

**CITY OF TIOGA**  
City Commission Meeting Minutes  
October 2, 2017

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on October 2, 2017, at the Tioga City Hall, by President of the City Commission Drake McClelland.

PRESENT: John Grubb, Tim Sundhagen, Todd Thompson, Drake McClelland, Abby Salinas

ABSENT: Heather Weflen, Elizabeth Pendlay

GUEST: Dan Larson, Stephanie Nygaard, Steve Eberle, Traci Papineau, Melissa Johnson, Marcy Spooner, Peggy Anderson

**Sundhagen made a motion to approve the minutes of September 18, 2017, second by Grubb. Roll Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

**Commissioners Reports:**

Thompson: None

Grubb: Advised Commission Board that all City Managers need to attend training on how to discipline and appropriately coach employees.

**Grubb made a motion to approve a mandatory training for all City Managers, second by Sundhagen. Roll Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

Weflen: Absent

Sundhagen: Advised Commission Board that Wildlife Control is coming to Tioga City Hall to have documents signed so they can proceed with the extermination of gophers. Sundhagen also advised Commission Board that he would like to create a board to oversee the construction of the new Police Department for Tioga.

**Sundhagen made a motion to create a Committee that will oversee the new construction of a Police Department. The Committee with consist of; Tim Sundhagen, Corey Murphy, Sean Duisen, Travis Leismister, Nathen Germudson and Abby Salinas as Secretary, second by Grubb. Roll Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

Sun

McClelland: Advised Commission Board that Nilles Law Firm has accepted to represent City of Tioga in litigation involving AE2S concerning Waste Water Treatment Facility.

**Sundhagen made a motion to approve contract with Nilles Law Firm, second by Grubb. Roll Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

Also advised Commission Board that a Public Hearing for the Special Assessment of Annabelle and Confirmation of Assessments will be held on October 5, 2017 at 6:00pm.

**Modifications/Approval of Agenda:**

**Sundhagen made a motion to add to agenda Park Board to New Buisness #4 and approve agenda for October 2, 2017 with no other changes, Second by Grubb. Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

**Old Business:**

1. Legal: Stephanie Nygaard – Advised Commission Board that Hess has signed agreement to be annexed in to the City of Tioga, original forms will be forwarded to Commissioner Grubb for final signature.
2. Ackerman-Estvold: Steve Eberle – Advised Commission Board that construction for Annabelle has been completed except for final walk through, will present final pay application at next meeting. Commissioners were asked if liquidated damages for 6 days of \$6,000 should be subtracted from the final pay.

**Sundhagen made a motion to subtract the liquidated damages in the amount of \$6,000 from the final pay application, second by Grubb. Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

Eberle met with Roers for land transfer agreement waiting on response from Attorney and updated Commission Board on construction of Lift Station, warranty items, Simmons addition and status on curbs on Benson and Torning. Eberle handed exhibit of TAP Program for Commissioners to review, and requested preliminary approval of \$12,000 to start the land survey.

**Sundhagen made a motion to approve up \$12,000 for preliminary work for the TAP Program, second by Grubb. Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

Discussions held on the different speed limits and signs by the Tioga High School and how dangerous it can be if the City places sidewalks and street crossings in certain areas.

**Sundhagen made a motion to change all the speed limit signs from Highway 40 to Highway 105 in Signal Road to 25 miles an hour and to place stop signs on all streets going into Signal Road, second by Grubb. Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

Other Items Eberle asked Commission Board if they see a conflict of interest in allowing Ackerman-Estvold to be a subcontractor for the Community Center, Commission Members stated no.

3. Ordinance 2017-05 Flood Plain Management 2<sup>nd</sup> Reading- AN ORDINANCE AUTHORIZING AND IMPOSING FLOODPLAIN MANAGEMENT BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF TIOGA, NORTH DAKOTA, AS FOLLOWS: FLOODPLAIN MANAGEMENT STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE, AND OBJECTIVES ARTICLE 9 – Floodplain Management

**Grubb made a motion to approve the 2<sup>nd</sup> reading of Ordinance 2017-05 Flood Plain Management with the change of the Appeals Board to be the Planning & Zoning Board, second by Thompson. Roll Call: Ayes; Grubb, Thompson, Sundhagen, McClelland**

#### **New Business:**

4. Park Board – Melissa Johnson – Advised Commission Board that the City Park has been having water issues and usually they use the City fire hydrant but it has been leaking or is damaged. They would like to continue the use of the fire hydrant but unsure if it's feasible and they need to ensure that baseball fields and other areas have enough water.

**Grubb made motion to approve the up to \$12,000 for the purchase and/or fix of the fire hydrant and new meter, second by Sundhagen. Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

5. Tioga Fund Application – Salinas handed exhibit to Commission Board of Tioga Fund's Store Front Improvement Grant Conditions.

