Tioga City Commission

October 20, 2014

Minutes

Commissioners Present: McClelland, Davidson, Grubb, Thompson, and Weflen

Commissioners Absent: none

Visitors Present: Rich Zakrajsek, Harlan Engberg, Tom Johnson (Ackerman-Estvold), Kevin Killough (Tioga Tribune), Desiree Hanson, Dean Hanson, Kelci Hanson, Steven Fretland (Peaceful Valley Pheasants Forever), Melissa Koch, Dennis Rehder, Chris Norgaard, Dan Larson, Larry Maize, Charles Vein, Antonio Conti (AE2S), Jeff Spivey, Dutch Nordyke

The regular meeting of the Tioga City Commission was called to order at 7:00 pm by President McClelland at Tioga City Hall on October 20, 2014.

Davidson made a motion and Weflen seconded to dispense the reading of September 29, 2014 special meeting, October 6, 2014 meeting and October 16, 2014 special meeting minutes. Being no errors or omissions the minutes were approved as submitted. All voted aye, motion carried.

Commissioners Reports:

Davidson reported that the Police Department visited the Central Elementary School to educate students on drug intervention. Jeff Spivey indicated that the Police Department conducted 2 classes: one for K-3, the other one for grades 4-6. Jeff Spivey reported that Kyle Ralston was promoted in rank to Corporal as of August 8th, 2014 by the order of Chief Larry Maize with 90-day probation period and needs to have a correction made to his pay. Jeff Spivey presented quotes for the repeater and repeater cabinet that is needed to resolve the transmission problems with the radio. The Police Department is considering the new water tower on Hwy 40 as a potential location for placing the repeater cabinet since it is accessible, secure, has the highest elevation and electricity for the installation of security cameras if needed. The only concern with that location is the corrosive chlorine. Police Department is still considering other locations. Davidson made a motion and Grubb seconded to approve the purchase of the repeater and the repeater cabinet. All voted aye, motion carried.

Grubb reported that the lagoon project is in progress but its completion is behind the schedule. He indicated that Infrastructure Construction Book is available for purchase for $150 for developers or construction companies in the City Hall or the Building Department. Information on Storm Water will be added to the book as soon as it is reviewed. The Water Department is looking into changing the water meter costs and procedure for tapping permits. Tom Johnson with Ackerman-Estvold informed the Commissioners on the progress at the lagoon: Cell #2 was topped out; materials started to be hauled to Cell #1 to build the East dyke; the crew installed approximately 100ft of pipe; cells are being discharged since 5pm on Friday, October 17. Tom Johnson presented an application for payment #1 in the amount of $607,504.33 to be made to Heartland Grading for the work already been done at the lagoon. Tom Johnson informed that there are 7 skidders, 2 excavators, pipe crew and 1 loader working at the lagoon. McClelland stated that meetings were held with the representatives of Ackerman-Estvold and Heartland Grading on the progress at the lagoon since concerns were raised on the completion of the project in a timely manner.

McClelland presented bids that were made on purchase of John Deer tractor/mower owned by the City of Tioga. The trade-in value for the tractor is $5,700. The bids presented were Post Backhoe Service for $5,200 and Wayne Grindy for $4,500. Davidson made a motion and Weflen seconded to accept Post Backhoe Service as the highest bid. All voted aye, motion carried.

McClelland presented quotes for exterior and foam work to be done in the lien-to for new city shop and shed. Lien-to will be used for storing piping, pumps and other equipment. The work is estimated at around $70,000. Grubb made a motion and Weflen seconded to accept the quote as presented. All voted aye, motion carried.

Public Input:

Melissa Koch informed the Commission that she was addressed with the request from the public about speed and dust control on 68th Street NW past the Gas Plant because of heavy truck traffic. Melissa confirmed with the Commission that it is a county road and the issue needs to be addressed by Williams County.

Dutch Nordyke stated that he presented the bid for Wastewater Treatment Plant after the bids were closed and would be glad to answer any questions that the Commissioners might have. Dutch stated he would be glad to work with AE2S on the package presented. Grubb informed Dutch that bids are being on hold until he will tour the existing plant in the future and a decision will be made on status of the project upon his return.

Old Business:

McClelland presented the board assignments that were made on October 16, 2014 meeting with a couple of adjustments that needed to be made. The present City Commission members are as follows: President, Building and Planning Department – Drake McClelland; Vice President, Water Commissioner – John Grubb; Police Commissioner – Ronda Davidson; Street/Garbage Commissioner – Heather Weflen; Finance Commissioner – Todd Thompson. The representative for Recreation Council is Ronda Davidson, Library Board – Drake McClelland, Theater Board – Ronda Davidson, Tioga Fund Advisory Board – Todd Thompson, Visitors’ Promotion Advisory Board –Todd Thompson, R&T Water Board – Drake McClelland/John Grubb, P&Z Board – John Grubb, Park Board – Heather Weflen. Grubb made a motion and Weflen seconded to accept the board assignments as stated. All voted aye, motion carried.

Harlan Engberg from Ackerman-Estvold reported that they are working on storm water management as well as erosion and sediment control ordinance. It would need Board approval after review by the legal counsel. Harlan presented an application for payment #1 from Quam Construction for Water & Sewer improvements in the amount of $1,363,750 less 5% retainage of contract amount which equals to $1,295,562.50. Harlan stated that paving, curb and gutter work is still to be done. Grubb made a motion and Davidson seconded to approve the application as presented. All voted aye, motion carried. Davidson made a motion and Grubb seconded to approve the payment to Heartland Grading for the lagoon project in the amount of $607,504.33. All voted aye, motion carried.

