

CITY OF TIOGA
City Commission Meeting Minutes
August 6, 2018

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on August 6, 2018, at the Tioga City Hall, by President of the City Commission Drake McClelland.

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

ABSENT: Tim Christianson

GUEST: Dan Larson, Austin Alexander, Steve Eberle, Daniella Gamboa, Corey Murphy, Josh Nelson, Kelli Jo Haider, Chris Rollag, Austin Rollag, Pete Wolla, Ethyl Papineau, Gary Weflen, Irene Olson, Elyse Pendlay, Trina Hatter, Aaron Hoyer

Sundhagen made a motion to approve the minutes of July 16, 2018, second by Weflen. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Commissioners Reports:

Bugbee: Advised Commission Board that she has viewed the 2019 preliminary budget

Sundhagen: Advised Commission Board that legal has been working on the acquisition of the property in which currently is where the Tioga Museum is located. City Attorney Pendlay stated that changes were made to contract at close of business and is waiting for a response on the legal counsel for Tioga Historical Society to proceed with the signing of the contract.

Sundhagen made a motion to approve the signing of the Memo of understanding, deed in favor of the City and Escrow agreement as long as agreement to language is made/changed, second by Bugbee. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Papineau stated that Tioga Historical Society is grateful to have this opportunity to build something new for the Community. Sundhagen stated he would also like to thank the PD Building Committee for all the time that they volunteered to ensure this project was successful.

Sundhagen made a motion to accept the new Police Department Plans, second by Bugbee. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Handed exhibit of Contract with Graham for the construction of the new Police Department.

Sundhagen made a motion sign the contract with Graham for the Construction of the new Police Department as long as City Attorney has reviewed any changed made to the contract and approved, second by Bugbee. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Sundhagen advised Commission Board that Williams County 1% Board has a portion of the financing for the new Police Department and should have all within the next few months, he also stated that any payment bills will need to be approved by Tioga City Commission and sent to Williams County 1% Board with reference code: 2018-13. Police Chief Murphy handed exhibit to Commission Board of estimate from MDU to put an electric line and transformer to gun range.

Bugbee made a motion to table until a meeting is held on how to finance new electric line to gun range, second by Weflen. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Police Chief Murphy addressed Commission Board and stated that there have been 4 incidents this year where use of force was necessary and he needs more staff. Sundhagen stated he was not ready to hire new staff in the last few months but he is ready now to move forward with the process. Police Chief said he is going to advertise regardless if he is given permission or not, discussions held on ensuring City Policies are followed. City Attorney Pendlay stated these

policies are placed there for a reason and all Employees and Commissioners need to follow them.

Weflen made a motion to allow Police Chief Murphy to advertise for new Police Officer, second by Bugbee. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Sundhagen states he would like to rehire Monique Lopez.

Sundhagen made a motion to rehire Monique Lopez, City Attorney Pendlay stated she would advise Commission Board not to proceed with this motion. Pendlay states that Lopez was terminated for embezzlement. Lopez has hired legal counsel and they have sent a demand letter to the City for a large amount of money. Pendlay stated that hiring Lopez also breaks City policies for hiring and nepotism and Tim as a Commissioner does not have the authority to make a motion for rehire because City Policies and Procedures have not been followed. Pendlay stated City Policies and Procedures are laws that are put in place for our local government to follow. motion dies due to no second

Discussions held.

Weflen: Advised Commission Board that it was brought to her attention that a dead-end sign was needed before the Almer's Construction parking lot so that trucks would not attempt to go into private yard and find there is no exit, discussions held. Weflen also advised that she has received complaint on the dust that comes up on 67th, discussions held.

Weflen made a motion to purchase more dust control for 67th not to exceed \$6,000, second by Bugbee. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Weflen also advised Commission Board that she will be seeking to replace City grader next year.

McClelland: Handed Commission Board exhibit of Drinking Water State Revolving Fund Program and advised Commission Board that City needs to apply for the program in case City needs to apply for an SRF Loan next year.

