

**CITY OF TIOGA**  
City Commission Meeting Minutes  
June 19, 2023  
[https://youtu.be/ExmfXAZGg\\_Y](https://youtu.be/ExmfXAZGg_Y)

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on June 19, 2023, at the Tioga City Hall, by the City Commission President Kevin Litten.

PRESENT: Kevin Litten, Tim Christianson, Jessica Sandberg-Steele, Larry Maize, Elizabeth Pendlay (on Zoom), Abby Salinas  
ABSENT: Shawn Travis  
GUEST: Wayne Knutson, Cecile Wehrman, Brad Nygaard, Josh Nelson, Joel Shaffett, Brian Colbert, Kristine Colbert, Jayme Odegaard, Lindsey Odegaard, Judy Odegaard, Dan Larson, Josh Reiner, Linda Meyer

**Christianson made a motion to approve the Commission Minutes of May 15, 2023, regular Commission Meeting, May 15, 2023, Executive Session and June 7, 2023, Special Meeting with no errors and omissions, second by Maize. Roll Call: Ayes; Christianson, Sandberg, Maize**

**Commission Reports:**

Tim Christianson: Advised Commission Board that the Water department staff are still working on lead and copper samples, they are also working on abandoning water and sewer lines at a trailer park and Water Superintendent is still waiting on the bid for the Water Tower.  
Shawn Travis: None  
Jessica Sandberg: None  
Larry Maize: None  
Kevin Litten: None

**Modifications/Approval of Agenda:**

**Sandberg made a motion to modify the agenda by adding under new business #17 Acceptance of Grant, #18 Letter of Resignation and #19 Street Signs/Jamie Odegaard and move all the rest of the agenda items down, second by Christianson. Call: Ayes; Christianson, Sandberg, Maize**

**Old Business:**

1. Legal - Pendlay – Advised Commission Board that she is currently working on City business with Josh Reiner (City Engineer) and City Staff.
2. Moore Engineering - Reiner – Reiner gave an update to the Commission Board on South Main Street Reconstruction, NE Reconstruction phase 2 Strata is slow to start working and is already behind on schedule, Tioga Dam Action Plan agreement has been implemented and the State has reviewed our evaluation and said that the Tioga dam does not meet dam condition standard requirements so Moore will be bringing some options for the City Commission to review in order to correct the issues. Tioga Dam and recreation trail is on hold until the City Commission decides on a plan to correct dam issues. Sandberg and Christianson will remain as City contacts for the Tioga Dam projects. Updated Commission Board that 2023 Water, Sewer and Street Reconstruction has started and we will see some activity happening in the next few weeks. There is a cost share agreement that will need to be accepted. Handed exhibit to Commission Board for their review and approval of the Contract agreement between City of Tioga and Moore of task order #5 for overseeing project.

**Christianson made a motion to sign a contract agreement Task Order #5 between Moore Engineering and the City of Tioga to oversee the 2023 Water Sewer and Street Project with the contingency that City Attorney Elizabeth Pendlay reviews contract and okays to sign, second by Sandberg. Roll Call: Ayes; Christianson, Sandberg, Maize**

Other projects Moore is currently working on are KSI Water and Sewer Extension, Pine Ridge Subdivision plans, Tioga Soccer Field, City Scada System and water drainage issues on 67<sup>th</sup> and roadway failure South of Gilbertson due to small culverts.

3. Economic Development Director Update - Chelsy Weisz – Updated Commission Board on marketing on the monthly classes that she has been offering local businesses for advertising and promoting business and stated that the classes have been successful and well received from the community, this months class has already taken place and next months class is schedule for July 5<sup>th</sup> which will be about creating a promotional calendar for your business. Met with USDA regarding grants and loans for small businesses and home repairs. Completed research on the new homestead credit because there is a new bill that passed which allows more people to qualify. Attended a community land and trust meeting to review what can be done to build a 55 and over community. Hosted Vision West meeting in Tioga and received updates on the Petroleum Council, DOT and energy update from Kathy Neset. The meeting was successful. Other meetings and informational gatherings were Smart Cities, Quality of Life Study, Grant and resources funding, Veterans memorial garden, Future businesses in ND, Resident recruitment in rural America, and Economic Development Training.

