

CITY OF TIOGA
City Commission Meeting Minutes
May 20, 2019

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on May 20, 2019, at the Tioga City Hall, by the president of the Tioga City Commission Drake McClelland.

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

ABSENT: Tim Sundhagen

Guest: Jacob Orledge, Nikki Davidson, Terry Luken, Dan Larson, Dennis Lindahl, Austin Alexander, Jeff Moberg, Judy Odegaard, Samantha Irvin, Adam Copeland, Chris Copeland, Amber Briggs

Weflen made a motion to approve the minutes of 05-02-2019 Equalization, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Christianson made a motion to approve the minutes of 05-06-2019 Public Hearing, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Christianson made a motion to approve the minutes of 05-06-2019 Commission Meeting, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Bugbee made a motion to approve the minutes of 05-06-2019 Executive Session, second by Weflen. Roll Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Commissioners Reports:

Christianson: Advised Commission Board that the open water line at the Community Center has been capped. Handed floor to Jeff Moberg the Water and Sewer Superintendent. Moberg advised Commission Board that MDU will be shutting power off at the Waste Water Treatment Facility for 8-10 hours in the next few weeks, discussions held. Moberg also Informed Commission Board that the fire hydrant will have to be replaced on 4th and 5th along with a sewer line and lines connecting in the alley behind new Police Station and 2 Main Street businesses (Ace Hardware and Crafty Hands).

Bugbee made a motion to replace the fire hydrant along with the sewer line on 4th and 5th, second by Weflen. Roll Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Bugbee made a motion to complete the 2 connects in the alley behind between the new Police Station and @ Businesses for up to \$3,500, second by Weflen. Roll Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Bugbee: None

Sundhagen: Absent

Weflen: Advised Commission Board that the new landfill hours will be Tuesdays 9am to 6pm, Thursdays 10am to 7pm and Saturdays 9am to 12noon effective 05-28-2019. Other information Weflen advised the Commission Board is that the free Community Clean up for City of Tioga residents only will be on June 4, June 6 and June 8, 2019 during business hours and Pick up the Patch will be on May 23, 2019.

Weflen made a motion to hire Raphael Salinas Jr. as a seasonal part time employee at \$16.00 per hour effective as soon as all drug, alcohol test and background check is complete, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

McClelland: Handed exhibit to the Commission Board of an estimate for a shredder to be used for Municipal Court in the amount of \$1,313.59.

Bugbee made a motion to purchase a shredder unto \$1,400 for Municipal Court, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Modifications/Approval of Agenda:

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

Old Business:

1. Legal – Elizabeth Pendlay – Advised Commission Board that some legal forms to the Community Center have been completed and that Nygaard and herself had attended the Planning and Zoning Meeting to review the Conditional Use for RP Parks. Pendlay advised the Commission Board that she is currently working on RV Park Ordinance and it should be completed by the end of summer. Pendlay handed exhibit to Commission Board of forms for the Community Center for their review and consideration.
Bugbee made a motion to approve the rental agreement form for the Community, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.
Bugbee made a motion to approve the Rules and Regulations form for the Community with the correction to the alcohol policy, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.
Bugbee made a motion to approve the Member Waiver and Liability Release form for the Community, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.
Bugbee made a motion to approve the Cleaning Check List form for the Community, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.
2. Ackerman-Estvold: Steve Eberle – Updates given to Commission Board on Annabelle warranty work and TAP 2018. Eberle handed exhibit to Commission Board for their review and consideration of Simons addition contract with CC Steele.
Weflen made a motion to approve signing the contract with CC Steele for Simons Addition, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.
Eberle handed exhibit to Commission Board for their review and consideration of Notice to Proceed construction on Simons Addition with CC Steele.
Weflen made a motion to approve signing the motion to proceed with CC Steele for Simons Addition, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.
Other projects Ackerman-Estvold is currently working on for Tioga are planning and Zoning, Tioga ETA, Tioga Spec Book, coordination work with KLM for the Water Tower fix, 105th work from the County and drainage issues at the Community Center.
3. Graham Construction- Salinas handed exhibit of pay applications #14 in the amount of \$98,833.72 for Construction completed at the Community Center in the month of April 2019.
Bugbee made a motion to Pay application #14 for Construction completed at the Community Center in the month of April 2019 in the amount of \$98,833.72, second by Weflen. Call: Ayes; Sundhagen, Christianson, Bugbee, Weflen, McClelland.
4. FCI – Austin Rollag – Advised Commission Board that Breaking ground for the new Police Station and Museum will be breaking ground on Tuesday May 21, 2019 at 8am, by the afternoon the demo on the old church will begin. As soon as church is down a fence will go up to secure the construction area.
5. Partial Follow-up to Park Board Issues – Elizabeth Pendlay – Advised Commission Board and constituents that were attending meeting that at last Commission Meeting the Park Board brought forth 4 issues. 1. Maintenance of the City of Tioga Dam 2. The City of Tioga Water Bill to the Park Board 3. City Vehicle 4. Personnel Issues. Pendlay stated that she would be speaking on the purported alleged personnel issues. Pendlay states that although the City would not ever stop any one from being placed on the agenda to speak to their Commission Board, she advises that it is important to complete fact checks before bringing any alleged personnel issue to the Commission Board so that we don't embarrass or impute any staff or members of the community.
6. Community Center – McClelland – Advised Commission Board that the Grand Opening for the Community Center will be held on June 2, 2019 from 2 to 4pm.

