

**CITY OF TIOGA**  
City Commission Meeting Minutes  
March 20, 2023  
<https://youtu.be/GKYTI8SjQmo>

A meeting of the City Commission of the City of Tioga was called to order at 7:01 pm on March 20, 2023, at the Tioga City Hall, by the City Commission President Kevin Litten.

PRESENT: Kevin Litten, Tim Christianson, Shawn Travis, Jessica Sandberg-Steele, Larry Maize, Elizabeth Pendlay, Abby Salinas (on zoom)  
ABSENT: None  
GUEST: Jacob Orledge, Cody Normark, Dan Larson, Eugene Knutson, Josh Reiner, Heath Pendlay, Joel Shaffett, Judy Odegaard, Paul Weyrauch

**Christianson made a motion to approve the Commission Minutes of February 21, 2023 regular Commission Meeting, March 9, 2023 Special Commission Meeting and March 15, 2023 Special Commission meeting with no errors and omissions, second by Travis. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**

**Commission Reports:**

Tim Christianson           Advised Commission Board that a boiler is still down at the WWTF (Waste Water Treatment Facility) but has someone coming to fix it. Also handed exhibit to Commission Board for their review and consideration of an estimate from Newman Signs to purchase some safety signs that state construction in progress, work ahead and road closed in the amount of \$2,184.04.

**Christianson made a motion to approve the estimate from Newman Signs to purchase some safety signs that state construction in progress, work ahead and road closed in the amount of \$2,184.04, second by Travis. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**

Shawn Travis               None  
Jessica Sandberg           None  
Larry Maize                 None  
Kevin Litten                None

**Modifications/Approval of Agenda:**

**Travis made a motion to add to the agenda under new business #12 Gaming Site Authorization Application and move the rest of the agenda down then approve agenda with change made, second by Maize. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**

**Old Business:**

1. Legal – Pendlay – Advised Commission Board that she is currently working with Josh Reiner (City Engineer) on agreements and other City matters.
2. Moore Engineering: Reiner – handed an exhibit to the Commission Board for their review and consideration of the Emergency Action Plan & Dam Safety Improvements feasibility cost share grant agreement from the State Water Commission and advised the Commission Board that it has already been reviewed by City Attorney (Elizabeth Pendlay) and recommends approval.

**Maize made a motion to approve signing the application for the Emergency Action Plan & Dam Safety Improvements feasibility cost share grant agreement from the State Water Commission, second by Travis. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**

Reiner informed Commission Board that the 2023 Reconstruction Water, Sewer and Street project is out for bid, and bid opening will be April 5, 2023 at 1:30pm with a substantial completion of October 1,

2023 and final completion November 1, 2023. Also updated Commission Board on the KSI Water and Sewer Extension project and handed exhibit to Commission Board for their review and consideration of a Utility Occupancy Application and Permit for the right of way and a Driveway Application and Permit, Reiner recommends approval.

**Travis made a motion to approve the signing of the Utility Occupancy Application and Permit for the right of way and a Driveway Application and Permit, second by Maize. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**

Reiner advised the Commission Board that Moore Engineering is working to prepare a plat for the location of the new lift station which will be presented at the next meeting in order to prepare a sales agreement for the property. Reiner also informed the Commission Board of the soccer field project and stated that in order to have the soccer field and the parking lot to drain because it is in a flood way the State is requiring a study and modeling to be conducted of the water elevations and the cost would be up to \$15,000.

**Travis made a motion to approve a study and modeling to be conducted of the water elevations and the cost would be up to \$15,000 in the area where the soccer field and parking lot will be, second by Sandberg. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**

3. Economic Development Director Report – Chelsy Weisz – Advised Commission Board on what she has been working on since her start date. Policies and procedures, meetings with local businesses, gathering data, developing brochures, communication and writing a monthly column for local newspapers, initiating libraries as launchpads, assisting with Williams County Relocation guide, attending meetings such as Vision West and WRED, planning back-alley art project in Tioga, and assisting in writing grants.

