

CITY OF TIOGA
City Commission Meeting Minutes
February 19, 2019

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

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

ABSENT: Natalie Bugbee

GUEST: Dan Larson, Wayne Knutson, Austin Alexander, Chris Rollag, Aaron Hooyer, Monique Lopez, Sam Pesik, Corey Murphy, Jacob Orledge, Kelli Haider, Judy Odegaard, Lea Heiney, Kristi Gutierrez, Jennifer Koehlinger, Josh Nelson, Matt Lierz, Jared Attanasio, Miranda Attanasio, Austin Rollag, Jeremiah Attanasio, Mike Elder, Christian Mercado

Christianson made a motion to approve the minutes of 02-04-2019, second by Weflen. Roll Call: Ayes; Christianson, Weflen, McClelland

Commissioners Reports:

Christianson: Advised Commission Board that the Waste Water Treatment Facility has frozen early this year compared to last year.

Bugbee: Absent.

Weflen: Advised Commission Board that the new leased grader is working appropriately.

Sundhagen: (arrived) Advised Commission Board that he will be attending the 1% County Board meeting. Sundhagen also advised the Commission Board that Jared Attanasio is present to take his Oath of Office for a Peace Officer. Police Chief Murphy administered Oath of Office to Jared Attanasio. Sundhagen interviews for CMAR to build the new Police Station have been conducted and FCI had the highest score.

Sundhagen made a motion to approve FCI as the Construction Manager At Risk to build the new Police Station in Tioga, second by Weflen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland

Sundhagen informed Commission Board that no letters were received for interest on the decommissioned Police vehicles. Weflen stated that Street department needs one however the department does not need one so new. The Street Department will take the older vehicle that the Planning and Zoning department has and the decommissioned Police truck can be given to that department for use. Discussions held.

Sundhagen made a motion to approve the transfer of the decommissioned Police truck from the Police Department to the Planning and Zoning Department and that older Planning and Zoning Vehicle can be transferred to the Street Department, second by Weflen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland

Sundhagen made a motion to approve the transfer of the 1 decommissioned Police vehicle from the Police Department to the Airport for transportation use, second by Weflen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland

McClelland: None

Modifications/Approval of Agenda:

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

Old Business:

1. Legal – Elizabeth Pendlay – Handed exhibit of the ND Sewage Pump and Lift Station Service Agreement and advised Commission Board that she has reviewed agreement and it is okay to move forward with approving.
Weflen made a motion to approve the service agreement with ND sewage Pump and Lift Station, second by Sundhagen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland
Handed exhibit of contract addendum for services with the Architect firm EAPC on building the Museum and advised that the agreement needs to be tabled until it is also reviewed by the Historical Society's legal counsel.
Weflen made a motion to table the signing of the contract addendum with EAPC to build the new Museum until The Historical Society's legal counsel also reviews, second by Sundhagen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland
2. Ackerman-Estvold: Austin Alexander – Updates given to Commission Board in TAP 2018 and TAP 2019. Alexander also advised Commission Board that Simons Phase 2 and 3 would need approval in order to complete this summer, discussions held.
Weflen made a motion to approve the construction of Simons Phase 2 and 3 in the amount up to \$3,215,901.25, second by Sundhagen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland
Other projects currently working on for Tioga are planning and Zoning, Tioga Spec Book, Water Tower Fix, video in a failed sewer system and also sat in on interviews for CMAR on the new Police Station.
3. Graham Construction- Aaron Hooyer – Handed Commission Board exhibit of Pay Application #11 for review and consideration in the amount of \$396,837.84 for work completed at the Community Center in the month of January, EDC and EAPC have reviewed and recommend approval. Discussions held.
Sundhagen made a motion to approve Pay Application #11 in the amount of \$396,837.84 for work completed at the Community Center in the month of January, second by Christianson. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland
Handed Commission Board exhibit of change order #G11 for in the amount of \$3,217.51 for toilet accessories in the Community Center for their review and consideration.
Christianson made a motion to approve change order #G11 in the amount of \$3,217.51 for Toilet accessories in the Community Center, second by Sundhagen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland
Hooyer handed exhibit of substantial completion agreement form effective January 17, 2019 to the Commission Board for their review and consideration. Graham is currently working on punch list and is 93% complete.
Sundhagen made a motion to approve substantial completion of Community Center effective January 17, 2019, second by Weflen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland
Discussions held on hours of operation and job description for Community Center
Weflen made a motion to approve Job description and hours of operation for Community Center, second by Sundhagen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland
4. Knutson Easement – Wayne Knutson – Handed Exhibit of counter offer to Commission Board in the amount of \$6,250 for an easement made on his property in 2014 with out his permission. Knutson also states that on top of the money amount he is also seeking a wave of tap in fee to water services if and when become available for those areas. Value of property is estimated at \$2,000 and tap in fee is \$2,000. Pendlay states that it would benefit both parties if an agreement is made. Discussions held. Knutson states he is amendable to lowering his counter offer to put an end to this discussion and countered again with \$5,000 cash for easement with no tap in fee.
Sundhagen made a motion to reject the counter offer of \$6,500 plus tap in fee, second by Weflen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland
Christianson made a motion to recounter Knutson's offer to \$5,000 and no tap in fee when a permanent easement and settlement release of all claims is signed, second by Weflen. Call: Ayes; Christianson, Weflen Nays; Sundhagen, opposition from McClelland is noted
5. County Assessor – Lea Heiney – Advised the Commission Board that the income process approach method is being followed per Commission Board approval since 2016 in order to assess apartment

