

CITY OF TIOGA
City Commission Meeting Minutes
July 1, 2019

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on July 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, Heather Weflen, Elizabeth Pendlay, Abby Salinas

ABSENT: None

Guest: Jacob Orledge, Corey Murphy, Steve Eberle, Austin Alexander, Sam Pesik, Austin Rollag, Mike Koehlinger, Josh Nelson, Heath Pendlay, Monique Lopez, Shawna Holly, Matt Lienz, Hyrum Zitting

Christianson made a motion to approve the minutes of 06-17-2019, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Commissioners Reports:

Christianson: Handed floor to Jeff Moberg Water Superintendent. Moberg handed Commission Board exhibit of testing done to the meter that has been in question by the Tioga Park Board for water overages by Davis Water. The test result is stating that the meter is 99.8% percent accurate in its reads. McClelland asked how many times was the meter tested to ensure its correct, Moberg stated that same meter has been test 3 different times by 3 different places to ensure it is not faulty. Salinas requested Commission Board not to go back and charge Park for pervious bills since the Water Department has found that the meter was in fact correct and just continue with the current meters and bills. Weflen stated that she would like to see if the park has any more credit that the City gave them over a year ago before making that decision. Salinas stated she will put it on the Agenda for the next Commission Meeting. Moberg stated that the City has an emergency with a lift station and it needs to be corrected before the line breaks which can cause sewer flooding in some of the businesses in the area. Ackerman-Estvold Engineer Steve Eberle handed exhibit for potential cost but states that it is a high amount. Discussions held.

Sundhagen made a motion to declare sewer line to lift station an emergency situation due to possibility of flooding businesses, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Sundhagen made a motion to allow Commissioner Christianson to fix the sewer line to lift station as needed up to \$170,000, second by Weflen. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Moberg also advised Commission Board that the department is in need of a flatbed truck for cleaning the lagoons and is seeking permission to purchase a used one. Moberg states that he has been barrowing the flatbed truck that the Fire Department has in order to get the lagoons cleaned. Discussions held.

Bugbee: None

Sundhagen: Advised Commission Board that he attended a 1% meeting.

Weflen: Advised Commission Board that the free landfill days went well and there was a lot of clean up. Weflen also stated that she would like to thank all the volunteers that put up the main street tent and take it down.

McClelland: Advised Commission Board that he will not be attending next Commission Meeting on 07-15-2019, he will be on vacation and Weflen will be taking his place as Vice-President.

Modifications/Approval of Agenda:

Weflen made a motion to add to the agenda under old business #5 New Employee for Police Department and to add under new business new Employee for Water Department, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Old Business:

1. Legal – Elizabeth Pendlay – Advised Commission Board that she is currently working with Salinas to finish the ETA Ordinance and will be completing the CUP Ordinance so that the Planning and Zoning Board can review.
2. Ackerman-Estvold: Steve Eberle – Updates given to Commission Board on TAP 2018, TAP 2019 rejection letter and Simons 2019. Eberle handed exhibit to Commission Board of Pay Application #1 from CC Steele in the amount of \$273,983.43 for work completed on Simons for their review and consideration.

Christianson made a motion to approve the pay application #1 from CC Steele for the work done on Simons in the amount of \$273,983.43, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Eberle also advised Commission Board that NDDOT has stated that they are willing to cost share the culvert on Gilbertson 50% not to exceed \$10,000, gave updates on 105th and Water Tower fix. Eberle explained that Landmark is willing to pay up to \$4,800 for the PRV's (pressure reducing valves) that will be needed around the City in order to reroute the water of the water tower and fix it, but they do not want to be responsible in placing the PRV's or supervising them. Christianson Stated the Moberg will be ensuring that task is completed by the City.

Christianson made a motion to accept the \$4,800 from Landmark for the PRV's, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Christianson made a motion to purchase PRV's not to exceed \$15,000 to ensure the City has water pressure when the water is rerouted to fix the water tower, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Weflen made a motion to purchase culverts for Gilbertson's not to exceed the amount of \$10,000, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

3. FCI – Austin Rollag – Update given to Commission Board on concrete coming in for the new Police station and the security measures that FCI will be taking to ensure that nothing happens over the 4th of July weekend.
4. (#5) New Employee for Police Station – McClelland advised will enter in Executive Session per NDCC 44-04-18.27 Applications for Public Employment- Hiring Process-Confidential Records and Open Records, NDCC 44-04-18.31 Background Interviews for Law Enforcement Officer Application – Exempt Records, NDCC 44-04-19.01 Open Records and Open Meetings – Exemptions for Attorney work product – Attorney consultation and negotiation preparation.