McClelland asked Harlan to present copies of documentation on survey Phase 3. Harlan stated that Tom Johnson will be working on installing stairs going to EDC office this week.

Charles Vein with AE2S presented Task Order #3 that was originally presented on September, 15. The task order is for the standpipe SCADA program and services. Tom Johnson stated that the water tower control panel should be fixed by the end of the week. Drake McClelland tabled the decision on Task Order #3 until November 3, 2014 meeting.

Charles Vein presented Task Order #4 for Program Management Services until the end of 2015 for the total of $252,000. Weflen made a motion and Grubb seconded to accept the Task Order #4 as presented. All voted aye, motion carried.

McClelland stated that AE2S will be given authorization to sign some legal documents until the new City Auditor is appointed. Davidson made a motion and Weflen seconded to appoint AE2S for signature purposes. All voted aye, motion carried. Ben Johnson indicated that Loren Hoffman should be the only person from AE2S to be able to sign legal documents. Any changes need to be approved by the Commission. McClelland presented a new signature card with people authorized to sign the City of Tioga checks: Drake McClelland, Heather Weflen, Todd Thompson, Desiree Hanson, and Julie Ramos Lagos.

Davidson made a motion to approve the 2nd reading and the final passage of the amended dog ordinance #2014-4 changing the holding time from 3 to 5 days, disposal language and a holding fee. Grubb made a second motion. All voted aye, motion carried.

Rich reported that he was working with Antonio Conti from AE2S on RFQ’s for architectural designs for the new city hall. 4 architects were chosen by Rich and another 4 by Antonio. Rich inquired if the Commission wants to go for bids for architectural designs or review the qualifications of a number of architects. Discussion was held on the advantages of either option. Antonio recommended using RFQ’s for architectural designs. Ben Johnson’s recommendation was to advertise for the project, provide the interested parties with a packet of requested information so that the architects can submit their proposals with the packets. Antonio suggested to have an architect do the conceptual phase to determine the needed square footage of the building and do some planning. Grubb motioned and Weflen seconded to send requests for qualifications to the architects for a new city hall. All voted aye, motion carried.

New Business:

Melissa Koch presented 2 proposals to do the community survey in Tioga and towns in a 30 mile radius regarding the needs for the recreation center: one - from DMD for $24,500, another – from AE2S for around $29,000. Discussion was held on the proposals. Commission agreed that AE2S would be a better option since they offer more ways of gathering survey information. Melissa indicated that she will be applying for grants to cover the expenses for the survey and inquired if the City will help cover the expenses if there is a gap in funding. Weflen made a motion to accept to use AE2S services for conducting the services pending on available funding. Davidson seconded. All voted aye, motion carried.

Drake McClelland announced that the City of Tioga annexed 1 mile of County Road 21 and approximately ¾ miles on County Road 10. Jeff Spivey asked the Commissioners to inform Police Department when/if annexations take place for the jurisdiction purposes.

Jeff Spivey presented the design of the shooting range in place of the existing one that is currently available for the Police Department only. The presented design is secured with baffles which do not let overshoot to the neighboring properties. Spivey requested the Commission to allow him to be a project manager of the shooting range project. Private entities will be approached for funding. Police Department will be handling the key for the range with the possibility of some private clubs taking over the management. Grubb made a motion and Weflen seconded to approve the location of the shooting range and appoint Spivey as a Project Manager. All voted aye, motion carried.

Steve Fretland, the President of Peaceful Valley Pheasants Forever, requested a long-term lease agreement to be made between the City of Tioga and Peaceful Valley Pheasants Forever for improvements to be made at the shooting range. Rich was asked to assist with identifying the property legal description so that the agreement could be drafted.

Davidson made a motion and Weflen seconded to approve Boot & Smith’s Conditional Use Permit for 2 offices, 3 work trailers at 10380 69th St NW till December 2014 due to company relocation. All voted aye, motion carried. Kirk Odegaard request to rezone the property purchased from the City was tabled to the next meeting since the deed hasn’t been ready at the date of the meeting.

Weflen made a motion and Davidson seconded to approve the application from Tioga Country Club requesting $19,845 from Visitors’ Promotion Fund for the purchase of 18 golf carts. All voted aye, motion carried.

Davidson made a motion and Weflen seconded to approve $2,000 from Visitors’ Promotion Fund to be paid to Tioga Community Halloween Party for the annual event and require proof of expenses from all applicants in the future. All voted aye, motion carried.

Weflen made a motion and Grubb seconded to approve 2nd Quarter Tax Disbursements for the total distribution of $9,940.71. All voted aye, motion carried.

Davidson made a motion and Weflen seconded to approve the building permit application for a new home construction submitted by Bob & Jessica Nygaard. All voted aye, motion carried.

Davidson made a motion and Thompson seconded to approve August Balance Sheet. All voted aye, motion carried. Davidson made a motion and Weflen seconded to approve September Balance Sheet. All voted aye, motion carried.

Grubb made a motion and Davidson seconded to approve October bills. All voted aye, motion carried.

Being no further business, the meeting adjourned at 9:20 pm.

Drake McClelland, Desiree Hanson,

President, Tioga City Commission City Deputy Auditor