

CITY OF TIOGA
City Commission Meeting Minutes
June 15, 2020

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on June 15, 2020, at the Tioga City Hall, by the City Commissioner Drake McClelland.

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

ABSENT:

GUEST: Dan Larson, Jacob Orledge, Josh Reiner, Richard Schmidt, Austin Rollag, Scott Bertsch

Christianson made a motion to approve the Commission Minutes of June 1, 2020 Regular Meeting, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen

Commissioners Reports:

Bugbee: Advised Commission Board that the Community Center will be opening July 6, 2020.

Christianson: None

Sundhagen: Advised Commission Board that he had received complaints about the Police Flag on the flag pole in front of the new Police Station. Sundhagen stated that it was put up correctly under the United States Flag and done out of respect for a fallen fellow Police Officer. Sundhagen also advised the Commission Board that the Police Chief and staff will be planning an open house for the new Police Station soon.

Weflen: Advised Commission that the Tioga graduate banners will be taken down this week and will be placed at City Hall so that if parents or graduates want their banner they can pick up. Weflen advised that a new lawn mower is needed and handed exhibits to Commission Board of estimates.

Weflen made a motion to purchase a new lawn mower from Ace Hardware up to \$8,000, second by Sundhagen. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen

Weflen also advised Commission Board of a needed part-time employee at landfill. Discussions held.

Bugbee made a motion to hire new landfill employee after interviews are complete, second by Weflen. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen

McClelland: Handed exhibit to each Commission Board member of department budgets and stated that the department preliminary budgets are due to City Auditor by July 6, 2020. McClelland also advised Commission Board that a re-organization board meeting will be held June 25, 2020 at 6pm.

Modifications/Approval of Agenda:

Sundhagen made a motion to combine agenda items #7 Tioga Fund Application, #8 Liquor License Renewals, #9 Payroll for 06-05-20 and #10 Financials for May 2020 as a consent agenda Item #8, second by Weflen.

Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen

Bugbee made a motion to add agenda item #7 as Community Center Request, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen

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

Old Business:

1. Legal – Elizabeth Pendlay – Advised the Commission Board that she attended a Planning and Zoning meeting in order to finish the crew housing ordinance. The Crew Housing Ordinance was completed and given to City Auditor for next Commission Meeting. Pendlay also advised that she will be working

with a planning and zoning sub-committee to review all of the planning and zoning ordinance (Chapter 5) in order to ensure it has been updated properly and will be making corrections as needed.

2. Moore Engineering: Josh Reiner – Advised Commission Board of status for NW reconstruction Simons Addition. Discussions on late fees for Simons addition and for late fees on Tap 2018 held.
3. FCI Construction- Austin Rollag – Advised the Commission Board of the status for the Police Station and Museum construction. Bertsch handed pay application #12 from FCI in the amount of \$92,746.85 for the work done in up to May 31, 2020 on the Police Station.

Sundhagen made a motion to approve Pay Application #12 from FCI Construction in the amount of \$92,746.85 for the work done up to May 31, 2020 at the New Police Station, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen

Handed exhibit of pay application #11 from FCI in the amount of \$46,545.26 for the work done up to May 31, 2020 on the Museum.

Sundhagen made a motion to approve Pay Application #11 from FCI Construction in the amount of \$46,545.26 for the work done up to May 31, 2020 at the New Museum, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen

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

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

5. Estimate for Employee Handbook – Salinas handed exhibit to Commission Board of Letter from Vogel Law Offices stating that the estimate to update Employee Handbook would be from \$7,500 to \$10,000. **Bugbee made a motion to approve up to \$10,000 for Vogel Law Offices to update the Tioga Employee Handbook, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

New Business:

6. Planning and Zoning Applications - Larson handed exhibit to Commission Board of a Planning and Zoning building permit application for platting property from Elk Creek for their review and consideration. Planning and Zoning Board advised Commission Board that they have reviewed the application and recommend approval of new building permit. **Sundhagen made a motion to approve the Planning and Zoning application for platting property from Elk Creek, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**
7. Community Center Request – Bugbee advised Commission Board that an estimate was given for \$1,066 to purchase skate board ramps for Community Center, the money was donated but need approval since it was over the \$1,000. **Bugbee made a motion to purchase skate board ramps not to exceed \$1,200, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**
8. Tioga Fund Application, Liquor License Renewals, Payroll for 06-05-20 and Financials for May 2020 – Salinas handed exhibits of Tioga Fund Application, Liquor License Renewals, Payroll for 06-05-20 and Financials for May 2020 for their review and consideration. **Weflen made a motion to approve Tioga Fund Application, Liquor License Renewals, Payroll for 06-05-20 and Financials for May 2020, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen**

McClelland would like to thank Heather Weflen and give her recognition for her years of Community Service and Dedication to the City of Tioga and its constituents while sitting on the Tioga Commission Board.

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Sundhagen, second by Bugbee at 8:13 p.m. call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday June 25, 2020 at 6:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, City Commission President

ATTEST:

Abby Salinas, City Auditor