**Sundhagen made motion to approve the Tioga Fund's Store Front Improvement Grant Conditions, second by Sundhagen. Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

Salinas handed exhibit to Commission Board of Tioga Fund Application from the Ole and Lena Hobby House in the amount of \$5,000 for the Store Front Improvement Program in Tioga.

**Sundhagen made motion to approve the Tioga Fund Application in the amount of \$5,000 for the Ole and Lena Hobby House, second by Grubb. Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

Salinas handed exhibit to Commission Board of Tioga Fund Application from Gail Haakenson in the amount of \$2,000 for the Halloween Party in Tioga.

**Thompson made motion to approve the Tioga Fund Application from Gail Haakenson in the amount of \$2,000 for the Halloween Party in Tioga, second by Grubb. Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

6. Resolution 2017-12 Williams County Multi-Hazard Mitigation Plan – **BE IT RESOLVED**, by the City Commission of the City of Tioga, Williams County, North Dakota: Williams County Multi-Hazard Mitigation Plan. Williams County Multi-Hazard Mitigation Plan Whereas, Williams County recognizes the threat that natural, man-made or technological hazards to people and property within our community; and Whereas, undertaking hazard mitigation actions will reduce and/or eliminate the potential for harm to people and property from future hazard occurrences; and Whereas, an adopted Multi-Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre- and post-disaster mitigation grant

programs; and Whereas, Williams County participated in the preparation of this plan in accordance with the Disaster Mitigation Act of 2000; and Whereas, adoption of the Williams County Multi-Hazard Mitigation Plan demonstrates the commitment to hazard mitigation; and Now, therefore, be it resolved, that the City of Tioga, adopts the Williams County Multi-Hazard Mitigation Plan upon final approval by the State of North Dakota and the Federal Emergency Management Agency. Dated and adopted this 2nd day of October 2017

**Sundhagen made motion to approve the Resolution 2017-12 Williams County Multi-Hazard Mitigation Plan, second by Grubb. Call: Ayes; Thompson, Sundhagen, Grubb, McClelland**

7. Special Liquor License – Salinas handed exhibit of Special Liquor License Application from Model Tavern for a Wedding Event on October 21, 2017.

**Sundhagen made motion to approve the Special Liquor License Permit Application from Model Tavern for a Wedding Event on October 21, 2017, second by Thompson. Call: Ayes; Thompson, Sundhagen, Grubb, McClelland**

Salinas handed exhibit of Special Liquor License Application from Model Tavern for a Pheasants Banquet event on October 14, 2017.

**Sundhagen made motion to approve the Special Liquor License Permit Application from Model Tavern for Pheasants Banquet on October 14, 2017, second by Thompson. Call: Ayes; Thompson, Sundhagen, Grubb, McClelland**

Salinas handed exhibit of Special Liquor License Application from Model Tavern for a Odegaard's Wedding Event on October 6<sup>th</sup> and 7<sup>th</sup>, 2017.

**Sundhagen made motion to approve the Special Liquor License Permit Application from Model Tavern for Odegaard's Wedding Event on October 6<sup>th</sup> and 7<sup>th</sup>, 2017, second by Thompson. Call: Ayes; Thompson, Sundhagen, Grubb, McClelland**

8. Grant Reimbursement Request - Salinas handed exhibit of grant reimbursement request from Tioga Fire Department to submit to Energy Infrastructure and Impact office in the amount of \$5,605.33

**Thompson made motion to approve the submission of Grant reimbursement request from the Tioga Fire Department to Energy Infrastructure and impact office in the amount of \$5,605.33 for equipment, second by Grubb. Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

Grant Reimbursement Request - Salinas handed exhibit of grant reimbursement request from Tioga Fire Department to submit to Energy Infrastructure and Impact office in the amount of \$3,390.00

**Thompson made motion to approve the submission of Grant reimbursement request from the Tioga Fire Department to Energy Infrastructure and impact office in the amount of \$3,390.00 for equipment, second by Sundhagen. Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

9. Payroll - Salinas handed exhibit to Commission Board of City of Tioga Payroll for September 20, 2017

**Thompson made a motion to approve Payroll for September 20, 2017, second by Sundhagen. Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

10. 2018 Budget - Salinas handed exhibit to Commission Board of City of Tioga 2018 Budget.

**Thompson made a motion to approve Budget for 2018, second by Sundhagen. Call: Ayes; Thompson, Grubb, Sundhagen, McClelland**

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

The next meeting of the City of Tioga Commission is scheduled for Monday October 18, 2017 at 7:00 p.m., to be held at the Tioga City Hall.

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Drake McClelland, President of the City Commission

ATTEST:

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Abby Salinas, City Auditor