

CITY OF TIOGA
City Commission Meeting Minutes
July 15, 2019

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on July 15, 2019, at the Tioga City Hall, by the City Commissioner Heather Weflen.

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

ABSENT: Drake McClelland

GUEST: Dan Larson, Tyler Judkins, Jacob Orledge, Austin Alexander, Steve Eberle, Austin Rollag, Jeff Moberg, Nikki Davidson, Elyse Pendlay, Matt Leirz, Kevin Czarnecki, Dennis Lindahl

Christianson made a motion to approve the Commission Minutes of July 1, 2019, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen

Christianson made a motion to approve the Commission Minutes of July 1, 2019 Executive Session, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen

Commissioners Reports:

Christianson: Advised Commission Board that the temporary lines have been placed at the lift station that is failing until plans and construction company are ready.

Bugbee: Advised Commission Board that efforts to get donations to finish the Community Center are starting but it will be a long process. The doors to the Community Center and Library have been opened and have been well received, there have been 2 weddings and 3 more are scheduled alone with other meetings and there are some community activities currently being planned. Also advised Commission Board that department budgets are due to City Auditor Today.

Sundhagen: Advised Commission Board that he will be attending a 1% meeting on Wednesday, also that the K-9 was used in a case in Williston for narcotics enforcement.

Weflen: None

McClelland: Absent

Modifications/Approval of Agenda:

Bugbee made a motion to add to agenda under New Business # 5 Wages and Water Truck, #6 application to 1% for generators, and #7 Community Center and put all other items under agenda new business under #7, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen

Old Business:

1. Legal – Elizabeth Pendlay – Advised Commission Board that he has reviewed the R&T Joint Power Agreement and has had discussions with City Auditor on final bill for Graham on the Community Center, City ETA and Annexations.
2. Ackerman-Estvold: Steve Eberle – Advised Commission Board of construction update on the Tap 2018 and advised Commission Board that we are currently waiting for the County on the TAP 2019. Other updates given on Simons construction, the temporary fix to the lift station, Water tower will start mid-August and construction on 105th.
3. Graham – Salinas handed exhibit of pay application #15 from Graham Construction in the amount of \$16,871.57 for the work done in May 2019 at the Community Center. Salinas stated it has been approved by EDC Chris Norgaard and by EAPC Architect.

Bugbee made a motion to approve Pay Application #15 from Graham Construction in the amount of \$16,871.57 for the work done in May of 2019 at the Community Center, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen

Salinas handed exhibit of pay application #16 from Graham Construction in the amount of \$25,348.70 for the work done in June 2019 at the Community Center. Salinas stated it has been approved by EDC Chris Norgaard and by EAPC Architect.

Bugbee made a motion to approve Pay Application #16 from Graham Construction in the amount of \$25,348.70 for the work done in June of 2019 at the Community Center, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen

4. FCI Construction- Matt Lierz – Advised the Commission Board of the status for the Police Station and Museum construction. Handed exhibit of pay application #2 from FCI in the amount of \$227,558.25 for the work done in the month of June on the Police Station.

Sundhagen made a motion to approve Pay Application #2 from FCI Construction in the amount of \$227,558.25 for the work done in June of 2019 at the New Police Station, second by Christianson.

Call: Ayes; Christianson, Bugbee, Sundhagen

Handed exhibit of pay application #1 from FCI in the amount of \$39,445.90 for the work done in the month of June on the Museum

Sundhagen made a motion to approve Pay Application #1 from FCI Construction in the amount of \$39,445.70 for the work done in June of 2019 at the New Museum, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen

5. Park Bill – Salinas advised Commission Board that after park water meter was determined to be good, is seeking a motion to leave all past bills in the past and start with current bills. Discussions held.
Sundhagen made a motion for forgive any discrepancies for prior water bills from the Park Board effective July 1, 2019, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen
Sundhagen advised Park Board President that he appreciated the work and care that has been done at the parks.

