CITY OF TIOGA

City Commission Meeting Minutes
10/05/2026
Unofficial

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on October 5, 2026, at the Tioga City Hall, by President of the City Commission Brett Rieniets.

PRESENT: Brett Rieniets, Kyle Ralston, Jaden Iverson, Cody Normark, Liz Pendlay (remote), Wendy Lenzen

ABSENT: Steven Dye

Guest: Patrick Carabello, Nikolas Oster, Kaare Hallesy, Darci Grosche, Scott Grosche, Madison Ramberg, Trey Ramberg, Deborah Trones, Josh Vachal.

Pledge of Allegiance:

Minutes: Exhibits of Commission Meeting Minutes for September 21, 2026. **Ralston made a motion to approve as presented with no errors or omissions. Second by Normark. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets**

Commissioners Reports:

Street: Ralston advised that the water department has been busy working with R&T water and the street and water department worked together with many volunteers from the Tioga Public School, Lions club, Museum, and community members to plant trees in town purchased with grant money. Ralston thanked all volunteers for their help and shared that trees look great.

Finance: Iverson shared that he sat in on interviews for the Tioga Chief of Police position.

President: Commissioner Rieniets advised that he has a resolution on the agenda.

Police: None

Water: None

Modifications/Approval of Agenda: Ralston made a motion to modify the agenda by adding Resignation to New Business #5 and Raffle Permit to Consent Agenda #21. Ralston Modified his motion to modify the agenda to add Resignation as New Business #6, Raffle permit as Consent Agenda #22 and Community Center under old business #5. Second by Normark. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets

Old Business:

1. **Legal Report:** Pendlay advised that City Commission go into executive session to designate commission authority or settlement authority regarding mediation in the Teraflex litigation. Additional depositions scheduled for October 12.
2. **Engineer Report**: None
3. **Brosz Engineering – Task Orders:** Patrick Carabello advised that the permits have been submitted to the DWR for they are redlining and revising plan sheets for the 60% design review meeting for Signal Street. 67th Street Rehab project update includes soil borings were taken last week and the soils report is in progress. The proposed surface is being finalized for floodplain adjustments and nearing the 30% review meeting. Ralston requested that the 60% meeting on Signal Street and 30% meeting on 67th be conducted at the same time if possible.
4. **Triangle Electric Quote:** Rieniets advised that this quote was approved some time ago and the heat tracing at the lagoon did not get done. The quote has since changed and is looking for approval to complete the same project in an amount not to exceed $12,000.00. **Motion by Ralston to approve updated quote from Triangle Electric in an amount not to exceed $12,000.00 Second by Normark. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.**
5. **Community Center Signage:** Rieniets advised that the signage installed at the Community Center states that the community center is closed to through traffic, has resulted in discussions on social media and gave a brief recollection of the meeting in February 2026 where the decision to put signage at the Community Center was originally determined after both the Librarian and

the Community Center Director expressed their concern of through traffic and the safety of community members walking from their vehicles to the community center citing a recent incident where a child was almost hit by vehicle travelling through the parking lot. Rieniets advised that the decision in February was made out of safety concerns, and he still feels good about the decision and the community center parking lot is just that, it is not a street. Deborah Trones shared that as long as she can remember, there has been a road through there and nobody likes that they are preventing them from driving through there. She expressed concern that the commission is not listening to the members of the community and what they want. Trones suggested that the council ask the community members what they want and what they would like to see happen, which she feels hasn't happened in many years, not just the current commission. Ralston asked Trones what she would like to see happen and Trones suggested either closing the entrance from the North side completely or giving the community a road that they can use other than Hwy 40. Normark suggested speed bumps which raised concern about snow removal and ice buildup. Jennifer Knudson shared that she agrees with Debbie and the road that has always been used by locals through the community center should stay a through street and for the people that have used that road all of their lives want it to stay. Alisha Nelson shared in drivers education, they are taught that parking lots are not through streets and it should be treated like a parking lot. Nelson shared that she was setting up for an event the past weekend and there were many vehicles using it as a through street and getting in the way. Further discussion, **no motion** was made.

