

**CITY OF TIOGA**  
City Commission Meeting Minutes  
05/19/2025  
Unofficial

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on May 19, 2025, at the Tioga City Hall, by President of the City Commission Brett Rieniets.

**PRESENT:** Brett Rieniets, Kyle Ralston, Jaden Iverson, Steven Dye, Elizabeth Pendlay (Remote), and Wendy Lenzen

**ABSENT:**

**Guest:** Patrick Carabello (Brosz), Dan Larson, Haley Felber, Burton Youngs, David Sting, Matt Lierz, Jeffery Moe Jr, Judy Odegaard, Henry Rieniets

**Pledge of Allegiance:**

**Minutes:** Exhibits of Commission Meeting Minutes for May 5, 2025, and special commission meeting for May 6, 2025, were presented to the commission for their review and consideration. **Ralston made a motion to approve as presented with no errors or omissions, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye**

**Commissioners Reports:**

- **Street:** Ralston advised crack seal project is still in preparation, rock is being stockpiled. Depending on weather, the project may have to be delayed.
- **Police:** Ralston shared that there was damage done to a light pole near Madhouse Bar due to a hit and run accident and will be repaired by Triangle electric
- **Finance** – Iverson advised that formal interviews are in progress for the open Deputy Auditor position.
- **Water** – Dye advised that they were still working prep for the lagoon. CAT has been out to the site and working on generators.
- **President** – Rieniets has been working on the softball field and looking for options to ensure the project moves forward with the ideal option being the intended location across from the baseball field. There is an open commissioner seat, and the commission is still open to interest in the position and encourages interested parties to submit a letter of interest. Rieniets also discussed the necessity to department heads to be mindful and prudent with budget and spending.

**Modifications/Approval of Agenda:** Rieniets requested an addition to the agenda, a letter regarding city water and the park district. **Iverson made a motion to approve the agenda with the additional modifications as agenda item 12 on new business. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye**

**Old Business:**

1. **Legal Report:** None
2. **Engineer Report:** Josh with Moore Engineering advised that walk throughs will be done with Crow River Construction on street projects. The Softball field relocation project is dependent on the approval of Clomer and there is no concern that it will not be approved, however, final approval takes time and the estimated time frame for approval is expected in the next few weeks. Discussion held. Moore also shared that the emergency action plan is ready for final approval/review by the Commission president and Auditor at the next meeting.
3. **Community Center Expansion Update- FCI/EAPC:** FCI's David Sting shared that the project is 82% complete. Burton Young's with EAPC presented Pay App #10 for approval on the community center construction project. Discussion held. **Motion to approve Pay request #10 in the amount of \$1,029,363.01 made by Ralston. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye**

4. **Tioga Community Center – Haley Felber:** Felber is seeking approval to purchase a pitching machine that will be paid for with donations to the Community Center Expansion project. **Iverson made a motion to approve the purchase of a pitching machine for \$2599.00 paid with donations. Second by Dye. Roll Call: Ayes; Ralston, Iverson, Dye.** Felber also requested approval to purchase a second-floor scrubber. **Motion by Ralston to table the floor scrubber. Second by Iverson. Discussion. Roll Call: Ayes; Ralston Nay; Iverson, Dye** Further discussion **Motion by Iverson to approve floor scrubber. Second by Dye. Roll Call: Ayes; Iverson, Dye. Nays; Ralston**
5. **Tioga Airport Authority Board – Update:** Jeffery Moe Jr presented fuel receipts to the board from Sept 2024 to date. Jeff also introduced Tom Schauer (remote), who will be working with the airport on a strategic growth plan as well as discussing ongoing projects. Rieniets asked if there is an increase/decrease in use at the airport since TAC has closed their business and if all the services that TAC offered are currently offered. Discussion.

