

CITY OF TIOGA
City Commission Meeting Minutes
September 16, 2019

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on September 16, 2019, at the Tioga City Hall, by the City Commissioner Drake McClelland.

PRESENT: Drake McClelland, Tim Christianson, Heather Weflen, Elizabeth Pendlay and Abby Salinas

ABSENT: Natalie Bugbee, Tim Sundhagen

GUEST: Dan Larson, Jacob Orledge, Austin Rollag, Judy Odegaard, Corey Murphy, Eric Romero, Monique Lopez, Steve Plienis, Mary Ellen Roloff, Shawna Nelson, Josh Nelson, Ray Crain

Christianson made a motion to approve the Commission Minutes of September 3, 2019, second by Weflen. Roll Call: Ayes; Christianson, Weflen, McClelland

Commissioners Reports:

Christianson: Advised Commission Board that the Water Tower is back up.

Bugbee: Absent

Sundhagen: Absent

Weflen: None

McClelland: None

Modifications/Approval of Agenda:

Christianson made a motion to add Local Charity Permit application from Dollars for Scholars to agenda item #8 and add Police Department updates to new business then approve agenda with the changes as stated, second by Weflen. Call: Ayes; Christianson, Weflen, McClelland

Old Business:

1. Legal – Elizabeth Pendlay – Advised Commission Board of the items she is currently working on; Tioga ETA and meeting with Graham. Pendlay also has not heard anything from Knutson as of today.
2. Ackerman-Estvold: Weflen – Advised Commission Board that she will be meeting with Steve Eberle and reviewing any construction projects for 2020 to see what general direction Commission will be taking.
3. FCI Construction- Austin Rollag – Advised the Commission Board of the status for the Police Station and Museum construction. Handed exhibit of pay application #3 from FCI in the amount of \$159,562.00 for the work done in the month of August on the Museum

Weflen made a motion to approve Pay Application #3 from FCI Construction in the amount of \$159,562.00 for the work done in August of 2019 at the New Museum, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland

Handed exhibit of pay application #4 from FCI in the amount of \$345,433.30 for the work done in the month of August on the Police Station.

Weflen made a motion to approve Pay Application #4 from FCI Construction in the amount of \$345,433.30 for the work done in August of 2019 at the New Police Station, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland

4. Graham – Salinas handed exhibit of Change Order #16 from Graham Construction in the amount of \$10,400 credit for final punch list items not completed at the Community Center. Salinas stated it has been approved by EDC Chris Norgaard and by EAPC Architect.

Christianson made a motion to approve Change Order #16 from Graham Construction in the amount of \$10,400 credit for the punch list items not completed at the Community Center, second by Weflen. Call: Ayes; Christianson, Weflen, McClelland

Salinas handed exhibit of Change Order #17 from Graham Construction in the amount of \$15,000 credit for Liquidated Damages at the Community Center. Salinas stated it has been approved by EDC Chris Norgaard and by EAPC Architect.

Weflen made a motion to approve Change Order #17 from Graham Construction in the amount of \$15,000 credit for liquidated damages at the Community Center, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland

Salinas handed exhibit of Change Order #18 from Graham Construction in the amount of \$12,651.01 for steel bars for basketball hoops at the Community Center. Salinas stated it has been approved by EDC Chris Norgaard and by EAPC Architect.

Christianson made a motion to approve Change Order #18 from Graham Construction in the amount of \$12,651.01 for steel bars for basketball hoops at the Community Center, second by Weflen. Call: Ayes; Christianson, Weflen, McClelland

Salinas handed exhibit of Change Order #19 from Graham Construction in the amount of \$52,038.89 for pre-construction at the Community Center. Salinas stated it has been approved by EDC Chris Norgaard and by EAPC Architect.

Weflen made a motion to approve Change Order #17 from Graham Construction in the amount of \$52,038.89 for pre-construction at the Community Center, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland

Salinas handed exhibit of Change Order #20 from Graham Construction in the amount of \$95,157.79 for split savings credit at the Community Center. Salinas stated it has been approved by EDC Chris Norgaard and by EAPC Architect.

Weflen made a motion to approve Change Order #20 from Graham Construction in the amount of \$95,157.79 split savings credit at the Community Center, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland

Salinas handed exhibit of Pay Application #19 from Graham Construction in the amount of \$95,373.15 for the split savings credit at the Community Center. Salinas stated it has been approved by EDC Chris Norgaard and by EAPC Architect.

Christianson made a motion to approve Pay Application #19 from Graham Construction in the amount of \$95,373.15 for the split savings credit at the Community Center, second by Weflen. Call: Ayes; Christianson, Weflen, McClelland

Salinas handed exhibit of Final Pay Application from Graham Construction in the amount of \$24,294.20 for the final retention at the Community Center. Salinas stated it has been approved by EDC Chris Norgaard and by EAPC Architect. Discussions held on weather to keep final 5% retention and release bond or pay final retention and release the construction bond.

Christianson made a motion to approve Pay Final Retention to Graham Construction in the amount of \$24,294.20 for the final retention and keep the bond, second by Weflen. Call: Ayes; Christianson, Weflen, McClelland

Salinas handed exhibit of Pay Application #1 from Graham Construction in the amount of \$25,308.09 for the pre-construction work done for the new Police Station. Salinas stated that EAPC verified none of Grahams work was used for the build of the new Police Station. Graham provided portion of itemized bill. Discussions held.

Weflen made a motion to table Pay Application #1 from Graham Construction in the amount of \$25,208.09 for pre-construction work done for the new Police Station, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland

5. Community Center – Salinas handed exhibit of resignation letter from Kassie Rose, and asked Commission Board to consider hiring from the pool of previous interviews that had been completed less than a month ago. Discussions held.

