

**CITY OF TIOGA**  
City Commission Meeting Minutes  
August 21, 2023  
<https://youtu.be/JX3pBkeTsl0>

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on August 21, 2023, at the Tioga City Hall, by the City Commission President Kevin Litten.

PRESENT: Kevin Litten, Tim Christianson, Shawn Travis, Jessica Sandberg-Steele, Elizabeth Pendlay (on Zoom), Abby Salinas  
ABSENT: Larry Maize  
GUEST: Brad Nygaard, Dan Larson, Josh Reiner, Fran Stewart, Veronica McGinnity, Dale Weathersby, Laura Jean Rosencrans, Roxanna Uhlich, Tyler Judkins, Greg Gunderson, Matthew Scholz

**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.

**Commission Reports:**

Tim Christianson: Advised Commission Board that the Water Tower was inspected and they are waiting on the report to get the results with any corrections or fixes that might be needed. The Water Department is also working on flushing all the City infrastructure lines and killing weeds in working areas.  
Shawn Travis: None  
Jessica Sandberg: None  
Larry Maize: Absent  
Kevin Litten: American Legion Post 139 presented City of Tioga with a plaque for the contribution to the Patriot Baseball Field.

**Modifications/Approval of Agenda:**

**Sandberg made a motion to approve agenda as is with no modifications, second by Travis. Call: Ayes; Christianson, Travis, Sandberg**

**Old Business:**

1. Legal - Pendlay – Advised Commission Board that she had discussions with the owner of the Tribune and they will be running a publication until September 6, 2023, so the City can wait till the meeting of September 5, 2023, to make a decision on where to publish in future and whether that will be permanent or temporary.
2. Moore Engineering - Reiner – Reiner gave an update to the Commission Board on South Main Street Reconstruction; Reiner will be preparing a cost estimate for Teraflex to review. NE Reconstruction phase 2; Strata gave exhibit to Moore Engineering to hand to Commission Board of new timeline. Strata is still running behind but they assured that they have every intention of finishing this construction year. Reiner handed exhibit to Commission Board of pay application #7 from Strata Corp in the amount of \$184,894.89 for work done to date on NE Reconstruction Phase 2. Reiner states that he has reviewed pay application and recommends approval.  
**Christianson made a motion to deny pay application #7 from Strata Corp in the amount of \$184,894.89 for work done to date on NE Reconstruction Phase 2, second by Travis. Call: Ayes; Christianson, Travis, Sandberg**  
Reiner handed exhibit to Commission Board for their review and consideration of change order #4 from Strata Corp for replacement of geotextile fabric and subgrade soils in the amount of \$10,735.20

**Christianson made a motion to approve change order #4 from Strata Corp for replacement of geotextile fabric and subgrade soils in the amount of \$10,735.20, second by Travis. Call: Ayes; Christianson, Travis, Sandberg**

Reiner advised the Commission Board that the Hydraulic Analysis Report for the Tioga Dam Action Plan has been completed and Moore Engineering is reviewing data to come up with an action plan to report to the Commission Board at a later date. Tioga Dam and Recreation Trail is on hold until the City Commission decides on a plan to correct dam issues. 3<sup>rd</sup> Street Reconstruction, Reiner states that work is completed but that contractor is waiting on sub-contractors to finish street, curbs, gutters and sidewalk. Reiner handed an exhibit to Commission Board of pay application #1 from Crow River Construction in the amount of \$1,089,359.89 for work done to date on 3<sup>rd</sup> Street Reconstruction, Reiner states that he has reviewed pay application and recommends approval.

**Travis made a motion to approve pay application #1 from Crow River Construction in the amount of \$1,089,359.89 for work done to date on 3rd Street Reconstruction, second by Sandberg. Call: Ayes; Christianson, Travis, Sandberg**

Reiner handed exhibit to Commission Board for their review and consideration of change order #1 from Crow River Construction for ditch grading at the park and seeding price has changed to \$12,600 for grading and \$5,000 for seeding.

**Christianson made a motion to approve change order #1 from Crow River Construction for ditch grading at the park and seeding, change order needs to be updated with new price to reflect the updates \$12,600 for grading and \$5,000 for seeding, second by Travis. Call: Ayes; Christianson, Travis, Sandberg**

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. Reiner handed an exhibit to Commission Board for their review and consideration of potential sidewalks for the park. Reiner states a potential estimate of \$15,000 to add this to project. Discussions held; no decision was made on this.