New Business:

6. Wages and Water Truck- Moberg advised Commission Board that a flatbed truck is needed to assist with the cleaning at the Waste Water Treatment Facility as discussed at the last Commission Meeting a used flatbed truck was found for \$5,000.
Christianson made a motion to purchase the used flatbed vehicle in the amount of \$5,000 for the use of the Waste Water Treatment Facility, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen
Tyler Judkins (Park Board Manager) asked Commission Board why he did not get the cost of living wage, Weflen informed Judkins that since he had received a raise of \$5,000. Discussions held.
Christianson made a motion to raise salary of Jeff Moberg from \$33.75 to \$34.61 effective 07-16-19, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen
Christianson made a motion to raise salary of Ronnie Lund from \$22.95 to \$23.95 effective 07-16-19, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen
Christianson made a motion to raise salary of Robert Logue from \$21.63 to \$24.63 effective 07-16-19, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Sundhagen
Bugbee made a motion to raise salary of Ronica Pederson from \$23.65 to \$24.65 effective 07-16-19, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen
Bugbee made a motion to raise salary of Desiree Hanson from \$24.05 to \$25.05 effective 07-16-19, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen
Bugbee made a motion to raise salary of Dan Larson from \$30.74 to \$31.74 effective 07-16-19, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen
Bugbee made a motion to raise salary of Abby Salinas from \$71,000 per year to \$73,000 per year effective 07-16-19, second by Christianson. Roll Call: Ayes; Christianson, Bugbee Nays; Sundhagen
7. 1% Grant Application for Generator - Sundhagen handed Commission Board exhibit of application for a grant that he will be taking to the 1% Williams County Board for generators needed at the new Police Station in the amount of \$36,295.

Sundhagen made a motion for approved the signing the Williams County 1% grant application for generators in the new Police station in the amount of \$36,295, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen

8. Community Center – Bugbee – Advised Commission Board that although efforts are taking place to raise money, there are things that need to be complete.

Bugbee made a motion to approve the lowest estimate to cement the Ice Hockey Rink in the amount of \$69,350, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen

Bugbee advised Commission Board that the activities room is ready to be completed which would give kids more activities to enjoy. Park Board President Nikki Davidson asked not to approve the activities room packet yet because the Park Board would like to give some suggestions and ideas. Commissioner Bugbee stated she would attend Park Board Meeting.

Bugbee made a motion to table the approval of completing the activities room until next meeting on August 5, 2019 so that the Park Board can have some input, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen

9. Planning & Zoning – Larson handed an exhibit to Commission board of a Final Plat from Tioga Properties for their review and consideration. Planning and Zoning Committee advised Commissioner Board that they have reviewed zoning map and recommend approval. Discussions held.

Bugbee made a motion to approve the Final Plat from Tioga Properties, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen

Larson handed an exhibit to Commission board of letter from Tyler Judkins to fill the vacant position for the Planning and Zoning Board. Discussions held.

Christianson made a motion to appoint Tyler Judkins to the Planning and Zoning Board, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen

10. Tioga Fund Applications – Salinas handed exhibit to Commission Board of a Tioga Fund application from Tioga EDC to hire Stantec to complete an air quality study to help the City attract more industrial investment and development in the amount of \$28,916 for their review and consideration. Tioga Fund Board advised Commission Board that they have reviewed application from Tioga EDC and recommend approval.

Sundhagen made a motion to approve the Tioga Fund application from the Tioga EDC in the amount of \$28,916 to help complete an air quality study, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen

Salinas handed exhibit to Commission Board of a Tioga Fund application from Historical Society to assist in the construction of the new Museum in the amount of \$59,451 for their review and consideration. Tioga Fund Board advised Commission Board that they have reviewed application from Tioga Historical Society and recommend approval.

Sundhagen made a motion to approve the Tioga Fund application from the Tioga Historical Society in the amount of \$59,451 to assist with the new Museum Construction, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen

Salinas handed exhibit to Commission Board of a Tioga Fund application from Red Moose/Jenni Norgaard to assist in the purchase of new signage and store front improvement up to the amount of \$1,243 for their review and consideration. Tioga Fund Board advised Commission Board that they have reviewed application from Red Moose/Jenni Norgaard and recommend approval.

Bugbee made a motion to approve the Tioga Fund application from the Red Moose up to the amount of \$1,243 for store front improvement, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen

Salinas handed exhibit to Commission Board of a Tioga Fund application from Tioga Community Center to host events and help purchase supplies in the amount of \$1,000 for their review and consideration. Tioga Fund Board advised Commission Board that they have reviewed application from Tioga Community Center and recommend approval.

Christianson made a motion to approve the Tioga Fund application from the Tioga Community Center in the amount of \$1,000 to help purchase supplies for community events, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen

Salinas handed exhibit to Commission Board of a Tioga Fund application from Tioga EDC for 2019 Drone Camp for Kids in the amount of \$4,500 for their review and consideration. Tioga Fund Board advised Commission Board that they have reviewed application from Tioga EDC and recommend approval.

