

CITY OF TIOGA

City Commission Meeting Minutes

June 3, 2024

<https://youtu.be/Q1EQfYh0XXM>

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on June 3, 2024, at the Tioga City Hall, by the City Commission President Kevin Litten.

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

Absent: Shawn Travis, Larry Maize

Guest: Dan Larson, Joshua Nelson, Cody Normark, Bob Anderson, Josh Reiner, Brett Rieniets, Richard Schmidt, Haley Felber, Judy Odegaard, Chuck Stewart, Rick Raan

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 May 6, 2024 to the Commission Board for their review and consideration.

Sandberg made a motion to approve the Commission Minutes of May 6, 2024 with no errors and omissions, second by Christianson. Roll Call: Ayes; Christianson, Sandberg

Commissioner's Report:

Christianson: None

Travis: Absent

Sandberg: None

Maize: Absent

Litten: Advised the Commission Board that there will be a Public Hearing on June 17, 2024 at 6:30pm regarding an ordinance violation.

Modifications/Approval of Agenda:

Sandberg made a motion to add to the agenda under consent #16 Administrative Assistant, then approve the agenda with the change made, second by Christianson. Call: Ayes; Christianson, Sandberg

Old Business:

1. Legal – Pendlay – Advised Commission Board of projects she is currently working on, City policies and procedures as directed in previous Commission Meeting, she also reviewed the public hearing for ordinance violation and resolutions that are on the agenda.
2. Engineer Report – Josh Reiner (Moore Engineering) – Josh advised Commission Board of Projects currently working on. Northeast Reconstruction Phase II, punch list item. Updated on Tioga Dam Recreational Trail bid opening will be on June 5, 2024 at 2:30pm and Reiner will present bids at next meeting to award contract. Handed exhibit to Commission Board for their review and consideration of estimate for the floating board walk from ABC Docs in the amount of \$162,588.37.
Christianson made a motion to approve the estimate from ABC Docks in the amount of \$162,588.37 for a floating board walk, second by Sandberg. Call: Ayes; Christianson, Sandberg
Gave update on 3rd Street Northwest. Hanson should be completed by next week, Sandberg asked that porta-potties and construction items be removed from in from of homes on 6th Street. Reiner also stated that Noth Mian Street Construction is to start on Monday. There was a meeting held on a drainage study May 23, 2024 reviewed options with Commissioners Sandberg and Christianson on how to proceed. Reiner stated that the Commissioners would like to have input from public.

Sandberg made a motion to advertise and create a 5-member board to be called the Dam and Drainage Committee, with one of the members being a commissioner to see what direction to move forward with on the Dam Project, second by Christianson. Call: Ayes; Christianson, Sandberg
Christianson had an open discussion on bids for Tioga dam and standards and design.

3. Community Center Update – Haley Felber - Advised Commission Board that bids for Community Center returned and project came in at \$15,354,000.48, but there are things that are not included in that bid that she would like to get approval on. Haley advised that the speakers for the main room were not included on bid and will be up to \$150,000 but she does not have the full number for that yet. Commission Advised Haley to bring that back to them when she has the estimate. Haley advised that the golf simulator will need update, parts replacements and moved to it's new location in the amount of \$10,000.

Sandberg made a motion to approve the estimate from HD Golf for the golf simulator update, parts replacement and move in the amount of \$10,000, second by Christianson. Call: Ayes; Christianson, Sandberg

Haley advised Commission Board that the Community Center concrete inside needs to be resealed and Concrete Coating 360 the contractor that will be completing the resealing for the hockey rink gave an estimate in the amount of \$23, 719.00.

Christianson made a motion to approve the estimate from Concrete Coatings 360 in the amount of \$23,719.00 for resealing the concrete inside the current part of the Community Center, second by Sandberg. Call: Ayes; Christianson, Sandberg

Haley handed the current contract from FCI with the adjusted construction price in the amount of \$15,354,000.48 for the completion of the Community Center that includes all the add-ons.

