

CITY OF TIOGA  
City Commission Meeting Minutes  
January 21, 2025  
<https://youtu.be/4hO6wjGF0pY>

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on January 21, 2025, at the Tioga City Hall, by the City Commission President Brett Rieniets.

**Present:** Brett Rieniets, Kyle Ralston, Jaden Iverson, Jessica Sandberg, Elizabeth Pendlay, and Ronica Pederson

**Absent:** Steven Dye

**Guest:** Burton Youngs (EAPC), Lorne Ramberg, Bob Anderson, Matt Lierz (FCI Construction), Haley Felber, Josh Reiner (Moore Engineering), David Sting (FCI Construction), and Dan Larson

**Pledge of Allegiance:** I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

**Minutes:** Exhibits of Commission Meeting minutes for January 6, 2025 were presented to the commission for their review and consideration. **Ralston made a motion to approve the Commission Meeting minutes of January 6, 2025 with no errors or omissions, second by Iverson. Roll call: Ayes; Ralston, Iverson, Sandberg.**

**Commissioners Reports:**

**Street:** Ralston advised he's working with City staff regarding landfill prices.

**Finance Portfolio:** Iverson advised he is still in the process of hiring.

**Police Portfolio:** Sandberg advised she is working on getting a Sergeant position back on the Police Department.

**Water Portfolio:** None.

**Commission President Portfolio:** Rieniets advised he would give his update within Pendlay's Legal Report.

**Modification(s) and/or Approval of Agenda:**

Discussion to add Raise and Promotion Recommendation within New Business Item #8 of Officer Pay.

**Ralston made a motion to approve the agenda with the discussed modification, second by Sandberg. Roll call: Ayes; Ralston, Iverson, Sandberg.**

**Old Business:**

- 1. Legal Report:** Pendlay advised the Commission Board the court set a motion regarding the Community Center litigation for the Petition to Stop/Cease Construction. The ultimate conclusion was that the court would not stop construction, finding the City was substantially compliant, and construction will continue on the community center. Pendlay also advised Commission board regarding Old Business Item #4 AMKO Municipal Advisor Agreement, that AMKO reached out to obtain a copy of the 2023 signed agreement as they never received it and that the documents were unable to be located at City Hall by either electronic or hardcopies. Pendlay explained since the former auditor's departure some equipment, files and credentials have not been returned to the city, which may cause an issue for some record requests and the

reason the commission is review this agreement is because, it is believed, the files have been deleted. Pendlay explained she penned a letter which she and Rieniets both signed explaining the situation. Pendlay also explained within the Community Center Update regarding procurement matters pertaining to furniture detailing the research and outreach to ensure the furniture was not required to go to bid, but the commission will be reviewing the proposals and making a decision on that within the commission meeting. Finally, Pendlay discussed the Old Business #5 Tri-County Regional Development Board Seats for commission to discuss that the members they appointed would be acting, making decisions/motions, and voting on behalf of the City of Tioga City Commission as a board member on the Tri-County Regional Development Council's Board.

Commission discussed credentials and adding Credentials to a point of discussion in New Business.

**Ralston made a motion to amend and add to the agenda New Business Item #12 Point of Discussion for Credentials, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Sandberg.**

2. **Engineer Report:** Reiner provided an update regarding the Tioga Dam Safety Improvements and would like to give a follow-up presentation at the next City Commission Meeting.
3. **Community Center Expansion Update – FCI/EAPC:** David Sting with FCI Constructors, gave the Commission Board an update on the community center construction, with total project completion at 38%, slab on grade complete, PEMB complete, EPDM Roofing 90% complete, MEP overhead and in wall rough in still ongoing. Burton Youngs with EAPC presented commissioners with Pay Application #6 in the amount of \$1,419,928.20 for FCI Constructors.

**Sandberg made a motion to approve Pay Application #6 for FCI Constructors in the amount of \$1,419,928.20, second by Iverson. Roll call: Ayes; Ralston, Iverson, Sandberg.**

Youngs next presented PCO #19 for camera rough ins from Nov. 13<sup>th</sup>, PCO #20 Electrical/Power Data Floor Box for Library, and #21 Hot Water Line for Ice Rink. Matt Lierz with FCI explained the PCOs are coming from the contractor's contingency which is a specific amount of money included in a contractor's project estimate, set aside to cover unforeseen costs or issues that may arise during construction, essentially acting as a buffer against unexpected expenses and risks related to the project. Lierz also explained the City's contingency that is not a part of their budget and any money to be used out of that budget would be considered a Change Order. Discussion held.

**Ralston made a motion to approve PCO's 19, 20, and 21, second by Iverson. Roll call: Ayes; Ralston, Iverson, Sandberg.**

Youngs presented the furniture proposals from Fireside Office Solutions, Quote 12116 for the Community Center and 12117 for the Library. Gloria Larsgaard explained that the Century Code referring bidding process for amounts over \$200,000.00 is for construction only and doesn't apply to furniture. Discussion held on the proposals for the Community Center and Library.

**Sandberg made a motion to approve the proposal from Fireside Office Solutions Quote #12116 for the Community Center, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Sandberg.**

**Sandberg made a motion to approve the proposal from Fireside Office Solutions Quote #12117 for the Library, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Sandberg.**

Sandberg asked for a short recess.

**Ralston made a motion to recess for 3 minutes at 8:07pm, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Sandberg.**

Rieniets called the meeting back to order at 8:10pm, continuing on with Old Business Item #4.