**New Business:**

4. Tioga Tribune - Cecile Wehrman – Updated Commission Board on the sale of Tioga Tribune, effective June 19, 2023 will be Jacob Orledge’s last day, and the last day for publishing in the Tioga Tribune will be August 30, 2023, unless it’s sold.
5. City of Tioga Department Credit Limit - Litten advised Commission Board that currently each department has a \$1,000 credit limit but with cost of everything rising he would like to see it lifted to \$1,500.  
**Maize made a motion to lift all departments’ credit limit from \$1,000 to \$1,500, second by Sandberg. Roll Call: Ayes; Christianson, Sandberg, Maize**
6. Liquor License Renewal Applications – Salinas handed the Commission Board for their review and consideration Liquor License renewal applications from Pour Decisions/Karen Hawkinson for on/off sale, Model Tavern/Gloria Iwen for on/off sales, DJ’s Lounge/Shawn Travis for on/off sales, JK Foods/Cash Wise Liquor for off sale, Kum N Go LLC for off sale, Tioga Hotel Suites LLC for on sale, Farmers Union/Pinnacle for off sale, Mi Ranchito for on sale, and Jeab’s Thai Kitchen for on sale.  
**Sandberg made a motion to approve the Liquor License renewal applications from Pour Decisions/Karen Hawkinson for on/off sale, Model Tavern/Gloria Iwen for on/off sales, DJ’s Lounge/Shawn Travis for on/off sales, JK Foods/Cash Wise Liquor for off sale, Kum N Go LLC for off sale, Tioga Hotel Suites LLC for on sale, Farmers Union/Pinnacle for off sale, Mi Ranchito for on sale, and Jeab’s Thai Kitchen for on sale, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**
7. Gaming Permit Application – Salinas handed exhibit to Commission Board for their review and consideration of Gaming Permit Application from American Legion Post 139 for Model Tavern, an application from Prairie Public Broadcasting, Inc. for Pour Decision’s Steakhouse and Bar and an application from Prairie Public Broadcasting, Inc. for DJ’s Lounge, Inc.  
**Sandberg made a motion to approve the Gaming Permit Application from American Legion Post 139 for Model Tavern, an application from Prairie Public Broadcasting, Inc. for Pour Decision’s Steakhouse and Bar and an application from Prairie Public Broadcasting, Inc. for DJ’s Lounge, Inc, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**
8. Special Liquor License Application – Salinas handed the Commission Board for their review and consideration an exhibit of a Special Liquor License Application from Model Tavern/Gloria Iwen for an event on 07-01-2023.  
**Sandberg made a motion to approve the Special Liquor License Application for Model Tavern/Gloria Iwen for an event on 07-01-2023, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

