

CITY OF TIOGA
City Commission Meeting Minutes
June 17, 2019

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on June 17, 2019, at the Tioga City Hall, by the president of the Tioga City Commission Drake McClelland.

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

ABSENT: Heather Weflen

Guest: Jacob Orledge, Dan Larson, Jeff Moberg, Judy Odegaard, Mike Padilla, Olivia Pendlay, Steve Eberle, James Booth, David Rust, Karen Haugen, Ronica Pederson, Matt Lierz, Austin Rollag

Bugbee made a motion to approve the minutes of 06-03-2019, second by Sundhagen. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Commissioners Reports:

Christianson: Handed floor to Jeff Moberg the Water Superintendent. Moberg advised Commission Board of fixed sewer line and that the power at the Waste Water Treatment Facility was down during the weekend. Moberg also informed Commission Board that an employee will be out 3 to 6 months.

Bugbee: Advised Commission Board that at last Commission meeting she voiced her opinion on fair and equal housing across all City Employees. Bugbee states that its difficult to find good employees and keep across every department, examples are the vacancy for almost a year in the Water Department and finding a qualified Auditor that would stay. Bugbee also states that City is going to have some staff members retire and would like them to say the City has treated them fairly and it's a good place to work. Discussions held.

Bugbee made a motion to give all City Employees that purchase a home a yearly \$2,000 retention bonus, McClelland called for a second and motion died due to lack of second.

Sundhagen: None

Weflen: Absent

McClelland: Advised Commission Board that starting next meeting the Commission reports should only be information, if any motions will need to be made that will need to be put in as an agenda item. McClelland also advised Commission Board that July 5, 2019 will be a slow business day.

Bugbee made a motion to close City July 5, 2019, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Modifications/Approval of Agenda:

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

Old Business:

1. Legal – Elizabeth Pendlay – Advised Commission Board that she has drafted the Planning and Zoning ordinance and has given to the Planning and Zoning Board for review. Pendlay also advised that she will be working with PD on ordinance review and Salinas on a new ETA ordinance. After update Pendlay excused herself and left.
2. Ackerman-Estvold: Steve Eberle – Updates given to Commission Board on Annabelle warranty work, TAP 2018, TAP 2019, Simons 2019, Planning and Zoning, Tioga ETA, Spec Book, 105th work from County and coordination work with Landmark and KLM for the Water Tower.

3. Graham Construction- Salinas handed exhibit of pay applications #15 in the amount of \$16,871.57 for Construction completed at the Community Center in the month of May 2019 for their review and consideration.

Sundhagen made a motion to table Pay application #15 for Construction completed at the Community Center for the month of May 2019 in the amount of \$16,871.57 because no one from Graham was in attendance, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland.

4. FCI – Matt Lierz – Handed exhibit of pay applications #1 in the amount of \$111,942.30 for Construction completed at the Police Station in the month of May 2019 for their review and consideration.

Sundhagen made a motion to approve Pay application #1 for Construction completed at the Police Station for the month of May 2019 in the amount of \$111,942.30, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland.

Austin Rollag gave update on the construction of the new Police Station and Museum.

5. Water Tower – Steve Eberle advised Commission Board that in order to take down the City Water Tower to do warranty work PRV (pressure reducing valves) will have to be strategically placed around town to ensure everyone continues to receive service and no pipes burst due to pressure. Eberle states the cost for these PRV's would be around \$5,000, can take time to receive and these cost according to the City of Tioga Spec book should be incurred by construction company. Floor was handed to Mike Padilla from landmark. Padilla states that although the warranty will still be honored those cost for PRV's are not part of the contract. McClelland stated that the job was not completed correctly and that the City should not have these types of issues so soon after construction. Discussions held. Padilla states that he will take this issue to his higher ups and will have an answer soon.

New Business

6. Planning & Zoning – Larson handed exhibit to Commission Board of an application for a Variance permit from 1st Baptist Church/James Booth for their review and consideration.

Bugbee made a motion to approve the Variance Application from 1st Baptist Church, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland.

Larson handed exhibit to Commission Board of a final plat for the Sagaser Property for their review and consideration.

Sundhagen made a motion to approve the final plat for the Sagaser Property, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland.

