Tioga City Commission

February 18, 2014

Minutes

Commissioners Present: Germundson, Spivey, McClelland, and Goldade

Commissioners Absent: Davidson

Visitors Present: Shawna Page, Tanya Weflen, Rich Zahrajsek, Harlan Engberg, Ben Johnson, Melissa Koch, Travis Wittman, Desiree Hanson, Amanda Mosser, Sarah Carkuff, Melissa Johnson, Kathleen Neset, and Todd Jochim (Advantage Const. Mtgm).

The regular meeting of the Tioga City Commission was called to order at 7:00 pm by President Germundson at Tioga City Hall.

McClelland made a motion and Goldade seconded to dispense the reading of the February 3, 2014 minutes. Being no errors or omissions the minutes were approved as submitted. All voted aye, Spivey not present. Motion carried.

Commissioners Reports:

McClelland mentioned quotes of $14,000 + for the CAD systems and recommended the city considering moving forward with the CAD system and use interns in the summer to enter CAD or GIS data. Germundson recommended we set up a special meeting with Harlan Engberg to determine GIS system options.

Goldade mentioned that with the new city employee another truck was ordered at Prairie Ford for $37,410.45.

Spivey announced that Sean Duisen stepped down as Chief of Police for personal reasons but will still remain a police officer. Larry Maize was appointed as acting Chief of Police. McClelland made a motion to approve Sean Duisen as acting Chief of Police. Goldade made a second. All voted aye, motion carried. There is now a swing shift of 5:00 and 3:00 in the morning with two officers on duty at all times. New police officer Jacquelin Halonen, will be starting March 1st, 2014 and may provide on-site Tioga school assistant through the year while school is in session.

Public Input:

Old Business:

Julie Ramos Lagos mentioned online and electronic credit/debit card processing for city hall will be available early March. It will be provided by Municipay. Spivey made the motion to approve the 2013 Audit done by Rath and Meyer. McClelland made a second motion. All voted aye, motion carried.

There was discussion on the AE2S City Best Business Practices Assessment Proposal and the commissioners decided to focus on the planning and zoning updates only and to move forward with getting an estimate of services from AE2S by the next meeting.

Spivey made a motion to move forward with purchasing the updated MRX920 Neptune utility system and mapping software as the city looks towards having to purchase an additional 300 meters this summer for new developments and this new meter reading system will provide faster and more accurate meter reads. McClelland made a second motion. All voted aye, motion carried. McClelland mentioned they will also need to purchase a stationary computer and laptops to go along with this system.

Rich Zahrajsek presented a design of the new city hall proposal. Spivey recommended we move forward with this proposal and give Kick-n-Fit a three month notice as required by the lease contract. City attorney, Ben Johnson recommended that the city first get architectural drawings to present to commission before sending out notice to Kick-n-Fit. Spivey made the motion to proceed with bids for architectural drawings for the city hall proposal. Goldade made a second. All voted aye, motion carried. McClelland also mentioned that they will also move forward with finishing drawings of the new city shop proposal.

New Business:

Joel Nichols gave a demonstration on the forestry survey he had done for the city of Tioga. He gave a slideshow of recommendations of the types of trees and forestry needs for Tioga. Joel recommended 200 trees per street mile. The commissioners encouraged Joel to set up a time with the city to give a spring tree-planting training workshop and provide information on possible grant opportunities.

Kathy Neset requested street closures and barricades of the street east of the Centennial Park near the church for June 14 & 15th in regards to a celebration of the Catholic church centennial. Kathy also requested use of the Centennial Park to put up a tent with tables and chairs. Germundson recommended that the church utilize the portable stages that the city can provide for entertainment purposes. The city commission will continue to work with the church during that time to provide street closure. Kathy also mentioned that she would like the city commission to consider the Housing Incentive Fund and to look into opportunities of providing low-income housing to the community. The commissioners agreed to look into the possibilities and work towards reconstructing the Housing Authority Board.

Melissa Johnson and Sarah Carkuff were present to get approval for the 5K route and needed assistance needed for the Color Run event on May 3, 2014. The event is a park board fundraiser for the outdoor pool. McClelland made a motion to approve the 5K route. Goldade made a second motion. All voted aye, motion carried.

McClelland made a motion to approve the Tioga Fund application for the After Prom Party. Goldade seconded that motion. All voted aye, motion carried. McClelland made a motion to approve the R&T resolution to include Stanley. Spivey seconded that motion. All voted aye, motion carried.

There was discussion on the letter from McLiney and Company Financial Advisors on providing a financial assessment on the wastewater treatment plant project. Commission decided to move forward with current process with city engineers.

McClelland made a motion to approve Ron Harold for Class A License. Goldade made a second motion. All voted aye, motion carried. Commissioners decided to wait for more information for approval on the new townhomes plat in the Annabelle Subdivision.

McClelland made a motion to approve the February bills. Goldade made a second motion. All voted aye, motion carried. Discussion was held on the projects for updates on 105th-Main St and railroad to meet requirements for the quiet zone. McClelland mentioned that BNSF plans to utilize two tracks for FEMA flood prevention. There are also plans to work on Main Street improvements. Harlan and Jenny will be present for the upcoming special meeting for discussing the possible GIS systems.

Ben Johnson indicated he approved Cashwise Liquor store to start working on the easement. He also indicated he will be creating a Pre-Authorization form/Notification of Rights so that people can plead guilty to fines without having to attend court. Spivey made a motion for Ben to create Pre-Authorization form. McClelland made a second motion. All voted aye, motion carried.

McClelland made a motion to approve $200/month plus $50/meeting for commission president and $100/ month plus $25/meeting for city commissioners. Amounts were already approved during the 2014 budget approval. Wade made a second. All voted aye, motion carried. McClelland made a motion to approve $150/month for the Municipal Judge. Goldade made a second motion. All voted aye, motion carried. McClelland made a motion to approve $50/month plus $25/meeting for the Planning and Zoning Board members. Spivey seconded the motion. All voted aye, motion carried.

Being no further business the meeting adjourned at 9:39 pm.

Nathan Germundson Julie N. Ramos Lagos,

President, Tioga City Commission City Auditor