#### **New Business:**

3. Masons West Gate Lodge 125/Request Lease of Old City Hall/Police Department Building – Matthew Scholz a representative of the West Gate 125 Lodge/Masons stated that they are seeking a long-term lease of the old City Hall/Police Department and apart from the asbestos reimbursement and the cost to fix building what would be some of the terms if the City is willing to lease it to them. Discussions held on what would be the best use for the building, community and businesses downtown. Commission Christianson stated that a motion was already approved to have the building removed. Motion stood.
4. Tioga Fund Applications –Salinas handed an exhibit to the Commission Board for their review and consideration of Tioga Fund Applications from Tioga Community Halloween Party and Haunted House in the amount of \$7,500. for 31<sup>st</sup> annual Halloween Party and Haunted House, an application from City of Tioga Economic Development Department in the amount of \$1,500 for the Back Alley Art Project, an application from City of Tioga Economic Development Department in the amount of \$15,000 for Work Based Learning Incentive Program and an application from The American Legion Post 139 in the amount of \$48,000 to replace flagpole at the Tioga Pioneer Park. Tioga Fund Board has reviewed these applications and recommends approval of Halloween Party and Haunted House application in the amount of \$7,500 for the annual Halloween Party and Haunted House, approval for the Tioga Economic Development Department in the amount of \$1,500 for the Back Alley Art Project, and approval for the American Legion Post 139 application in the amount of \$48,000 to replace flagpole at the Tioga Pioneer Park, and they recommend denial of the application from City of Tioga Economic Development Department in the amount of \$15,000 for Work Based Learning Incentive Program.  
**Sandberg made a motion to approve the Tioga Fund Application from Tioga Community Halloween Party and Haunted House in the amount of \$7,500. for the 31st annual Halloween Party and Haunted House, second by Travis. Call: Ayes; Christianson, Travis, Sandberg**

**Sandberg made a motion to approve the Tioga Fund Application from City of Tioga Economic Development Department in the amount of \$1,500 for the Back Alley Art Project, second by Christianson. Call: Ayes; Christianson, Travis, Sandberg**

**Travis made a motion to Table the Tioga Fund Application from City of Tioga Economic Development Department in the amount of \$15,000 for the Work Based Learning Incentive Program, second by Christianson. Call: Ayes; Christianson, Travis, Sandberg**

**Sandberg made a motion to approve the Tioga Fund Application from the American Legion Post 139 application in the amount of \$48,000 to replace flagpole at the Tioga Pioneer Park, second by Travis. Call: Ayes; Christianson, Travis, Sandberg**

5. Visitor Promotion Application – Salinas handed an exhibit to the Commission Board for their review and consideration of a Visitor Promotion Application from Tioga Community Halloween Party and Haunted House in the amount of \$5,000. for 31st annual Halloween Party and Haunted House. The Visitor Promotion Board has reviewed the application and recommends approval.

**Travis made a motion to approve the Visitor Promotion Application from Tioga Community Halloween Party and Haunted House in the amount of \$5,000. for the 31st annual Halloween Party and Haunted House, second by Sandberg. Call: Ayes; Christianson, Travis, Sandberg**

Consent Approval:

6. Pledge Holdings – Salinas handed an exhibit to Commission Board for their review and consideration of the Pledge Holdings from Bank of North Dakota as of 07-31-2023.
7. Local Charity Permit Application – Salinas handed exhibit to Commission Board for their review and consideration of a Local Charity Permit Application from Peaceful Valley Pheasants Forever for raffles.
8. Payroll August 22, 2023 - Salinas handed exhibits to Commission Board for their review and consideration of payroll for August 22, 2023.
9. Financials for July 2023- Salinas handed exhibits to Commission Board for their review and consideration of financials for July 2023 of Fund Summary and Balance Sheet.

**Sandberg made a motion to approve the consent agenda that consists of Pledge Holdings from Bank of North Dakota as of 07-31-2023, Local Charity Permit Application from Peaceful Valley Pheasants Forever for raffles, Payroll for August 22, 2023, and the City Financials for July 2023, second by Travis. Call: Ayes; Christianson, Travis, Sandberg**

**With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Christianson, second by Travis at 8:00p.m. call: Ayes; Christianson, Travis, Sandberg, Litten.**

The next meeting of the City of Tioga Commission Meeting is scheduled for Tuesday September 5, 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