

CITY OF TIOGA
Tioga Fund Advisory Board Minutes
Tuesday, December 14, 2021

A meeting of the Tioga Fund Advisory Board of the City of Tioga was called to order at 6:00 pm on Tuesday December 14, 2021 at the Tioga City Hall by Vice President of the Tioga Fund Advisory Board Myles Rosencrans.

PRESENT: Myles Rosencrans, Nathan Germundson, Wendy Lenzen and Ronica Pederson

ABSENT: Pat Alberts

Guest: Dustin Taylor, Dennis Lindahl, Jessica Sandberg, Dan Larson, Tyler Judkins, Jacob Orledge, Chris Norgaard, David Papineau, Carmel Lewis

Minutes:

1.) September 14, 2021 minutes

Germundson made a motion to approve the minutes of September 14, 2021 with changes made for reflecting and obtaining signature of previous president David Grubb; second by Lenzen.

Call: Aye – Myles Rosencrans, Nathan Germundson, Wendy Lenzen and Ronica Pederson

Nay – None

2.) October 22, 2021 minutes

Lenzen made a motion to approve the minutes as presented for October 22, 2021; second by Germundson.

Call: Aye – Myles Rosencrans, Nathan Germundson, Wendy Lenzen and Ronica Pederson

Nay – None

Reports:

3.) Tioga Fund Balance Sheet

Discussed application/payment for foggers and Community Center Warming House project still pending. Chris Norgaard spoke on Warming House Project as he started heading that project and hold up was previously due to Covid, then there were changes made by the City on possibly moving warming house to west side of ice rink and Chris backed away from the project, but stated now that project is back to original plan, he may go back to taking the lead and stated Kevin Zarnecky would have additional information but Chris said he hoped the designation for the project would stay. Board discussed possibly putting the funds back if no further action is taken and have city apply at another date. No action was taken at this time. Chris Norgard asked how much was in the Economic Development Fund. Rosencrans stated \$411,515.52 and Norgaard stated if nothing gets approved at this meeting over a quarter million dollars would be transferred to the City Hall to spend at their leisure. Pederson explained that if the Economic Development fund has any amount over \$150,000.00, the portion over that threshold gets transferred to Property Tax Relief to offset any overages so the city doesn't have to increase mill levies as much and help to keep property tax down, money doesn't go to City Hall to spend at their leisure and there are guidelines that do have to be and are followed.

Pederson made a motion to approve the balance sheet; second by Germundson.

Call: Aye – Myles Rosencrans, Nathan Germundson, Wendy Lenzen and Ronica Pederson

Nay – None

Old Business:

None

New Business:

4.) Board Reorganization

Discussed previous board member that most recently resigned was the President of the board and position is currently open discussed Board reorganization for President, Vice President, and Secretary/Treasurer. Discussed Myles having most experience with 20 years on the board.

Pederson made a motion for Myles Rosencrans to be President of the Tioga Fund Advisory Board; second by Lenzen.

Call: Aye – Myles Rosencrans, Nathan Germundson, Wendy Lenzen and Ronica Pederson

Nay – None

Pederson made a motion for Nathan Germundson to be Vice President; second by Lenzen.

Call: Aye – Myles Rosencrans, Nathan Germundson, Wendy Lenzen and Ronica Pederson

Nay – None

Germundson made a motion for Ronica Pederson to be Secretary/Treasurer; second by Lenzen.

Call: Aye – Myles Rosencrans, Nathan Germundson, Wendy Lenzen and Ronica Pederson

Nay – None

5.) City of Tioga Application

Dan Larson and Dustin Taylor presented the application for the City of Tioga for a soccer field. Larson explained the goals for the park in two phases with the first part of the phase to get the soccer field placed and completed by 2022 and phase two of the project being more expensive bringing in a Pump Park, consisting of concrete or asphalt pathways with a series of hills, elevations, textures and turns for bikes, skates, roller blades, scooters and skateboards. Phase 2 will also hope to connect the walking path north of the high school through this park and connect to adjoining sidewalks in town. Larson explained at the time the application was turned in the bid for the grass had not yet been received and he has since received the \$7000.00 bid asking for that to also be included. Germundson asked what kind of discussions has happened regarding the soccer field and other entities like the park board, rec council and school district. Tayler stated he hadn't gone to any of these boards regarding the addition of a soccer field other than the City, he stated he would like to have a soccer field and there currently is no available space for their league and would like to see possible options for youth leagues and adult leagues and having a field near the High School would be a great potential option for use with multiple entities and good use of particular land the city recently acquired. Germundson expressed concern about the City getting involved in creating parks. Discussions held regarding parking lot, electricity & lighting, options for road, city employee's responsibility for upkeep of property, additional uses allowed for school and rec council and discussions of another park on the south side of town.

