Stephanie Nygaard, Mary Tisdale, Jayme Jorstad, Wendy Lenzen, Chad Chambers, Nathan Zochert, Jamie Eraas, Kathy Neset, Sara Seelye, Cody Normark, Cindy Garhrum, Judy Odegaard, Chris Norgaard, Randy Moe, David Papineau, Linda Meyer, Daryn Pederson, Ronica Pederson, Kyle Ralston, Julia Crisman, Neil Rudnik

Sundhagen made a motion to approve the minutes of 01-07-2019, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Commissioners Reports:

Christianson: Advised Commission Board that the water line at the Community Center has still not be capped off.

Bugbee: Handed Commission Board an exhibit from NCC of the price estimate for a video surveillance system at the Community Center.

Bugbee made a motion to accept and approve the estimate from NCC for the surveillance system at the Community Center in the amount of \$8735.27, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Handed Commission Board exhibits from Computech for new computers to replace the old ones at City Hall that are not compatible with the new system and a new computer for the Community Center.

Bugbee made a motion to accept and approve the estimate from Computech up to the amount of \$2,000.00 for a computer at the Community Center, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Bugbee made a motion to accept and approve the estimate from Computech to replace the 2 Computers at City Hall up to the amount of \$3,200.00, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Handed Commission Board exhibits from AVI System for the new key card system at the Community Center.

Bugbee made a motion to accept and approve the estimate from AVI systems in the amount of \$11,929.05.00, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Bugbee advised Commission Board that the Auditor is still waiting on bids for seating at the Community Center and other Items and she will be presenting them as they come in. Bugbee also handed exhibits to the Commission Board of the Community Center Activities Coordinator Job Description, hours of operation and charges for review and stated if any Commissioner wanted to make a change or suggestion to please send it to City Auditor and she will compile so that at next meeting this can be discussed, but Natalie stated that she would like to

advertise for the new position at the Community Center while Commissioners work on the details. Discussions held.

Bugbee made a motion to advertise for the new open position of the Community Center Activities Coordinator, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Bugbee advised Commissioner Board that City Attorney Pendlay is working on the rental agreement that will be used at the Community Center and a release of liability.

Sundhagen: Advised Commission Board that he will be submitting 2 applications to the 1% County Board for 2 inceptors and Fox program system, but it requires Commission approval before the applications can be submitted to the 1% County Board.

Sundhagen made a motion to approve the submission of application for considerations to the 1% County Board for 2 inceptors in the amount of \$116,062.86, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Sundhagen made a motion to approve the submission of application for consideration to the 1% County Board for new FOX program system in the amount of \$2,750, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Sundhagen advised Commission Board that Jared Attanasio has passed his Drug, Alcohol and background check and would like to submit paperwork to hire.

Sundhagen made a motion to hire Jared Attanasio as a Police Officer of Tioga effective 02-11-2019 with starting pay at \$54,000 per year, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Sundhagen also advised the Commission Board that some interviews have been completed for the remaining open positions in the Tioga Police Department and he is waiting for the scoring sheet to be completed in order to extend an offer. Sundhagen advised Commission Board that the Police Department has Police vehicles that they want to decommission and because of the low value they would receive selling them they would like to give them to other entities within the City since it is tax payers money. Sundhagen states that the park has an old vehicle that needs to be updated. Discussions held, Sundhagen states that any department looking for a new vehicle should put in a letter to the PD so a determination can be made. Sundhagen states that at the next meeting they will put a motion to decommission and make a determination of where the vehicle will go to. Sundhagen also advised Commission Board that an ad was placed in the newspaper to advertise for a new CMAR to construct the new Police Station.

Weflen: Advised Commission Board that the new lights and bars are needed in the light poles. Handed exhibit to Commission Board of cost estimate from Graybar in the amount of \$3,500 for review and consideration.

Weflen made a motion to accept the cost estimate from Graybar in the amount of \$3,500 for new light pole bars and lights, second by Sundhagen. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

McClelland: None

Modifications/Approval of Agenda:

Sundhagen made a motion to approve agenda for Commission Board Meeting as is, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Old Business:

1. Legal – Elizabeth Pendlay – Advised Commission Board that the City of Tioga is currently in the process of procuring a new CMAR. Pendlay also advised that her office is currently working with the Planning and Zoning Board to complete the process for the RV parks. Pendlay advised that she is also working on a follow up issue that arose regarding a previous employee. Pendlay advised Commission Board that she received a complaint about the gathering of information from Airport Board and she had advised that person that they need to place it in writing and turn their written request to the Airport

Board and to Commission Board but nothing has been given to date, if further issues arise ensure all paperwork is directed properly. Pendlay also advised that she has reviewed the fire suppression agreement with Electro Watchman for the Community Center, and it is okay to sign.

