

CITY OF TIOGA
City Commission Meeting Minutes
September 17, 2018

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on September 17, 2018, 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 and Abby Salinas

ABSENT: Elizabeth Pendlay

GUEST: Dan Larson, Tyler Judkins, Cecile Wehrman, Austin Alexander, Steve Eberle, Stephanie Nygaard, Austin Rollag, Aaron Hooyer, Monique Lopez, Josh Nelson, Nathan Germundson, Julie Crisman, Kyle Ralston, Doneen Larson, Thomas Larson, Linda Meyer, Judy Odegaard, Desiree Hanson, Ronica Pederson

Weflen made a motion to approve the minutes of September 4, 2018 with changes made to add overtime and salaried to the statement Sundhagen made under his discussion topic, second by Sundhagen. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Commissioners Reports:

Christianson: Advised Commission Board that water main on Signal by new church is 5 feet deep after cut grade, City Engineer Steve Eberle stated City was notified and the as-builts were given and approved by City. Water Superintendent Jeff Moberg states that there is a 12-inch main with a steady flow but his concern is where it turns left and to the Church if there is no flow will they freeze. Eberly states that they are willing to assist with paying a portion of the cost with the City to Correct this issue without tearing up the street. Weflen asked that Wayne Grindy (Member of the church) and Moberg (Water Superintendent) come up with a solution that will be suitable to all parties. Moberg gave an update on other Water Department information, states that the storage shed for the generator that will be placed at the Water Tower site will be coming next week and he was called for electrician to place the lights at the Lift Station site.

Bugbee: None

Sundhagen: Handed Commission Board exhibit of Police Officer Pesik's 90-day performance evaluation and raise recommendation.

Sundhagen made a motion to end probation for Police officer Pesik and make him a permanent employee with a 3% salary increase, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, Sundhagen, McClelland

Sundhagen advised Commission Board that the new Police Department Building bids came in over budget and Graham is going to do a valued engineering to try and lower cost amounts. Sundhagen also informed the Commission Board that the Contract for the new Police Department has not been received from Graham and the new Police Department vehicle is sitting at the railyard. Sundhagen is seeking advice from City Attorney if Police Chief Murphy can be compensated for overtime since he is an exempt employee. City Paralegal Nygaard states they are still reviewing Labor Law policies and will have an update at next Commission Meeting. Sundhagen also seeks advise on appointed vs hired and references North Dakota Century Code 40-15-05 removal upon hearing. Discussions held. Weflen asked why were the reasons for the shortages in the Police Department, Police officer Nelson states that some of it is bigger City offers better wages. Discussions held.

Weflen made a motion to re-advertise for City vacancies in the Police Department, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Weflen, Sundhagen, McClelland

Sundhagen asked Salinas, where was the money that Lopez returned placed, Salinas stated it was returned to the evidence account.

Weflen: Advised Commission Board that Moberg was contacted by North Dakota Department of Transportation to inform him that the City needs to raise the Street Lights to appropriate heights. Weflen also advised Commission Board that she has spoken with Andrea Keever regarding the location of the elections and she would like it to be held at City Hall. Salinas stated that in order to move regular elections to City Hall the Commissioners would have to approve Salinas to draft a letter to the County Commission for approval to change location of regular elections.

Weflen made a motion to have Salinas draft letter to County Commission for approval to change location of regular elections, Motion dies due to no second

McClelland: None

Modifications/Approval of Agenda:

Weflen made a motion to add Library to agenda under New Business #4 and approve the agenda with change, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Old Business:

1. Legal – Stephanie Nygaard – Advised Commission Board that Grahams legal department is reviewing the contract for the new Police Department and it will be sent to City Attorney by the end of the week.
2. Ackerman-Estvold: Austin Alexander – Informed Commission Board of the status for final walk through on Simons Addition, on Annabelle warranty work, the TAP Program, Planning and Zoning.
3. Graham Construction- Austin Rollag – Advised the Commission Board of the status for the Community Center and stated the center will have over 11,000 square foot that will need to be polished and or cleaned on a regular basis. Graham is requesting that the City purchase machine needed and Graham will rent machine from City which help with lowering the cost of purchase. Discussions held.

Sundhagen made a motion to purchase a floor cleaner and rent it to graham for \$1400 per month and when the Community Center is completed the machine will be returned to the City with new pads and parts, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Rollag from Graham Construction handed Commission Board Pay Application #6 for consideration in the amount of \$503,198.77 for work completed at the Community Center in the month of August, EDC and EAPC have reviewed and recommend approval. Discussions held.

Sundhagen made a motion to approve Pay Application #6 in the amount of \$503,198.77 for work completed at the Community Center, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Rollag advised Commission Board of current status of Community Center.

New Business:

4. Library – Sundhagen advised Commission Board that he was approached by Library Board member to discuss funds that were previously in the Library bank account and are no longer there. Salinas stated that there was approximately \$10,000 that was in the account but when the account closed due to no Library it was placed in the general. Doneen Larson (Library Board Member) stated that the Library Board was never closed, the Elementary School where the Library was previously located was growing and could no longer house the Public Library in its location. Sundhagen stated that he has done some research and in North Dakota Century Code 40-38.09 it states that Library money can not be transferred or used anywhere else other then a library. Salinas said that these were decisions made prior to her. City Attorney Pendlay states she will need Library minutes and the exact amount of money transferred to make a corrective action plan.

Sundhagen made a motion to table till information is gathered and given to City Attorney, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Payroll - Salinas handed exhibit to Commission Board of payroll for 09-05-2018,

Weflen made a motion to approve payroll for 09-05-2018, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

5. Bills – Salinas handed exhibit to Commission Board of bills for September 2018.
Sundhagen made a motion to approve September 2018 bills, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland
6. Financials - Salinas handed exhibit to Commission Board of City of Tioga Financials for August 2018,
Bugbee made a motion to approve Balance Sheet for August 2018, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland
Weflen made a motion to approve Fund Summary for August 2018, second by Sundhagen. 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 Sundhagen, second by Bugbee at 9:18 p.m. call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday October 1, 2018 at 7:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, City Commission President

ATTEST:

Abby Salinas, City Auditor