

CITY OF TIOGA
City Commission Meeting Minutes
November 2, 2020

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on November 2, 2020, at the Tioga City Hall, by the City Commissioner Tim Sundhagen.

PRESENT: Tim Sundhagen, Tim Christianson, Natalie Bugbee, Larry Maize, Elizabeth Pendlay, Abby Salinas

ABSENT:

GUEST: Jacob Orledge, Josh Reiner, Dan Larson

Commissioners Reports:

Christianson: None

Bugbee: None

Maize: None

Sundhagen: Advised Commission Board that the Police Department completed an Ambulance assist and he is proud of the job that the Police Department are doing and all the work they put in to ensure things go smoothly in Tioga.

Modifications/Approval of Agenda:

Christianson made a motion to add under new business agenda Item #8 Holiday Closure and agenda item #9 Christmas Party/Employee Appreciation then approve agenda with the changes made, second by Maize.

Call: Ayes; Christianson, Bugbee, Maize

Old Business:

1. Legal – Elizabeth Pendlay – Advised the Commission Board that she is currently doing some follow-up work with Moore engineering and also on an application for Crew Housing.
2. Moore Engineering: Josh Reiner – Advised Commission Board that the construction on NE Reconstruction is substantially complete. A walk through was completed and the final punch list is being worked on by BEK Construction.

Bugbee made a motion to approve substantial completion from BEK Construction for NE Reconstruction effective 10-28-2020, second by Maize. Call: Ayes; Christianson, Bugbee, Maize.

Salinas handed exhibit to Commission Board of Pay Application #5 from BEK Construction in the amount of \$790,412.54. Reiner explains that this application includes a reduction of retainage from 10% to 5% as stated in the contract.

Christianson made a motion to approve pay application #5 from BEK Construction in the amount of \$790,412.54 for the work completed on the NE Reconstruction Project that includes the reduction of retainage from 10% to 5%, second by Bugbee. Call: Ayes; Christianson, Bugbee, Maize.

Reiner advised Commission Board that the 2019 TAP plans have been completed and sent to the NDDOT for review and approval, when approved it will go out to bid in February 2021. Reiner also advised that CC Steele will contact Salinas to be added to commission Agenda at a future date and that he is reviewing data on South Main Street from previous engineer.

3. Commission Seat – Pendlay advised the Commission Board and constituents that effective November 1, 2020 McClelland resigned as Commission President and a 15-day waiting period will start as stated on the NDCC and on November 16, 2020 the Commission Board will decide who will be appointed.

New Business:

4. R&T Board Member – Salinas stated that previously the Commission Board has appointed Commissioner Larry Maize to the R&T Board but since then Maize has taken on a job that will not allow him the make the meetings as specified by the R&T Board.

Bugbee made a motion to resend prior nomination of appointment for Larry Maize to R&T Board, second by Maize. Call: Ayes; Christianson, Bugbee, Maize

Christianson made a motion to appoint Jeff Moberg to the R&T Board vacant seat for Tioga, second by Bugbee. Call: Ayes; Christianson, Bugbee, Maize