Bugbee made a motion to approve signing the agreement with Electro Watchman for the fire suppression system in the Community Center, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

2. Ackerman-Estvold: Austin Alexander – Advised Commission Board that TAP 2018 will be completed in the summer of 2019 no other news currently. The TAP 2019 is going to receive the environmental evaluation and the plans are at 75% completion. Other projects currently working on for Tioga are Simons Addition, planning and Zoning, Tioga Spec Book, Water Tower Fix, Tioga NE Park, Williams County Road 105th.

3. Graham Construction- Austin Rollag – Handed Commission Board Change order #G10 for credit in the amount of \$47,286.82 for sanitary sewer, sound system contingency changes, door and hardware changes for their review and consideration.

Sundhagen made a motion to approve change order #G10 in the amount of \$47,286.82 for changes take out of the Community Center, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Handed exhibit to Commission Board of Pay Application #10 for review and consideration in the amount of \$503,768.94 for work completed at the Community Center in the month of December, EDC and EAPC have reviewed and recommend approval. Discussions held.

Sundhagen made a motion to approve Pay Application #10 in the amount of \$503,768.94 for work completed at the Community Center the month of December, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Rollag advised the Commission Board of the status for the Community Center and states he is waiting on a date for the final punch list. Graham is currently working on cleaning the Community Center and the plans are it will be completed 01-23-19.

4. Library – Nathan Zochert – Zochert advised Commission Board that the Library at the Community Center will be a great addition to the Community, but the Library Board will need assistance in paying an employee this year because they will not be able to submit their budget and ask for a levy till this year for 2020. Zochert stated that the assistance they need is \$31,000 to help with the salary of a new Employee. Discussions held.

Sundhagen made a motion to approve the \$31,000 for assistance with the new employee for the Library, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

5. Tioga Fund Application/ EDC – Dennis Lindahl – Addressed the constituents and the people of Tioga to apologize if he hurt anyone during his radio show he also apologized to the Commission Board for not being prepared during the last Commission Meeting where questions were being asked of him. Discussions held.

Sundhagen made a motion to approve the Tioga Fund application from EDC in the amount of \$50,000, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

New Business:

6. Planning & Zoning – Larson handed exhibit to Commission board of a final subplot platting for Jason Rehak. Larson stated that Planning and Zoning reviewed all paperwork and recommends approval.

Sundhagen made a motion to approve the subplot platting for Jason Rehak, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Larson advised the Commission Board that he has received several complaints on the speed limit going North on State Highway 40 past Signal Road, and after making a few inquiries with the State because it is a shared Highway with the City of Tioga, the State said that the first step is to have it approved by the City Commission Board to ensure that is the direction that the City would like to follow. Larson advised Commission Board that he is currently reviewing an ordinance with City Attorney to add to

Tioga Ordinance for leaving abandoned vehicles in the streets. Larson also states that there is a developer who is interested in building a community park on his property on the south side of town and is starting a conversation with him. Sundhagen states he knows the developer Larson spoke with and would like him to fix the tracks he owns that are a potential hazard.

7. Tioga Airport Board Vacancy – Salinas handed exhibit to the Commission Board of Three (3) letter of Interest to the Tioga Airport Board open seat for the Board from Linda Meyer, Wayne Knutson and Robert Grzeskowiak for their review and consideration.
Sundhagen made a motion to appoint Robert Grzeskowiak to the open Tioga Airport Board seat, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland
Grzeskowiak was not present but can come in to City Hall at later date and complete Oath of Office.
8. Tioga Planning and Zoning Board Vacancy – Salinas handed exhibit to the Commission Board of one (1) letter of Interest to the Planning and Zoning open vacant seat for the Board from Linda Meyer for their review and consideration.
Bugbee made a motion to appoint Linda Meyer to the open Tioga Planning and Zoning Board seat, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland
McClelland administered Oath of Office to Linda Meyer for the Planning and Zoning Board. **I, I Linda Meyer of Tioga, ND, do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of North Dakota and that I will faithfully discharge the duties of City of Tioga Planning and Zoning Board according to the best of my ability, so help me God (under pains and penalties of perjury).**
9. Payroll - Salinas handed exhibit to Commission Board of payroll of 01-07-2019 for review and consideration.
Bugbee made a motion to approve payroll for 12-5-2018, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland
10. Bills – Salinas handed exhibit to Commission Board of bills for January 2019.
Sundhagen made a motion to approve January 2019 bills and any regular bills to close out 2018 budget, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland
11. Financials - Salinas handed exhibit to Commission Board of City of Tioga Financials for December 2018,
Bugbee made a motion to approve Balance Sheet for December 2018, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland
Bugbee made a motion to approve Fund Summary for December 2018, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Bugbee, second by Weflen at 10:01 p.m. call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday February 4, 2019 at 7:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, City Commission President

ATTEST:

Abby Salinas, City Auditor