

CITY OF TIOGA
City Commission Meeting Minutes
November 18, 2019

A meeting of the City Commission of the City of Tioga was called to order at 7:07 pm on November 18, 2019, at the Tioga City Hall, by the City Commissioner Drake McClelland.

PRESENT: Tim Christianson, Natalie Bugbee, Heather Weflen, Elizabeth Pendlay (on phone) and Abby Salinas
ABSENT: Drake McClelland, Tim Sundhagen
GUEST: Dan Larson, Jacob Orledge, Austin Rollag, Judy Odegaard, Sam Irvin, Steve Eberle, Austin Alexander, Scott Bertsch, Sandy Clark, Kent Ritterman, Jason Steele, Tyler Judkins, Steven Stansfield

Christianson made a motion to approve the Commission Minutes of November 4, 2019 with change to #4 it should say Sundhagen not Christianson because he was not present on that day, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee

Commissioners Reports:

Christianson: Handed Floor to Salinas. Salinas advised Commission Board that there are some water shut off valves that need to be fixed other wise they cant be turned off. Salinas said that there is one in particular that always has past due bills but can't be turned off because the value is broken and it needs to be fixed.

Bugbee made a motion to fix the water value at the curb stop to correct this ongoing issue, second by Christianson. Roll Call: Ayes; Christianson, Bugbee

Bugbee: Advised Commission Board and constituents that the Community Center continues to do well and is being occupied every weekend for the next few months. Bugbee also stated that when the Community center is rented out the option to rent out the kids area is also offered. Discussions held.

Sundhagen: Absent

Weflen: Advised Commission Board that usually the City closes half day the day before Christmas and New Year's Eve.

Bugbee made a motion to close City business at 12 on December 24 and December 31, 2019, second by Christianson. Roll Call: Ayes; Christianson, Bugbee

Advised Commission Board that a Committee needs to be formed to interview Engineer for Water Main project on 1st Street.

Christianson made a motion to form a Committee to interview for Engineering services for the Water Main on 1st Street that will consist of Weflen, Christianson, Moberg, Odegaard, Larson and Salinas, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee

McClelland: Absent

Modifications/Approval of Agenda:

Bugbee made a motion to table agenda item #4 Graham until December 2, 2019, second by Christianson. Roll Call: Ayes Christianson, Bugbee

Bugbee made a motion to approve agenda with changes made, second by Christianson. Call: Ayes; Christianson, Bugbee

Old Business:

1. Legal – Elizabeth Pendlay – Advised Commission Board of the items she is currently working on; Completed RV Ordinance and HR Items.

2. Ackerman-Estvold: Eberle – Advised Commission Board of the status on the 2018 Tap Project and discussions held on the new scope of work for 2019 Tap. Other projects Ackerman is currently working on: Simons completion for winter, spec book, CWSRF, County Road construction and GIS. Eberle advised Commission Board that he will need permission to allow APEX to use the current GIS because they are updating system around the area and would like to tie the City of Tioga's in with the County's. **Christianson made a motion allow Ackerman to share Tioga's GIS system with APEX to tie in with the GIS system the County is currently working on, second by Bugbee. Call: Ayes; Christianson, Bugbee**
3. FCI Construction- Austin Rollag – Advised the Commission Board of the status for the Police Station and Museum construction. Handed exhibit of pay application #6 from FCI in the amount of \$456,532.00 for the work done in the month of October on the Police Station. **Christianson made a motion to approve Pay Application #6 from FCI Construction in the amount of \$456,532.00 for the work done in October of 2019 at the New Police Station, second by Bugbee. Call: Ayes; Christianson, Bugbee**
Handed exhibit of pay application #5 from FCI in the amount of \$213,359.55 for the work done in the month of October on the Museum
Bugbee made a motion to approve Pay Application #5 from FCI Construction in the amount of \$213,359.55 for the work done in October of 2019 at the New Museum, second by Christianson. Call: Ayes; Christianson, Bugbee
4. Graham – Tabled
5. Program Update for Water System – Salinas handed exhibit to update current water system program that will be obsolete within the year in the amount of \$18,371 for their review and consideration. Discussions held.
Bugbee made a motion to approve up to \$20,000 for the update of the water program that Tioga uses, second by Christianson. Call: Ayes; Christianson, Bugbee
6. Community Center – Salinas handed exhibit of 2 estimates for media system at the Community Center for their review and consideration. Discussions held.
Christianson made a motion to approve up to \$70,000 for a media system at the Community Center from RPM Sound Design, second by Bugbee. Call: Ayes; Christianson, Bugbee

