

CITY OF TIOGA
City Commission Meeting Minutes
August 5, 2019

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on August 5, 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, Abby Salinas
ABSENT: Tim Sundhagen, Elizabeth Pendlay
Guest: Jacob Orledge, Dan Larson, Judy Odegaard, Steve Eberle, Austin Alexander, Austin Rollag, Samantha Irvin, Scott Bertsch

Bugbee made a motion to approve the minutes of 07-15-2019, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Weflen

Commissioners Reports:

Christianson: None
Bugbee: Advised Commission Board that she has reviewed budget with the Auditor and it is ready to present. Bugbee also advised Commission Board that the Community Center is being utilized and has received great feedback from community members. There is still some final work being completed such as landscape but it is fully operational.
Sundhagen: Absent
Weflen: Advised Commission Board that the Park Board will be putting in speed bumps by the pool and park area, this will help slow traffic down around the area while the kids are coming and going from the pool and park. Weflen also advised that the Street Department is in need of a new dump truck, current one is very old and in need of major repairs. Discussions held, McClelland states to bring some estimates of the cost for a new dump truck to next Commission meeting for review.
McClelland: None

Modifications/Approval of Agenda:

Weflen made a motion to add to the agenda under new business on # 6 a local charity permit for the Tioga Golf, then under old business add line item #5 for Street Department raises #4 FCI for update, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen

Old Business:

1. Legal – No new update
2. Ackerman-Estvold: Austin Alexander – Updates given to Commission Board on TAP 2018 and TAP 2019, Alexander states Simons is almost complete handed exhibit of pay application #2 from CC Steele in the amount of \$316,775.94 for work completed to date on Simons addition.
Weflen made a motion to pay \$316,775.94 to CC Steele for the work that has been completed on Simons addition, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen
Other updates given on force main, water tower and 105th.
3. FCI – Austin Rollag – Update given to Commission Board on progress for the new Police station and the museum.
4. Community Center – Salinas handed exhibit of estimate from Landscape Elements for \$11,560 for the grading that was done at the Community Center and extra brick that will need to be laid around the flag pole. Discussions held.

Bugbee made a motion to approve the estimate of \$11,560 for the grading and extra brink that will need to be laid around the flag pole at the Community Center, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen

Salinas handed exhibit of cost for the activities room at the Community Center in the amount of \$54,354.40. Salinas states that she attended Park Board meeting and the members of the park board gave great input and some of their ideas have currently been implemented.

Bugbee made a motion to approve the cost for the furniture and games in the activities room in the amount of \$54,354.40, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen

5. Street Department Raises – Heather Weflen – Advised Commission Board that when raises for all other departments were given, she did not give the Street department a raise because she wanted to review their current salary and compare it to other cities.

Weflen made a motion to raise Mark Dahl from \$25.32 to \$26.32 effective August 1, 2019, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen

Weflen made a motion to raise Jason Steele from \$25.54 to \$28.54 effective August 1, 2019, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen

Weflen made a motion to raise Kirk Odegaard from \$35.45 to \$39.45 effective August 1, 2019, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen

McClelland advised Commission Board that no cola would be given effective January 1, 2020

New Business

6. Letter from Wayne Knutson of ACME Trucking –Salinas handed exhibit to Commission Board of letter from Wayne Knutson of ACME Trucking stating he wanted to be on the agenda regarding an easement that he sent to the City Attorney. Elizabeth Pendlay, City Attorney for Tioga was on the phone and asked questions regarding what exactly did Knutson want. Knutson states he would like something like the previous agreement where he allows a sewer easement for the City on Hess Drive and the City pays him \$5,000 and it will be complete. Salinas stated that the Commission Board does not have any of the paperwork that was given to the City Attorney.

Bugbee made a motion to table the discussions for easement of sewer line on property of ACME Trucking until they receive all paperwork for review and City Attorney is able to review all information, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen

7. ND Aeronautics Inspection Report of Tioga Airport – Salinas handed exhibit of ND Aeronautics inspection report of Tioga Airport to Commission Board for their review.
8. Local Charity Permit Application – Salinas handed exhibit to Commission Board of Local Charity Permit Application from Tioga Golf Country Club for raffles from 08-10-19 to 09-25-19 for their review and consideration.

