

**CITY OF TIOGA**  
City Commission Meeting Minutes  
October 7, 2019

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

PRESENT: Drake McClelland, Tim Christianson, Natalie Bugbee, Heather Weflen, Abby Salinas, Elizabeth Pendlay (on phone)

ABSENT: Tim Sundhagen

Guest: Jacob Orledge, Dan Larson, Steve Eberle, Austin Alexander, Austin Rollag, Samantha Irvin, Scott Bertsch, Sandra Clark, Brian Jacobson, Dylan Thompson, Mike Cebuke, Matt Lierz

**Weflen made a motion to approve the minutes of 09-16-2019, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Weflen**

**Weflen made a motion to approve the minutes of 09-16-2019 Public Hearing with changes to Commissioner Christianson being present, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Weflen**

**Weflen made a motion to approve the minutes of 09-26-2019 Special Meeting, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Weflen**

**Christianson made a motion to approve the minutes of 09-30-2019 Special Meeting with changes to Commissioner Christianson not being present, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Weflen**

**Commissioners Reports:**

Christianson: Advised Commission Board that there was a bad valve that was replaced at the Waste Water Treatment.

Bugbee: Advised Commission Board that Octoberfest was a great success. The food, vendors and activities were well planned.

Sundhagen: Absent

Weflen: Advised Commission Board that the Street Department is needing a new snow gate and that the Landfill hours will be changing to winter hours soon.

McClelland: Advised Commission Board that the performance evaluations need to be completed and turned in before end of year.

**Modifications/Approval of Agenda:**

**Bugbee made a motion to add to the agenda under 1. Legal a Title Opinion and under 5. Community Center an estimate, then approve with changes made, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen**

**Old Business:**

1. Legal –Salinas handed exhibit to Commission Board of a Title Opinion from Neff Eiken & Neff Attorneys at Law for property at 233 4<sup>th</sup> Street South East, Tioga ND 58852. City Attorney Pendlay has reviewed it and the affidavit is okay to sign.

**Bugbee made a motion to approve signing the affidavit for property 233 4<sup>th</sup> Street South East, Tioga ND 58852 for corrective purposes, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen**

Pendlay is also currently working on a Rental agreement with HESS, an ordinance regarding parking and RV Park Ordinance. Pendlay reviewed new information from Ackerman-Estvold regarding the Knutson Easement conversation. McClelland advised will enter in Executive Session per NDCC 44-04-19.01.2 Attorney Consultation and NDCC 44-04-19.09 Negotiations.

**Weflen made a motion to recess meeting, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Weflen**

**Bugbee made a motion to go into Executive Session at 7:22pm per NDCC 44-04-19.01.2 Attorney Consultation and NDCC 44-04-19.09 Negotiations, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen**

**Bugbee made a motion to move out of Executive Session at 8:21pmpm, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen**

**Bugbee made a motion to move back into a regular session at 8:23pm, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen**

**Christianson made a motion to resume Commission Meeting from recess, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen**

**Christianson made a motion to place an ad in newspaper to invite all interested Engineer Firms to provide services for uncontracted 2020 identified and unidentified projects, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen**

2. Ackerman-Estvold: Steve Eberle – Updates given to Commission Board on TAP 2018 with the fix and TAP 2019 rebid, Eberle states Simons is completing paving, handed exhibit of pay application #4 from CC Steele in the amount of \$191,736.23 for work completed to date on Simons addition.

**Weflen made a motion to approve pay application #4 in the amount of \$191,736.23 to CC Steele for the work that has been completed on Simons addition, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen**

Discussions held on liquidated damages and future construction on Simons. Eberly states Ackerman is also working on Knutson Easement, and other future construction projects.

3. FCI – Austin Rollag – Update given to Commission Board on progress for the new Police station and the museum. Discussions held on alarms.
4. Graham – Salinas handed exhibit of Pay Application #1 from Graham Construction in the amount of \$25,308.09 for the pre-construction work done for the new Police Station. Salinas stated that EAPC verified none of Graham’s work was used for the build of the new Police Station. Graham provided portion of an itemized bill. Discussions held.

**Weflen made a motion to table Pay Application #1 from Graham Construction in the amount of \$25,208.09 for pre-construction work done for the new Police Station, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen**

5. Community Center - Salinas handed exhibit to Commission Board of estimates for a curtain divider for the Community Center. Discussions held.

**Christianson made a motion to approve the estimate of \$12,844 from Gerrell’s Sports for a curtain divider at the Community Center, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen**

Salinas handed exhibit to Commission Board of estimates for scissor lifts for their review and consideration. Discussions held.

**Bugbee made a motion to approve up to \$16,000 for the purchase of a new scissor lift, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen**

Salinas handed exhibit of new PT Employee paperwork to Commission Board for their review and consideration.

**Christianson made a motion to hire new PT Employee for Community Center effective November 1, 2019 after background check, drug and alcohol requirements have been completed, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen**

Salinas handed exhibit to Commission Board of an estimated cost for a snow gate from RDO Equipment in the amount of \$4,100 for their review and consideration.

**Christianson made a motion to approve the purchase of a new snow gate in the amount of \$1,370 from RDO Equipment, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen**

### **New Business**

6. Election Venue – Salinas advised Commission Board that if they want to change the election venue it would have to be done now so that there is time for the County Commission to review. Discussions held.

**Christianson made a motion to change the election venue to City Hall, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen**

Letter of Interest for Airport Board - Letter of Interest for Tioga Airport Board – Salinas handed exhibit to Commission Board of an email from Norgaard stating his interest to continue to serve on the Tioga Airport Board.

**Bugbee made a motion to table until the last meeting of the year and continue to run ad, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen**

7. Pledge Holdings - Salinas handed exhibit to Commission Board of Pledge Holdings from Bank of Tioga date 09-26-2019 for their review and consideration.

**Weflen made a motion to approve Pledge Holdings for 09-26-2019, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen**

8. Payroll – Salinas handed exhibit to Commission Board of Payroll for 09-20-2019 and 10-07-2019 for their review and consideration.

**Bugbee made a motion to approve payroll for 09-20-2019, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen**

**Bugbee made a motion to approve payroll for 10-07-2019, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen**

9. City Bills for September 2019 – Salinas handed exhibit to Commission Board of City Bills for September 2019 for their review and consideration.

**Bugbee made a motion to approve City Bills for September 2019, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen**

**With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Bugbee, second by Weflen at 9:22 p.m. call: Ayes; Christianson, Bugbee, Weflen, McClelland**

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday October 21, 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