Tioga City Commission

November 3, 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, Melissa Koch, Dan Larson, Charles Vein (AE2S), Jeff Spivey, Lynn Eaton, Amanda Mosser

The regular meeting of the Tioga City Commission was called to order at 7:00 pm by President McClelland at Tioga City Hall on November 3, 2014.

Commissioners Reports:

Grubb let Tom Larson report on the lagoon project. Tom reported that placing of the liner, cobble & wrip wrap on cell #2 will start tomorrow. Currently, materials are being placed around cell #1 and contractors are 4ft from finishing. All piping is installed, tested and approved with the exception of the NW corner. 2 more man holes need to be stacked tomorrow. On the existing ones, one section is left to be installed before the end of the day.

Tom reported that Jeff and himself will have a conference call with a general contractor of the water tower control building. They are planning to set up a face-to face meeting on November 18th. Tom stated that repairs have been made to the building, doors are in place, and grates are up. The door knob was lost and the replacement is being shipped. Fargo control crew is bringing a troubleshooting technician to be on sight tomorrow. Harlan, Jeff and Tom will be making a list of issues that need to be addressed at the November 18th meeting.

Tom reported that Ackerman-Estvold is staying in contact with concrete contractors for the water main street improvement project. The materials are running short; if the concrete is not ordered yet by the contractors, the trucks will come with a one-week delay. There are high chances that road mix will be used to fill in the road. Tom stated that before completion of the project, they will make sure water lines did not freeze. Tom reported that paving by the building inspector/ EDC office is in place; stairs haven’t been completed yet.

Grubb reported that Jeff Moberg, Harlan Engberg and himself visited the wastewater treatment plant in Pennsylvania and will provide more details during the next commission meeting. According to Harlan, the deadline for bid acceptance is January 18, 2015.

Davidson requested to take Shannon Duisen’s name off the credit card and put Jeff Spivey and Larry Maize on the new card. Davidson requested to raise the PD credit card limit from $ 5,000 to at least $10,000 because some of the purchases can’t be invoiced and with grant purchases charged to the credit card it is becoming a necessity. Drake stated that every purchase over $2000 needs to be approved by the commission. McClelland decided to put credit card changes as an agenda item for the next meeting.

Davidson reported that “Left turn yield on green” sign needs to be put on the Hwy 40 & 68th Street NW to prevent accidents. McClelland stated that that issue should be addressed by DOT since it is the state highway. Davidson stated that a request letter will be drafted to DOT.

Weflen reported that insulation work has been completed at the city shop, the wall needs to be installed, the gate will be wired with the key code this week. Weflen reported that Knife River is redoing curbs in some parts of the town due to improper drainage. Weflen asked Rich Zakrajsek to look into the number of conditional uses that were issued for campers behind Cash Wise store.

Grubb made a motion and Davidson seconded to dispense the reading of October 20, 2014 meeting minutes. Being no errors or omissions the minutes were approved as submitted. All voted aye, motion carried.

Old Business:

Harlan Engberg from Ackerman-Estvold presented the exhibits with changes that will be done by MDU along 67th St NW and will include the straightening of 67th St. MDU will need 30 ft easement into the city lot due to the fact that there is not enough right-of-way to the North. It will require the power poles to be moved. Power lines on the corner of the intersection will be removed. The current gravel road could be used for parking lots in the future. Harlan stated that in case of any questions MDU will be available next meeting. If there are no questions, MDU will move ahead with the project. The commissioners preferred one pole over multiple poles to be put along 67th Street for the project.

Charles Vein with AE2S presented the progress report on Task Order #1 “Capital, Operation & Financial Plan” and Task Order #4 “Program Management”. Charles presented 2015-17 Project Information and Planning Form for the State Water Management Plan. With the current policy, the projects become eligible for 60% grant funds. Many cities have 20% State Water Commission low-interest rate loan that can also cover the project cost. The first project is the second supply line from R & T for 105th Ave N to 1st St SW south of tracks with the approximate cost of the project equal to $800,000. The second project is the new water tower, new 12” line on Main Street, starting from 5th St SW up to Signal Road which can be tied with the street improvement project. The water tower will most likely be elevated to serve a larger amount of residents. The project cost is approximately $3.85 million. Grubb made a motion and Thompson seconded to approve the new water tower/new 12” line project on Main Street. All voted aye, motion carried. Davidson made a motion and Grubb seconded to approve the second supply line project for 105th Ave. All voted aye, motion carried. Charles reported that he met with Melissa and Maria Effertz Hanson from Hess to discuss the legislative strategy of the City.

McClelland reported that WAWS is discussing the water rate increase by 5-6%. McClelland stated that Ray aquifer will be used as a back-up supplier in the future. Weflen stated that increase in water rates should be done gradually to make it more affordable for the residents. Grubb stated that more information on the R&T rates will be available after their meeting on November 25th.