9. Estimate from Johnson Control – Salinas handed and exhibit to Commission Board for their review and consideration of an estimate from Johnson Controls to fix the broken parts of the sprinkler system from City Hall and Community Center in the amount of \$6,220.90.  
**Christianson made a motion to approve the estimate from Johnson Controls in the amount of \$6,220.90 to fix the broken sprinkler system parts from City Hall and the Community Center, second by Sandberg. Call: Ayes; Christianson, Sandberg, Maize**
10. Estimate from RPM Sound Design – Salinas handed exhibit to Commission Board for their review and consideration of an estimate for replacing all the damaged acoustic boards in the amount of \$2,688.00.  
**Sandberg made a motion to approve the estimate from RPM Sound Design in the amount of \$2,688 to replace all the damaged acoustic boards, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**
11. Property 522 North Main Street/Rachel Vincent – Vincent asked Commission board to consider reopening the water to her home. Pendlay advised Vincent that there is a nuisance order by the Tioga Commission Board because damage in her home caused flooding and damage to neighboring home and until it's mitigated it can't be turned back on. Discussions held; no motion made.
12. Tioga Fund Application –Salinas handed the Commission Board for their review and consideration of Tioga Fund Applications from Tioga Area EDC in the amount of \$14,550.00 the Yearly Drone Camp for Kids. Tioga Fund Board has reviewed this application and recommends approval.  
**Christianson made a motion to approve the Tioga Area EDC application in the amount of \$14,550 for an annual event of Drone Camp, second by Sandberg. Call: Ayes; Christianson, Sandberg, Maize.**
13. Resolution 2023-09 Confirming appointment of Special Assessment Committee – Salinas handed exhibit to Commission Board for their review and consideration of Resolution 2023-09 Confirming appointment of Special Assessment Committee. BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota: A RESOLUTION ESTABLISHING A SPECIAL ASSESSMENT COMMISSION AND APPOINTING INDIVIDUALS THERETO BE IT RESOLVED by the governing body of the City of Tioga, North Dakota (the 'City'), as follows: The governing body of the city of Tioga does hereby establish, in accordance with North Dakota Century Code §40-23-01, a Special Assessment Commission. The following residents and freeholders of the municipality are hereby appointed to the Special Assessment Commission: Name Natalie Bugbee Term Beginning 05-2023 Term Ending 04-2025 Name Scott Grosche Term Beginning 05-2023 Term Ending 04-2026 Name Ronica Pederson Term Beginning 05-2023 Term Ending 04-2027.  
**Sandberg made a motion to approve Resolution 2023-09 Confirming appointment of Special Assessment Committee, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**
14. Resolution 2023-10 Receiving Plans and Specification for Pine Ridge - Salinas handed exhibit to Commission Board for their review and consideration of Resolution 2023-10 Receiving Plans and Specifications for Pine Ridge. BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota: A RESOLUTION RECEIVING ENGINEERS PLANS SPECIFICATIONS AND ESTIMATES FOR PINE RIDGE SUBDIVISION IMPROVEMENT DISTRICT NO. 2023-01 WHEREAS: A Resolution receiving the Engineer report as to the general nature purpose and feasibility of the proposed improvement and an estimate as to the probable cost of work for PINE RIDGE SUBDIVISION IMPROVEMENT DISTRICT NO. 2023-01 WHEREAS: The Engineering Report as to the general nature, purpose and feasibility of PINE RIDGE SUBDIVISION IMPROVEMENT DISTRICT NO. 2023-01 and the estimate of the probable cost of such work, hereby be approved and ordered to be placed on file in the office of the City Auditor, where it shall remain on file subject to inspection by anyone interested therein.  
**Maize made a motion to approve Resolution 2023-10 Receiving Plans and Specification for Pine Ridge, second by Sandberg. Call: Ayes; Christianson, Sandberg, Maize**
15. Resolution 2023-11 Approval of Ordering Advertisement of Construction Bid for Pine Ridge – Salinas handed exhibit to Commission Board for their review and consideration of Resolution 2023-11 Approval of Ordering Advertisement of Construction Bid for Pine Ridge. BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota A RESOLUTION ORDERING THE

ADVERTISEMENT FOR THE CONSTRUCTION BID OF THE PINERIDGE SUBDIVISION IMPROVEMENT DISTRICT NO. 2023 – 01 BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota: 1. That governing body of City Commissioners order the advertisement for construction bids for PINE RIDGE SUBDIVISION IMPROVEMENT DISTRICT NO. 2023 – 01.

**Christianson made a motion to approve Resolution 2023-11 Approval of Ordering Advertisement of Construction Bid for Pine Ridge, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

**Christianson made a motion to contact loan advisors (AMKO) for the Special Assessment of Pine Ridge Project, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

16. Letter of Interest for Library Board – Salinas handed exhibit to Commission Board for their review and consideration of Letter of Interest from Bobbi Gunderson.