4. **2023 AMKO Municipal Advisor Agreement:** Discussion held regarding approving the contract from 2023 for services that were received from AMKO, and the original or digital copies are not able to be located. AMKO needs a signed copy for their records.  
**Ralston made a motion to sign the existing AMKO Municipal Advisor Agreement contract from 2023, second by Sandberg. Roll Call: Ayes; Ralston, Iverson, Sandberg.**
5. **Tri-County Regional Development Board Seats:** Discussion from Commission Board that the members, Wendy Lenzen and Judy Odegaard, they appointed would be acting, making decisions/motions, and voting on behalf of the City of Tioga City Commission as a board member on the Tri-County Regional Development Council's Board.  
**Iverson made a motion for written letter to be drafted and sent to Tri-County Regional Development Board, second by Sandberg. Roll Call: Ayes; Ralston, Iverson, Sandberg.**
6. **Sales Tax Revenue and Appropriations Bond Series 2018A – Original Community Center Loan:** Discussion regarding original/existing community center loan, which is currently payable. Given the higher interest rate earned on funds in the City's bank account, it was previously determined that it would be financially prudent not to pay off the loan. However, with recent decreases in interest rates at the Bank of Tioga, Rieniets has recommended that the commission consider the possibility of paying off the loan. The conversation also covered the current principal balance of \$2,765,000.00, along with the applicable interest, and the requirement of a 30-day notice period for loan repayment.  
**Sandberg made a motion to payoff the original/existing community center loan, Sales Tax Revenue and Appropriations Bond Series 2018A, consistent with the appropriate 30-day noticing period to the bank, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Sandberg.**

**New Business:**

7. **Community Center – Haley Felber:** Haley Felber discussed the Community Center needing a washer and dryer, presenting a quote for a stackable washer and dryer from Karls Appliance out of Minot in the amount of \$2,543.71. Discussion held on items washed at community center, wash clothes, towels, table clothes, mop and broom heads. Discussion held for payment to come from the construction fund.  
**Sandberg made a motion to approve the stackable washer and dryer in the amount of \$2543.71, second by Ralston. Roll Call: Ayes; Ralston, Iverson, Sandberg.**  
Felber asked the commission for approval to modify the job posting and advertise for the open position. Rieniets stated that how she wants to word the job posting is her decision and does not need a motion.  
**Ralston made a motion to approve advertising for a Part Time Community Center Assistant, second by Sandberg. Roll Call: Ayes; Ralston, Iverson, Sandberg.**
8. **Officer Pay – Promotion & and Raise Recommendation:** Joshua Nelson presented the commission with a Promotion and Raise Recommendation for Officer Reising. Nelson explained he has been with the department for 7 months, completed the 14-week long department field training, and has also attended the 12-week ND Peace Officer Academy, where he obtained his permit licensure. Nelson is recommending his Promotion and Raise Recommendation to increase him from Step 0 to Step 1 at \$27.41. **Sandberg made a motion to approve the Promotion and Raise Recommendation for Zach Reising, second by Ralston. Roll Call: Ayes; Ralston, Iverson, Sandberg.**
9. **Approval of City Bank Depositories:** Discussion held on City Bank Depositories and commission would like to solicit competitive bids from Banks. Pederson stated she would reach out to Brian with AMKO Advisor to assist with soliciting interest rates to present at a later commission date.

- 10. Rath & Mehrer, PC 2024 Audit Proposal:** Proposal presented for the 2024 audit by Rath & Mehrer, PC with the amount not to exceed the \$13,300.00. **Sandberg made a motion to approve the proposal for the 2024 Audit by Rath & Mehrer not to exceed \$13,300.00, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Sandberg.**
- 11. Local Charity Raffle Application & Permit – Firestorm Track and Field:** Presented Local Charity Raffle Application and Permit for Firestorm Track and Field. **Ralston made a motion to approve the Local Charity Raffle Application and Permit for Firestorm Track and Field in the amount of \$7,500.00, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Sandberg.**
- 12. Point of Discussion – Credentials:** Rieniets advised the Commissioners the City is locked out of email and Facebook. Rieniets would like to have our IT support get new email addresses issued by the state, get a new Facebook Page.

**Consent Approval:**

- 13. November 2024 Financials:** Exhibit presented to Commissioner Board for their review and consideration for November 2024 Financials.
- 14. December 2024 Financials:** Exhibit presented to Commissioner Board for their review and consideration for December 2024 Financials.
- 15. December 2024 Financials for Municipal Court:** Exhibit presented to Commissioner Board for their review and consideration for December 2024 Financials for Municipal Court.
- 16. Payroll for January 22, 2025:** Exhibit presented to Commissioner Board for their review and consideration for Payroll for January 22, 2025.

**Sandberg made a motion to approve the consent agenda consisting of November 2024 Financials, December 2024 Financials, December 2024 Financials for Municipal Court, and Payroll for January 22, 2025, second by Ralston. Roll call: Ayes; Ralston, Iverson, Sandberg.**

**With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Ralston, second by Sandberg at 8:56 p.m. Roll call: Ayes; Ralston, Iverson, Sandberg.**

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday February 3, 2025, at 7:00 p.m., to be held at the Tioga City Hall.

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Brett Rieniets, Tioga Commission President

ATTEST:

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Ronica Pederson, Tioga Interim City Auditor