Bugbee made a motion to approve a budget of \$1000 for refreshments and things needed for the grand opening of Community Center, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.

Bugbee made a motion to approve proceeding with hiring a part time employee after all appropriate drug, alcohol test and background check is complete, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.

McClelland advised Commission Board that Library is coming along and will be completed soon.

Weflen made a motion to approve advertising in the newspaper the grand opening of the new Community Center, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.

Salinas handed exhibit to Commission Board for their review and consideration of Bid Packet of the landscape for the new Community Center lowest bid was Landscape Elements in the amount of \$82,540. Discussions held.

Bugbee made a motion to table until the Commission Board has more details of the landscape project, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.

Salinas handed exhibit to Commission Board for their review and consideration of commercial dishwasher for the new Community Center in the amount of \$4,300 which would include the electric. Discussions held.

Weflen made a motion to approve the purchase of the new dishwasher and electric in the amount of \$4,300 for the new Community Center, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.

Salinas handed exhibit to Commission Board for their review and consideration of extra sports equipment for the new Community Center in the amount of \$6,168 from BSN sports.

Christianson made a motion to approve the purchase of extra sports equipment in the amount of \$6,168 for the new Community Center from BSN Sports, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.

New Business

7. Planning & Zoning – Larson handed exhibit to Commission Board for their review and consideration of an application for a building permit from CC Steel for the New Police Station.

Christianson made a motion to approve the building permit application from CC Steel for the new Police Station, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.

Larson handed exhibit to Commission Board for their review and consideration of an application for a building permit from CC Steel for the New Museum.

Christianson made a motion to approve the building permit application from CC Steel for the new Museum, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, McClelland.

8. Tioga Fund Applications – Salinas handed exhibit to Commission Board for their review and consideration of a Tioga Fund application from Tioga Chamber of Commerce in the amount of \$10,000 for Radio Sponsorship from KTGO. Tioga Fund Board reviewed the application and recommends approval of \$10,000 for half the estimated cost of the project.

Weflen made a motion to approve the Tioga Fund application from Tioga Tioga Chamber of Commerce in the amount of \$10,000 for the Radio Sponsorship from KTGO, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Salinas handed exhibit to Commission Board for their review and consideration of a Tioga Fund Store Front application from Chris Copeland in the amount of \$5,000 for a new business/bakery. Tioga Fund Board reviewed the application and recommends approval of \$5,000 matching fund of the project.

