

**CITY OF TIOGA**  
Unofficial City Commission Meeting Minutes  
October 2, 2023  
<https://youtu.be/VHLnVeoYuu0>

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on October 2, 2023, at the Tioga City Hall, by the City Commission President Kevin Litten.

PRESENT: Kevin Litten, Tim Christianson, Shawn Travis, Jessica Sandberg-Steele, Larry Maize, Elizabeth Pendlay (on Zoom), Abby Salinas  
ABSENT: None  
GUEST: Bob Skarphol, Judy Odegaard, Josh Reiner (on Zoom), Haley Felber, Richard Schmidt, Wendy Lenzen, Joel Shaffett, Chelsy Weisz

**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.

**Christianson made a motion to approve the Commission Minutes of September 18, 2023, regular Commission Meeting, and September 18, 2023, Public Hearing Meeting with no errors and omissions, second by Maize. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**

**Commission Reports:**

Tim Christianson: Advised Commission Board that the Water Department is starting to pull all temporary meters.  
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 Old Business #3 Trapping on City of Tioga Owned Property, and under New Business #7 Resolution 2023-13 Removal of Staff from City of Tioga Accounts and #8 Community Center Rules on Video Conferencing (Digital Attendance), then approve agenda with the changes made, second by Travis. Call: Ayes; Christianson, Travis, 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, a summary on NE Reconstruction phase 2, Moore is still waiting on the geotechnical report to be completed for Tioga Dam Emergency Plan, and Tioga Dam Recreation Trail to continue. Reiner also gave a summary update on the 3rd Street NW & Hanson Project stated that substantial completion is October 2, 2023, and Crow River is requesting an extension to October 27, 2023.

**Christianson made a motion to approve the requested extension of time from October 2, 2023 to October 27, 2023 from Crow River Construction on the 3rd Street NW & Hanson Project contingent on all correct paper work be submitted to City Hall for signatures, second by Travis. Roll Call: Ayes; Christianson, Travis, 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, CWSRF Update and Additional projects for 2024.

3. Trapping on City of Tioga Owned Property – Joel Shaffett – Advised the Commission Board that he is seeking permission to trap on City owned properties and brought some of the traps for the Commissioners to see what he would use. Commissioner Sandberg stated that she would like to see a resolution policy drawn up by Pendlay to ensure proper procedures according to NDCC such as signage, nature of traps to be used, animal to be trapped, trap equipment, contact information and authorization given.

**Sandberg made a motion to approve Joel Shaffett to trap on City of Tioga property contingent of the Resolution process that Pendlay will present to the Commission Board, second by Travis. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**

**New Business:**

4. Election Agreement – Salinas handed exhibit to the Commission Board for their review and consideration of a copy of the draft Election Agreement contract with Williams County. Pendlay stated she has reviewed all changes and everything is according to NDCC.

**Travis made a motion to approve the new election agreement with changes made to the contract with Williams County contingent on signature being changed from Tim Christianson to Kevin Litten, second by Maize. Call: Ayes; Christianson, Travis, Sandberg, Maize**

5. Ice Rink Cover - Salinas handed exhibit to the Commission Board for their review and consideration of an estimate from Blue Lake Plastics in the amount of \$2,380.00. This is to cover the Ice Rink, one use only and would protect rink from more damage.

**Sandberg made a motion to approve the estimate from Blue Lake Plastics in the amount of \$2,380.00 for a one-time use of a protective cover, second by Maize. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**

6. Tioga Fund Application – Salinas handed an exhibit to the Commission Board for their review and consideration of the Tioga Fund Application from Tioga Economic Development Director in the amount of \$15,000. The Commission Board had previously placed this application on hold for more information, however Salinas is asking if it can be denied until a new Economic Development director can be hired to complete this process.

**Sandberg made a motion to deny the Tioga Fund application from Tioga Economic Development Director in the amount of \$15,000, second by Maize. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize**

7. Resolution 2023-16 Removal of Staff from City Accounts – Salinas handed exhibit to Commission Board for their review and consideration of Resolution 2023-16 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 of 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), and Desiree Hanson (Deputy Auditor) be listed as signers on the City of Tioga General Accounts and that Natalie Bugbee be removed from said signature card. Now, therefore, the City Commission approves the removal of Natalie Bugbee City of Tioga Bank Accounts.

**Christianson made a motion to approve Resolution 2023-16 Removal of Staff from City of Tioga accounts, second by Travis. Call: Ayes; Christianson, Travis, Sandberg, Maize**

8. Zoom Meetings for City of Tioga Community Center Committee: Felber (Community Center Director) advised Commission Board that she is seeking direction from the Commission Board on whether to accept zoom participants from the Community Center Committee Members. Discussions held.

**Travis made a motion to approve the use of zoom for the City of Tioga Community Center Committee stating that if this process creates a hardship, it can be changed, second by Maize. Call: Ayes; Christianson, Travis, Sandberg, Maize**

Consent Approval:

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

**Sandberg made a motion to approve the consent agenda that consists of the City Financials for August 2023, second by Maize. Call: Ayes; Christianson, Travis, Sandberg, Maize**

**With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Maize, second by Travis at 7:44p.m. call: Ayes; Christianson, Travis, Sandberg, Maize, Litten.**

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday October 16, 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