

CITY OF TIOGA
City Commission Meeting Minutes
December 16, 2024
<https://youtu.be/FFeQdlmdHSk>

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on December 16, 2024, at the Tioga City Hall, by the City Commission President Brett Rieniets.

Present: Brett Rieniets, Kyle Ralston, Jaden Iverson, Jessica Sandberg, Elizabeth Pendlay, and Ronica Pederson

Absent: Steven Dye

Guest: Dan Larson, Michael Pederson, Joel Shaffett, David Sting, Mike Burns, Cody Normark

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: Exhibits of December 2, 2024 Commission Meeting minutes and December 13, 2024 Canvass Meeting minutes presented to the commission for their review and consideration. **Sandberg made a motion to approve the December 2, 2024 Commission Meeting minutes and December 13, 2024 Canvass Meeting minutes with no errors or omissions, second by Iverson. Roll call: Ayes; Ralston, Iverson, Sandberg.**

Commissioner's Report:

Street: Ralston Introduced himself as the new elected commissioner.

Finance Portfolio: Iverson informed commissioners that he is ready to extend a verbal offer for the Auditor position and a Deputy Auditor position.

Commission President Portfolio: Rieniets stated he had been working on the interview process with both Iverson and City Attorney Liz Pendlay.

Police Portfolio: Sandberg reminded everyone that everyone's Annual Reviews are due with the end of year coming up.

Water Portfolio: None

Modifications/Approval of Agenda:

Iverson made a motion to add to the agenda under New Business Item #9. Verbal Offers, #10. Christmas Party, #11. COLA, and #12. Bonus then approve the agenda with the additions, second by Ralston. Roll call: Ayes; Ralston, Iverson, Sandberg.

Old Business:

- 1. Legal:** Pendlay welcomed Kyle Ralston to the commission board, stating the special election had a good turnout. Updated commissioners on litigation, regarding community center and temporary restraining order to stop construction. Hearing was December 6th and the Court took under advisement, expects outcome soon. Update commission regarding S Main litigation trial date set for 2025, will continue to update as things develop. Pendlay also stated she was a part of the interview panel for the Auditor position, was very impressed and has been working closely with Iverson and Rieniets.

2. **Engineer Report:** Josh Reiner from Moore Engineering gave an update to the Commission Board regarding ongoing projects and related matters. He reported on the status NE Reconstruction project, stating they are open to City hiring landscape contractor and withholding payment, will work on proposals for this work. Gave update on Tioga Dam Rec Trail Project, and presented Contractors Application for Payment #3 recommending payment of \$133,333.71. Discussion held regarding liquidated damages in the amount of \$48,000.00. **Sandberg made a motion to approve the reduced pay application #3 in the amount of \$85,333.71, second by Iverson. Roll call: Ayes; Ralston, Iverson, Sandberg.** Reiner updated commissioners of the Baseball Field Relocation Project, CLOMR is 50% complete discussed FEMA review fee, will add it to their invoice.
3. **Community Center Expansion Update:** David String with FCI gave a construction update, approximately 26% complete, with steel erection 100% complete and a handover date of August 7, 2025. Presented Pay Request #5 for FCI in the amount of \$807,771.60. **Sandberg made a motion to approve pay request #5 in the amount of \$807,771.60, second by Iverson. Roll call: Ayes; Ralston, Iverson, Sandberg.**

New Business:

4. **Election Certification from Canvassing Meeting:** Rieniets discussed the results of the canvassing meeting and congratulated Kyle Ralston as the elected official.
5. **Rescind Letter of Resignation:** Chief Nelson presented commissioners with a letter from Det. Sara Litten asking to rescind her letter of resignation. Nelson stated she is a valuable asset to the department and asked the commission to rescind her resignation. **Sandberg made a motion to rescind Sara Litten's letter of resignation, second by Ralston. Roll Call: Ayes; Ralston, Iverson, Sandberg.**
6. **Williams County Public Safety Grant Application:** Chief Nelson discussed the grant application to purchase 3.28 acres on 108th and Hwy 2 to potentially put a shooting range for the PD. Nelson explained the property has power to it and would be cheaper than fixing the currently property. Discussion held on the land, possible other shooting ranges, options to rework current range, possibly allowing public access with liability waivers. **Ralston made a motion to approve the submission of the application to Williams County 1%, second by Sandberg. Roll call: Ayes; Ralston, Iverson, Sandberg.**
Discussion continued regarding purchase agreement and contingencies. **Ralston motioned to approve the purchase agreement, with a contingency for approval of financing of \$45,000.00 through Williams County and tentative approval from planning and zoning for a shooting range, second by Sandberg. Roll call: Ayes; Ralston, Iverson, Sandberg.**
7. **Quotes for WWTF Repairs:** Michael Pederson present quotes for repairs at the Wastewater Treatment Facility. Pederson presented Quote for \$6,450.00 and \$2,925.00. Pederson explained he has also been troubleshooting with them over the phone to work on another meter that is down and not registering causing system not to be automatic. The quote will also cost additional travel and mileage fees. Discussion held. **Sandberg made a motion to approve the Quote for Sweeney Controls not to exceed \$12,000.00; second by Ralston. Roll Call: Ayes; Ralston, Iverson, Sandberg.**
Pederson presented next quote from GNE – Great Northern Environmental for Blower Motors, the motor is specific to this company they are the only ones that work on this motor. **Ralston made a motion to approve the quote for \$6067.50, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Sandberg.**

