

CITY OF TIOGA
City Commission Meeting Minutes
April 2, 2018

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on April 2, 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, Chris Rollag, Wayne Knutson, Steven Eberle, Austin Alexander

Sundhagen made a motion to approve the minutes of March 19, 2018, second by Bugbee. Roll Call: Ayes; Thompson, Bugbee, Sundhagen, McClelland Abstained; Weflen

Commissioners Reports:

Thompson: Handed Commission Board exhibit of cost estimate for 3 new computers to replace computers for City Hall and advised Commission Board that computers need to be updated because they were purchased in 2009 and not compatible with new programs needed.

Thompson made a motion to approve estimate for new computers for City Hall up to \$3,500, second by Sundhagen. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

Bugbee: Advised Commission Board that Joseph Salinas resigned his position in the water department.

Bugbee made a motion to accept Joseph Salinas's resignation, second by Sundhagen. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

Bugbee made a motion to place an ad in the local newspaper for vacancy, second by Weflen.

Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

Sundhagen: Advised Commission Board that Police Building Committee has met and made some changes in design, so they are waiting on Architects for design sample. Sundhagen advised Commission Board that the Police Department has made a 3 year plan to present to the 1% County Board of any future needs which is required.

Sundhagen made a motion to accept the 3 year plan made by the Police Department to present to the 1% County Board, second by Weflen. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

Sundhagen made a motion to present the 3 year plan to the 1% County Board, second by Bugbee. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

Sundhagen made a motion to present grant application for 1 police vehicle to the 1% County Board, second by Bugbee. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

Sundhagen also addressed emails that were being sent to the Commission President from Wayne Knutson.

Weflen: Advised Commission Board that new equipment is needed for the street department to seal the cracks as they happen on the street and patch holes, she stated that would help keep future cost down if repairs can happen sooner, handed exhibit of cost estimates to Commission Board. Discussions held.

Weflen made a motion to approve the purchase of a used crack sealer for Street Department not to exceed \$40,000, second by Sundhagen. Roll Call: Ayes; Thompson, Bugbee, Weflen, Sundhagen, McClelland

Weflen made a motion to approve the purchase of a used pot hole sealer for Street Department not to exceed \$60,000, second by Sundhagen. 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. Reminded Commission Board that the Tax Equalization Meeting will be held April 16, 2018 at 5:30pm at City Hall and a quorum will be needed.

Modifications/Approval of Agenda:

Weflen made a motion to approve agenda with change to item #4 Mike Smith from Williams County Disaster Emergency could not make it today, second by Sundhagen. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland

Old Business:

1. Legal – none.
2. Ackerman-Estvold: Steven Eberle – Advised Commission Board of the status for the Master Lift station. 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 2 police vehicles, second by Thompson. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland

3. Financials - Salinas handed exhibit to Commission Board of City of Tioga Fund Summary for February 2018.

Sundhagen made a motion to approve Fund Summary Sheet for February 2018, second by Thompson. Call: Ayes; Thompson, Bugbee, Sundhagen, McClelland

New Business:

4. Rath & Mehrer City Audit 2017 – Salinas handed exhibit of audit paper for 2017 with cost.
Sundhagen made a motion to approve Local Charity Permit Application from Tioga Fire Department, second by Weflen. Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland
5. Resolution 2018-03 Section 28 Rail Road - Resolution: # 2018-03 Agenda Item: # Date: April 2, 2018 BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota: It is the desire of the City of Tioga, pursuant to Section 40-51.02-03 to annex in the city limits of the City of Tioga to extend municipal government to areas which form a part of the whole community, to encourage natural and well-ordered development of municipalities of the state, and to recognize the interrelationship and interdependence between a municipal corporation and areas contiguous or adjacent thereto. The proposed area for annexation is TOWNSHIP 157 NORTH, RANGE 95 WEST: Section 28: A Parcel of Land being West one-half of the Northwest Quarter of the Northeast Quarter of Section 28 and Part of the Southeast Quarter of the Northeast Quarter of Section 28, North of the Railroad Right of Way and the Railroad Right of Way in the North one-half of Section 28, Township 157 North, Range 95 West of the Fifth Principal Meridian, Williams County, Excepting therefrom any portion of Sublot 12, Being A Re-Arrangement of MS13-0125 as shown in Plat filed for record March 15, 2017, Williams County recorder office, Document No. 831831, described as follows: Beginning at the Southeast Corner of MS 13-0127 as shown on the Plat filed for record December 11, 2013, Williams County recorder office, Document No. 775651; and running thence South along the East line of said Section 28, 330 feet more or less to the South Railroad Right of Way Line; thence along said South Railroad Right of Way Line the following two courses; 1) 1530 feet more or less along the arc of curve to the left whose radius is 5629.58 feet and whose central angle is 15°34'32" and whose long chord bears North 81°17'44" West, 1525.66 feet 2) North 89°05' West, 3772 feet more or less to the West Line of said Section 28 ; thence North along the said West Line of Section 28, 200 feet more or less to the North Railroad Right of Way; Thence South 89°05' East along said North Railroad Right of