#### **New Business:**

4. Letters of Interest for Open Airport Board Seat –Salinas handed exhibits to Commission Board for their review and consideration of letters of interest for the vacant seat of the Tioga Airport Board from Wayne Knutson, David Pegel and Paul Weyrauch.  
**Christianson made a motion to appoint Paul Weyrauch to the current 5-Year term Airport Seat, second by Sandberg. Call: Ayes; Christianson, Travis, Sandberg Abstained; Maize**
5. Estimate for new PA System for Police Department – Police Chief Josh Nelson handed exhibit to Commission Board for their review and consideration of an estimate from Amazon for a new PA system for Police Department in the amount of \$1,199.99. Nelson did state that this item has already been ordered due to time constraints because of an upcoming event.  
**Sandberg made a motion to approve the estimate from Amazon in the amount of \$1,199.99 for a new PA System, second by Maize. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**
6. Police Department Staff – Police Chief Josh Nelson advised Commission Board of shortage of staff and is seeking to hire 1 additional Police Officer. Discussions held.  
**Maize made a motion to approve the advertising and hiring of an additional new Police Officer, second by Sandberg. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**
7. ARPA Funds – Salinas handed Exhibit to Commission Board for their review and consideration of payment application #5 from Strata Corporation in the amount of \$232,436.60 for work completed on Northeast Reconstruction – Phase II and is seeking permission to apply ARPA funds in the amount of \$211,707.68 towards the payment of this bill that was invoiced on October 10, 2022.  
**Travis made a motion to approve applying ARPA funds in the amount of \$211,707.68 towards the payment of this bill that was invoiced on October 10, 2022, for payment application #5 from Strata Corporation in the amount of \$232,436.60 for work completed on Northeast Reconstruction – Phase II, second by Sandberg. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**
8. Pine Ridge - Salinas handed exhibits to Commission Board of Pine Ridge Engineer Opinion of Cost and Map description for their review and consideration of possible assessment on property to get work completed on water, sewer and street.

**Christianson made a motion to approve starting the process of assessment on Pine Ridge property by way of a loan for cost of water sewer and street to be completed on Property, second by Sandberg. Call: Ayes; Christianson, Travis, Sandberg, Maize**

9. 2023-03 Resolution to Close City of Tioga Property and Evidence Account - Salinas handed exhibit to Commission Board for their review and consideration of 2023-03 Resolution to Close City of Tioga Property and Evidence Account - BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota: A RESOLUTION TO CLOSE THE CITY OF TIOGA PROPERTY AND EVIDENCE ACCOUNT. Whereas; the City of Tioga, Williams County, North Dakota, is a municipal corporation, organized and existing under the laws so the State of North Dakota; Whereas; in order to facilitate the order processing of City of Tioga business the City Auditor has requested that the City of Tioga Property and Evidence Account #201830 be Closed effective March 20, 2023, and the balance of \$5,300 be moved to the City of Tioga's General Account. Now, therefore, the City Commission approves the City of Tioga Property and Evidence Account #201830 be Closed effective March 20, 2023, and the balance of \$5,300 be moved to the City of Tioga's General Account.

**Travis made a motion to approve the 2023-03 Resolution to Close City of Tioga Property and Evidence Account, second by Maize. Call: Ayes; Christianson, Travis, Sandberg, Maize**

Salinas also advised the Commission Board that she is seeking permission to deposit back into the City's general account \$3,100 in cash of money that was used for undercover work per Rath and Meher, City Audit.

**Travis made a motion to approve a deposit back into the City's general account of \$3,100 in cash of money that was used for undercover work, second by Maize. Call: Ayes; Christianson, Travis, Sandberg, Maize**

10. Letter of Interest for Visitor Promotion Board - Salinas handed exhibits to Commission Board for their review and consideration of letters of interest for the vacant seat of the Visitor Promotion Board from Ronica Pederson.

**Christianson made a motion to appoint Ronica Pederson to the vacant seat of the Visitor Promotion Board, second by Maize. Call: Ayes; Christianson, Travis, Maize Abstained; Sandberg**

11. Visitor Promotion Application – Salinas handed exhibit to Commission Board for their review and consideration of a Visitor Promotion application from the City of Tioga in the amount of \$4683.64 for the purchase of flowers on Main Street.

