

CITY OF TIOGA
City Commission Meeting Minutes
November 4, 2019

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on November 4, 2019, at the Tioga City Hall, by the president of the Tioga City Commission Drake McClelland.

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

ABSENT: Tim Christianson

Guest: Jacob Orledge, Dan Larson, Steve Eberle, Austin Alexander, Austin Rollag, Peggy Anderson, Joel Anderson, Gary Anderson, Nikki Davidson, Tyler Judkins, Julia Ralston, Kyle Ralston, Scott Bertsch, Judy Odegaard, Josh Recher, Daryn Pederson

Weflen made a motion to approve the minutes of 10-21-2019, second by Bugbee. Roll Call: Ayes; Bugbee, Sundhagen, Weflen

Commissioners Reports:

Christianson: Absent

Bugbee: Advised Commission Board that new part time employee will be starting effective 11-04-19 at the Community Center. Handed floor to Salinas, she advised Commission Board that the water bills at park bath house were high again and after having representatives from Neptune come and review the system an error was found in the meter action. Salinas stated she is not sure how the error happened Water Superintendent Moberg stated that it might have been a glitch, the error was corrected and reports will be pulled to see if a refund is owed. Salinas will review reports with the Park Manager Tyler Judkins. Bugbee thanked Judkins for his insistence that it was not a water leak and apologized on behalf of the City Commission.

Sundhagen: None

Weflen: Advised Commission Board that the City street sweeper will need be sent in to get some work done. Also Advised Commission Board that effective 11-05-19 the landfill hours will change to Tuesdays and Thursdays from 9am to 6pm. Weflen would also like to thank all the Volunteers for the Community Halloween Party for all their hard work to make it successful.

McClelland: Advised Commission Board that employee reviews are due by December 31, 2019 and stated that he appreciated all the work the volunteers did at the Community Halloween Party.

Modifications/Approval of Agenda:

Bugbee made a motion to add to the agenda under 1. Legal a Human Resource confidential complaint, then approve with changes made, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen

Old Business:

1. Legal – Pendlay – Advised Commission Board that she will be reworking the RV ordinance again because she has received new direction and will make sure Planning and Zoning Board will receive that soon. McClelland advised will recess per NDCC 44-04-18.01 Public Employee personal, medical records, and employee assistance records – Confidentiality – Personal information maintained by state entities - Exempt.

Weflen made a motion to recess meeting 7:17pm per NDCC 44-04-18.01 Public Employee personal, medical records, and employee assistance records – Confidentiality – Personal information maintained by state entities - Exempt, second by Bugbee. Roll Call: Ayes; Bugbee, Sundhagen, Weflen

McClelland reconvened General Commission Meeting from recess 8:26pm

2. Ackerman-Estvold: Steve Eberle – Updates given to Commission Board on TAP 2018 with the fix and asked if Commission Board wanted to accept, deny or rebid TAP 2019.
Weflen made a motion to pull the project and re-bid, second by Sundhagen. Roll Call: Ayes; Bugbee, Sundhagen, Weflen
Weflen made a motion to reject bid for TAP 2019, second by Sundhagen. Roll Call: Ayes; Bugbee, Sundhagen, Weflen
Eberle states work on Simons is coming to a stop due to frozen ground and freezing temperatures. Will complete clean-up and other work when CC Steele returns in spring. Handed exhibit of pay application #5 from CC Steele in the amount of \$290,077.15 for work completed to date on Simons addition.
Weflen made a motion to approve pay application #5 in the amount of \$290,077.15 to CC Steele for the work that has been completed on Simons addition, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen
Eberly also stated Ackerman finished the work on the water tower and a thumb drive with the results of the inspection was given to City Auditor and Water Superintendent as well as as-built for the force main, is also working on Planning and Zoning and CWSRF. Salinas advised that the County Engineers will be looking at paving Signal road (68th) from Iverson (105th Avenue) to the Rig (105th Drive NW) and would like to split cost with City and if City accepts would like name of Engineer firm that will be working with County Engineer firm on this project.
Bugbee made a motion to approve 50/50 split on paving Signal road (68th) from Iverson (105th Avenue) to the Rig (105th Drive NW), second by Sundhagen. Call: Ayes; Bugbee, Sundhagen, Weflen
Sundhagen made a motion to approve Ackerman-Estvold to be the Engineer firm to represent the City on that project, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen
3. FCI – Austin Rollag – Update given to Commission Board on progress for the new Police station and the museum.
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, Sundhagen stated he will have to go back and look at some things because he remembers no contract was signed so work was completed by FCI.
Sundhagen 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 until December 2, 2019, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen
5. Community Center - Bugbee handed exhibit to Commission Board of employee transfer for Raphael Salinas and advised then that Raphael works for the Street Department in the landfill as a part time Maintenance employee but that position will be ending due to winter hours and would like to transfer Raphael to the Community Center for the part time employee vacancy that is needed. Discussions held.
Bugbee made a motion to transfer Raphael Salinas to the Community Center as a part time Community Center Assistant, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen

