

CITY OF TIOGA
City Commission Meeting Minutes
March 21, 2022

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on March, 2022, at the Tioga City Hall, by the City Commission President Natalie Bugbee.

PRESENT: Natalie Bugbee, Tim Christianson, Shawn Travis, Jessica Steele, Larry Maize, Elizabeth Pendlay, Abby Salinas
ABSENT: None
GUEST: Jacob Orledge, Josh Reiner, Salli Fosburgh, Josh Nelson, Wayne Knutson, Ward Heidbreder, Richard Weyerman, Steven Jensen, Gabriella Nobles, Michael Nobles, Jeffery Moe Jr.

Travis made a motion to approve the Commission Minutes of February 22, 2022 Regular Commission Meeting, second by Steele. Roll Call: Ayes; Christianson, Travis, Steele, Maize

Commissioners Reports:

Christianson: None
Travis: Advised the Commission Board that he has reviewed the Tioga City Budgets and audit with City auditor and they all are in order.
Steele: Gave floor to Police Chief Joshua Nelson. Nelson advised Commission Board that City Attorney has reviewed some of the new Police Policies and have now been distributed to Tioga Police Officers for review and acknowledgement. Nelson also stated that the CAD system is installed and will go live April 4, 2022 and the new side by side will be delivered in 2 weeks.
Maize: None
Bugbee: None

Modifications/Approval of Agenda:

Travis made a motion to add to the agenda under new business before #4 Steve Jensen allowance to address Commission, second by Maize. Call: Ayes; Christianson, Travis, Steele, Maize

Old Business:

1. Legal – Pendlay – Advised commission board that she has been working on reviewing Police Department Policy Procedures with Police Chief Joshua Nelson. Pendlay states Salinas sent her an exhibit of the MDU agreement for replacing poles in City’s right away.
Steele made a motion to approve signing the agreement contingent on ensuring the poles are in the city’s right away, second by Travis. Call: Ayes; Christianson, Travis, Steele, Maize
Pendlay states she will be meeting with Salinas to review the Planning and Zoning Ordinance and that she has still not received a response from the Tioga Airport Board regarding the findings of what actions will be taken with the complaints against Chris Norgaard. Pendlay advises that if that is not addressed by the Tioga Airport Board that the Tioga Commission Board will have to take action.
2. Moore Engineering: Reiner –Reiner advised Commission Board of status update for North East Reconstruction Project Phase 2 and handed exhibit to Commission Board of bids for the construction project. Strata Corporation had the lowest bid which included the alternate
Christianson made a motion to award Strata the whole project including the alternate at \$3,978,954 and sign the notice to proceed, second by Travis. Call: Ayes; Christianson, Travis, Steele, Maize
Reiner advised commission Board that he will be bring a task order for Engineering services the project of NE Reconstruction Phase II from Moore Engineering at the next meeting.
3. Tioga Economic Development Update - None

New Business:

- Steven Jensen – Advised commission Board that he is seeking reappointment, discussions held Nobles advised Commission Board that at the next Tioga Airport Board Meeting the Board will be speaking to Attorney in regards to action that the Airport Board will be taking due to complaints.
4. Open Airport Board Seat – Salinas handed exhibit to Commission Board for their review and consideration of 3 letters of interest from Jeffery Moe Jr., Wayne Knutson and Steve Jensen.
Travis made a motion to appoint Jeffery Moe Jr. to the open seat on the Tioga Airport Board, second by Steele. Call: Ayes; Christianson, Travis, Steele, Maize
 5. City Audit – Salinas handed exhibit to Commission Board for their review and consideration of 2021 Tioga City Audit. Bugbee read letter from Auditor’s stating the good findings.
Travis made a motion to approve and accept the 2021 Tioga City Audit, second by Maize. Roll Call: Ayes; Christianson, Travis, Steele, Maize
 6. Back Flow Prevention Program – Salinas handed exhibit to Commission Board for their review and consideration of the back flow prevention program. Ward Heidbreder advised Commission Board of the two different programs that were containment or comprehensive that the City of Tioga can adopt. Discussions held regarding adding it to the Tioga Spec Book for all new buildings and creating a City Ordinance for future.
Christianson made a motion to adopt the containment program for now and start looking at the process for the comprehensive in the future, second by Travis. Call: Ayes; Christianson, Travis, Steele, Maize
 7. Flood Plain Application – Salinas handed exhibit to Commission Board for their review and consideration of flood Plain Application for the NE Reconstruction Phase II Project.
Christianson made a motion to approve the application for the Flood Plain application for the NE Reconstruction Phase II project, second by Travis. Call: Ayes; Christianson, Travis, Steele, Maize
 8. Landfill Billing – Salinas advised Commission Board that she would like to change the way the City of Tioga bills customers that live outside City limits for landfill. Salinas explained that if someone does not pay their bill and lives within the City limits we are able to assess the unpaid bill to their home however, if a bill isn’t paid and they live outside of the City limit it becomes a loss to the City because we are not able to assess anyone outside City limits. Salinas suggests that anyone outside City limits will have to pay before the use of the landfill.
Christianson made a motion to change billing to anyone that lives outside City limits will have to prepay before using landfill, second by Maize. Call: Ayes; Christianson, Travis, Steele, Maize
 9. Computers for Commission Hall – Salinas handed an exhibit to the Commission Board for their review and consideration of quote from Computech for new laptops at Commission Hall. Discussions held.
Steele made a motion to approve the quote for new laptops in the Commission Hall from Computech in the amount of \$2,452.98, second by Maize. Call: Ayes; Christianson, Travis, Steele, Maize

