

**CITY OF TIOGA**  
City Commission Meeting Minutes  
December 16, 2019

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

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

ABSENT:

GUEST: Dan Larson, Jacob Orledge, Austin Rollag, Scott Bertsch, Dennis Lindahl, Amber Briggs Lindahl, Steve Eberle, Austin Alexander, Jeff Ebsch, Steven Jensen, Kent Ritterman, Josh Reher, Chris Norgaard

**Sundhagen made a motion to approve the Commission Minutes of December 2, 2019, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

**Sundhagen made a motion to approve the Commission Minutes of December 2, 2019 Public Hearing, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

**Commissioners Reports:**

Christianson: None

Bugbee: None

Sundhagen: None

Weflen: Advised Citizens of Tioga to please move any campers or vehicles from streets after snow has fallen to ensure the streets get cleaned properly

McClelland: None

**Modifications/Approval of Agenda:**

**Sundhagen made a motion to approve agenda as is, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

**Old Business:**

1. Legal – Elizabeth Pendlay – Advised Commission Board of the items she is currently working on; Planning and Zoning Meeting, updated the Planning & Zoning ordinance and a purchase agreement.
2. Ackerman-Estvold: Steve Eberle – Advised Commission Board that of projects they are currently working on; updated Tioga Spec Book, SWSRF, FEMA and 2019 TAP.
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 \$135,438.65 for the work done in the month of November on the Museum  
**Bugbee made a motion to approve Pay Application #6 from FCI Construction in the amount of \$135,438.65 for the work done in November of 2019 at the New Museum, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**  
Handed exhibit of pay application #7 from FCI in the amount of \$311,262.75 for the work done in the month of November on the Police Station.  
**Bugbee made a motion to approve Pay Application #7 from FCI Construction in the amount of \$311,262.75 for the work done in November of 2019 at the New Police Station, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**
4. Graham – 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, discussions held. Sundhagen stated that motion stands from last meeting in which pay application #1 was denied until full itemized billing is sent and asked Salinas to invite Matt Deckers to next Commission Meeting.

5. Tioga Police Department – Sundhagen – Handed exhibit of application to the Williams County 1% Board and advised Commission Board that Tioga PD is requesting permission to submit a grant application to the County 1% Board for furniture in the new Police Department in the amount of \$55,891.55.

**Christianson made a motion to submit application to the Williams County 1% Board for furniture that will go into the new Police Department Building in the amount of \$55,891.55, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Weflen, Sundhagen, McClelland**

Discussions held on the demolition of the old Police Department and creating more space for parking, Salinas was asked to inquire about the Brownsfield Grant to see if the City of Tioga can qualify and give update to Commission at next meeting on 01-06-20. Sundhagen also advised that the Police Department will be having an event “Coco with the Popo” at the Community Center on January 9, 2020 and is seeking \$1,500.

**Sundhagen made a motion to approve \$1,500 in funds to hold the event “Coco with the Popo”, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

6. Water Department – Tim Christianson – Advised Commission Board that he would like to continue to advertise for an open position in the Water Department.

**Christianson made a motion to advertise for an open position in the Water Department, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

7. Engineer Services for Water Main – Salinas handed exhibit to Commission Board of a score sheet completed for Engineer selection for their review and consideration.

**Christianson made a motion to award Watermain and North East Reconstruction to Moore Engineering, second by Bugbee. Call: Ayes; Christianson, Bugbee, Weflen, McClelland Nay’s; Sundhagen**

8. Tioga Airport Board Letters of Interest – Salinas handed exhibits to Commission Board two (2) letters of interest to the Tioga Airport Board open seat for the Board from Wayne Knutson and Chris Norgaard for their review and consideration.

**Bugbee made a motion to appoint Chris Norgaard to the vacant seat at the Tioga Airport Board for a 5-year term, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

#### **New Business:**

9. Planning & Zoning – Larson handed an exhibit to Commission board of a proposed RV Ordinance Planning and Zoning Committee advised Commission Board that they have reviewed the RV Ordinance and recommend to proceed with a Public Hearing. Discussions held.

**Sundhagen made a motion to hold a Public hearing for the new RV Ordinance on 01-06-2020 at 6pm, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

10. Tioga Fund Application – Salinas handed exhibit to Commission Board of a Tioga Fund Store Front Improvement application from Model Tavern in the amount of \$5,000 matching fund for their review and consideration. The Tioga Fund Board advised Commission Board that they have reviewed application from Model Tavern and recommend approval.