Weflen made a motion to accept the resignation from Kassie Rose, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland

Weflen made a motion to advertise for new open position at the Community Center for a part time employee, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland

New Business:

6. Police Department – Police Chief Corey Murphy – Advised Commission Board about the proper signage needed at the Community Center, he also asked that an ordinance be created for prohibited parking. Murphy also recommended that speed bumps be placed in the area of the Community Center with an additional speed limit sign. Murphy advised Commission Board that there have been 3 incidents where the dash cams have failed, he states that these are important equipment that Police Officers rely on for evidence. Murphy is seeking permission to submit an application to the Williams County 1% Board for new dash cams that includes subscription and warranty in the amount of \$59,000.
Weflen made a motion to approve submission of application to the Williams County 1% Board for new dash cams, subscription and warranty in the amount of \$59,000, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland
Murphy also stated that he is seeking permission to hire another Police Officer, He stated that it's a safety concern and gave averages of calls from previous years. Discussions held.
Weflen made a motion to approve advertising for a new Patrol Officer, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland
Murphy advised Commission Board that Police Officer Eric Romero has completed his 90 days probation and is seeking approval to make him a permanent employee and raise his Salary 3% effective 09-16-19. McClelland asked for appropriate paperwork.
Christianson made a motion to approve removing Police Officer Eric Romero off probation and raise his salary 3% effective 09-16-19, second by Weflen. Call: Ayes; Christianson, Weflen, McClelland
7. Planning & Zoning – Larson handed an exhibit to Commission board of a Home Building Permit Application from Ray Crain for a manufactured home to be placed on property and the old home to be torn down for their review and consideration. Planning and Zoning Committee advised Commission Board that they have reviewed the Conditional Use Permit (CUP) application and recommend approval. Discussions held.
Weflen made a motion to approve the Building Application from Ray Crain, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland
Larson handed exhibit to Commission Board of Letter of resignation from Planning and Zoning Board member Mike Koehlinger for their review and consideration.
Weflen made a motion to accept letter of resignation from Mike Koehlinger, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland
Weflen made a motion to advertise for an open position on the Planning and Zoning Board, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland
8. Tioga Fund Application – Salinas handed exhibit to Commission Board of a Tioga Fund Store Front Improvement application from AJ's Cafe in the amount of \$5,000 for their review and consideration. The Tioga Fund Board advised Commission Board that they have reviewed application from AJ's Cafe and recommend approval.
Weflen made a motion to approve the Tioga Fund Store Front Improvement application from AJ's Cafe in the amount of \$5,000 for the store front improvement, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland
9. Local Charity Permit Applications – Salinas handed exhibit to Commission Board of Local Charity Permit Application from Dollars for Scholars for raffles for their review and consideration.
Weflen made a motion to approve the application from Dollars for Scholars for raffles from 07-01-19 to 06-30-20, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland
Salinas handed exhibit to Commission Board of Local Charity Permit application from Tioga Fire Department for raffles and bingo for their review and consideration.
Weflen made a motion to approve the application from Tioga Fire Department for raffles and bingo from 09-01-19 to 08-30-20, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland

10. Special Liquor License - Salinas handed exhibit to Commission Board for their review and consideration of a Special Liquor License application from Gloria Iwen for the Model Tavern to serve alcohol at a wedding dance on September 21, 2019, application is complete and all fees have been paid.
Weflen made a motion to approve the special liquor license application from the Model Tavern for a wedding dance on September 21, 2019, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland
Salinas handed exhibit to Commission Board for their review and consideration of a Special Liquor License application from Gloria Iwen for the Model Tavern to Serve alcohol at the Pheasants Forever Banquet on October 12, 2019, application is complete and all fees have been paid.
Christianson made a motion to approve the special liquor license application from the Model Tavern for the Pheasants Forever Banquet on October 12, second by Weflen. Call: Ayes; Christianson, Weflen, McClelland
Salinas handed exhibit to Commission Board for their review and consideration of a Special Liquor License application from Gloria Iwen for the Model Tavern to Serve alcohol at a Wedding dance on October 26, 2019, application is complete and all fees have been paid.
Christianson made a motion to approve the special liquor license application from the Model Tavern for a Wedding Dance on October 26, 2019, second by Weflen. Call: Ayes; Christianson, Weflen, Abstained; McClelland
11. Pledge Holdings - Salinas handed exhibit to Commission Board of Pledge Holdings from Bank of Tioga date 09-04-2019 for their review and consideration.
Weflen made a motion to approve Pledge Holdings for 09-04-2019, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland
12. Payroll – Salinas handed exhibit of payroll for 09-05-2019 for their review and consideration.
Christianson made a motion to approve payroll for 09-05-2019, second by Weflen. Call: Ayes; Christianson, Weflen, McClelland
13. Financials - Salinas handed exhibit to Commission Board of City of Tioga Financials for August 2019 for their review and consideration.
Weflen made a motion to approve Balance Sheet for August 2019, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland
Weflen made a motion to approve Fund Summary for August 2019, second by Christianson. Call: Ayes; Christianson, Weflen, McClelland
14. Budget - Salinas handed exhibit to Commission Board of City of Tioga 2020 Budget for their review and consideration.
Christianson made a motion to approve the Tioga 2020 Budget, second by Weflen. Call: Ayes; Christianson, Weflen, McClelland

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Weflen, second by Christianson at 9:17 p.m. call: Ayes; Christianson, Weflen, McClelland

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

Drake McClelland, City Commission President

ATTEST:

Abby Salinas, City Auditor