New Business:

7. Planning and Zoning – Larson handed exhibit of letters of interest for the vacant Planning and Zoning Position for their review and consideration. Planning and Zoning Board has reviewed and recommends Jason Steele.
Christianson made a motion to have Jason Steele fill the vacant position for the Planning and Zoning Board, second by Bugbee. Call: Ayes; Christianson, Bugbee
Larson handed exhibit of letters of CUP Application from Steven Stansfield to sell firearms and ammunition from his home through mail and appointment only for their review and consideration, all state and federal regulations have been met. Planning and Zoning Board has reviewed and recommends approval.
Christianson made a motion to approve CUP Application from Steven Stansfield for a business from home to sell arms and ammunition, second by Bugbee. Call: Ayes; Christianson, Bugbee
Planning and Zoning Board gave Commission some tentative dates to set up a public hearing for the ETA extension. Public Hearing will be held on Tuesday January 9, 2020 at 6pm.
Bugbee made a motion to approve the public hearing for ETA extension on January 9, 2020 at 6pm and advertise, second by Christianson. Call: Ayes; Christianson, Bugbee
8. Special Liquor License Application – Salinas handed exhibit to Commission Board of Special Liquor License Application from Model Tavern for a Christmas Party on December 17, 2019 for their review and consideration.
Christianson made a motion to approve the Special Liquor License from Model Tavern for a Christmas Party on December 17, 2019, second by Bugbee. Call: Ayes; Christianson, Bugbee

Salinas handed exhibit to Commission Board of Special Liquor License Application from Pour Decisions for a Christmas Party on January 3, 2020 for their review and consideration.

Bugbee made a motion to approve the Special Liquor License from Pour Decisions for a Christmas Party on January 3, 2020, second by Christianson. Call: Ayes; Christianson, Bugbee

Salinas handed exhibit to Commission Board of Special Liquor License Application from Pour Decisions for a Christmas Party on December 14, 2019 for their review and consideration.

Bugbee made a motion to approve the Special Liquor License from Pour Decisions for a Christmas Party on December 14, 2019, second by Christianson. Call: Ayes; Christianson, Bugbee

Salinas handed exhibit to Commission Board of Special Liquor License Application from Pour Decisions for a Christmas Party on December 7, 2019 for their review and consideration.

Christianson made a motion to approve the Special Liquor License from Pour Decisions for a Christmas Party on December 7, 2019, second by Bugbee. Call: Ayes; Christianson, Bugbee

9. Land for Sale – Salinas advised Commission board that land is for sale on the corner of 2nd and Highway 40, discussion held on the benefits of the purchase.

Bugbee made a motion to purchase land for up to \$150,000, second by Christianson. Call: Ayes; Christianson, Bugbee

10. Payroll – Salinas handed exhibit of payroll for 11-07-2019 for their review and consideration.

Bugbee made a motion to approve payroll for 11-07-2019, second by Christianson. Call: Ayes; Christianson, Weflen

11. Financials - Salinas handed exhibit to Commission Board of City of Tioga Financials for October 2019 for their review and consideration.

Christianson made a motion to approve Balance Sheet for October 2019, second by Bugbee. Call: Ayes; Christianson, Bugbee

Bugbee made a motion to approve Fund Summary for October 2019, second by Christianson. Call: Ayes; Christianson, Bugbee

Discussion held on approval of Employee appreciation for Employee's.

Bugbee made a motion to hold employee appreciation on December 14, 2019, second by Christianson. Call: Ayes; Christianson, Bugbee

Bugbee made a motion to approve up to \$12,000 for employee appreciation, second by Christianson. Call: Ayes; Christianson, Bugbee

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Bugbee, second by Christianson at 8:36 p.m. call: Ayes; Christianson, Bugbee, Weflen

The next meeting of the City of Tioga Commission Meeting is scheduled for December 2, 2019 at 7:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, City Commission President

ATTEST:

Abby Salinas, City Auditor