Sundhagen made a motion to go into Executive Session at 8:02 to discuss new Police Department Employee NDCC 44-04-18.27 Applications for Public Employment- Hiring Process-Confidential Records and Open Records, NDCC 44-04-18.31 Background Interviews for Law Enforcement Officer Application – Exempt Records, NDCC 44-04-19.01 Open Records and Open Meetings, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Weflen made a motion to move out of Executive Session at 9:00pm, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Weflen made a motion to move back into a regular session at 9:01pm, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Sundhagen advised Commission Board would like to extend an offer of employment, discussions of pay held. McClelland advised Commission Board and constituents of 5 minutes recess.

Sundhagen made a motion to extend an offer for a Lieutenant position starting \$68,000 effective as soon as the drug, alcohol and background checks are completed, second by Christianson. Call: Ayes; Sundhagen, Weflen Nays; Christianson, Bugbee, McClelland

Discussions held on hiring additional Police Employee for safety concerns but department is currently fully staffed.

5. (#4) Graham, Community Center – Salinas handed exhibit of pay applications #15 in the amount of \$16,871.57 for Construction completed at the Community Center in the month of May 2019 for their review and consideration.

Weflen made a motion to table Pay application #15 for Construction completed at the Community Center for the month of May 2019 in the amount of \$16,871.57 because no one from Graham was in attendance, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland.

New Business

6. Planning & Zoning – Koehlinger handed exhibit to Commission Board for their review and consideration of an application for a Re-Platting and variance permit to zero lot line from Tioga Properties. Planning and Zoning Board reviewed the application and recommends approval.

Bugbee made a motion to approve the Re-Platting and Variance permit to zero lot line from Tioga Properties, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland.

7. New Part-time Employee for Community Center – Salinas handed exhibit of paperwork for new employee to be hired after score sheet has been completed and the selected person passes drug, alcohol and background check.

Bugbee made a motion to approve hiring new part-time employee after the selected person passes drug, alcohol and background check at \$18,00 per hour, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland.

New employee for Water Department – Christianson advised Commission Board that the Water Department is in need of a part time employee to help take on extra work that is needed in the Water department but after speaking with the Street Department Commissioner they as also are needing someone to help with the work that is needed currently they have a part time summer helper but he when he is gone there will still be work needing to be completed in the Street Department. Discussions held.

Christianson made a motion to approve advertising for a new full-time employee that will be divided equally for the Water Dept. and Street Dept., second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland.

8. Vision West – Salinas handed exhibit of e-mail from Vision West. The City of Tioga is Currently a member of Vision West and they are seeking to be hosted by the City on September 12, 2019 which would include the lunch meal for all who attend.

Bugbee made a motion to approve hosting Vision West, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland.

9. City Hall Closed for Training – Salinas advised Commission Board that training for staff will be on September 19 thru 21, 2019 and will need permission to close City Hall on September 19th and 20th in order for all staff to attend.

Bugbee made a motion to approve closing down City Hall on September 19th and 20th for training purposes and post notice in the tribune so people are aware, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland.

10. Contract with ND Dept of Environmental Quality – Salinas handed exhibit to Commission Board of letter from ND Dept of Environmental Quality for laboratory analysis with the Chemistry Laboratory for bacteria testing due to the Clean Water ACT.

Sundhagen made a motion to approve the signing of the contract with ND Dept of Environmental Quality for laboratory analyses of bacteria testing in our systems, second by Weflen. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

11. Budget 2020 – Salinas handed exhibit to Commission Board of individual department budget for 2020 and asked each Department Commissioner to make time to review with her their budget within the next 2 weeks so that she can put a preliminary budget together for their review and consideration on August 5, 2019. Salinas also stated that the approved preliminary budget is due to the County Auditor on August 9, 2019.
12. Payroll - Salinas handed exhibit to the Commission Board payroll of 06-22-2019 for their review and consideration.
Sundhagen made a motion to approve payroll for 06-22-2019, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland
13. City Bills for June 2019 – Salinas handed exhibit to Commission Board of City Bills for June 2019 for their review and consideration.
Bugbee made a motion to approve City Bills for June 2019, 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 Weflen, second by Sundhagen at 9:58 p.m. call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

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

Drake McClelland, City Commission President

ATTEST:

Abby Salinas, City Auditor