

**CITY OF TIOGA**  
City Commission Meeting Minutes  
April 1, 2019

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on April 1, 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, Elizabeth Pendlay and Abby Salinas

ABSENT: Heather Weflen

GUEST: Dan Larson, Austin Alexander, Aaron Hooyer, Wayne Knutson, Pete Wolla, Josh Nelson, Judy Odegaard, Aaron Hooyer, Jacob Orledge, Steve Eberle

**Christianson made a motion to approve the minutes of 03-18-2019, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland**

**Commissioners Reports:**

Christianson: Advised Commission Board that he will give the floor to Moberg the Water and Sewer Superintendent. Moberg advised Commission Board that there were 2 break release valves that blew and he needs to know if those lines belong to R&T or the City. Moberg states if they belong to R&T he will need training. Moberg also informed the Commission Board that the lagoons are still frozen and he needs to rent heaters again to unfreeze.

Bugbee: Advised Commission Board that there have been a large number of records request and the City is working on them as quickly as they can. Bugbee gave the floor to Salinas. Salinas advised the Commission Board that in the City Ordinances of Tioga Home Rule Charter 18.0103 Powers to the City states that it gives the City power to pay its debts and expenses and is seeking permission to pay normal bills in advance in order not to create late fees due to this years calendar and when approval would be given by Commission.

**Bugbee made a motion to approve the paying of the regular bills in advance and will later be presented to Commission Board for review, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland**

Bugbee advised Commission Board that she is also seeking approval on the temporary interview questions for the Community Center Activities Coordinator and the Library Director until the City of Tioga interview questions and procedures are updated.

**Bugbee made a motion to approve the temporary interview questions for the Community Center Activities Coordinator and the Library Director until the City of Tioga interview questions and procedures are updated, Second by Christianson. Roll Call: Ayes; Christianson, Bugbee, McClelland Nays; Sundhagen**

Sundhagen: Advised Commission Board that the PD building is now on its way to being built however he would like to waive the building permit fees since It's going to be a City Building and Tax Payers should not have to pay for it twice. Discussions held if fees were paid on the Tioga Ambulance bays, Larson said he was not sure and would have to look back at records to make certain. Bugbee stated the City should do things uniformly so if fees were charged for one building they should be charged for both.

**Sundhagen made a motion to waive building permit fees for the new Police Department building, second by Christianson. Roll Call: Ayes; Christianson, Sundhagen, McClelland Nays; Bugbee**

Sundhagen also advised Commission Board that he would like to extend offer to new Police Officer Eric Romero pending all outcomes from post board.

**Sundhagen made a motion to extend employment offer to Eric Romero pending all approvals from the Post Board, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland**

Weflen: Absent

McClelland: Handed Commission Board an exhibit of salary increase recommendation from Park Board for Tyler Judkins, effective April 1, 2019 will increase from \$54,697.78 to \$59,697.78 per year. Discussions held.

**Bugbee made a motion to approve pay raise for Tyler Judkins effective 04-01-2019 of \$59,697.78 per year, second by Sundhagen. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland**

**Modifications/Approval of Agenda:**

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

**Old Business:**

1. Legal – Elizabeth Pendlay – Advised Commission Board that she has reviewed the engineering contract for the new Police building and its ready to sign. Other items Pendlay is currently working on Lease agreements for the Community Center, Lien matter with Hight Construction, Pine Ridge and the open request for records with City Hall.
2. Ackerman-Estvold: Steve Eberle – Updates given to Commission Board on TAP 2018 and TAP 2019. Working on easements for TAP 2019. Other projects currently working on for Tioga are planning and Zoning, Tioga Spec Book, Water Tower. Discussions held on taking the water line from the new Police Department project and placing it into the Simons Phase II project since the Contractor for Simons Phase II will be doing water, sewer, Street, sidewalk, curb and gutter.

**Sundhagen made a motion to take the water line off the new Police Department budget and add it to the Simons Phase II project as an addendum to present to the Commission Board at next meeting, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland**

Other information discussed was the 1066 Prairie Bill.

3. Graham Construction- Aaron Hooyer – Handed Commission Board exhibit of Pay Application #12 for review and consideration in the amount of \$65,176.94 for work completed at the Community Center in the month of February, EDC and EAPC have reviewed and recommend not to approve due to pending lien notification. Discussions held.

**Sundhagen made a motion to table Pay Application #12 in the amount of \$65,176.94 for work completed at the Community Center in the month of February until the City received a satisfactory lien release from Height Construction, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland**

Hooyer also advised Commission Board of status at the Community Center.

4. Water Rates – Tim Christianson – Advised Commission Board that McClelland and himself attended the R&T meeting and it was verified that they will be increasing their rate from \$4.18 per every thousand to \$4.30 a twelve-cent difference which is 3%. Discussions held; a public meeting will be given on April 15, 2019 at 6pm to address any public concerns before making a decision to raise city Water Rates.
5. City Public Library – McClelland advised Commission Board that Tioga Public Library has not officially become the Tioga City Library until the Commission Board has approved as such. Other Library items McClelland updated Commission Board on progress of interviews for full time Library Director and part time Library Employee, time frame furniture will be delivered, and there will be a committee put together to review books that will be going into the Library.

**New Business:**

6. Pledge Holdings – Salinas handed exhibit to Commission Board of Pledge holdings as of 03-22-19 from Bank of Tioga for their review and consideration.  
**Sundhagen made a motion to approve Pledge Holdings as of 03-22-19 from Bank of Tioga, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland**
7. Payroll - Salinas handed exhibit to Commission Board of payroll of 03-22-2019 for review and consideration.  
**Sundhagen made a motion to approve payroll for 03-22-2019, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland**
8. Audit – Salinas handed exhibit to Commission Board of City Audit 2018 for their review and consideration.  
**Sundhagen made a motion to table until he reviews, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland**

**With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Sundhagen, second by Bugbee at 8:39 p.m. call: Ayes; Christianson, Bugbee, Sundhagen, McClelland**

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday April 15, 2019 at 7:00 p.m., to be held at the Tioga City Hall.

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Drake McClelland, City Commission President

ATTEST:

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Abby Salinas, City Auditor