Grubb presented new rates for tapping permits, water meters and other costs:

Tapping fee for 2” or less lines, tapping done by the City of Tioga - $1000;

Tapping fee for lines over 2”, tapping done by licensed or certified installers - $1500. (All tie-ins/ taps will be inspected by the water department or city engineer. Water and sewer lines will be installed as per current adopted state code.)

Pavement/ concrete cuts - $1000;

Water hookup fee - $100;

Water disconnect/reconnect fee - $30;

City Construction Book - $150;

5/8” water meter – no charge, any larger size meter - cost plus 10% handling. Meters must be prepaid and pre-ordered, allow up to 3 to 5 days delivery time depending on availability.

Davidson made a motion to accept the fee schedule as presented. Weflen seconded. All voted aye, motion carried.

McClelland presented 2 quotes for the impound yard fence improvement which wasn’t part of the original quote: one is for $1,900, the other one - $ 4,250. The quote for $1900 includes material and labor to install 800ft of the 7 gauge tension wire to the bottom of the fence as well as the addition of barbed wire where needed to fill voids between the fence and the ground. The quote for $4,250 includes the 1 5/8” rail to the bottom of the fence. Davidson made a motion to accept a quote for $1,900. Grubb seconded. All voted aye, motion carried.

New Business:

Melissa Koch reported that she is finishing the grant application to request $20,000 from Hess for the community survey, and another $9,000 will come from other sources – possibly, Tioga Fund. Melissa stated that she was contacted by Jeff Fox about the possibly of providing the bus service for the senior citizens of Tioga. Such a service was available a while ago and was organized by a private party. Hess is willing to purchase the bus. Melissa addressed the Commissioners with the feedback on how much participation the City wants to have in the organizing the service: maintenance, gas expense, insurance. Grubb requested to have an estimate of the maintenance costs that they expect the City to cover. The service will include trips to Minot, Williston, and possibly Tioga grocery store. Melissa reported that the Renaissance Zone Committee met on October, 28th and has the next meeting scheduled for November, 18th at 5 pm. The Committee is currently discussing the blocks that would fit in the 20-23 limit which will mainly be located on Main Street. Melissa stated that once the quotes for security cameras for the Park Board are presented to her by Monica Sundhagen, she will start applying for grants. Melissa is working with Jeff Spivey on the grant options for the new dog pound which can be used for design, construction, stocking, etc.

McClelland stated that the current liquor ordinance 7.0309 paragraph p) puts a limit on the total amount of liquor licenses for types “AB”, “A”, “B”, “C”, D”. McClelland stated that this part of the ordinance needs to be amended and suggested to leave the number of liquor licenses allowed within the City limits at Commissioners’ discretion. Grubb made a motion to table the decision until next meeting. Weflen seconded. All voted aye, motion carried.

Davidson made a motion and Thompson seconded to accept the proposal from Rath & Mehrer to provide auditor services for the year ended December 31, 2014. All voted aye, motion carried.

Grubb made a motion and Davidson seconded to approve Centennial Homes Class C general contractor license. All voted aye, motion carried.

Grubb made a motion and Weflen seconded to approve Duane Berg, Air Supreme Company, Class D general contractor license. All voted aye, motion carried.

Rich Zakrajsek presented the following building permits for approval:

- Bryce Hume - 8x20 metal storage canister at 18 Benson Street N to keep the equipment for the apartment building – Davidson made a motion to table the decision until the Commissioners get pictures of the structure. Grubb seconded. All voted aye, motion carried.

- Roland Fretland – 12x14 shed – Weflen made a motion and Grubb seconded to approve the building permit. All voted aye, motion carried.

- R&R Trailer – one-family mobile home - Davidson made a motion and Grubb seconded to approve the building permit. All voted aye, motion carried.

- Mike Braun – 30X50 pole barn - Weflen made a motion and Thompson seconded to approve the building permit. All voted aye, motion carried.

- Mike Braun – addition to the existing house – Grubb made a motion to approve the building permit pending that the zoning requirements are met. Davidson seconded the motion. All voted aye, motion carried.

Jeff Moberg reported that the street lights on Iverson Road and Hwy 2 intersection need to be fixed. The backup system and USB port was damaged by the lightning strike. Jeff reported that it will cost about $1000 to fix them. Grubb suggested inquiring about the possibility of insuring the street lights. Grubb made a motion and Davidson seconded to repair the street lights on Iverson Road and Hwy 2 intersection.

Being no further business, the meeting adjourned at 8:30 pm.

Drake McClelland, Desiree Hanson,

President, Tioga City Commission City Deputy Auditor