

CITY OF TIOGA
City Commission Meeting Minutes
November 20, 2017

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on November 20, 2017, at the Tioga City Hall, by President of the City Commission Drake McClelland.

PRESENT: Drake McClelland, Todd Thompson, Tim Sundhagen, Heather Weflen, and Desiree Hanson

ABSENT: John Grubb, Elizabeth Pendlay, Abby Salinas

GUEST: Dan Larson, Marcus White, Wayne Knutson, Roxy Uhlich, Greg Nible, Chris Norgaard, Jenny Norgaard, Dennis Lindahl, Amber Briggs, Corey Murphy, Jim McGinnity, Daryn Pederson

Sundhagen made a motion to approve the minutes of November 6, 2017 with the correction of extending Mia LeFever's probation for 90 days to 45 days, second by Weflen. Roll Call: Ayes; Sundhagen, Weflen, Thompson, McClelland

Commissioners Reports:

Thompson: None

Grubb: Absent

Sundhagen: Advised Commission Board they would proceed with EAPC as the Engineering/Architect firm to design new Police Station. Sundhagen also advised board 3 cost analyses would be done on properties in town and present commission with the best option and also 1% committee. Chief Murphy advised commission board that they are looking at changing IT service from NRG to Computech.

Weflen: Advised Commission Board that Parade of Lights is December 1st, 2017. Weflen also advised board she is working with Red Moose Coffee Hus on sidewalk renovation in front of building and stated they had received a quote for \$4,850 for a slanted sidewalk that goes up to the door. Discussion held. Sundhagen made a motion to pay half of the quote for the slanted sidewalk up to door not to exceed the amount of \$2,425, second by Weflen. Roll Call: Ayes; Thompson, Sundhagen, Weflen, McClelland.

McClelland: Advised Commission Board the City Auditor made a recommendation to contract Rath & Mayer for the annual audit in the amount of \$7,000.

Thompson made a motion to contract Rath & Mayer for the annual audit in the amount of \$7,000, second by Weflen. Roll Call: Ayes; Thompson, Sundhagen, Weflen, McClelland

Modifications/Approval of Agenda:

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

Old Business:

1. Legal – none
2. Ackerman-Estvold: Drake McClelland – Advised Commission Board the control panel for Master Lift station and blower are 3-4 weeks out. McClelland stated Weflen and Salinas would need to get together before the end of December to discuss the TAP program. No new updates for other projects.
3. EDC: Chris Norgaard – Advised Commission board that progress is being made on new Community Center and asked that all organizations that have belongings in the old building have them removed before demolition begins in the spring. Norgaard informed Commission board the Bank of Tioga gave a donation of \$15,000 for new portable pens. Commissioner Weflen would like to review plans once more before finalizing.

4. Ordinance 2017-08 Nuisance 2nd Reading – AN ORDINANCE ADOPTING COMMUNITY PRESERVATION AND IMPROVEMENT REGULATIONS **BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF TIOGA, NORTH DAKOTA, AS FOLLOWS:** Section 1. The City Commission finds and declares that the adoption of the community preservation and improvement regulations set forth in this ordinance and the administration of the provisions of such will amend and restate Article 1 of said Chapter Twenty-One and that said Article 1 is hereby re-amended.
Sundhagen made motion to approve 2nd reading of Ordinance 2017-08 Nuisance, second by Thompson. Call: Ayes; Thompson, Weflen, Sundhagen, McClelland

New Business:

5. Planning and Zoning – Planning and Zoning Committee advised Commission Board that they have reviewed application for plat changes and recommend approval of plat change for David Davidson.
Sundhagen made a motion approve the plat changes for David Davidson, second by Weflen. Call: Ayes; Thompson, Weflen, Sundhagen, McClelland
Planning and Zoning – Planning and Zoning Committee advised Commission Board to table Barton Inc’s Conditional Use Application for 1-year upon further review of permanency of conditional use permits for RV Parks.
Weflen made a motion to table the 1-year conditional use for Barton Inc, second by Sundhagen. Call: Ayes; Thompson, Sundhagen, Weflen, McClelland
Planning and Zoning – Planning and Zoning Committee advised Commission Board to table Jim McGinnity’s application upon further review of permanency of conditional use permits for RV Parks.
Planning and Zoning Committee advised Commission Board to table Emprise Groups application upon further review of permanency of conditional use permits for RV Parks.
Planning and Zoning Committee advised Commission Board to approve Oil Capital Ready Mix application for 1-year on condition the RV’s are moved to a properly zoned area.
Planning and Zoning Committee advised Commission Board to deny Acme Trucking’s application for a 1-year conditional use based on temporary housing not allowed in commercial zoned area.
Planning and Zoning advised Commission Board to approve 1-year conditional use permit for Neset Consulting for temporary housing.
Sundhagen made a motion to table Jim McGinnity, Emprise Group, Oil Capital Ready Mix, Acme Trucking and Neset Consulting until zoning ordinance is complete, second by Heather. Call: Ayes; Thompson, Sundhagen, Weflen, McClelland
Sundhagen made a motion to have the zoning ordinance complete by December 18th, 2017 meeting with an update by December 4th, 2017 meeting, second by Thompson. Call: Ayes; Thompson, Sundhagen, Weflen, McClelland
6. Conditions of Employment – Hanson handed exhibit to Commission Board of Approval to Hire for Jason Steele with a start date of December 1st, 2017. **Weflen made a motion to hire Jason Steele pending drug & alcohol test and background check are clear, second by Sundhagen. Call: Ayes; Thompson, Sundhagen, Weflen, McClelland**
7. Special Liquor License – Hanson handed exhibit of Special Liquor License Application from Cashwise for wine tasting for the Starving Artist Market Event.
Thompson made a motion to approve the Special Liquor License for Cashwise, second by Sundhagen. Call: Ayes; Thompson, Sundhagen, Weflen, McClelland
8. Payroll – Hanson handed exhibit to Commission Board of City of Tioga Payroll for November 20, 2017.
Thompson made a motion to approve payroll for November 20, 2017, second by Weflen. Call: Ayes; Thompson, Sundhagen, Weflen, McClelland
9. Bills – Hanson submitted an additional bill for November 2017 bills.
Sundhagen made a motion to approve payment in the amount of \$448.00 to Pitney Bowes, second by Thompson. Call: Ayes; Thompson, Sundhagen, Weflen, McClelland
Hanson handed exhibit to Commission Board of the bills for November 2017.

Sundhagen made a motion to approve bills for November 2017, second by Weflen. Call: Ayes; Thompson, Sundhagen, Weflen, McClelland

10. Financials - Hanson handed exhibit to Commission Board of City of Tioga Financials for October 2017, **Weflen made a motion to approve Balance Sheet for October 2017, second by Thompson. Call: Ayes; Thompson, Sundhagen, Weflen, McClelland**

Weflen made a motion to approve Fund Summary for October 2017, second by Thompson. Call: Ayes; Thompson, Sundhagen, Weflen, McClelland

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Weflen, second by Sundhagen at 9:00 p.m. call: Ayes; Thompson, Sundhagen, Weflen, McClelland

The next meeting of the City of Tioga is scheduled for Monday December 4, 2017 at 7:00 p.m., to be held at the Tioga City Hall.

Drake McClelland, President of the City Commission

ATTEST:

Desiree Hanson, Deputy Auditor