**Sandberg made a motion to appoint Bobbi Gunderson to the Library Board, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

17. 4-way Stop Sign Request – Jamie Odegaard advised Commission Board to consider a 4-way stop sign on the South Dakota and 5th Street, advised Commission Board that there are allot of children that play in that area and with the future park being placed next to his home he feels it will at least start making people aware now that there are stop signs there to follow. Discussions held.

**Maize made a motion to approve placing a 4-way stop signs on the corners of 5<sup>th</sup> Street and Gilbert, second by Sandberg. Call: Ayes; Christianson, Sandberg, Maize**

18. Acceptance of Grant – Salinas handed exhibit to Commission Board for their review and approval of Agreement contract for cost share reimbursement from State Water Commission for Water Main on 2023 Water, Sewer and Street Project in the amount of \$419,700.

**Sandberg made a motion to accept and sign the agreement contract for the cost share reimbursement from the State Water Commission for Water Main on 2023 Water, Sewer and Street Project in the amount of \$419,700, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

19. Letter of Resignation – Salinas handed exhibit to Commission Board for their review and acceptance of letter of resignation from Eric Romero. Sandberg Read the Letter out loud and advised Commission Board and constituents that she appreciated the service he had given the citizens of Tioga.

**Sandberg made a motion to accept Eric Romero’s letter of resignation, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

**Sandberg made a motion to advertise and hire for the new vacancy at the Tioga Police Department, second by Maize. Call: Ayes; Christianson, Sandberg, Maize**

Consent Approval:

20. Pledge Holdings as of May 31, 2023 – Salinas handed exhibit to Commission Board for their review and consideration of Pledge Holdings from Bank of Tioga as of May 31, 2023.

21. Payroll May 5, 2023, May 22, 2023, and June 7, 2023, - Salinas handed exhibits to Commission Board for their review and consideration of payroll for May 5, 2023, May 22, 2023, and June 7, 2023.

22. Bills for May 2023 – Salinas handed exhibit to Commission Board for their review and consideration of the May 2023 Bills. TOTAL \$250,175.99 – Advance Business Methods\$10,851.60; Aramark\$630.17; Border Plains\$175.76; Bobcat\$1235.00; Boss\$274.86; Business Management Daily\$59.95; Circle\$26,121.75; Computech\$1657.25; EAPC \$23,620.74; Embrodime\$21.39; Esterholm\$3940.00; Ferguson\$13,463.45; First District Health\$90.00; Johnson Controls\$6417.01; Info Tech\$549.50; Lexis\$77.81; Menards\$644.95; MWE\$1,009.24; MDU\$10,848.14; Moore\$24,735.00; NDACO\$54.00; ND State Radio\$600.00; NDflagpoleguy\$60.00; ND State Plumbing\$23.00; NCC\$3086.87; ODP\$85.30; On Time Sports\$1047.00; Papineau\$1768.00; Pendlay Law\$4980.00; Pinnacle\$2888.61; Pitney Bowes\$186.33; Preble Medical\$84.00; Railroad Mgmt\$344.67; Ralph Plumbing & Heating\$505.04; Rath & Mehrer\$13,00.00; R&T Water\$63,706.81; Relentless DBA\$649.00; Share Corp\$3249.70; Tioga Chamber\$150.00; Tioga Hardware\$2041.99; Tioga Parts\$818.63; Tioga Tire\$2104.61; Tioga Tribune\$1069.07; Verizon\$1611.79; Uline\$2085.22; Visa\$4725.38; Vocella\$860.00; Wanda Bagley\$1225.00; Wham\$251.40; Williams Co\$7.00; William Younge\$12,285.55;

23. Financials for May 2023- Salinas handed exhibits to Commission Board for their review and consideration of financials for May 2023 of Fund Summary and Balance Sheet.

**Christianson made a motion to approve the consent agenda that consists of Pledge Holdings as of May 31, 2023, Payroll for May 5, 2023, May 22, 2023 and June 7, 2023, Bills for May 2023 and the City Financials for May 2023, second by Maize. 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 8:23p.m. call: Ayes; Christianson, Sandberg, Maize, Litten.**

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday July 3, 2023, 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 Auditor