**Weflen made a motion to approve the Tioga Fund Store Front Improvement application from Model Tavern in the amount of \$5,000 Matching Fund for the store front improvement, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

Salinas handed exhibit to Commission Board of a Tioga Fund application from Black Gold Dance LLC in the amount of \$32,769.00 for a new business startup in down town Tioga where the old post office use to be, for their review and consideration. Tioga Fund Board advised Commission Board that they have reviewed application from Black Gold Dance and recommend approval of a \$20,000 grant and \$12,769.00 Loan with 0% Interest.

**Sundhagen made a motion to approve the Tioga Fund application from the Black Gold Dance LLC in the amount of \$20,000 grant and a 0% interest Loan in the amount of \$12,769 for new business start up, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

Salinas handed exhibit to Commission Board of a Tioga Fund application from The City of Tioga in the amount of \$124,200 for a warming house to be placed next to the hockey rink, for their review and consideration. Tioga Fund Board advised Commission Board that they have reviewed application from The City of Tioga and recommend approval of a \$124,200.

**Sundhagen made a motion to approve the Tioga Fund application from the City of Tioga in the amount of up to \$124,200 for a warming house, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

Salinas handed exhibit to Commission Board of a Tioga Fund application from Tioga EDC in the amount of \$10,000 for operating expenses, for their review and consideration. Tioga Fund Board advised Commission Board that they have reviewed application from The City of Tioga and recommend approval of a \$10,000.

**Sundhagen made a motion to approve the Tioga Fund application from Tioga EDC in the amount of \$10,000 for operating expenses, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

Salinas handed exhibit to Commission Board of a Tioga Fund application from Tioga EDC in the amount of \$60,000 for an EDC Consultant, for their review and consideration. Tioga Fund Board advised Commission Board that they have reviewed application from The City of Tioga and recommend approval of a \$60,000.

**Christianson made a motion to approve the Tioga Fund application from Tioga EDC in the amount of \$60,000 for an EDC Consultant, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

Salinas handed exhibit to Commission Board of a Tioga Fund application from Tioga Chamber of Commerce in the amount of \$10,000 for operating expenses, for their review and consideration. Tioga Fund Board advised Commission Board that they have reviewed application from The City of Tioga and recommend approval of a \$10,000.

**Weflen made a motion to approve the Tioga Fund application from Tioga Chamber of Commerce in the amount of \$10,000 for operating expenses, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

Salinas handed exhibit to Commission Board of a Tioga Fund application from Tioga Recreation Council in the amount of \$10,000 for operating expenses, for their review and consideration. Tioga Fund Board advised Commission Board that they have reviewed application from The City of Tioga and recommend approval of a \$10,000.

**Sundhagen made a motion to approve the Tioga Fund application from Tioga Recreation Council in the amount of \$10,000 for operating expenses, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

11. Pledge Holdings - Salinas handed exhibit to Commission Board of Pledge Holdings from Bank of Tioga as of 12-02-2019 for their review and consideration.

**Sundhagen made a motion to approve Pledge Holdings for 12-02-2019, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

12. EDC Update – Dennis Lindahl – advised Commission of EDC updates and what are some of the future projects that EDC will be completing or considering for future.

13. Payroll – Salinas handed exhibit of payroll for 12-06-2019 for their review and consideration.

**Bugbee made a motion to approve payroll for 12-06-2019, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

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

**Bugbee made a motion to approve Balance Sheet for November 2019, second by Sundhagen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

**Sundhagen made a motion to approve Fund Summary for November 2019, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

15. 2020 Schedules - Salinas handed exhibits to Commission Board of City of Tioga 2020 Schedules for their review and consideration.

**Bugbee made a motion to approve the schedule for 2020 Commission meetings, second by Christianson. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

**Sundhagen made a motion to approve the schedule for 2020 Payroll/ACH Schedule, second by Bugbee. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

**Bugbee made a motion to approve the schedule for 2020 Holiday Schedule, second by Weflen. Call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

**With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Sundhagen, second by Weflen at 9:37 p.m. call: Ayes; Christianson, Bugbee, Sundhagen, Weflen, McClelland**

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday January 6, 2020 at 7:00 p.m., to be held at the Tioga City Hall.

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Drake McClelland, City Commission President

ATTEST:

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Abby Salinas, City Auditor