New Business:

6. **Resignation:** Rieniets advised that Steven Dye, City Water Commissioner, tendered his resignation to the City Auditor in writing and followed up with Commission President Rieniets via phone citing his work obligations leave little time for city business. **Motion by Ralston to accept Steven Dye's resignation. Second by Normark. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets**
7. **November Commission Meeting Dates:** Rieniets advised that he will be unavailable for the meeting in November and asked the commission to consider moving the November meeting dates from November 2nd and 16th to November 9th and 23rd. Discussion held. **Motion by Ralston to adjust commission meeting dates in November to the 9th and 23rd. Second by Normark.** Discussion held regarding municipal court being on the 23rd at 6:30PM. **Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.**
8. Resolution 2026-05: – Rieniets read the following resolution in its entirety

Resolution: 2026-05 Agenda Item: 6
Date: October 5, 2026

BE it resolved by the Commission of the City of Tioga, Williams County, North Dakota herein sets forth:

A RESOLUTION ESTABLISHING ATTENDANCE AND PARTICIPATION EXPECTATIONS FOR THE CITY COMMISSIONERS OF THE CITY OF TIOGA AND ESTABLISHING FINANCIAL PENALTIES FOR UNEXCUSED ABSENCES FROM SCHEDULED MEETINGS.

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 the City Commission of the City of Tioga is the duly elected governing body responsible for the legislative and administrative functions of municipal operations; and

WHEREAS regular attendance and active participation by all elected City Commissioners are vital to ensure a lawful quorum, prevent structural gridlock, maintain public trust, and execute the official duties of local government; and

WHEREAS a failure to attend scheduled municipal meetings directly impacts public representation and hinders the timely passage of crucial ordinances, budgets, and resolutions; and

WHEREAS the City Commission seeks to foster a rigid culture of mutual professional accountability and fiduciary responsibility among its members.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TIOGA AS FOLLOWS:

SECTION 1. EXPECTATIONS OF ATTENDANCE AND PARTICIPATION
All members of the City Commission are hereby required to attend and actively participate in all regularly scheduled meetings, special meetings, and executive sessions of the City Commission in-person, unless an absence is explicitly deemed "Excused" by the Commission President, Commission Vice President or a formal notification process is accepted by the City Auditor.

SECTION 2. DEFINITION OF EXCUSED AND UNEXCUSED ABSENCES
Excused Absences: An absence shall be categorized as excused only if the City Commissioner provides written or electronic notice to the City Auditor and/or directly communicates verbally with the Commission President and/or Commission Vice President at least twenty-four (24) hours prior to the scheduled

meeting, citing justifiable cause such as professional city business, severe medical illness, immediate family emergencies, or pre-approved bereavement leave.
Unexcused Absences: Any absence where a Commissioner fails to provide the required prior notice, or fails to provide an accepted justifiable cause, shall be automatically categorized as unexcused.

SECTION 3. THRESHOLD FOR ABSENTEEISM & FINANCIAL PENALTIES
The 50% Threshold: Any City Commissioner who accumulates unexcused absences totaling fifty percent (50%) or more of all scheduled meetings within any single calendar month shall be deemed in violation of their official oath of office.
Levying of Fines: Upon crossing the 50% unexcused absence threshold, the offending Commissioner shall be subject to an automatic administrative financial penalty of $100 for that specific month, and an additional fine of $100 for every consecutive unexcused meeting absence thereafter.
Deduction from Compensation: The City Auditor is authorized to immediately withhold the levied fine amount directly from the Commissioner’s regular monthly municipal stipend or salary.

SECTION 4. APPEALS PROCESS
Any Commissioner issued a financial penalty under this Resolution may submit a written petition of appeal to the full City Commission within fourteen (14) days of the penalty issuance. The penalty may be overturned or mitigated only by

a two-third (2/3) supermajority vote of the remaining, present members of the Commission during a public session.

SECTION 5. SEVERABILITY AND EFFECTIVE DATE
If any section, subsection, sentence, or clause of this Resolution is held to be invalid by a court of competent jurisdiction, such decision shall not affect the remaining portions. This Resolution shall take effect immediately upon its final passage and adoption by the City Commission.