McClelland handed exhibit to Commission Board of e-mail from Travis Wittman Planning and Zoning Board President regarding resignation from Planning and Zoning Board.

Bugbee made a motion to accept the resignation of Travis Wittman from the Planning and Zoning Board, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland.

Bugbee made a motion to advertise for the open position of a Planning and Zoning Board member, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland.

McClelland thanked Wittman for the work he has done for Tioga.

7. Visitor Promotion Applications – Salinas handed exhibit to Commission Board of a Visitor Promotion application from Tioga Country Club/Patricia Hove in the amount of \$10,000 for the purchase of new golf carts for their review and consideration. The Visitor Promotion Committee has reviewed the application and recommends approval of \$10,000 for half the estimated cost of the project.

Bugbee made a motion to approve the Visitor Promotion application from Tioga County Club in the amount of \$10,000 for the purchase of new golf carts, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

8. Liquor License Renewals – Salinas handed exhibit to Commission Board of Renewal Liquor License Application for Tioga Main Stay Suites on sale for their review and consideration.

Sundhagen made motion to approve the Liquor License Application for Tioga Main Stay Suites on sales, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Salinas handed exhibit to Commission Board of Renewal Liquor License Application for Farmers Union Oil off sales only for their review and consideration.

Sundhagen made motion to approve the Liquor License Application for Farmers Union Oil off sales only, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Salinas handed exhibit to Commission Board of Renewal Liquor License Application for Cash Wise Liquor off sale for their review and consideration.

Sundhagen made motion to approve the Liquor License Application for Cash Wise Liquor off sales, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Salinas handed exhibit to Commission Board of Renewal Liquor License Application for Kum n Go off sales for their review and consideration.

Sundhagen made motion to approve the Liquor License Application for Kum n Go off sales only, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Salinas handed exhibit to Commission Board of Renewal Liquor License Application for Model Tavern on/off sales for their review and consideration.

Sundhagen made motion to approve the Liquor License Application for Model Tavern on/off sales, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Salinas handed exhibit to Commission Board of Renewal Liquor License Application for DJ's Lounge and Grill on/off sales for their review and consideration.

Sundhagen made motion to approve the Liquor License Application for DJ's Lounge and Grill on/off sales, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Salinas handed exhibit to Commission Board of Renewal Liquor License Application for Pour Decisions Bar and Steakhouse on/off sales for their review and consideration.

Sundhagen made motion to approve the Liquor License Application for pour Decisions Bar and Steakhouse on/off sales, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

9. Gaming Applications – Salinas handed exhibit to Commission Board of a Gaming application from Prairie Public for DJ's Lounge and Bar for Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Prize Board, and Twenty-One for their review and consideration.

Sundhagen made a motion to approve the Gaming application from Prairie Public at DJ's Lounge and Sports Bar, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Salinas handed exhibit to Commission Board of a Gaming application from Mule Deer Foundation for Tioga Theater to have Raffles for their review and consideration.

Sundhagen made a motion to approve the Gaming application from Mule Deer Foundation at Tioga Theater, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

10. ND Contract for Collection of Tax – Salinas handed exhibit to Commission Board of a letter and a contract from State of ND Office of State Tax Commission for collection of sales taxes for their review and consideration.

Sundhagen made a motion to approve signing the contract with the ND Office of State Tax Commission for collection of City Taxes, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

11. Pledge Holdings – Salinas handed exhibit to Commission Board of Pledge Holdings from Bank of Tioga date 05-28-2019 for their review and consideration.

Sundhagen made a motion to approve Pledge Holdings for 05-28-2019, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Salinas handed exhibit to Commission Board of Pledge Holdings from Bank of Tioga date 05-30-2019 for their review and consideration.

Sundhagen made a motion to approve Pledge Holdings for 05-30-2019, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

12. Payroll - Salinas handed exhibit to the Commission Board payroll of 06-07-2019 for their review and consideration.

Christianson made a motion to approve payroll for 06-07-2019, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

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

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

Christianson made a motion to approve Fund Summary for May 2019, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Bugbee, second by Sundhagen at 8:53 p.m. call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday July 1, 2019 at 7:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, City Commission President

ATTEST:

Abby Salinas, City Auditor