Weflen made a motion to approve the Tioga Fund Store Front application from Chris Copeland in the amount of \$5,000 for the new business/bakery, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Salinas handed exhibit to Commission Board for their review and consideration of a Tioga Fund application from Tioga Recreation Council in the amount of \$23,700 for North Baseball Field project of

Dugouts. Tioga Fund Board reviewed the application and recommends approval of \$23,700 half from recreation fund and the other half from Community Improvement fund.

Bugbee made a motion to approve the Tioga Fund application from Tioga Recreation Council in the amount of \$23,700 for the North Baseball Field Project of Dugouts, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

9. Visitor Promotion Application – Salinas handed exhibit to Commission Board for their review and consideration of a Visitor Promotion application from Tioga Chamber of Commerce in the amount of \$10,000 for Radio Sponsorship at KTGO. Visitor Promotion Committee reviewed the application and recommends approval of \$10,000 for half the estimated cost of the project

Weflen made a motion to approve the Visitor Promotion application from Tioga Chamber of Commerce in the amount of \$10,000 for Radio Sponsorship at KTGO, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

10. Special Liquor License Applications – Salinas handed exhibit to Commission Board for their review and consideration of a Special Liquor License application from Karen Hawkinson for Pour Decisions Bar and Steak House to Serve alcohol at a class reunion on July 3, 4, and 5th, application is complete and all fees have been paid.

Bugbee made a motion to approve the special liquor license application from Pour Decisions for Class reunion on July 3, 4 and 5th, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Salinas handed exhibit to Commission Board for their review and consideration of a Special Liquor License application from Karen Hawkinson for Pour Decisions Bar and Steak House to Serve alcohol at the Honred and Kutter rehearsal dinner and wedding on July 5th and 6th, application is complete and all fees have been paid.

Weflen made a motion to approve the special liquor license application from Pour Decisions for Honred and Kutter rehearsal dinner and Wedding on July 5th and 6th, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Salinas handed exhibit to Commission Board for their review and consideration of a Special Liquor License application from Karen Hawkinson for Pour Decisions Bar and Steak House to Serve alcohol at the Rice and Post wedding on June 22, application is complete and all fees have been paid.

Bugbee made a motion to approve the special liquor license application from Pour Decisions for Rice and Post Wedding on June 22, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

11. Gaming Applications – Salinas handed exhibit to Commission Board for their review and consideration of a Gaming application from American Legion Post 139 for Pour Decisions to have Bingo, Raffles, Pull Tabs, Electronic Pull Device, Tip Board, Deal Board, Punch Board, Sports Pools, Twenty-One, Poker and Calcutta's.

Bugbee made a motion to approve the Gaming application from American Legion Post 139 at Pour Decisions, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Salinas handed exhibit to Commission Board for their review and consideration of a Gaming application from American Legion Post 139 for Model Tavern to have Bingo, Raffles, Pull Tabs dispensing device, Electronic Pull Device, Seal Board, Tip Board, Seal Board, Punch Board, Pizza Board, Sports Pools, Twenty-One, Poker, Calcutta's and Paddlewheels with tickets.

Bugbee made a motion to approve the Gaming application from American Legion Post 139 at Model Tavern, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

12. Payroll - Salinas handed exhibit to the Commission Board payroll of 05-22-2019 for their review and consideration.

Christianson made a motion to approve payroll for 04-07-2019, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

13. Financials – Salinas handed exhibit to Commission Board Financials for April 2019 for their review and consideration.

Bugbee made a motion to approve Balance Sheet for April 2019, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen, McClelland

Weflen made a motion to approve Fund Summary for April 2019, second by Christianson. Call: Ayes; Christianson, Bugbee, 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 8:47 p.m. call: Ayes; Christianson, Bugbee, Weflen, McClelland

EDC – Dennis Lindal – Informed Commission Board that there will be an upcoming meeting regarding the possibilities of a plastic company wanting to make a home in the Western part of North Dakota and the creation of 200 jobs. Meeting will be held at Neset Consulting on May 24, 2019 at 1pm

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday June 3, 2019 at 7:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, City Commission President

ATTEST:

Abby Salinas, City Auditor