

CITY OF TIOGA
City Commission Meeting Minutes
April 16, 2018

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on April 16, 2018, at the Tioga City Hall, by President of the City Commission Drake McClelland.

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

ABSENT: Todd Thompson

GUEST: Dan Larson, Cecile Wehrman, Steve Eberle, Wayne Knutson, Stephanie Nygaard, Judy Odegaard, Tyler Judkins, David Hehman, Ethyl Papineau, Austin Alexander, Dennis Lindahl, Chris Norgaard, Pete Wolla

Sundhagen made a motion to approve the minutes of April 02, 2018 with the following change; add the motion made under Sundhagen to present grant application to 1% county Board for a Police Vehicle, second by Bugbee. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Commissioners Reports:

Thompson: Absent

Bugbee: None

Sundhagen: Handed Commission Board exhibit of cost estimate for 3 new computers in the amount of \$3,121.95 to replace computers for Police Station and advised Commission Board that computers need to be replaced.

Sundhagen made a motion to approve estimate for new computers in the amount of \$3,121.95 to replace computers in Police Department, second by Weflen. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Sundhagen also advised Commission Board that discussions were held with Historical Society Museum Board to move forward with the demolition of the old museum, in its place will be the new Police Station and the new Museum would be built between the new Police Station and City Hall. The City would own the land and building but the Historical Society Board would continue to run the Museum until they decide otherwise. Discussions held.

Sundhagen made a motion to proceed with contract with Historical Society Board to build new Police Station in place of the old Museum and put new Museum between City Hall and New Police Station, second by Bugbee. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

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

Weflen: Advised Commission Board that the purchase of vehicle which was approved in previous meeting is taking longer due to ensuring it is capable of carrying the new equipment that was purchased for the street crack sealing. Weflen also advised that new landfill hours will start May 1, 2018 and will be Tuesday 8am to 5pm with 1 hour lunch, Thursday 10am to 7pm with 1 hour lunch and Saturday from 9am to 12pm.

Weflen made a motion to start new landfill hours May 1, 2018 and put an ad in the newspaper, second by Sundhagen. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

McClelland: None

Modifications/Approval of Agenda:

Weflen made a motion to add 2 new Planning and Zoning applications for agenda item #4, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Weflen made a motion to approve agenda with changes, second by Sundhagen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Old Business:

1. Legal – Elizabeth Pendlay – Advised Commission Board that she has been in contact with Knutson and he presented an offer in regard to his property easement and is asking for \$10,000. Pendlay recommends taking offer under advisement and coming up with an agreement or a counter offer. Discussions held. Sundhagen asked City Engineer for more information regarding property.

Sundhagen made a motion to take offer under consideration with more information, second by Bugbee. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Pendlay also advised Commission Board that contract for Simons was reviewed and changes were made as requested and it's ready to be signed.

2. Ackerman-Estvold: Austin Alexander – Advised Commission Board of the status for the Master Lift and Simons Addition. Tentative excavation for Simons will start on May 7, 2018 and letters will go out to residents advising them of construction. Also advised Commissioners that other projects currently being worked on are Warranty Work, TAP Program, Planning and Zoning.

3. 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 approve Resolution 2018-04 Annexation of section 33 NW, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

New Business:

4. Planning & Zoning – Larson handed exhibit to Commission board of application for a Final Plat Division of property from David Davidson. Planning and Zoning Committee advised Commissioner Board that they have reviewed application and recommend approval.

Sundhagen made a motion to approve the Final Plat Division, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Larson handed exhibit of application for a Neighborhood Book Exchange from First Lutheran Church, Planning and Zoning Committee advised Commissioner Board that they have reviewed application and recommend approval. Discussions held.

Sundhagen made a motion to approve the application for the Neighborhood Book Exchange from First Lutheran Church, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Larson handed exhibit to Commission board of application for a building permit from Chris Norgaard President of the Tioga Airport for a new airport terminal. Planning and Zoning Committee advised Commissioner Board that they have reviewed application and recommend approval.

Sundhagen made a motion to approve the application for the building permit from Chris Norgaard for a new airport terminal, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Larson handed exhibit to Commission board of application for a building permit from Chris Norgaard President of the Tioga Economic Development for a new Community Center. Planning and Zoning Committee advised Commissioner Board that they have reviewed application and recommend approval.

Weflen made a motion to approve the application for the building permit from Chris Norgaard for a new Community Center, second by Sundhagen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

5. Tioga Fund Applications - Salinas handed exhibit of Tioga Fund Application from Sarah Davis in the amount of \$15,000 for the Haleakala Shave Ice. Tioga Fund Board has reviewed application and recommends approval of half the purchase price up to \$10,000 and a loan of additional half up to \$10,000 with a 1% interest rate up to 5 years.

Sundhagen made a motion to approve the Tioga Fund Application from Sarah Davis in the amount of half the purchase price up to \$10,000 and a loan of additional half up to \$10,000 with a 1% interest rate up to 5 years for Haleakala Shave Ice, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Salinas handed exhibit of Tioga Fund Application from Aero Fleet One Corporation in the amount of \$30,000 for the existing business forming a US headquarters for the expansion into the North American Market. Lindahl gave a presentation on the vision of the Aero Fleet One and why it is important for the Tioga Economic Development and City of Tioga. Discussions held.

Sundhagen made a motion to approve the Aero Fleet One Corporation Application from Mark Frizen in the amount of \$30,000 in a loan to be paid back with a 5% interest rate per annum to begin upon the date of the origination of the loan starting on the 27th month, quarterly payments of \$2,500 shall be due by Aero Fleet one, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

6. R&T Petition – Salinas handed exhibit of R&T Water Supply’s Petition to Convert to a Water District.
Bugbee made a motion to table until research to see if oil wells can be annexed in, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland
7. Pledge Holdings – Salinas handed exhibit of Bank of Tioga Pledge Holdings as of 03-29-2018
Sundhagen made a motion to approve the Bank of Tioga Pledge Holdings as of 03-29-2018, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland
8. Payroll - Salinas handed exhibit to Commission Board of payroll for 04-05-2018,
Bugbee made a motion to approve payroll for 04-05-2018, second by Sundhagen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland
9. Bills – Salinas handed exhibit to Commission Board of bills for April 2018 and stated that there might be a second half of bills that will need to be presented on May 7, 2018.
Sundhagen made a motion to approve April 2018 bills, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland
10. Financials - Salinas handed exhibit to Commission Board of City of Tioga Financials for March 2018,
Sundhagen made a motion to approve Balance Sheet for March 2018, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland
Weflen made a motion to approve Fund Summary for March 2018, second by Sundhagen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Bugbee, second by Weflen at 8:52 p.m. call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

The next meeting of the City of Tioga is scheduled for Monday May 7, 2018 at 6:00 p.m. for Public Hearing, to be held at the Tioga City Hall.

Drake McClelland, President of the City Commission

ATTEST:

Abby Salinas, City Auditor