Christianson made a motion to approve Local Charity Permit Application from Tioga Country Club raffle from 08-10-19 to 09-25-19, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen

Salinas handed exhibit of local charity permit application from Tioga Public School district from 07-01-2019 to 06-30-2020 for raffles and bingos for their review and consideration.

Bugbee made a motion to approve Local Charity Permit Application from Tioga School District for raffles and bingo from 07-01-2019 to 06-30-20, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen

9. Employee Evaluation – Salinas handed exhibit of performance evaluation and raise recommendation for Sandra Clark the City of Tioga Library Director.

Bugbee made a motion to move Sandra Clark to permanent status and raise her salary to \$22.00 per hour effective August 1, 2019, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen

10. Payroll 07-22-2019 and 08-07-2019 – Salinas handed exhibit to Commission of Payroll for 07-22-2019 for their review and consideration.

Bugbee made a motion to approve payroll for 07-22-2019, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen

Salinas handed exhibit to Commission board of payroll 08-07-2019 for their review and consideration.

Bugbee made a motion to approve payroll for 08-08-2019, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen

11. City Bills for July 2019 – Salinas handed exhibit to Commission Board of City Bills for July 2019 for their review and consideration. Ackerman \$49,999.50, Advance business methods \$91.08, Ameripride \$218.24, AVI \$243.60, BOSS \$70.80, Computech \$1,017.25, DELL \$5,446.01, Fiesel Law \$866.66, Gustafson \$2,844.00, Info Tech \$98.25, ND Ins. Dept. \$9,424.38, ND One Call \$31.20, ND State Radio \$600.00, NDACO \$54.00, Normont \$511.90, NCC \$1,392.12, Office Depot \$287.18, Pendlay Law \$4,125.00, Pinnacle \$3,856.81, Preble \$284.40, R & T \$693.00, R & T \$85,620.10, Newman \$485.37, Share Corp \$2,828.81, Tioga Hardware \$874.95, Tioga Parts \$313.48, Tioga Tribune \$2,073.04, ULINE \$1,587.08, VISA \$2,719.26, Ackerman \$500.00, Ameripride \$54.08, Balco \$130.49, BOSS \$21.99, Lovdahl, Bruce \$728.00, Circle Sanitation \$26,787.25, Computech \$494.00, Core&Main \$954.07, Demco \$579.06, EAPC \$9,119.08, FEDEX \$13.35, GALLS \$18.88, Lee’s Electric \$1,004.97, Minitex \$51.00, MDU \$9,269.63, ND league of Cities \$1,316.00, Office Depot \$149.73, Pitney Bowes \$320.99, Pollardwater \$5,252.35, Praxair \$26.02, Roughrider \$37,253.00, Steen \$18,955.00, US Bank \$120,825.00, Verizon \$841.54, Wandy Bagley \$925.00, Western Steel & Plumbing \$3,134.54, Williams County Hwy Dept \$7,450.00, WW Auto Service \$2,907.95, Bank of ND \$35,962.50, Bank of ND \$111,937.50, Basin Towing & Recovery \$425.00, Burlington Electric \$686.41, CDW government \$24,393.60, Clarke Mosquito \$124.96, Dakota Supply \$55.60, First District Health \$75.00, Irvin, San \$25.00, J&A Lawn Spraying Service \$3,011.00, Mountrail Williams Electric \$1,140.73, Nilles Law \$7,486.20, Office Depot \$43.99, Preble \$50.00, Tioga Parks \$200.00 Total of all Bills: \$613,357.93.

Christianson made a motion to approve City Bills for July 2019, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen

Weflen made a motion to fix minutes of 07-15-2019 under salary raise for Desiree Hanson is on there twice and the second one is supposed to be for Dan Larson, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen

12. Preliminary Budget 2020 – Salinas handed exhibit to Commission Board of City of Tioga Preliminary Budget 2020 for their review and consideration. Discussions held.

Bugbee made a motion to set a Public Hearing for input City of Tioga Budget 2020 on September 16, 2019 at 6pm, second by Weflen. Call: Ayes; Christianson, Bugbee, Weflen

Bugbee made a motion to approve City of Tioga Preliminary Budget for 2020, second by Christianson. Call: Ayes; Christianson, Bugbee, Weflen

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Bugbee, second by Weflen at 8:22 p.m. call: Ayes; Christianson, Bugbee, Weflen, McClelland

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday August 19, 2019 at 7:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, City Commission President

ATTEST:

Abby Salinas, City Auditor