

CITY OF TIOGA
City Commission Meeting Minutes
January 7, 2019

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on January 7, 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, Elizabeth Pendlay and Ronica Pederson

ABSENT: Heather Weflen and Abby Salinas

GUEST: Pete Wolla, Steven Eberle, Austin Alexander, Kyle Ralston, Judy Odegaard, Dan Larson, Jacob Orledge, Stephanie Nygaard, Mary Tisdale, Corey Murphy, Desiree, Hanson, Mary Ellen Roloff

Sundhagen made a motion to approve the minutes of 12-17-2018, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Commissioners Reports:

Christianson: None

Bugbee: Advised Commission Board that she has been doing research on wages for the Auditor and 2 Deputy Auditors, calling other cities for comparison for retention within the department.

Bugbee made a motion to approve salary adjustments for Auditor's salary to \$77,000, Deputy Auditor with 5 ½ years' experience to \$25, and Deputy Auditor with 3 ½ years' experience to \$23. Discussion held.

Bugbee moved to withdrew her motion of the 3 employees to motion individually.

Bugbee motioned for a salary adjustment for senior deputy auditor to \$25, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Bugbee motioned for a salary adjustment for Deputy Auditor with less time to \$23, second by Sundhagen. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Bugbee motioned for a salary adjustment for the Auditor to \$71,000.00, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, McClelland. Nays; Sundhagen

Advised Commission Board that she and the Auditor have been working on job descriptions and budgets for Community Center position. Also, advised Commission Board that there has been a lot of discrepancies and inconsistency in the Employee and Policy Handbook. Discussion held.

Bugbee motioned to form a committee of Dept. Heads and herself to chair meetings, to review Employee and Policy Handbook and present changes to Commission Board. Second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Bugbee stated she would give Commission Board an update on March 4, 2019.

Advised Commission Board that the City Hall is operating with a few older computers that do not operate properly and have some glitches and will look into equipment and quotes and bring up at next commission meeting.

Sundhagen: Advised Commission Board that the 1% County Board approved grants for the Tioga K-9 project and to purchase thermal imaging cameras with noptic thermal system, but it requires approval of Williams County Commission, meeting is January, 8, 2019.

Sundhagen made a motion to pursue K9 and cameras contingent on the approval of the Williams County Commission Board, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Advised Commission Board of Police Officer Interviews and would like to offer position to candidate that scored the highest in the interviews. Discussion held.

Sundhagen motioned to offer Jared Attonasio a Patrol position contingent on passing background, drug and alcohol test, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Advised that PD is setting up 3 more interviews for 1 open position in PD, and have pulled advertisement for the position. Also, advised that MonDak wrote a grant for \$3750.00 and it was awarded for the Police Dept. for spaying and neutering animals. Discussion held.

Sundhagen motioned to accept the grant for \$3750.00, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Advised Commission Board, PD received \$500.00 donation from Community Foundation to be used strictly for PD without affecting budget. Discussion held. Auditors office will look into what can be done to correctly try to add a donation for PD to use.

Advised Commission Board that PD cannot get a contract signed with Graham for the PD's building negotiations have stalled and reached a stalemate.

Sundhagen motioned to cease further negotiations with Graham and proceed with bidding and other activities to move forward with PD building and advertise for a new CMAR, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Sundhagen advised when redoing the Policy Handbook, a new policy will need to be made for security measures.

Weflen: Absent

McClelland: Advised Commission Board that he has a Geotech MTS proposal for boring holes for the Norseman Museum and has no bids. Discussion held.

Sundhagen motioned to table to get ahold of Architects, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

Advised Commission Board that WAWSA is looking at increasing water rates 3.5% per 1000 gallons of water. R&T is taking it under advisement and want public to know that cost would be passed to Tioga.

Modifications/Approval of Agenda:

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

Old Business:

1. Legal – Pendlay will speak with Sundhagen and set up meeting with Architects for PD building. Advise Commission Board to be cognizant of due process issues when making changes that affect procedures in the Policy Manual. Bugbee will send any proposals for changes to attorney before going to Commission. Advised Commission that Skol Bar matters are completely closed. Attorney General was notified of revocation of license. Advised Commission and Public, regarding communications and conduct among city personnel and their engagement with the public, city employees are public servants and there are limits on what employees have to tolerate and a couple citizens being extremely disrespectful, harassment and threats will not be tolerated. If a citizen's conduct becomes extremely belligerent and personnel feels threatened, personnel have been advised to call PD. Advised Commission regarding letter McClelland received from Wayne Knutson regarding a counter offer previously made, Pendlay and McClelland both stated neither have received said counter offer. Pendlay will ask for discussion at February 4th Commission meeting regarding counter offer.
2. Ackerman-Estvold: Steve Eberle – Informed Commission Board of the status for 2018 TAP project and waiting on signature from Central Specialties for change order. 2019 TAP project just started getting comments from DOT from draft report, without all the comments Commission cannot approve concurrence of environmental documents, hold till next meeting. Meet with Park Board for 2019 TAP, discussed project and concerns with construction traffic, access with pool and project phasing. Simmons Addition on hold until finalized budget is provided. Started on Spec Book updates, coordinating with KLM on Water Tower Repair for 2019. Compiled City Map illustrating past projects.

Update from Williams Co. on 105th project, design of 105th, traffic, speed and construction. Clear zone and in-slope requirements would require extensive rebuild on west side north of tracks near existing wetland.

3. Graham – Walk through at Community Center scheduled, Wednesday at 4 pm. Substantial completion for project, had been delay in bathroom partitions, will be completed on Wednesday. Also discussed delay on accounts for monitor system. Discussion continued regarding final completion and account set up.

New Business:

4. Payroll - Pederson handed exhibit to Commission Board of payroll for 12-20-2018 for review and consideration.

Sundhagen made a motion to approve 12-20-18 payroll, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Pederson handed exhibit to Commission Board of payroll for 01-07-2019 for review and consideration.

Bugbee made a motion to approve 01-07-19 payroll, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Bugbee, second by Sundhagen at 8:50 p.m. call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

The next meeting of the City of Tioga Commission Meeting is scheduled for Tuesday, January 22, 2019 at 7:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, City Commission President

ATTEST:

Ronica Pederson, Deputy Auditor