

CITY OF TIOGA
City Commission Meeting Minutes
August 19, 2019

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on August 19, 2019, at the Tioga City Hall, by the City Commissioner Drake McClelland.

PRESENT: Drake McClelland, Tim Christianson, Natalie Bugbee, Heather Weflen, Elizabeth Pendlay and Abby Salinas

ABSENT: Tim Sundhagen

GUEST: Dan Larson, Jacob Orledge, Austin Alexander, Steve Eberle, Austin Rollag, Elyse Pendlay, Matt Leirz, Judy Odegaard, Michael Stewart, Scott Bertsch, Linda Meyer, Daryn Pederson

Christianson made a motion to approve the Commission Minutes of August 5, 2019, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Weflen

Commissioners Reports:

Christianson: Advised Commission Board that there will be some construction updates under Ackerman.

Bugbee: None

Sundhagen: Absent

Weflen: Handed exhibit to Commission Board of dump trucks estimates for a new dump truck and advised the Commission Board that it is necessary to purchase one soon because the old one is a danger to City Employees.

Weflen made a motion to approve up to \$95,000 in the purchase of a new dump truck for the City of Tioga, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Weflen

McClelland: Advised Commission Board that they have to be working on yearly Employee Evaluations

Modifications/Approval of Agenda:

Weflen made a motion to table agenda item #5 till Commission Meeting 09-02-19 as requested by Knutson and approve the rest of the agenda as is, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Weflen

Old Business:

1. Legal – Elizabeth Pendlay – Advised Commission Board that she has reviewed the 2 affidavits for the titles of opinion that were sent to City Hall and are okay to sign, she also reviewed other items she is currently working on; Tioga ETA, ACME Easement, Knutson/Airport friction, Hess meeting. Pendlay also gave update on Planning and Zoning Public Hearing on proposed RV ordinance, discussions held.
2. Ackerman-Estvold: Steve Eberle – Advised Commission Board of construction update on the Tap 2018 and advised Commission Board that the TAP 2019 project will be going back to bid in October. Other updates given on Water Tower repair work, Simons construction, force main completion, construction on 105th final clean up and stripping, and work on ACME/Knutson Easement.
3. Graham – Salinas handed exhibit of pay application #17 from Graham Construction in the amount of \$16,281.90 for the work done in July 2019 at the Community Center. Salinas stated it has been approved by EDC Chris Norgaard and by EAPC Architect.
Christianson made a motion to approve Pay Application #17 from Graham Construction in the amount of \$16,281.90 for the work done in July of 2019 at the Community Center, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen
4. FCI Construction- Matt Lierz – Advised the Commission Board of the status for the Police Station and Museum construction. Handed exhibit of pay application #3 from FCI in the amount of \$219,316.05 for the work done in the month of July on the Police Station.

Bugbee made a motion to approve Pay Application #3 from FCI Construction in the amount of \$219,316.05 for the work done in July of 2019 at the New Police Station, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen

Handed exhibit of pay application #2 from FCI in the amount of \$174,690.75 for the work done in the month of July on the Museum

Bugbee made a motion to approve Pay Application #2 from FCI Construction in the amount of \$174,690.75 for the work done in July of 2019 at the New Museum, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen

5. ACME/Knutson Easement – Tabled
6. Community Center – Salinas stated that after consulting an engineer that specializes in outdoor hockey rinks he stated that in order to ensure the concrete will endure the weather conditions and weight he recommends more rebar and class 5, handed exhibit estimate from KEM Concrete Construction for extra materials that will be needed to complete the concrete on the hockey rink in the amount of \$8,080 for their review and consideration.

Christianson made a motion to approve the estimate from KEM Construction for the extra rebar and class 5 that will be needed for the hockey rink, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen

Salinas handed exhibit of estimate for the Flag Pole that was placed at the Community Center in the amount of \$9,460.24 for their review and consideration and states that a donation was made in the entire amount to the City for payment of this flag pole from Alice Alexander, the same family that donated the previous flag pole that was at the old Farm Festival building which was torn down.

Weflen made a motion to approve the estimate from ND Flag Pole Guy for the flag pole that was placed at the Community Center, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen

The Commission Board wanted to thank the Alexander Family for their generous donation and continued support of such an important part of the Community Center. Salinas stated that the old plaque that was on the previous flag pole stand was placed back on the new flag pole stand. Salinas also advised the Commission board that she will be getting quotes for speaker and media system for the Community Center and the rest of the curtains that are needed in the play area.

New Business:

7. Planning & Zoning – Larson handed an exhibit to Commission board of a Conditional Use Permit Application from Ryan Wolla for an above ground fuel storage tank for fueling truck fleet for their review and consideration. Planning and Zoning Committee advised Commissioner Board that they have reviewed the Conditional Use Permit (CUP) application and recommend approval. Discussions held.
Christianson made a motion to approve the Conditional Use Application from Ryan Wolla, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen
8. Pledge Holdings – Salinas handed exhibit to Commission Board of Pledge Holdings from Bank of Tioga date 08-13-2019 for their review and consideration.
Weflen made a motion to approve Pledge Holdings for 08-13-2019, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen
9. Title Opinion – Salinas handed exhibit to Commission Board of a Title Opinion from Neff Eiken & Neff Attorneys at Law for property at 209 1st Street SW, Tioga ND 58852, Salinas states City Attorney Pendlay has reviewed it and the affidavit is okay to sign.
Bugbee made a motion to approve signing the affidavit for property 209 1st Street SW, Tioga ND 58852 for corrective purposes, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen
Salinas handed exhibit to Commission Board of a Title Opinion from Neff Eiken & Neff Attorneys at Law for property at 231 4th Street SE, Tioga ND 58852, Salinas states City Attorney Pendlay has reviewed it and the affidavit is okay to sign.
Bugbee made a motion to approve signing the affidavit for property 231 4th Street SE, Tioga ND 58852 for corrective purposes, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen

10. Visitor Promotion Application – Salinas handed exhibit to Commission Board of a Visitor Promotion application from Tioga Farm Festival Committee to host Farm Festival 2019 event in the amount of \$5,000 for their review and consideration. The Visitor Promotion Board advised Commission Board that they have reviewed application from Tioga Farm Festival Committee and recommend approval. **Weflen made a motion to approve the Visitor Promotion application from the Tioga Farm Festival Committee in the amount of \$5,000 to help host the 2019 Farm Festival Event, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen**
11. Employee Evaluation – Salinas handed exhibit of employee 90-day evaluation and raise recommendation to \$12 per hour for Myra Mortan effective August 16, 2019. **Bugbee made a motion to approve the 90-day evaluation and raise recommendation to \$12 per hour effective August 16 for Myra Morton, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen**
Salinas handed exhibit of employee 90-day evaluation and raise recommendation to \$12 per hour for Betsy Brimhall effective August 16, 2019. **Bugbee made a motion to approve the 90-day evaluation and raise recommendation to \$12 per hour effective August 16 for Betsy Brimhall, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen**
12. Financials - Salinas handed exhibit to Commission Board of City of Tioga Financials for July 2019 for their review and consideration. **Bugbee made a motion to approve Balance Sheet for July 2019, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen**
Christianson made a motion to approve Fund Summary for July 2019, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Weflen, second by Bugbee at 8:54 p.m. call: Ayes; Christianson, Bugbee, Weflen, McClelland

The next meeting of the City of Tioga Commission Meeting is scheduled for Tuesday September 3, 2019 at 7:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, City Commission President

ATTEST:

Abby Salinas, City Auditor