Tioga City Commission

December 1, 2014

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

Commissioners Absent: none

Visitors Present: Rich Zakrajsek, Harlan Engberg, Tom Larson (Ackerman-Estvold), Kevin Killough (Tioga Tribune), Desiree Hanson, Dan Larson, Antonio Conti, Loren Hoffman (AE2S), Jeff Spivey, Melissa Koch, Ben Johnson, Lynn Eaton (Karvakko Engineering), Dennis Rehder (Pine Ridge Development), Susan Gordon (Wildcatz Grill)

The Public Hearing for the transfer of the existing liquor license from Bainfield Management to Tioga Hotel Suites was called to order by President McClelland at 7:00 PM at Tioga City Hall. No comments were made against the application that was submitted. Grubb made a motion and Davidson seconded to approve the application as presented. All voted aye, motion carried. The public hearing adjourned at 7:05 pm.

The regular meeting of the Tioga City Commission was called to order at 7:05 pm by President McClelland at Tioga City Hall on December 1, 2014.

Weflen made a motion and Davidson seconded to dispense the reading of November 17, 2014 minutes. Being no errors or omissions the minutes were approved as submitted. All voted aye, motion carried.

Commissioners Reports:

Grubb reported that the progress on the lagoon projects is slow and let Tom Larson report on his behalf. Tom reported that they have acquired rock to wrap cell #2 from top to bottom. The contractor was directed to remove all material around the structure at cell #1 and cell #2 on the outlet so that water can be transferred from cell #2 to cell #1. The dyke has been breached so there will be an ample storage supply for the winter. The project will be suspended due to the freezing temperatures and will be resumed in the Spring 2015. Tom reported that project is 75-80% completed.

Weflen reported that traffic lights at Iverson Road & Hwy 2 intersection have been knocked down after an accident and temporary lights have been put in place. ND DOT will be contacted about the possibility of replacing the temporary lights with a permanent structure.

McClelland requested the performance appraisal forms to be submitted by December 8th. McClelland asked the commissioners to review the Best Hiring Practices and Employee Handbook by December 15th meeting.

Old Business:

Tom Larson from Ackerman-Estvold presented the application from Heartland Grading for payment #2 in the amount of $1,306,989.68 for the lagoon project. Tom reported that one more payment will be presented later in the winter and 2 more payments will be expected in the spring 2015. Penalties for being behind the schedule will be starting October 31st and will be taken out of payment request # 3. Tom stated that while project is 75% completed, only about 50% of it has been billed out. Davidson inquired if Ackerman-Estvold verifies the payment applications from Heartland Grading. Tom stated that Ackerman Surveying checks the data on the payment applications. Grubb made a motion and Weflen seconded to approve the payment application as presented. All voted aye, motion carried.

McClelland will be meeting with Harlan Engberg on Friday December 5th at 9:30 am about the Wastewater Treatment Plant.

Tom Larson reported that 2014 Street, Water Main and Sewer Improvement Project has been suspended for the winter and spickets haven’t been fixed yet due to the difficulties with finding a plumber.

Antonio Conti from AE2S reported that the completion of CIP Project is on schedule and a preliminary presentation will be given at the next commission meeting. Antonio requested a meeting with Water and Street Commissioners to discuss Water and Street Improvements for CIP. Grubb and Weflen agreed to have a meeting on December 9th at 5:30-6:00pm.

Loren Hoffman presented Employee Handbook, Best Hiring Practices and other HR forms to the Commissioners and Ben Johnson for review with final adoption planned at the December 15th, 2014 at the commission meeting. McClelland stated that the new policy should become effective as of January 1st, 2015. McClelland requested to have a special meeting to clarify the new policies with signatures required from employees. Loren reported that AE2S will be working on Task order #5 “Auditor Services” till the end of 2014.

Grubb suggested that campgrounds should be charged at commercial rates for sewer usage rather than $20 for each camper hook-up. He presented the proposed residential & commercial water and sewer rates and stated that increase is needed to show income in the Water Fund and be able to maintain the City loans. The proposed rates are as follows:

Residential water - $15 plus $7/1000 gallons;

Commercial water - $30 plus $7/1000 gallons;

Residential sewer - $15 plus $5/1000 gallons;

Commercial sewer - $30 plus $7/1000 gallons.

Grubb stated that WAWS raised the water rated by 6 cent per 1000 gallons.

Davidson made a motion and Thompson made a second to approve the water/sewer rates as presented. All voted aye, motion carried.

McClelland stated that all purchases over $1000 charged to the credit card need approval from the Commission. McClelland requested to discuss at the next commission meeting the purchases and their limits that can be charged to the credit card without authorization.

Weflen made a motion and Davidson seconded to remove Julie Ramos-Lagos and Tanya Weflen from authorized credit card users and add Desiree Hanson as an authorized representative for 2 credit cards and as a cardholder for the 3rd card. All voted aye, motion carried.

Ordinance on ETA boundary to amend Chapter 5 “Zoning - Land Use Planning” had its second reading at the commission meeting. Grubb made a motion and Thompson seconded to approve the 2nd reading. All voted aye, motion carried.

McClelland recommended to include Drake McClelland, Todd Thompson and AE2S in the committee for the Auditor’s position interview. Weflen made a motion and Grubb seconded to approve the proposed nominations. All voted aye, motion carried. AE2S will be represented either by Loren or Darrel.

McClelland presented a letter of resignation from Tanya Weflen. Weflen made a motion and Davidson seconded to accept the resignation. All voted aye, motion carried. Loren informed the Commission that Darrel will be working with Tanya during the transition.

Davidson made a motion and Grubb seconded to approve a special liquor license for Wildcatz Grill to serve alcohol at Farm Festival Building for Chamber of Commerce Christmas Party on December 8th from 6:30 to 9:30 pm, pending that the law enforcement will be present. All voted aye, motion carried. Jeff Spivey stated that by the order of the Chief of Police any alcohol event on the city-owned property requires the city police in attendance.

Davidson made a motion and Grubb seconded to approve tax disbursements for quarter 3. All voted aye, motion carried.

Being no further business, the meeting adjourned at 7:50 pm.

Drake McClelland, Desiree Hanson,

President, Tioga City Commission City Deputy Auditor