NOW THEREFORE, the City Commission approves the expectations of attendance and participation of the members of the City Commission of the City of Tioga as set forth herein.

Moved by Kyle Ralston Second by Jaden Iverson to adopt.

Commission Action:	Yes	No	Pass	Absent
Rieniets	X			
Iverson	X			
Ralston	X			
Dye				
Normark	X			

Motion Carried

Brett Rieniets, President

CERTIFICATE

I, **Wendy Lenzen**, City Auditor of said City hereby certify that at a meeting of the City Commission held on the above date, among other proceedings, the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

WENDY LENZEN, City Auditor

9. **CD Maturity:** Iverson discussed the maturity of a CD in the amount of $5,000,000.00 held with The Bank of Tioga. **Motion by Iverson to renew the CD for 9 months at 3.75% APY. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.**
10. **2027 Tioga City Budget –** Rieniets advised that there was a public hearing at 6PM tonight and there were no questions, comments or concerns. **Motion by Iverson to approve the 2027 Tioga City Budget. Second by Normark. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.**
11. **Promotion & Raise Recommendation:** Normark advised that Detective Nick Oster has been overseeing the PD for roughly 6 months, and he would recommend promoting Nick to Sargent of the Tioga PD. **Motion by Normark to approve promotion and raise for Nikolas Oster. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.**
12. **Request to Hire - PD:** Normark advised that he has been conducting interviews for the open Police Chief position and he is confident that they have interviewed an applicant that will fit the City of Tioga needs and the Tioga Police Department. The applicant is Enrique Morales. **Motion by Normark to hire Enrique Morales as Chief of Police. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.**
13. **Lagoon Repair - Quote:** Ralston presented a quote from Newterra for parts to repair equipment at the lagoon. **Motion by Ralston to approve the quote from Newterra in the amount of $10,865.40 Second by Normark. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.**
14. **Water Tower Quote:** Ralston presented an estimate from AE2S to sort out setpoint control for the city water tower in the amount of $4166.00. **Motion by Ralston to approve the quote from AE2S in the amount of $4166.00. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.**
15. **Landfill Rate Adjustment:** Ralston presented a proposal to commission to increase landfill rates on tires that would allow for tires to be disposed of with a third party. The space for the cells at the landfill for tires is diminishing and having them disposed of by a third party, Saber shred solutions, would mitigate the issue. The increase proposed adjustments to rates for tires at $10.00/standard tire, $20.00/semi tire and $75.00/tractor tire. **Motion by Iverson to accept the proposal to revise the waste tire disposal rates. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.**
16. **Executive Session - taken per NDCC 44-04-19.1(4) - Topic: City v. Teraflex, et al, Mediation - Settlement Authority. Basis for executive session: NDCC 44-04-19.1 - Attorney Consultation: Motion by Iverson to suspend open session and adjourn and go into executive session pursuant to NDCC 44-04-19.1 – Attorney consultation. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.** Open session suspended and adjourned at 8:10PM Rieniets called the open session back to order at 9:12PM. **Motion by Ralston to reconvene open session. Second by Normark. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.** Rieniets advised that he would entertain a motion to appoint a settlement authority in joint severability in mediation on October 7th, 2026. **Motion by Normark appointing settlement authority and joint severability to attend mediation on October 7th Brett Rieniets and Kyle Ralston. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.**

Consent Agenda:

17. Bills
18. Payroll 20
19. August 2026 Financials
20. Pledge Holdings – The Bank of Tioga
21. Raffle Permit – Tioga Fire Department
22. Raffle Permit – Sportsman's

Motion to approve the consent agenda by Iverson. Second by Normark. Roll Call: Ayes; Ralston, Iverson, Normark, Rieniets.

Public Comment:

With no further business the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Ralston. Second by Iverson at 09:14 p.m.

The next meeting of the City of Tioga is scheduled for Monday, October 19, 2026, at 7:00 p.m., to be held at the Tioga City Hall.

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Brett Rieniets, President of the City Commission

ATTEST:

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Wendy Lenzen, City Auditor