

**CITY OF TIOGA**  
City Commission Meeting Minutes  
February 5, 2024  
<https://youtu.be/YEZew-nGizE>

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on February 5, 2024, at the Tioga City Hall, by the City Commission Vice President Larry Maize

**Present:** Tim Christianson, Larry Maize, Jessica Sandberg, Elizabeth Pendlay (Zoom), Abby Salinas

**Absent:** Kevin Litten, Shawn Travis

**Guest:** Josh Reiner, Dan Larson, Josh Hedstrom, Joshua Nelson, Sara Wagner, Wendy Lenzen, Ricki Raan, Chuck Stewart, Lorne Ramberg, Pete Wolla, Bob Anderson, Ronica Pederson, Cody Normark, Barry Ramberg, Tyler Judkins

**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:** Salinas handed exhibit of minutes from January 16, 2024, regular Commission Meeting, January 16, 2024, Public Hearing, and for January 19, 2024, Special Commission Meeting to Commission Board for their review and consideration.

**Christianson made a motion to approve the Commission Minutes of January 16, 2024, regular Commission Meeting, January 16, 2024, Public Hearing, and for January 19, 2024, Special Commission Meeting, with no errors and omissions, second by Sandberg. Roll Call: Ayes; Christianson, Sandberg**

**Commissioner's Report:**

Christianson: Advised Commission Board that the Water Department is seeking an estimate for a new water sales machine for bulk water.

Travis: Absent

Sandberg: None

Maize: None

Litten: Absent

**Modifications/Approval of Agenda:**

**Christianson made a motion to add to the agenda under new business #13 Estimate for Police Department Computer tower, second by Sandberg. Call: Ayes; Christianson, Sandberg**

**Old Business:**

1. Legal – Pendlay – Advised Commission Board she is reviewing some City ordinances that will need to be updated and they will be presented at the next Commission Meeting. Also reviewed responses of the conditions for a Tioga Fund Application.
2. Engineer Report – Josh Reiner – Advised Commission Board of construction projects, for Tioga Dam, Baseball field relocation, North Mainstreet Construction and asked Commission Board to choose option for the sidewalk. Christianson stated would like to see the price difference before making a choice. Will be setting up meeting to review SW Drainage study would like a Commissioner to volunteer to be part of that, Christianson stated he would do it. Also advised Commission Board that post cards were sent out to all Tioga Residents and businesses on the Lead Service Line reporting.
3. Economic Development Director Update – Sara Wagner – Advised Commission Board that she is beginning her role as Economic Development Director by attending training, webinars and meetings with other Economic Development Professionals. Wagner has joined the Childcare Committee and

Housing Committee because those are currently hot topics in the Western Region and in Tioga. Wagner has also joined the Western Region and State Economic Development groups. Wagner is currently meeting with local businesses introducing herself and seeing if there are any needs she can assist with.

4. Tioga Fund Application – Salinas handed an exhibit to the Commission Board of a Tioga fund Application in the amount of \$75,000 to be used for an employee for their review and consideration. Pendlay stated that she spoke with the President of the Tioga Area Economic Development Corporation (TAEDC) Lenzen to review the conditions that the Commission Board has asked the TAEDC to follow in consideration of allowing these funds to be used for an employee. Pendlay advised the Commission Board of what conditions the TAEDC was not willing to comply with.

**Sandberg made a motion to deny the application after careful consideration of the feedback provided by the Tioga Area Economic Development Corporation. A comprehensive review of the guidelines and procedures governing the Tioga Fund is necessary. Given the previous contractual issues involving the former Tioga Area EDC Director, it is imperative for the city to prioritize responsible accountability, transparent use and proper management of public funds. In light of TAEDC's resistance to complying with the conditions set forth by the City Commissioners regarding the application, second by Christianson. Call: Ayes; Christianson, Sandberg**

**Sandberg made a motion to have the City Attorney Pendlay review the Tioga Fund and Visitor Promotion Applications, procedures, processes and required submission materials and present modification to the Commission board in order to create consistency, second by Christianson. Call: Ayes; Christianson, Sandberg**

**New Business:**

5. Employee 90-day Probation Ending – Salinas handed an exhibit to the Commission Board for their review and consideration of the 90-day Employee Evaluation for Sara Wagner

**Sandberg made a motion to approve the ending of the 90-day probation for Sara, second by Christianson. Call: Ayes; Christianson, Sandberg**

6. Resolution 2024-01 to Modify Signature Cards – Salinas handed exhibit to Commission Board for their review and consideration of Resolution 2024-01 to Modify Signature Cards. BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota: A RESOLUTION TO MODIFY THE SIGNATURE CARDS FOR THE CITY OF TIOGA BANK ACCOUNTS. 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 Abby Salinas (Auditor), Ronica Pederson (Deputy Auditor), Desiree Hanson (Deputy Auditor) and Sara Wagner (Administration Assistant/Economic Development Director) be listed as signers on the City of Tioga General Accounts for said signature card. Now, therefore, the City Commission approves adding Sara Wagner to the City of Tioga Bank Accounts.

**Christianson made a motion to approve Resolution 2024-01 to Modify Signature Cards, second by Sandberg. Call: Ayes; Christianson, Sandberg**

7. Rath and Mehrer – Salinas handed exhibit to Commission Board for their review and consideration of an agreement letter from Rath and Mehrer for the 2023 City Audit.