Way, 2640 feet more or less to the West Line of the said Northeast Quarter; thence North along said West Line, 1182 feet more or less to the Northwest Corner of the said Northeast Quarter; thence East, 660 feet more or less to the Northwest Corner of said Sublot 12, Being A Re-Arrangement of MS13-0125 as shown in Plat filed for record March 15, 2017, Williams County recorder office, Document No. 831831; thence South 1°48'29" West along the West line of said Sublot 12, 1178.64 feet to the Southwest Corner of said Sublot 12 and North Railroad Right of Way; thence following the South line of said Sublot 12 and the said North Railroad Right of Way the following two courses: 1) South 87°07'25" East, 380.02 feet 2) 280.26 feet along the arc of a curve to the right whose radius is 5784.56 feet and whose central angle is 2°46'33" and whose lone chord bears South 85°10'54" East, 280.23 feet to the Southwest Corner of MS 13-0128, as shown on the Plat filed for record December 11, 2013, Williams County recorder office, Document No. 775651; thence 829.94 feet along the arc of a curve to the right and the South line of MS 13-0128 and the North Railroad Right of Way whose radius is 5775.99 feet and whose central angle is 8°13'58" and whose long chord bears South 79°41'45" East, 829.23 feet; thence South 88°07'29" East along said South line of MS 13-0128, 333.04 feet to the Southwest Corner of MS 13-0127, as shown on the Plat filed for record December 11, 2013, Williams County recorder office, Document No. 775651; thence South 88°07'29" East along said the South line of MS 13-0127, 166.25 feet to the point of beginning. Containing 43.0 Acres more or less Pursuant to the Regulations for Annexations of North Dakota Century Code a public hearing shall be scheduled for May 7, 2018 at 6pm at which time any and all landowners shall have the right to protest and or agree to the annexation

Sundhagen made a motion to approve Resolution 2018-03 Section 28 Rail Road, second by Bugbee.

Call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland

6. Resolution 2018-04 33 - Resolution: # 2018-04 Agenda Item: # Date: April 2, 2018 BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota: It is the desire of the City of Tioga, pursuant to Section 40-51.02-03 to annex in the city limits of the City of Tioga to extend municipal government to areas which form a part of the whole community, to encourage natural and well-ordered development of municipalities of the state, and to recognize the interrelationship and interdependence between a municipal corporation and areas contiguous or adjacent thereto. The proposed area for annexation is TOWNSHIP 157 NORTH, RANGE 95 WEST: Section 33: A Parcel of Land being part of the Northeast Quarter of the Northeast Quarter of Section 33, Township 157 North, Range 95 West of the Fifth Principal Meridian, Williams County, North Dakota more particular described as Lot 2 Block 2 of Tioga Springs Subdivision as shown in plat filed for record March 14, 2014, Williams County Recorder office, Document No. 781815. Pursuant to the Regulations for Annexations of North Dakota Century Code a public hearing shall be scheduled for May 7, 2018 at 6:15pm at which time any and all landowners shall have the right to protest and or agree to the annexation.

Sundhagen made a motion to table until research to see if oil wells can be annexed in, second by Weflen. 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 Sundhagen, second by Weflen at 8:10 p.m. call: Ayes; Thompson, Bugbee, Sundhagen, Weflen, McClelland

The next meeting of the City of Tioga is scheduled for Monday April 16, 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