Pederson made a motion to approve \$126,009.80 with a breakdown from funds of \$25,000.00 from Park, \$25,000.00 from Recreation and \$76,009.80 from the Community Improvement portions of the Tioga Fund; second by Lenzen.

Call: Aye – Myles Rosencrans, Nathan Germundson, Wendy Lenzen and Ronica Pederson

Nay – None

6.) Chamber of Commerce Application

David Papineau gave a presentation discussing the application for the Chamber of Commerce for operating expenses for 2022. He stated the previous year they asked for \$14,000.00 and with the addition of the website the cost has increased for that reason.

Germundson made a motion to approve the application of \$20,000.00 from the Economic Development fund of the Tioga Fund; second by Pederson.

Call: Aye – Myles Rosencrans, Nathan Germundson, Wendy Lenzen and Ronica Pederson

Nay – None

7.) Tioga Area EDC Application

Chris Norgaard gave a presentation discussing the Tioga Area EDC boards application for operating expenses for 2022. He discussed operations and uses for the requested funds and increase in expenses such as tax preparation fees, website fees, office supplies, conference fees, travel expenses, insurance, and utility expenses. The EDC has about 30 members with some new businesses and participation.

Germundson made a motion to approve the application of \$20,000.00 from the Economic Development fund of the Tioga Fund; second by Lenzen.

Call: Aye – Myles Rosencrans, Nathan Germundson, Wendy Lenzen and Ronica Pederson

Nay – None

8.) Tioga Area EDC Application

Chris Norgaard gave a presentation for the Tioga Area EDC boards application for the requested \$80,000.00 to contract the Community Development Consultant for Tioga. He discussed the EDC board's decision to increase the contract by