Sandberg made a motion to approve signing the updated contract from FCI Construction with all additions in the amount of \$15,354,000.48 for the Completion of the Community Center and all the additions, second by Christianson. Call: Ayes; Christianson, Sandberg

New Business:

4. Fuel Station/Bob Anderson –Advised Commission Board on his opinion of the fuel Station.
5. Street Closure – Judy Odegaard – (this was discussed close to the end of the Commission meeting) Advised Commission that during Freedom Fest the Freedom Fest Committee is asking for Front Street to be added to the street closures for some activities that will take place and they are also asking that the Commission approve overtime for City workers that would like to work helping keep areas clean and taking out garbage. Salinas stated that porta-potties will also need to be approved
Sandberg made a motion to approve street closures for Freedom Fest activities, overtime for City Workers that would like to work during Freedom Fest activities and porta-potties if they will not be donated for event, second by Christianson. Call: Ayes; Christianson, Sandberg
6. Loan Pay Off - Salinas handed exhibit to Commission Board for their review and consideration of pay off letter from Bank of North Dakota State Revolving Fund loan for the waste water and sewer project at the lagoons in the amount of \$1,283,500.00.
Sandberg made a motion to approve the payoff for the Waste Water and Sewer project at the lagoons in the amount of \$1,283,500 from Bank of North Dakota, second by Christianson. Call: Ayes; Christianson, Sandberg
7. 2023 Tioga Audit – Salinas handed exhibit to Commission Board for their review and consideration of 2023 Audit for Tioga prepared by Rath & Mehrer.
Christianson made a motion to accept the 2023 Tioga Audit completed by Rath & Mehrer, second by Sandberg. Call: Ayes; Christianson, Sandberg
8. Letters of Interest for Library Board – Salinas handed exhibit to Commission Board for their review and consideration of 2 letters of interest from Carol Rhode and Abby Salinas. Salinas advised that one more member is needed.
Sandberg made a motion to appoint Carol Rhode and Abby Salinas to the Library Board and continue to advertise for a 5th member to join, second by Christianson. Call: Ayes; Christianson, Sandberg

9. Shut off Water Procedure - Salinas handed exhibit to Commission Board for their review and consideration of the procedures for shut off water, sewer and garbage from Ray. Salinas states that currently 3 bills are sent with their past due post and then City workers have to hand deliver 2 letters to everyone before turning off services. Ray currently does 2 bills with past due then it's shut off.
Christianson made a motion to adopt new disconnect water, sewer and garbage policy, second by Sandberg. Call: Ayes; Christianson, Sandberg
10. 90-day Probation – Salinas handed exhibits to Commission Board for their review and consideration of end of 90-day probation for Raul Neri and Fredrick Overmyer.
Sandberg made a motion to approve the end of 90-day probationary period for Raul Neri and Fredrick Overmyer effective 05-16-2024, second by Christianson. Call: Ayes; Christianson, Sandberg
11. Resolution 2024-07 Updating Tioga Fund and Visitor Promotion Policies – Salinas handed exhibit to Commission Board for their review and consideration of Resolution 2024-07 Updating Tioga fund and Visitor Promotion Policies read as follows: BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota: A RESOLUTION APPROVING UPDATES TO TIOGA FUND POLICY AND GUIDANCE SET FORTH IN THE REGULAR COMMISSION MEETING MINUTES OF THE JUNE 3, 2024, MEETING AND APPROVING CLARIFICATION ON COMPOSITION OF TIOGA FUND BOARD AND VISITOR PROMOTION COMMITTEE, PUSRUANT TO SECTION 18.0103(7)(d) AND 17.0104 OF THE CITY OF TIOGA UPDATED ORDINANCES. Whereas; the City of Tioga, Williams County, North Dakota, is a municipal corporation, organized and existing under the laws of the State of North Dakota; Whereas; under the Home Rule Charter, at Section 18.0103(7)(d) of the City of Tioga Ordinances a Tioga Fund Advisory Committee is created and established, under which the committee is to contain five (5) members, and for which no further guidance is provided and under section 17.0104 of the City of Tioga Ordinances a Visitor Promotion Committee is created and established under which the committee is to contain five (5) members, and for which no further guidance is provided; Whereas; the Commission directed the preparation of policies to better clarify and determine the term, composition, and qualifications of the committee, which was reviewed and approved by the Commission on the record at the June 3, 2024 regular Commission meeting; Whereas; the Commission likewise directed the preparation and review of guiding policy and adjacent applications and other materials for use by the said advisory committee and likewise approved the same at its regular June 3, 2024, meeting. NOW THEREFORE, the said guiding policies, applications, and policy for the Tioga Fund Advisory Committee's member composition, qualifications, and terms are hereby approved and shall be placed of record at City Hall and thereafter distributed accordingly to the said advisory board(s)
Sandberg made a motion to approve Resolution 2024-07 Update on Tioga Fund and Visitor Promotion Policies, second by Christianson. Call: Ayes; Christianson, Sandberg
12. Resolution 2024-08 Updating Tioga Employee Handbook – Salinas handed exhibit to Commission Board for their review and consideration of Resolution 2024-08 Updating Tioga Employee Handbook reads: BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota: A RESOLUTION ADOPTING UPDATES TO THE CITY OF TIOGA EMPLOYEE HANDBOOK, Whereas; the City of Tioga, Williams County, North Dakota, is a municipal corporation, organized and existing under the laws of the State of North Dakota; Whereas; the City maintains and updates various personnel policies in accordance with and to ensure compliance with current local, state and federal law; Whereas; the Commission directed the update and preparation of such current and compliant policies in the context of the City's Employee Handbook, which was reviewed and approved by the Commission on the record at the June 3, 2024 regular Commission meeting; NOW THEREFORE, the said updated Employee Handbook and all new, revised, and other policies contained therein, are hereby approved and shall be placed and maintained of record at City Hall and thereafter distributed accordingly to the appropriate department supervisors and all employees. Discussions held.
Sandberg made a motion to approve Resolution 2024-08 Update on Tioga Employee Handbook, second by Christianson. Call: Ayes; Christianson, Sandberg