complexes. However, in order to get an accurate assessment, the apartment complexes would have to comply with sending in a yearly statement of their expenses and revenues. Heiney handed exhibit to Commission Board of letters sent to each apartment owner and a second letter through certified mail as directed by Tioga Commission Board. Heiney states that only 50% of apartment owners responded which is not enough to make an accurate assessment. Heiney advised Commission Board that there are 2 other methods that can be used and would be more appropriate, one is the replacement cost and the other is the GRM (Gross Rent Multiplier). Heiney explained the GRM uses the Sales annual gross potential income. Discussions held.

Sundhagen made a motion to change the City of Tioga property assessment process for apartments from the income process approach to the GRM method (Gross Rent Multiplier), second by Christianson. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland

New Business:

6. Tioga Fund Applications – Salinas handed exhibit of Tioga Fund application from Tioga Recreation Council in the amount of \$10,000 for 2019 operating expenses. Tioga Fund Board reviewed the application and recommends approval.

Christianson made a motion to approve the Tioga Fund application from Tioga Recreation Council in the amount of \$10,000.00 for 2019 operating expenses, second by Sundhagen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland

Salinas handed exhibit of Tioga Fund application from Tioga Recreation Council in the amount of \$10,000.00 for Baseball Camp in summer. Tioga Fund Board reviewed the application and recommends approval.

Weflen made a motion to approve the Tioga Fund application from Tioga Recreation Council in the amount of \$10,000.00 for Baseball Camp in summer, second by Sundhagen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland

Salinas handed exhibit of Tioga Fund application from Tioga Recreation Council in the amount of \$6,500.00 for reusable Baseball uniforms. Tioga Fund Board reviewed the application and recommends approval.

Weflen made a motion to approve the Tioga Fund application from Tioga Recreation Council in the amount of \$6,500.00 for reusable Baseball uniforms, second by Christianson. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland

Salinas handed exhibit of Tioga Fund application from City of Tioga in the amount of \$50,000.00 for bleachers, seating and stage in the Community Center. Tioga Fund Board reviewed the application and recommends approval.

Sundhagen made a motion to approve the Tioga Fund application from City of Tioga in the amount of \$50,000.00 for bleachers, seating and stage in the Community Center, second by Christianson. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland.

7. Payroll - Salinas handed exhibit to Commission Board of payroll of 02-07-2019 for review and consideration.

Christianson made a motion to approve payroll for 02-07-2019, second by Weflen. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland

8. Bills – Salinas handed exhibit to Commission Board of bills for February 2019 for their review and consideration.

Sundhagen made a motion to approve February 2019 bills, second by Christianson. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland

9. End of Year - Salinas handed exhibit to Commission Board of End of Year 2018 corrections that were made for their review and consideration, discussions held

Sundhagen made a motion to approve End of Year and Budget Amendments for 2018, second by Christianson. Call: Ayes; Christianson, Sundhagen, Weflen, McClelland

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Weflen, second by Sundhagen at 9:12 p.m. call: Ayes; Christianson, Sundhagen, Weflen, McClelland

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday March 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