Consent Approval:

10. Planning and Zoning Applications – Salinas handed exhibits to Commission Board for their review and consideration of a Building Permit Application from Parks/Rec for tear down of old storage buildings and replace with a new pavilion with storage, restrooms and concession area. Planning and Zoning Board has reviewed applications and recommends approval.
11. Tioga Fund Application – Salinas handed exhibit to Commission Board for their review and consideration of a Tioga Fund Application from Tioga theater in the amount of \$100,000 for new seating. Tioga Fund Board has reviewed application and recommends approval of only \$45,000. Also, a Tioga Fund Application from Tioga After Prom Committee in the amount of \$1,000 for after prom event activities and food. Tioga Fund Board has reviewed application and recommends approval of only \$500.

12. Special Liquor License Application – Salinas handed exhibit to Commission Board for their review and consideration of a Special Liquor License Application from The Rig/Debbie Trones for event happening at the Tioga Community Center on March 25, 2022.
13. Payroll 03-07-2022 - Salinas handed exhibit to Commission Board for their review and consideration of payroll for 03-07-2022.
14. Bills for February 2022 – Total: \$239,740.19, Advance Business Methods \$87.00; Amazon \$367.43; Aramark \$509.16; Balco \$136.49; Banyon \$3110.00; Border Plains \$209.61; Boss \$129.75; Business Management \$199.00; Circle \$26,612.00; Computech \$404.50; Computer Projects \$500.00; EAPC \$19,236.30; Ferguson \$8,559.30; First District Health \$75.00; HR Specialist \$179.00; Info Tech \$325.60; Johnson Controls \$384.00; Law Enforcement System \$353.00; Lees Electric \$402.66; Lesmeister, Marlana \$292.00; Linde Gas & Equipment \$48.30; MDU \$13,515.19; Moore \$54,757.50; MWE \$1,136.84; NCC \$1,831.70; NW Vet Service \$150.07; NDACO \$54.00; ND Building Officials \$30.00; ND One Call \$16.40; Office Depot \$119.15; Papineau Ins \$178.00; Payroll Legal Alert \$99.00; Pendlay Law \$2,640.00; Pinnacle \$4,184.30; Pitney Bows \$194.04; Pitney Bows Purchase Power \$320.99; Postmaster \$265.00; RDO \$66.99; R&T \$62,876.62; Steins \$37.75; Steve Meade \$2,000.00; Sundhagen Sand & Gravel \$576.46; Tioga Hardware \$1,369.53; Tioga Parts Supply \$781.45; Tioga Tire \$105.00; Tioga Tribune \$769.84; Uline \$786.39; Verizon \$892.73; Visa \$6,188.82; Wanda Bagley \$1,437.50; Wham \$111.24; Williams Co Sheriffs Dept \$975.00; Williston Fire & Safety \$153.75; Workforce Safety \$18,973.84; WW Auto Service \$25.00
15. Financials for February 2022- Salinas handed exhibits of financials from February 2022 of Fund Summary and Balance Sheet for their Review and consideration.
Christianson made a motion to approve the Planning and Zoning Building Application from Tioga Parks and Rec for tear down of old storage buildings and replace with a new pavilion with storage, restrooms and concession area, Tioga Fund Application from Tioga theater in the amount of \$45,000 for new seating, Tioga Fund application from After prom committee in the amount of \$500, Special Liquor License application from the Rig/Debbie Trones for Concert Event on March 25, 2022, payroll for 03-07-2022, Bills for February 2022 and the City Financials for February 2022, second by Steele. Call: Ayes; Christianson, Travis, Steele, Maize

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Maize, second by Travis at 8:24p.m. call: Ayes; Christianson, Travis, Bugbee, Steele, Maize.

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday April 4, 2022 at 7:00 p.m., to be held at the Tioga City Hall.

Natalie Bugbee, Tioga Commission President

ATTEST:

Abby Salinas, Tioga City Auditor