**Sandberg made a motion to approve signing the agreement letter from Rath and Mehrer for the 2023 City Audit, second by Christianson. Call: Ayes; Christianson, Sandberg**

8. Open Position for Library Board – Salinas handed exhibit to Commission Board for their review and consideration of a Letter of Resignation from Library Board member Bobbi Gunderson.

**Sandberg made a motion to accept the Letter of Resignation from Library Board Member Bobbie Gunderson, second by Christianson. Call: Ayes; Christianson, Sandberg**

**Sandberg made a motion to approve advertising for a new Tioga Library Board member, Second by Christianson. Call: Ayes; Christianson, Sandberg**

9. Letters of Resignation – Salinas handed exhibit to Commission Board for their review and consideration letters of resignation from Jeff Moberg (Water Department Superintendent) and Walker Koropatnicki (Police Officer).  
**Christianson made a motion to accept the letters of resignation from Jeff Moberg (Water Department Superintendent) and Walker Koropatnicki (Police Officer), second by Sandberg. Call: Ayes; Christianson, Sandberg**  
**Sandberg made a motion to approve advertising and hire for a new Police Officer, Second by Christianson. Call: Ayes; Christianson, Sandberg**
10. New Job Description for Sergeant – Tioga Police Chief Josh Nelson handed exhibit to Commission Board for their review and consideration of new job description for Sergeant.  
**Sandberg made a motion to approve a new job description for Sergeant, second by Christianson. Call: Ayes; Christianson, Sandberg**
11. Police Department Sign on bonus – Tioga Police Chief Josh Nelson handed an estimate to the Commission Board for their review and consideration of a potential sign on bonus for new Police Officers. Nelson states that he still has a partial grant that would help but is seeking permission to offer \$4,000 to each new officer \$2,000 would be given at the time of hire and \$2,000 would be given at the end of 1 year of service.  
**Sandberg made a motion to approve the sign on bonus for new hire in the amount of \$4,000 to be split and given \$2,000 after the completion of the 90-day probation and \$2,000 to be given after the completion of 1 year of service, second by Christianson. Call: Ayes; Christianson, Sandberg**
12. Park Board Jurisdiction Request – Salinas handed exhibit to Commission Board for their review and consideration of a letter from Tioga Park Board requesting official control and jurisdiction over Odegaard Park and Pioneer Park.  
**Sandberg made a motion to table until she is able to attend a Park Board meeting, second by Christianson. Call: Ayes; Christianson, Sandberg**
13. Estimate for New Computer Towers/Network System/Laptop for City Hall and Computer Tower for Police Department – Salinas handed exhibit to Commission Board for their review and consideration of estimates for new computer towers/network system/laptop for City Hall in the amount of \$5,875 and computer tower for Police Department in the amount of \$2,120.  
**Sandberg made a motion to approve estimates for new computer towers/network system/laptop for City Hall in the amount of \$5,875 and computer tower for Police Department in the amount of \$2,120 and to purchase new updated laptops for the Commission Board use, second by Christianson. Call: Ayes; Christianson, Sandberg**
14. Street Snow Removal-Cleaning/Josh Hedstrom – Hedstrom advised Commission Board that he lives on Dakota 1<sup>st</sup> and 2<sup>nd</sup> his street did not get cleaned of snow for 2 weeks after the snowstorm he also advised that this was not a one-time deal because it has happened in the last 3 years. Hedstrom would like to see that changed, he stated that he understood emergency streets are completed first but asked how long after should the other streets wait to be cleaned. Commission Board stated that they were not aware and will ensure that in the future his street is cleaned, always depending on emergencies and they will also speak with staff regarding this issue.

**Consent Approval:**

15. Local Charity Permit Applications – Salinas handed exhibit to Commission Board for their review and consideration of local charity permit applications from North Dakota Petroleum Foundation and The Tioga Community Halloween Party Committee.
16. Pledge Holdings as of 12-31-2023 – Salinas handed exhibit to Commission Board for their review and consideration of pledge holdings as of 12-31-2023 from First State Bank and Trust.
17. Payroll for January 22, 2024 – Salinas handed exhibit to Commission Board for their review and approval of payroll for January 22, 2024.
18. Bills for January 2024, – Salinas handed exhibit to Commission board for their review and consideration of the Bills for January 2024.

**Sandberg made a motion to approve the consent agenda that consists of local charity permit applications from North Dakota Petroleum Foundation and The Tioga Community Halloween Party Committee, pledge holdings as of 12-31-2023 from First State Bank and Trust, Payroll for January 22, 2024, and Bills for January 2024, second by Christianson. Call: Ayes; Christianson, Sandberg**

Sandberg addressed the constituents and Commission Board stating that the Community Center Staff did a great job putting together the Pod Cast Event in Tioga. It was a great turn out and fun.

**With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Sandberg, second by Christianson at 8:12 p.m. call: Ayes; Christianson, Sandberg.**

The next meeting of the City of Tioga Commission Meeting is scheduled for Tuesday February 20, 2024, at 7:00 p.m., to be held at the Tioga City Hall.

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Larry Maize, Tioga Commission Vice President

ATTEST:

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Abby Salinas, Tioga City Administrator/Auditor