

**CITY OF TIOGA**  
City Commission Meeting Minutes  
May 18, 2020

A meeting of the City Commission of the City of Tioga was called to order at 7:02 pm on May 18, 2020, at the Tioga City Hall, by the City Commissioner Drake McClelland through Zoom.

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

ABSENT:

GUEST: Dan Larson, Jacob Orledge, Austin Rollag, Josh Reiner, Cody Weflen, Jeff Moberg, Sandy Clark, Shawna Nelson, Josh Nelson, Janna Roloff, Kent Ritterman, Tyler Judkins, Jason Steele

**Bugbee made a motion to approve the Commission Minutes of May 4, 2020 Regular Meeting, second by Weflen. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

**Bugbee made a motion to approve the correction of Minutes of April 6, 2020 by changing last name of Cody Weflen to Cody Knutson, second by Weflen. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

**Commissioners Reports:**

Christianson: None

Bugbee: Advised Commission that discussions are underway on how to safely reopen the Community Center.

Weflen: Advised Commission that dust control will start this week. Also stated that Lonnie Fleck, County Engineer for County Road 10 Project is waiting on the permitting application and asked if Commission would like to prolong a portion of the project (the paving) to 2021 for County Road 10 which would extend the warranty and be less cost. Discussion held and Commission Board was in agreement to extend the paving to 2021. Weflen advised the Commission Board that starting 05-26-20 the landfill hours will change to Tuesdays 9am-6pm, Thursdays 10am-7pm and Saturday 9am-12pm noon with lunch during appropriate times.

**Weflen made a motion to hire Paytin Thompson for City of Tioga Seasonal Part-Time Landfill Employee that will start 05-21-20, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

Sundhagen: Advised Commission Board that the Polaris was purchased and will be coming. Floor given to Police Chief Corey Murphy. Murphy advised Commission Board that some equipment is needed for the Polaris and is within his budget but the amount is over \$1,000 so he is seeking permission to purchase a trailer, new lighting and equipment for the Polaris in the amount of \$6,302.00. Sundhagen stated that he still might be able to take the expenses to the County 1% Board for reimbursement.

**Bugbee made a motion to purchase the equipment needed for the Polaris not to exceed the amount of \$6,500, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

Sundhagen also advised that final work is being done at the new Police Station and that the benches in front of the new Police Station were something that he had donated.

McClelland: None

**Modifications/Approval of Agenda:**

**Sundhagen made a motion to combine agenda items #6 Visitor Promotion Application, #7 Gaming Application, #8 Pledge Holdings as of 05-01-20, #10 Payroll for 05-07-20 and #11 Financials for April 2020 as a consent agenda item #6 and approve the rest of the agenda as is, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

**Old Business:**

1. Legal – Elizabeth Pendlay – Advised the Commission Board that the contract with Moore Engineering for Simons Addition is reviewed and is ready to sign with no changes. Pendlay is also in communication with Vogel Law Firm for the revisions of the employee handbook and a cost estimate will be given at the next Commission meeting, she will also be attending a Planning and Zoning meeting in order to finish the crew housing ordinance. Pendlay also advised the Commission Board that at the last Commission meeting it was stated that the City of Tioga Ordinance for Animal and Fowl was silent regarding chickens, however after reviewing the Tioga Ordinance it is not silent and does address the chickens. Discussions held.

**Sundhagen made a motion to have Pendlay amend the animal and fowl ordinance to address having chickens within the Tioga City limits, second by Weflen. all: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

2. Moore Engineering: Josh Reiner – Advised Commission Board that the contracts for NW reconstruction were dropped off at City Hall and are ready for signatures, he also gave updated time lines for Simons Addition. McClelland asked about the LD's on Simons addition, Reiner stated he will meet with Weflen, Salinas and Pendlay to review potential LD's.
3. FCI Construction- Austin Rollag – Advised the Commission Board of the status for the Police Station and Museum construction
4. Estimate for electrical updates at the Tioga Dam – Salinas handed exhibit to Commission Board of Cost estimate from C&G Electric to fix the Tioga Dam Camp Ground electric in the amount of \$2,989.50 for their review and consideration. Discussions held.