5. New Hire – Salinas handed exhibit to the Commission Board of a new hire packet for the vacant position of Community Center Assistant for Samantha Cain for their review and approval.
Bugbee made a motion to approve hiring of new employee Samantha Cain for the open position of Community Center Assistant, second by Christianson. Call: Ayes; Christianson, Bugbee, Maize
6. Estimate for I-pads – Salinas handed exhibit of estimate for new Commission Board Apple I-pads and advised the Commission Board that estimate also includes I-pads for the Museum Board but the Museum Board estimate will be taken off because they require Microsoft tablets because of the software that is needed. Salinas also stated that 2 of the old tablets can be donated to the Museum because they only require it for cataloging all items and information of museum items.
Christianson made a motion to approve the purchase of the new Apple I-pads and to donate 2 of the better Microsoft tablets to the museum, second by Bugbee. Call: Ayes; Christianson, Bugbee, Maize
7. Renaissance Zone Application for Back Shed Treasures – Salinas handed application for the Renaissance Zone for Back Shed Treasures for their review and approval. Discussions held.
Bugbee made a motion to approve the application for the Renaissance Zone from back shed treasures, second by Christianson. Call: Ayes; Christianson, Bugbee, Maize
8. Holiday City Closures – Sundhagen Advised Commission Board that every year certain days are approved for City Closure other than holidays. This year the request off for November 25, 2020 at noon, December 24, 2020 all day and December 31, 2020 at noon.
Christianson made a motion to approve City Closures on November 25, 2020 at noon, December 24, 2020 all day and December 31, 2020 at noon, second by Maize. Call: Ayes; Christianson, Bugbee, Maize
9. Christmas Party/Employee Appreciation – Sundhagen Advised Commission Board that every year approval for the Christmas Party/Employee Appreciation and budget needs to be done.
Bugbee made a motion to approve the Christmas Party/Employee Appreciation and budget, second by Maize. Call: Ayes; Christianson, Bugbee, Maize

Consent Approval:

10. Planning and Zoning application for a Final Plat from First Western Bank/Kevin Bohl
 11. Payroll 10-22-2020
 12. Bills for October 2020 - TOTAL \$682,671.15: Ameripride \$586.97; Border Plains \$54.26; Boss \$741.45; Brian Daniels \$374.87; Computech \$350.00; Craft Electric \$29,817.68; Demco \$168.26; DEQ Chemistry \$145.65; Enthalpy \$472.00; Esterholm \$2,466.40; Farmers Daghter \$179.00; Fed Ex \$4.27; Ferguson \$176.68; Fiesel Law \$1,133.33; First District \$75.00; Furuseth Olson & Evert PC \$755.00; Galls \$741.90; Gustafson \$53,647.50; Info Tech \$135.25; Info Data \$600.00; Junior Library Guild \$11,448.90; Kem Concrete \$15,440.00; Lesmeister, Marlana \$514.25; Main Electric \$2,604.16; MDU \$8,244.16; Moore \$251,782.88; Motorola \$112,606.28; Mountrail Williams Electric \$996.10; ND ONE CALL \$50.50; ND Planning Assoc \$55.00; ND Sewage Pump \$237.39; ND State Radio \$600.00; Ndaco \$54.00; NCC \$1,897.08; NW VET \$68.01; Office Depot \$884.70; Pendlay Law \$2,280.00; Pinnacle \$2,286.61; Pitney Bowes \$637.81; Prairie Ford \$448.74; Praxair \$45.28; Preble \$85.00; R&T \$84,818.67; RUACH \$327.61; RDO \$812.56; Rud Oil \$1,935.34; Sanitation Products \$732.33; Share Corp \$2,470.62; Radar Shop \$529.00; Tioga Hardware \$1,257.94; Tioga Historical Society \$7,077.86; Tioga Parts \$368.15; Tioga Tire \$6,548.00; Tioga Tribune \$639.02; Uline \$1,054.37; USA Blue Book \$1,101.42; Verizon \$942.92; VISA \$7,356.20; Vogel Law \$2,542.00; Wanda Bagley \$1,262.50; Wex Bank \$377.30; Williams Co Hwy Dept \$54,560.02; Williams Co Recorder \$65.00
- Salinas handed exhibits to Commission Board of Planning and Zoning Application for a Final Plat from First Western Bank/Kevin Bohl, Payroll 10-22-2020 and Bills for October 2020.

Christianson made a motion to approve Planning and Zoning Application for a Final Plat from First Western Bank/Kevin Bohl, Payroll 10-22-2020 and Bills for October 2020, second by Bugbee. Call: Ayes; Christianson, Bugbee, Maize

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Bugbee, second by Maize at 7:44p.m. call: Ayes; Christianson, Bugbee, Maize, Sundhagen

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday November 16, 2020 at 7:00 p.m., to be held at the Tioga City Hall.

Tim Sundhagen, Tioga Commission Vice President

ATTEST:

Abby Salinas, Tioga City Auditor