**Sandberg made a motion to approve the Visitor Promotion Application from the City of Tioga in the amount of \$4,683.64 for the purchase of flowers in downtown, second by Travis. Call: Ayes; Christianson, Travis, Sandberg, Maize**

12. Gaming Site Authorization Application – Salinas handed exhibit to Commission Board for their review and approval of a Gaming Site Authorization Application from Tioga American Legion Post 139 to have electronic pull tabs at the Tioga Country Club.

**Maize made a motion to approve the Gaming Site Authorization Application from Tioga American Legion Post 139 to have electronic pull tabs at the Tioga Country Club, second by Christianson. Call: Ayes; Christianson, Travis, Sandberg, Maize**

Consent Approval:

13. Planning and Zoning Application - Salinas handed exhibit to Commission for their review and consideration of Planning and Zoning Building Permit Application from DA Land, LLC/Adam Fedler. Planning and Zoning Board has reviewed application and recommends approval.
14. Local Charity Permit Applications – Salinas handed exhibit to Commission Board for their review and consideration of Local Charity Permit Applications from Tioga Public Schools Robotics for Raffles from 03-02-2023 to 04-23-2023 proceeds will go to funding a competition trip in May and an application from White Earth Saddle Club for bingo on 03-25-2023.
15. Payroll 03-07-2023 - Salinas handed exhibits to Commission Board for their review and consideration of payroll for 03-07-2023.

16. Bills for February 2023 - Salinas handed exhibits to Commission Board for their review and consideration of Bills for February 2023 - TOTAL \$289,825.51 - ACME\$39.30; Advance Business Methods\$99.18; Aramark\$572.52; Axon\$6,238.88; BSN\$335.66; Balco\$479.00; Banyon\$3,110.00; BOSS\$10.54; Business Management Daily\$637.00; ST Alexius\$205.00; Circle\$26,232.75; Computech\$350.00; Energy Tech Systems\$282.00; Enthalpy\$2,514.90; Ferguson\$1,683.00; Fist District Health Unit\$180.00; Info Tech\$521.75; Lexipol\$3,727.94; Linde Gas\$50.45; Johnson Controls\$1,366.33; Menards\$211.90; MDU \$14,228.17; Mondak\$1,250.00; MWE\$967.18; Moore\$124,336.60; Mountrail Co Promoter\$100.00; ND One Call\$9.85; NDACO\$54.00; NCC\$1,971.15; Newman Signs\$300.85; ODP\$252.83; Overhead Door\$3,668.80; Pendlay Law\$4,980.87; Pinnacle\$6,436.97; Pitney Bowes\$186.33; RDO\$474.75; R&T\$62,510.08; Shocks Safe & Lock\$216.40; Share Corp\$823.75; Sundhagen Sand & Gravel\$842.85; Tioga Chamber\$150.00; Tioga Drug\$13.98; Tioga Hardware\$935.53; Tioga Parts\$549.46; Tioga Tribune\$568.98; Tractor & Equipment\$704.16; U R Next Towing\$300.00; Verizon\$1,501.64; VISA \$4,892.83; Vocella\$162.00; Wanda Bagley\$800.00; Williams & Ree\$6,300.00; Williams Co Sherriff\$75.00; Williston Herald\$62.40; Workforce Safety\$350.00
17. Financials for February 2023- Salinas handed exhibits to Commission Board for their review and consideration of financials for February 2023 of Fund Summary and Balance Sheet.  
**Maize made a motion to approve the consent agenda that consists of Planning and Zoning Building Permit Application from DA Land, LLC/Adam Fedler, Local Charity Permit Applications from Tioga Public Schools Robotics for Raffles from 03-02-2023 to 04-23-2023 proceeds will go to funding a competition trip in May and an application from White Earth Saddle Club for bingo on 03-25-2023, Payroll for 03-07-2022, Bills for February 2023 and the City Financials for February 2023, second by Sandberg. Call: Ayes; Christianson, Travis, Sandberg, Maize**

**With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Maize, second by Sandberg at 8:35p.m. call: Ayes; Christianson, Travis, Sandberg, Maize, Litten.**

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday April 3 , 2023, at 7:00 p.m., to be held at the Tioga City Hall.

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Kevin Litten, Tioga Commission President

ATTEST:

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Abby Salinas, Tioga City Auditor