

**CITY OF TIOGA**  
City Commission Meeting Minutes  
May 6, 2024

<https://youtu.be/Opz-94HxFig>

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on May 6, 2024, at the Tioga City Hall, by the City Commission President Kevin Litten.

**Present:** Kevin Litten, Tim Christianson, Jessica Sandberg, Larry Maize, Elizabeth Pendlay, Abby Salinas

**Absent:** Shawn Travis

**Guest:** Judy Odegaard, Dan Larson, Joshua Nelson, Ricki Raan, Barry Ramberg, Ronica Pederson, Desiree Hanson, Bob Anderson, Josh Reiner, Scott Grosche, Brett Rieniets, Deon Iverson, Mallory DiFlice, Norma Brilz, Laura Jean Rosencrans, Robert Harms, Wendy Lenzen

**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 Commission Meeting on April 15, 2024 and Equalization Meeting of April 15, 2024 to Commission Board for their review and consideration.

**Christianson made a motion to approve the Commission Minutes of April 15, 2024 and Equalization Meeting of April 15, 2024 with no errors and omissions, second by Maize. Roll Call: Ayes; Christianson, Sandberg, Maize**

**Commissioner's Report:**

Christianson: None

Travis: Absent

Sandberg: None

Maize: None

Litten: None

**Modifications/Approval of Agenda:**

**Sandberg made a motion to approve the agenda as stated, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

**Old Business:**

1. Legal – Pendlay – Advised Commission Board of projects she is currently working on with the City to include Tioga Fund, Employee Handbook and some City litigation issues.
2. Engineer Report – Josh Reiner (Moore Engineering) – Josh advised Commission Board of Projects currently working on. Strata will return to complete punch list items on NE Tioga Reconstruction Phase II Tioga, will be approximately 2 to 3 weeks to complete. Working on finalizing documents for the Dam Emergency Action Plan to present to the Commission Board. Handed Exhibits of cost to Commission Board for their review and consideration of cost for trail in asphalt \$1,041,000 or concrete in the amount of \$1,422,000. with completion dates of October of 2024 if we go out for bid now or August of 2025.

**Christianson made a motion to approve going with asphalt and final completion of phase I October of 2024, second by Sandberg. Call: Ayes; Christianson, Sandberg, Maize**

**Sandberg made a motion to approve advertising for bids May 12, 19, and 26 with opening of bids on June 3, 2024, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

Reiner also asked Commission board if they would like the bridge to be 8ft or remain 5ft, advised that if Commission Board would like 8ft he would recommend bollards, so people will not try and pass it with recreational vehicles. Commission advised they would like it to remain a 5ft bridge. Reiner gave

update on 3<sup>rd</sup> Street NW and North Hanson Street Reconstruction. Reiner also advised Commission Board that the Flood plain Administration is asking for a modeling to be completed on the baseball field project in order to get the permitting approved.

**Christianson made a motion to approve Moore Engineering to complete a modeling of the baseball field up to \$7,000 in order to get approval from the flood plain administration, second by Sandberg.**

**Call: Ayes; Christianson, Sandberg, Maize**

Reiner handed exhibit to Commission Board for their review and consideration of Notice to Proceed and contract on the N. Main Street Project, Pendlay advised that she has reviewed the contract, no changes need to be made and its okay to sign.

**Sandberg made a motion to approve signing the Notice to Proceed with Crow River, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

**Maize made a motion to approve signing the contract with Crow River for construction on North Main Street Project, second by Christianson. Call: Ayes; Christianson, Sandberg, Maize**

**Sandberg made a motion approve change order #1 from Crow River in the amount of -\$54,470 to eliminate the raised crosswalk, second by Christianson. Call: Ayes; Christianson, Sandberg, Maize**

Reiner handed exhibit to Commission Board for their review and consideration of Engineer Services for amendment #1 to task order #7 for overseeing construction on North Main Reconstruction.

**Sandberg made a motion approve amendment #1 for Engineer services on task order #7 for overseeing construction on North Main Reconstruction project, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

3. KS Industries, Hess Annexation/Bob Anderson – Advised Commission Board of his personal opinion regarding KSI, Hess annexation and fuel station.
4. KS Industries Annexation – No action taken; KS Industries remains annexed.

**New Business:**

5. Tioga Senior Center/Ricki Raan – Advised Commission Board that he is seeking a Williams County Aging Grant program to pave the Senior Center parking lot with cement but needs the Commission to allow it because the land belongs to the City of Tioga. Raan stated that the cost will be \$49,000 for the parking lot and \$10,900 for the side walk and he also stated that this will add value to the Senior Center and is less maintenance.