Pederson informed the commission that he doesn't have a full quote for rebuilding shafts for sledge pond and will eventually need quote for the installation as the City Water Department doesn't have appropriate equipment to safely install. Discussion held and commission would like to have 3rd party for the installation and will revisit when Pederson obtains the quotes. Pederson showed commission picture of hydrant meter that had froze and the replacement cost is \$3,500.00 which FCI have agreed to pay for the frozen meter, but Pederson would like to purchase 3 of these meters on hand. **Iverson made a motion to purchase 3 of the Hydrant Meter, \$10,500.00, second by Sandberg. Roll Call: Ayes; Ralston, Iverson, Sandberg.**

8. **Proposal for Tree Committee – Dan Larson:** Larson discussed need to plant trees in certain areas in town, Larson met with the State Forestry department. Larson explained there is a tree ordinance for a tree committee with 1 commissioner, 1 park board member and 3 community residents. **Sandberg made a motion to advertise for tree committee members, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Sandberg.**
9. **Verbal Offers:** Iverson explained they had 3 good interviews and believes they could use 2 people to fill the vacancy in the office and hire a City Auditor and another Deputy Auditor. **Sandberg made a motion to extend a verbal offer to City Auditor position not to exceed \$125,000.00, second by Ralston. Roll Call: Ayes; Ralston, Iverson, Sandberg.** Discussion held regarding pay for Deputy Auditor. **Sandberg made a motion to extend a verbal offer for a Deputy Auditor not to exceed \$60,000.00, second by Ralston. Roll Call: Ayes; Ralston, Iverson, Sandberg.**
10. **Christmas Party:** Iverson brought up possibility of have a Christmas party in January 2025. Commissioners discussed potential of having a Christmas party to build morale and give tenure/years of service awards. Discussion held; no motions made.
11. **COLA:** Commission discussed giving a cost-of-living allowance to all employees for 2025. Discussion of amount of percentage. Sandberg asked for clarification if she could vote on the issue, Pendlay clarified she can as it is for all employees across the board, not just a specific one or department. **Sandberg made a motion to approve a 3% COLA effective January 1, 2025, second by Ralston. Roll Call: Ayes; Ralston, Iverson, Sandberg.**
12. **Bonus:** Iverson discussed giving Christmas/End of Year bonuses to employees, and presented doubling the amount of last year. Discussion held. **Iverson made a motion to approve \$1000.00 bonus for FTE and \$700.00 for PTE, second by Sandberg. Roll Call: Ayes; Ralston, Iverson, Sandberg.**

Consent Approval:

13. **Planning & Zoning: Preliminary Plat Applications – Cory & Kelli Devore:** exhibit presented to Commission Board for their review and consideration for a Preliminary Plat Application.
14. **Planning & Zoning: Preliminary Plat Applications – Erling & Ramona Barmoen:** exhibit presented to Commission Board for their review and consideration for a Preliminary Plat Application.
15. **Payroll – December 6, 2024:** exhibit presented to Commission Board for their review and consideration of payroll.
16. **Pledge Holdings – First State Bank & Trust as of 11/14/24 & 12/04/24:** exhibit presented to Commission Board for their review and consideration of pledge holdings.

Sandberg made a motion to approve the consent agenda that consists of a Planning & Zoning: Preliminary Plat Applications – Cory & Kelli Devore, Planning & Zoning: Preliminary Plat Applications – Erling & Ramona Barmoen, Payroll for December 6, 2024, and Pledge Holdings – First State Bank & Trust as of 11/14/24 & 12/04/24, second by Ralston. Roll Call: Ayes; Ralston, Iverson, Sandberg.

With no further business, the December 16, 2024 meeting of the Tioga City Commission was adjourned by unanimous vote moved by Ralston, second by Sandberg at 9:10 p.m. Call: Ayes; Ralston, Iverson, Sandberg.

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday, January 6, 2025, at 7:00 p.m., to be held at the Tioga City Hall.

Brett Rieniets, Tioga Commission President

ATTEST:

Ronica Pederson, Tioga Interim City Auditor