13. Estimate for updates on Tioga Website and Videos – Salinas handed exhibit to Commission Board for their review and consideration of an estimate from Forward Media in the amount up to \$11,023 to create videos that can be used by Tioga to update our City website and Face Book.
Christianson made a motion to approve estimate from Forward Media up to \$10,000 to create videos to update City website and Facebook, second by Sandberg. Call: Ayes; Christianson, Sandberg
14. Vector Budget – Salinas handed exhibit to Commission Board for their review and consideration of the 2025 Vector Budget.
Sandberg made a motion to approve the 2025 Vector Budget, second by Christianson. Call: Ayes; Christianson, Sandberg
15. Tioga Arts Council – Salinas advised Commission Board that Zochert has changed the date he will present.
16. Advertise and Hire an Administrative Assistant – Salinas advised Commission Board that she is seeking permission to advertise and hire a new Administrative Assistant.
Sandberg made a motion to approve to have Salinas advertise and hire a new Administrative Assistant, second by Christianson. Call: Ayes; Christianson, Sandberg

Consent Approval:

17. Special Liquor License Application – Salinas handed exhibit to Commission Board for their review and consideration of a Special Liquor License Applications from Mad House/Madison Ramberg for All School Reunion/Street Dance July 4-7 2024 and from Pour Decisions Bar & Steak House/Karen Hawkinson for a wedding reception on June 8, 2024.
18. Planning and Zoning Applications – Salinas handed exhibit to Commission Board for their review and approval of a Planning and Zoning Building Application from FCI Constructors.
19. Financials for April 2024 – Salinas handed exhibit to Commission Board for their review and consideration of Financials for April 2024.
Christianson made a motion to approve the consent agenda that consists of a Special Liquor License Applications from Mad House/Madison Ramberg for All School Reunion/Street Dance July 4-7 2024 and from Pour Decisions Bar & Steak House/Karen Hawkinson for a wedding reception on June 8, 2024, Planning and Zoning Building Application from FCI Constructors and City Financials for April 2024, second by Sandberg. Call: Ayes; Christianson, Sandberg

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Sandberg, second by Christianson at 8:22 p.m. call: Ayes; Christianson, Sandberg, Litten.

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday June 17, 2024, at 7:00 p.m., to be held at the Tioga City Hall.

Kevin Litten, Tioga Commission President

ATTEST:

Abby Salinas, Tioga City Administrator/Auditor