**New Business:**

6. **Tioga Airport Authority Board Appointment – Letter of Interest:** Letters of interest from Eli McMillan and Wayne Knutson. Rieniets reads both letters of interest. **Motion by Iverson to appoint Eli McMillan to the Tioga Airport Authority Board, second by Dye. Roll Call: Ayes; Ralston, Iverson, Dye**
7. **Timeclock Plus Proposal:** Iverson advised that a time and attendance proposal has been submitted that will interface with our current funding software. TCP also offers a scheduling module that would allow the PD to discontinue their current scheduling program. Discussion held. **Motion by Iverson to approve the purchase of an electronic timekeeping program for the City of Tioga. Second by Dye. Roll Call: Ayes; Ralston, Iverson, Dye**
8. **Contract for collection of City Sales Tax:** Rieniets advised that the Office of the ND state tax commissioner submitted a contract for approval for the collection of sales, use and gross production tax. **Motion by Iverson to approve the contract as stated with the adjustment to the named city auditor from 2025-2027. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye**
9. **Free Landfill Days – Free Landfill Days for City residents were approved for May 31 10<sup>th</sup> 9AM-12PM, June 5<sup>th</sup> 9AM-6PM, June 7<sup>th</sup> 10AM-7PM, Motion by Ralston to approve free landfill days, Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**
10. **Planning and Zoning Application- Building Permit:** Discussion. **Motion by Ralston to approve the building permit for Skyview Estates, LLC. Second by Dye. Roll Call: Ayes; Ralston, Iverson, Dye.**
11. **Planning and Zoning Application- Preliminary and final plat:** Discussion. **Motion by Iverson to approve Andrew Nelson preliminary and final Plat, Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye.**
12. **Water Usage/Park District Request:** Rieniets shared a letter from Park Board Member, Kevin Czarnecki requesting that the City of Tioga pay for the Park District water usage. Discussion. **No Action.**

**Consent Approval:**

**13. 05.22.25 Payroll**

**14. May 2025 Bills (2):** Almers Construction Inc \$3,350.00, Altru Health Systems \$20.00, Wanda Bagley \$475.00, Brosz Engineering \$4,657.50, EAPC \$8,855.32, Ellvanger Plumbing \$237.00, First District Health Unit \$90.00, GigWorks Information Technology \$595.50, Information Technology \$685.35, Jenson Automotive \$312.52, Jims Bobcat Service \$300.00, Johnson Controls Building Efficiency \$1,891.04, Marlana Lesmeister \$275.00, Menards – Williston \$130.91, NDACO Resources Group INC \$54.00, Northwest Communications Corp \$2,166.29, ODP Business Solutions LLC \$15.19, Ones Consulting \$2,062.50, Overhead Door Co. of Minot \$1,063.00, Pendlay Law Office \$2,884.50, Pinnacle

\$3,439.62, Pitney Bowes Purchase Power \$45.68, R&T Water Supply & Associate \$470.40, R&T Water Supply & Associate \$77,084.23, Sweeny Controls \$9,375.00, Tioga Hardware LLC \$3,222.01, Tioga Parts Supply \$276.47, Tioga Tires Plus \$78.27, Tractor & Equipment CO \$2,711.15, Uline \$1,443.59, Vestis Group Inc \$795.37, Williams County Assessors Office \$27,607.80, EFTPS \$16,196.48, Colonial Life \$1,823.20, NDPERS Retirement \$18,094.92, NDPERS Health and Life Insurance \$36,554.42, NDPERS Deferred Comp \$652.50, AFLAC \$1,020.06, USPS \$432.32, Kansas Payment Center \$ 112.50, California State Disbursement \$187.50, Verizon \$1,627.15, Montana Dakota Utilities \$11,928.93.

Motion to approve consent agenda by Ralston, Second by Dye. Roll Call: Ayes; Ralston, Iverson, Dye.

With no further business the meeting of the Tioga City Commission was adjourned by a unanimous vote moved by Ralston second by Iverson at 8:33p.m.

The next meeting of the City of Tioga is scheduled for Monday June 2, 2025, at 7:00 p.m., to be held at the Tioga City Hall.

---

Brett Rieniets, President of the City Commission

ATTEST:

---

Wendy Lenzen, City Auditor