

CITY OF TIOGA
City Commission Meeting Minutes
March 7, 2018

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on March 7, 2018, at the Tioga City Hall, by President of the City Commission Drake McClelland.

PRESENT: Drake McClelland, Todd Thompson, Natalie Bugbee, Tim Sundhagen, Heather Weflen, and Abby Salinas
ABSENT: Elizabeth Pendlay
GUEST: Dan Larson, Tracy Papineau, Jeff Moberg, Chris Rollag, Wayne Knutson, Steven Eberle, Stephanie Nygaard, Jessica Sandberg, Dennis Lindahl, Ronica Pederson, Amy Anderson, Bob Anderson

Sundhagen made a motion to approve the minutes of February 20, 2018, second by Weflen. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland
Sundhagen made a motion to approve the minutes of February 20, 2018 Executive Session, second by Weflen. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

Commissioners Reports:

Thompson: Handed Commission Board exhibit of Contract with Nexus AE2S on Financial Services and advised Commission Board that it has been reviewed by City Attorneys.
Thompson made a motion to approve the contract with Nexus AE2S for Financial Services when needed, second by Sundhagen. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

Bugbee: Advised Commission Board that there was a line freeze up that has been jettied but was not due to City's fault.

Sundhagen: Advised Commission Board that Police Building Committee will meet and make some final decisions before presenting to the Commission Board.

Weflen: Advised Commission Board that a new vehicle is needed for the street department to replace an older one that is in bad condition and would cost more to fix, handed exhibit of cost estimates to Commission Board. Discussions held.
Weflen made a motion to approve the purchase of a new truck for Street Department up to \$40,000, second by Bugbee. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

McClelland: Advised Street and Water Commission to have discussions with their Department Supervisors on what street, water and sewer infrastructures projects have been done from the CIP list and what if any new projects need to be added so that the CIP can be updated. Discussions held on sealing the street cracks.

Modifications/Approval of Agenda:

Sundhagen made a motion to approve agenda with no changes, second by Weflen. Call: Ayes; Thompson, Sundhagen, Weflen, McClelland

Old Business:

1. Legal – Stephanie Nygaard – Advised Commission Board she needs a copy of the plat from Tioga Homes to have a deed completed. Eberle stated that the land needs to be surveyed prior in order to complete a plat.
Bugbee made a motion to have Ackerman-Estvold complete a plat for Tioga Homes Lift Station in order to have a deed transferred into City's name, second by Weflen. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

Nygaard also advised Commission Board that Contract with Graham Construction for GMP on the Community Center is currently being reviewed.

Thompson made a motion to approve the Contract with Graham Construction for the GMP of the Community Center contingent on review and approval of factory language and any updates made by City Attorney, second by Sundhagen. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

Sundhagen made a motion to accept the GMP from Graham Construction for the Tioga Community Center, second by Bugbee. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

Nygaard also advised Commission Board that she is currently working with Larson to update the Animal Ordinance.

2. Ackerman-Estvold: Steven Eberle – Advised Commission Board of the status for the Master Lift station. Handed exhibit to Commission Board of Bid Sheet for Simmons Addition and advised Commission Board that BEK Consulting was the lowest bidder. Eberle called for reference check on BEK.

Sundhagen made a motion to accept BEK Consulting and sign a Notice to Proceed for Simmons Addition, second by Weflen. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland

Eberle also advised Commission Board of other projects they are currently working on are: punch items for Annabelle, TAP Program that will be going to bid, Planning and Zoning, State Water Commission Grant, 4 parcels that need to be annexed and Energy Impact Grants which need to be approved so Auditor can have them signed and sent in for consideration.

Sundhagen made a motion to approve the paperwork and submit the Energy impact Grant Application for 67th Street, second by Weflen. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland

Weflen made a motion to approve the paperwork and submit the Energy impact Grant Application for 105th signal to tracks, second by Sundhagen. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland

Weflen made a motion to approve the paperwork and submit the Energy impact Grant Application for Generators, second by Thompson. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland

Sundhagen made a motion to approve the paperwork and submit the Energy impact Grant Application for South Main, second by Weflen. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland

New Business:

3. Local Charity Permit – Salinas handed exhibit of Local Charity Permit Application from Tioga Fire Department for Raffles

Sundhagen made a motion to approve Local Charity Permit Application from Tioga Fire Department, second by Weflen. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland

4. Tioga Fund Applications – Salinas handed exhibit of Tioga Fund Application from Bob Anderson/A&B Rentals for the Store Front Improvement Grant and exhibits of opposing letters from Citizens of Tioga regarding Bob Anderson/A&B Rentals. Weflen read letters, discussions were held.

Bugbee made a motion to approve the Tioga Fund Application up to \$5,000 for Bob Anderson/A&B Rentals for the Store Front Improvement Grant. The sidewalk is contingent on the architect's stamp of approval in order to proceed, second by Sundhagen. Call: Ayes; Thompson, Sundhagen, Bugbee Nays; Weflen No Vote; McClelland

Salinas handed exhibit of Tioga Fund Application from Tioga EDC in the amount of \$4,500 for the Tioga Economic Development Website. Lindahl gave a presentation on the vision of the website and why Tioga Economic Development needs a separate website from the City. Discussions held.

Sundhagen made a motion to approve Tioga Fund Application from Tioga EDC in the amount of \$4,500, second by Thompson. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland

5. Baseline Sales Amendment to Sub-member Agreement – Salinas handed exhibit of Baseline Sales Amendment to Sub-member Agreement from R&T, discussions held. City Attorney states has not had the opportunity to review.
Sundhagen made a motion to table until City Attorney has reviewed and advised Commission, second by Bugbee. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland
6. AXON Contract for Body Cameras – Salinas handed exhibit to Commission Board of contract for new body cameras that on-duty Police Officers wear as part of their uniforms – Patrol Officer Corporal Joshua Nelson gave presentation on why updated body cameras are needed.
Sundhagen made a motion to approve contract with AXON for new body cameras, second by Thompson. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland
7. Employee End of Probation – Salinas handed exhibit of End of Probation Performance Evaluation and Raise Recommendation for Mia LeFever to Commission Board for review and approval.
Sundhagen made a motion to approve ending probation for Mia LeFever and raise her salary to \$21.75 effective 01-01-2018 due to an oversight, second by Weflen. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland
Salinas handed exhibit of End of Probation Performance Evaluation and Raise Recommendation for Jason Steele to Commission Board for review and approval.
Weflen made a motion to approve ending probation for Jason Steele and raise his salary to \$25.04 effective 03-01-2018, second by Sundhagen. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland
8. Pledge Holdings – Salinas handed exhibit of Bank of Tioga Pledge Holdings as of 02-26-2018
Thompson made a motion to approve the Bank of Tioga Pledge Holdings as of 02-26-2018, second by Weflen. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland
9. Payroll - Salinas handed exhibit to Commission Board exhibit of payroll for 03-05-2018,
Thompson made a motion to approve payroll for 03-05-2018, second by Sundhagen. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland

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

The next meeting of the City of Tioga is scheduled for Monday March 19, 2018 at 7:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, President of the City Commission

ATTEST:

Abby Salinas, City Auditor