Sundhagen made a motion to have Ackerman-Estvold apply for the program, second by Weflen. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

McClelland advised Commission Board that inspection was done of new water tower and warranty work will need to be completed and might take up to 5 weeks, City will inform public when this takes place. Other information that McClelland advised Commission Board about are that employee evaluations will need to be completed, Library board will need new members, and he will not be able to attend the meeting of August 20, 2018 in person only over the phone. Bugbee agreed to run the Commission Meeting on August 20, 2018.

Weflen made a motion to advertise for new Library Board member, second by Bugbee. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Modifications/Approval of Agenda:

Weflen made a motion to approve the agenda with no changes, second by Sundhagen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Old Business:

1. Legal – Pendlay – Advised Commission Board that she as been working on elections and the agreements with Tioga Historical Society.
2. Ackerman-Estvold: Steve Eberle – Advised Commission Board of the status on the Simons Addition construction, handed exhibit of pay request #3 for work completed on Simons addition in the amount of \$872,977.92 from BEK Consulting.

Weflen made a motion to approve pay request #3 from BEK Consulting in the amount of \$872,977.92 for the work completed on Simons addition, second by Sundhagen. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

Other projects Ackerman-Estvold is currently working on are Annabelle warranty work, NDDOT, Planning and Zoning.

- 3 Graham Construction: Chris Rollag – Advised Commission Board of the status for the Community Center and the safety precautions that Graham Construction has taken. Handed exhibit of pay request #5 for work completed at the Community Center in the amount of \$726,683.66.
Sundhagen made a motion to approve pay request #5 from Graham Construction in the amount of \$726,683.66 for the work completed at the Community Center, second by Weflen. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland
Rollag handed exhibit of Change order #1 in the amount of \$7,742.31 for electrical additions from Graham Construction.
Bugbee made a motion to approve change order #1 from Graham Construction in the amount of \$7,742.31 for electrical changes, second by Sundhagen. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland
Rollag handed exhibit of Change order #2 & #3 in the amount of \$267,769.58 for adding alternates from Graham Construction.
Weflen made a motion to approve change order #2 & #3 from Graham Construction in the amount of \$267,769.58 for adding alternates, second by Sundhagen. Roll Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

New Business:

- 4 Circle Sanitation Renewal- Salinas handed exhibit of renewal contract from Circle Sanitation for review and consideration.
Sundhagen made a motion to approve the renewal of contract for Circle Sanitation, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland
- 5 Pledge Holdings – Salinas handed exhibit of Bank of Tioga pledge holdings as of July 12, 2018 to Commission Board for review and approval.
Sundhagen made a motion to approve the Pledge holdings for Bank of Tioga as of July 12, 2018, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland
- 6 Payroll 07-20-2018 – Salinas handed exhibit of payroll for 07-20-2018 to Commission Board for review and approval.
Bugbee made a motion to approve payroll for 07-20-2018, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland
Salinas handed exhibit of payroll for 08-05-2018 to Commission Board for review and approval.
Sundhagen made a motion to approve payroll for 08-05-2018, second by Weflen. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland
- 7 2019 Preliminary Budget - Salinas handed exhibit of 2019 preliminary budget for the City of Tioga.
Sundhagen made a motion to approve the 2019 preliminary budget for the City of Tioga, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland
Salinas also advised Commission Board that a Public Hearing needs to be scheduled and a date for final approval of 2019 Budget.
Sundhagen made a motion to schedule a public hearing for budget September 17, 2018 at 6pm and to put on final approval on the agenda for October 1, 2018 at 7pm, second by Bugbee. Call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

With no further business, the Tioga City Commission Meeting was adjourned by unanimous vote moved by Weflen, second by Sundhagen at 9:40 p.m. call: Ayes; Bugbee, Sundhagen, Weflen, McClelland

The next meeting of the City of Tioga is scheduled for Monday August 20, 2018 at 7:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, President of the City Commission

ATTEST:

Abby Salinas, City Auditor