New Business

6. Municipal Court – Salinas advised Commission Board that Municipal Judge Monica Sundhagen would like more lighting outside of courtroom in the front and back of the building. Due to construction the lighting has been poor and can cause safety concerns. Municipal Judge Sundhagen is also requesting that snow be removed from sidewalk and Judge entrance prior to court times due to hazardous conditions that can cause accidents coming into building on both sides. Discussions held, Weflen asked for the court dates to speak with the Street Superintendent and Sundhagen said he would have the construction crew working on the Museum and Police Station place temporary lighting until construction is completed and then he feels as if there should be more than enough lighting.

7. Pledge Holdings - Salinas handed exhibit to Commission Board of Pledge Holdings from Bank of Tioga date 10-15-2019 for their review and consideration.
Sundhagen made a motion to approve Pledge Holdings for 10-15-2019, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen
8. City Bills for October 2019 – Salinas handed exhibit to Commission Board of City Bills for October 2019 for their review and consideration. Advance Business Methods \$43.14; Ameripride \$281.44; Boss \$365.95; Computech \$350.00; Ferguson \$27,954.43; INFO TECH \$144.50; Menards \$35.81; ND One Call \$50.40; NDACO \$279.52; NW COMM \$1,411.67; Office Depot \$189.17; R & T Water \$77,960.50; RDO \$855.32; Share Corp \$2,496.71; Tioga Hardware\$506.60; Tioga Parts \$754.72; USA Blue Book \$147.13; Williams County \$13,486.44; Ackerman \$51,012.11; Fiesel Law \$494.75; K Squared Electric\$781.42; Northwestern Power \$4,100.00; EAPC \$6,883.17; Everspring Inn \$169.20; Kotana \$336.80; Pendlay Law \$2,545.83; Sam Pesik \$65.09; Praxair \$26.02; RDO \$1,419.52; Tioga Tribune \$784.53; Wanda Bagley \$1,050.00; VISA \$5,671.16; ACME \$10,511.71; AVI \$6,592.31; Circle Sanitation \$26,666.25; City of Minot \$180.00; Creation Carpets \$9,707.00; Dell \$1,281.92; Dirty Diesel Repair \$250.00; Eazy Breezy Artwork \$230.00; Embroidme \$50.98; Fedex \$7.79; First District Health \$75.00; Minitex \$1,000.00; Mdu \$8,779.62; MWEC \$1,199.34; ND Dept Of Enviro Qlty \$145.65; ND State Radio Comm \$600.00; Pinnacle \$3,847.15; Pollardwater \$1,327.52; Radisson \$761.40; Ramkota \$198.00; Tioga Tire \$292.00; Verizon \$1,169.74; Riteway \$228.00; Steins Inc. \$115.44
Sundhagen made a motion to approve City Bills for October 2019, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Weflen, second by Bugbee at 10:25 p.m. call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday November 18, 2019 at 7:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, City Commission President

ATTEST:

Abby Salinas, City Auditor