\$20,000.00 as Lindahl has taken on more rolls, been attending more meetings and conferences, the new state pilot training program will require additional management that he will be directly responsible for tracking time and coordinating much of the program. Norgaard stated Lindahl is working very hard on attracting new industry. And stated the multiple letters of recommendation that has been received. Norgaard stated the \$80,000.00 was also increased as his wages do not take out taxes, there's no benefits, retirement or healthcare, with his original wages if one were to account wages as a City Employee with benefits Chris estimated \$100,000.00. Norgaard stated the EDC board needs someone in this position that knows the communication processes and talent and Lindahl is a good candidate. Rosencrans stated 2016 and 2017 the contract was \$48,000.00, 2018 and 2019 was \$50,000.00, and 2020 and 2021 was \$60,000.00. Pederson asked since Norgaard is comparing the contract with wages, what kind of hours and time is Lindahl putting in for the Tioga EDC. Norgaard estimated 40 to 50 hours per week with calls at all hours of the day and added conferences that can last 3 to 4 days. Pederson asked if there is additional compensation for vehicle mileage reimbursement. Norgaard stated yes but there is no charge if less than 100 miles. Lenzen ask how the EDC board came up with the \$20,000.00 increase. Norgaard stated the EDC board reached out to Williston for comparison and their position pays \$120,000.00 per year not including benefits. Pederson stated it seems unrealistic to compare this position with Williston as their population is estimated around 20,000-25,000 people and is 10 times the size of Tioga. Lenzen asked if the EDC board reached out to Stanley to see what they pay. Nogaard stated Stanleys and Crosby's positions are employed by their City. Pederson stated she reached out to Stanley and was told by their City office, that position is volunteer. Lindahl stated that he would like to point out that of that \$80,000.00, \$15,000.00 is taken for taxes so that \$80,000.00 is really only \$65,000.00 then he uses his personal vehicle, so the EDC is not insuring that expense or any travel back and forth less than 100 miles. Lindahl also gave a power point presentation explaining the reason for the EDC to have a consultant is to help Tioga keep a clear vision and have a specific strategy on where we want Tioga to go. Lindahl explained working with the board to define that vision and mission of the Tioga EDC and wanting to keep Tioga at the forefront of North Dakota. He stated this is his 6th year presenting for this position and the Tioga Area Economic Development Corp. is more than just the borders of Tioga, it is Tioga Area. Going into this next phase will involve a lot more reaching out to surrounding areas and communities. Lindahl explained the EDC's strategies from 2016 moving forward to current. Rosencrans asked if Lindahl will be working more hours in the Tioga area then in previous years. Lindahl stated yes, he will be putting in more hours this year with transitioning industry as has been discussed with the EDC board and he will be doing a lot of retooling and reaching out to attract industry. Lenzen asked from previous years with the lower contract cost he was taking other outside clients, has this position/contract required him to work exclusively with the EDC for Tioga. Lindahl explained this contract with Dakota Strategic Communications stipulates he must work 80% strictly EDC for Tioga, he cannot take on other clients over 20%. He wouldn't be able to do this job working 80% for only \$60,000.00 to \$65,000.00. Rosencrans stated he feels Tioga needs someone in an Economic Development position and Lindahl has experience. Germundson agreed with Rosencrans stating he thinks the EDC is moving in the right direction and if the EDC had to find somebody new, he thinks it would be a failure and would loose any momentum the EDC has established in the past. Pederson stated this application is for funding and were not making recommendations for who the EDC contracts but the amount of money requested for the EDC to contract the position. Germundson stated the EDC Board of Directors feels this is the right amount for this new contract. Pederson stated looking at the numbers the \$20,000.00 increase for the contract is an extensive increase of almost 35% and she wanted to find out what other areas similar in Tioga's size were paying for similar contracts or positions and she found a variety of different responses. Some are contracted, some are employed, some receive benefits and some don't, some are part time, few are volunteer, most wages with similar populations averaged \$55,000.00 not including benefit so once you calculate benefits estimating \$15,000.00. Pederson stated she also looked back to see the last position employed with the city and calculated the last known wages, considered a 2% annual increase and again those wages would be estimated around \$55,000.00 with the estimated benefits that total would be around \$70,000.00. Pederson stated she felt like a 35% increase was a big increase. Lindahl stated the EDC is requiring a 20% increase in work, especially with the \$200,000.00 new program he will be working with. Norgaard stated the other towns being compared do not have the amount of oil and gas production like Tioga. Lenzen stated that she feels the EDC is fairly in line with their contract price if the numbers for similar size populations are averaging \$70,000.00 then Tioga in this area should be a bit higher and \$80,000.00 is in line. David Papineau stated that even though we don't have the same population size as bigger cities like Williston, Minot and Bismarck by contacting a person that has the experience that these bigger cities would be hiring should also be put into consideration when calculating a contract price.

Germundson made a motion to approve the \$80,000.00 from the Economic Development fund; second by Lenzen.

Call: Aye – Myles Rosencrans, Nathan Germundson and Wendy Lenzen
Nay – Ronica Pederson

9.) Tioga Park Board Application

Tyler Judkins gave a presentation for the Park Board's application and the coordination with the Rec Council. He stated they haven't been to the Visitor's Promotion Board yet as they meet in January. Rosencrans as about the concrete pad that was poured this summer was a part of the project. Judkins explained they knew it needed to be done and this project would eventually be coming up and they are going to pour more concrete for the driveway as well. Rosencrans asked if the building and concessions will have running water. Judkins explained yes, the concessions will have running water along with the bathrooms and he would be blowing out all the lines for winterization in the winter time. Judkins explained the building will be very similar to the pavilion at White Earth Bay and the Rec Council will be able to run the concession during summer games, have storage and garage and bathrooms open to public. Discussion continued regarding the rec councils limited funding and the park board is helping the Rec Council with the project and different ways to disburse funds within the Tioga Fund and what is appropriate funds for this project.

Germundson made a motion to approve \$115,000.00 of the application, with \$50,000.00 from Community Improvement, \$45,000.00 from Park and \$20,000.00 from Recreation funds of the Tioga Fund; second by Pederson.

Call: Aye – Myles Rosencrans, Nathan Germundson and Ronica Pederson
Nay – None
Abstain – Wendy Lenzen

With no further business, the meeting of the Tioga Fund Advisory Board was adjourned at 8:39 p.m.

Myles Rosencrans, President of the Tioga Fund Advisory Board

ATTEST:

Ronica Pederson, Deputy Auditor