**Sandberg made a motion approve allowing Raan and the Senior Center Board to seek grants for repaving the parking lot and sidewalk of the Senior Center, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

6. Estimate for Lawn Mower for City – Salinas handed exhibit to Commission Board for their review and consideration of estimate for a new Street Department land mower from Boarder Plains Equipment in Stanley in the amount of \$19,500.

**Christianson made a motion to approve an estimate for a new Street Department lawn mower from Boarder Plains Equipment from Stanley in the amount of \$19,500, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

7. Sumer Landfill Hours – Salinas advised Commission Board that Street Superintendent would like to change winter landfill hours to summer landfill hours; Tuesdays 9am to 6pm (lunch 12pm to 1pm), Thursdays 10am to 7pm (lunch 12pm to 1pm) and on Saturdays 9am to 12pm.

**Sandberg made a motion to change winter landfill hours to summer landfill hours; Tuesdays 9am to 6pm (lunch 12pm to 1pm), Thursdays 10am to 7pm (lunch 12pm to 1pm) and on Saturdays 9am to 12pm, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

8. City Wide Clean-up – Salinas advised Commission Board that Street Superintendent would like to schedule City Wide Clean-up Free Landfill days on (May 14) Tuesday 9am to 6pm (lunch 12pm to 1pm), (May 16) Thursday 10am to 7pm (lunch 12pm to 1pm) and on (May 18) Saturday 9am to 12pm for Tioga residents only. Commercial landfill dumping is excluded from free landfill days.

**Sandberg made a motion to schedule City Wide Clean-up Free Landfill days on (May 14) Tuesday 9am to 6pm (lunch 12pm to 1pm), (May 16) Thursday 10am to 7pm (lunch 12pm to 1pm) and on**

**(May 18) Saturday 9am to 12pm for Tioga residents only. Commercial landfill dumping is excluded from free landfill days, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

9. Estimate for Removal of Scoreboard from Baseball Field – Salinas handed exhibit to Commission Board for their review and consideration of an estimate from Almer’s Construction in the amount of \$7,500 to remove and place in the City of Tioga Maintenance building until new baseball field is complete.  
**Christianson made a motion to approve an estimate from Almer’s Construction in the amount of \$7,500 to remove and place in the City of Tioga Maintenance building until new baseball field is complete, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**
10. Bank Cd’s – Salinas advised Commission Board that the 2 Cd’s place at First State Bank and Trust will be expiring on May 28, 2024 and is seeking permission to seek and obtain a Cd in the amount of \$5,000,000 with the best interest rate possible.  
**Sandberg made a motion to have City Administrator/Auditor Salinas to seek and obtain a Cd with the best possible interest rate in the amount of \$5,000,000, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**
11. Annual Certification of Records Disposal – Salinas handed exhibit to Commission Board for their review and consideration of records disposal according to North Dakota Century Code. Discussions held.  
**Christianson made a motion to approve the annual certification of records disposal, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**
12. Gaming Site Authorization Applications – Salinas handed exhibits to Commission Board for their review and consideration of gaming site authorization application from American Foundation for Wildlife for a pull tab dispensing device and Electronica Pull tap devise inside Tioga Sunrise Hotel/Main Stay and an application from Prairie Public for Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Prize Board, Twenty-one, and Poker at Pour Decisions Steak House and Bar.  
**Sandberg made a motion to approve gaming site authorization application from American Foundation for Wildlife for a pull tab dispensing device and Electronica Pull tap devise inside Tioga Sunrise Hotel/Main Stay and an application from Prairie Public for Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Prize Board, Twenty-one, and Poker at Pour Decisions Steak House and Bar, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**
13. City Benefit Plan – Salinas handed exhibits to the Commission Board for their review and consideration of City Benefit Plan and where the City can assist in retention of employees by paying vision, dental and retirement for employees. Williams County and Watford do something similar since they can’t complete with oil field wages. Discussions held.  
**Christianson made a motion to paying the dental and vision for employee and family and paying the complete retirement for employees effective June 1, 2024, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

**Consent Approval:**

14. Pledge Holdings from First State Bank and Trust – Salinas handed exhibit to Commission Board for their review and approval of pledge holdings from First State Bank and Trust as of 03-31-2024.
15. Payroll for April 22, 2024 and May 7, 2024 – Salinas handed exhibit to Commission Board for their review and approval of payroll for April 22, 2024 and May 7, 2024.
16. Bills for April 2024 – Salinas handed exhibit to Commission Board for their review and consideration of Bills for April 2024.  
**Maize made a motion to approve the consent agenda that consists of pledge holdings from First State Bank and Trust as of 03-31-2024, Payroll for April 22, 2024 and May 7, 2024, and Bills for April 2024, second by Sandberg. Call: Ayes; Christianson, 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 8:05 p.m. call: Ayes; Christianson, Sandberg, Maize, Litten.**

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday May 20, 2024, 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 Administrator/Auditor