**Christianson made a motion to approve up to \$3,500 to fix the electric at the Tioga Dam Camp Ground, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen Abstained; Weflen**

**New Business:**

5. Tioga Fund Applications - Salinas handed exhibit to Commission Board of a Tioga Fund application from AJ's Cafe in the amount of \$30,000 for the start of a new business and equipment, for their review and consideration. Tioga Fund Board advised Commission Board that they have reviewed the application from AJ's Cafe and recommend approval of a new business loan in the amount of \$30,000.

**Bugbee made a motion to approve the Tioga Fund application from AJ's Cafe for a new business loan in the amount of \$30,000 for start of new business and equipment, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

Salinas handed exhibit to Commission Board of a Tioga Fund application from Pheasants Forever in the amount of \$17,000 for a new lawn mower. Tioga Fund Board advised Commission Board that they have reviewed application from Pheasants Forever and recommend approval of a grant in the amount of \$12,000, \$6,000 coming from Community Improvement and \$6,000 the recreation portion.

**Christianson made a motion to approve the Tioga Fund application from Pheasants Forever for a new lawn mower in the amount of \$12,000, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

Salinas handed exhibit to Commission Board of a Tioga Fund application from Tioga Parks in the amount of \$76,824 for new equipment. Tioga Fund Board advised Commission Board that they have reviewed application from Tioga Parks and recommend approval of only \$21,565.00 and tabled the rest until financials and budgets are provided. Discussions held.

**Sundhagen made a motion to approve the Tioga Fund application from Tioga Parks for a new Diving Board and to Paint the Pool in the amount of \$21,565, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

6. Visitor Promotion Application, Gaming Application, Pledge Holdings as of 05-01-20, Payroll for 05-07-20 and Financials for April 2020 – Salinas handed exhibits of Visitor Promotion Application, Gaming Application, Pledge Holdings as of 05-01-20, Payroll for 05-07-20 and Financials for April 2020 for their review and consideration.

**Weflen made a motion to approve Visitor Promotion Application, Gaming Application, Pledge Holdings as of 05-01-20, Payroll for 05-07-20 and Financials for April 2020, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

- 7. Approval to Hire - Salinas handed exhibit to Commission Board of request for new hire paper work for the full-time open position of Activities Coordinator for the Community Center for their review and consideration.

**Christianson made a motion to approve hiring of Activities Coordinator at the Community Center, second by Weflen. Call: Ayes; Christianson, Sundhagen, Weflen Abstained; Bugbee**

Salinas handed exhibit to Commission Board of request for new hire paper work for a full-time open position of Maintenance Worker I for the Water Department. Discussions held.

**Weflen made a motion to approve sending person for drug alcohol and back ground check, second by Sundhagen. Call: Ayes; Sundhagen, Weflen Nays; Bugbee, Christianson, McClelland**

**Bugbee made a motion to hire applicant contingent on drug, alcohol and background check, second by Christianson. Call: Ayes; Sundhagen, Christianson, Bugbee Nays; Weflen**

**Christianson made a motion to approve promotion and pay increase for Robert Logue from Maintenance Worker I at \$24.63 per hour to Maintenance Worker II \$27.63 per hour, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

Weflen Advised Commission Board that after the city-wide yard sale which takes place on June 6, 2020 the landfill will be open for free dumping the week of June 8<sup>th</sup> thru 13<sup>th</sup>, 2020.

**With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Bugbee, second by Weflen at 8:57 p.m. call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday June 1, 2020 at 7:00 p.m., to be held at the Tioga City Hall and by Zoom.

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Drake McClelland, City Commission President

ATTEST:

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Abby Salinas, City Auditor