Christianson made a motion to approve the Tioga Fund application from the Tioga EDC in the amount of \$4,500 for 2019 Drone Camp for Kids, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen

11. Visitor Promotion Applications – Salinas handed exhibit to Commission Board of a Visitor Promotion application from Tioga EDC in the amount of \$9,000 for promotional supplies for 2019 Drone Camp for Kids for their review and consideration. The Visitor Promotion Committee has reviewed the application and recommends approval of \$9,000 for the estimated cost of the project.

Sundhagen made a motion to approve the Visitor Promotion application from Tioga EDC in the amount of \$9,000 for the purchase promotional items for 2019 Drone Camp for Kids, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, McClelland

Salinas handed exhibit to Commission Board of a Visitor Promotion application from Tioga Community Center to host events and help purchase supplies in the amount of \$1,000 for their review and consideration. The Visitor Promotion Board advised Commission Board that they have reviewed application from Tioga Community Center and recommend approval.

Sundhagen made a motion to approve the Visitor Promotion application from the Tioga Community Center in the amount of \$1,000 to help purchase supplies for community events, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen

Salinas handed exhibit to Commission Board of a Visitor Promotion application from Tioga Chamber of Commerce to host downtown events while 2019 Drone Camp for kids is happening in the amount of \$2,000 for their review and consideration. The Visitor Promotion Board advised Commission Board that they have reviewed application from Tioga Chamber of Commerce and recommend approval.

Sundhagen made a motion to approve the Visitor Promotion application from the Tioga Chamber of Commerce in the amount of \$2,000 to help host the down town events during 2019 Drone Camp for Kids, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen

12. R&T Agreement – Salinas handed exhibit of from R&T Water District stating that in order to provide equal representation to the water users within the R&T system there has been a Joint Power Agreement developed, City Attorney Pendlay has reviewed and states that if its taken into consideration for approval resolution 2019-02 will need to be reviewed and approved prior. Salinas handed exhibit of Resolution 2019-02 Adoption of Joint Powers Agreement with R&T - BE IT RESOLVED, by the City Commission of the City of Tioga, William County, North Dakota: ADOPTION OF JOINT POWERS AGREEMENT WITH R&T WATER DISTRICT AND CITY OF TIOGA, ET AL. RECITALS The City of Tioga, North Dakota (the "City"), a political subdivision and municipal corporation of the State of North Dakota, incorporated under the provisions of Title 40 (Municipal Government) of the North Dakota Century Code (the "NDCC"), with full power and authority to provide for water service within the City; and further with full power and authority to purchase, sell, and distribute water within the City of Tioga; that by Resolution the City: 1. The City was presented with a proposed Joint Powers Agreement, tendered by R&T Water District under a certain cover letter dated July 2, 2019; said proposed Joint Powers Agreement is attached hereto as Exhibit "A." 2. The said Joint Powers Agreement was presented at the City of Tioga Commission meeting on July 15, 2019, for review and consideration by the City of Tioga Commission. 3. The Commission Members reviewed the proposed Joint Powers Agreement and engaged in discussion, heard any public comments made in relation thereto. 4. And after such discussion, review and receipt and consideration of any comments, the Commission approved and adopted the said Joint Powers Agreement at the Commission Meeting on

July 15, 2019. BE IT RESOLVED: 5. The City of Tioga Commission hereby adopts and approves the Joint Powers Agreement attached hereto as Exhibit "A."

Christianson made a motion to approve Resolution 2019-02 Adoption of Joint Powers Agreement, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen

Christianson made a motion to sign the Joint Powers Agreement with R&T, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen

13. Employee Evaluation – Salinas handed exhibit of employee 90-day evaluation and raise recommendation to \$21 per hour for Samantha Irvin effective August 1, 2019.

Bugbee made a motion to approve the 90-day evaluation and raise recommendation to \$21 per hour effective August 1, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen

14. Payroll - Salinas handed exhibit to Commission Board of payroll for 07-05-2019 for their review and consideration.

Christianson made a motion to approve payroll for 07-05-2019, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen

15. Financials - Salinas handed exhibit to Commission Board of City of Tioga Financials for June 2019 for their review and consideration.

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

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

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Weflen, second by Christianson at 9:02 p.m. call: Ayes; Christianson, Weflen, Bugbee

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday August 5, 2019 at 7:00 p.m., to be held at the Tioga City Hall.

Heather Weflen, City Commission Vice President

ATTEST:

Abby Salinas, City Auditor