

CITY OF TIOGA
City Commission Meeting Minutes
10/20/2025
Unofficial

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on October 20, 2025, at the Tioga City Hall, by President of the City Commission Brett Rieniets.

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

ABSENT:

Guest: Cody Hallin, Burton Youngs, Scott Grosche, Darci Grosche, Kaare Hallesy, Bob Anderson, Patrick Carabello, Joel Shaffett, Richard Schmidt, Judy Odegaard, Matt Lierz, Kyle Ledbetter.

Pledge of Allegiance:

Minutes: Exhibits of Commission Meeting Minutes for October 6, 2025 were presented. **Ralston made a motion to approve as presented with no errors or omissions, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye**

Commissioners Reports:

Street: Commissioner Ralston advised that the street department is preparing for winter.

Finance: Commissioner Iverson advised that his department is working on projects for the 2026 calendar year, more information to come.

President: Commission President Rieniets advised that he had the opportunity to work at the Community Center last Friday and he really enjoyed it. Rieniets also reminded the community that there are positions for employment open at the Community Center and he would encourage potential applicants to apply. Rieniets also advised Commissioner Dye that it was necessary that the repairs at the lagoon are completed before the cold weather sets in.

Modifications/Approval of Agenda: Rieniets requested that old business items number five, Open Position – Chief of Police, be moved to item number seven, Airport Board – Advertisement, and that item number seven be moved to Item number five. Ralston requested to add agenda item number nine, Sewage Pump to new business. **Motion by Iverson to interchange old business items five and seven and add new business agenda item nine, sewage pump. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye.**

Old Business:

1. **Legal Report:** Attorney Pendlay advised that she would be meeting with representation from Tera Flex the following day in relation to ongoing litigation and a resolution process.
2. **Community Center Update:** Burton Youngs presented pay applications #15 \$170,719.00 and #16 \$33,660.00 for approval as well as a change order: final Credit reduction to credit back to the City of Tioga \$648,750.00. FCI's Matt Lierz shared that this will be their last real update as everything seems to be complete. Rieniets also asked that Matt look into a solution being able to utilize the bleachers without disturbing the turf and having to remove the turf. Matt will look into a solution. **Motion by Iverson to approve FCI Pay App #15 in the amount of \$170,719.00. Second by Ralston. Roll Call: Ayes;**

Ralston, Iverson, Dye. Motion by Iverson to approve FCI Pay App #16 in the amount of \$33,660.00. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye. Motion by Iverson to approve FCI Change Order: Final credit reduction in the amount of \$648,750.00. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye.

3. **Engineer's Report:** Josh Moore advised that the softball field relocation project Clomr has been approved and issued. The project can now move forward, and Moore asked about securing bids. Rieniets requested 3 different types of bids for the project to include planting grass, laying Sod, and turf so that he could give the community options. Moore agreed to work on this project. Rieniets asked if it was still possible to do any dirt work/grading this fall yet that would allow it to settle over the winter and increase efficiency in the Spring. Josh said that he would look into a contractor. Moore also shared that the Tioga Fire Department is working on an expansion of their fire hall and has requested approval to lay concrete from the property line on the North side of the expansion to the sidewalk. Ralston shared that concrete would be the best option for the 13' wide space.
4. **Open Position – Length of Advertisement PD:** Brett advised that advertisement was approved, but a length of time was not motioned on. Discussion held. **Motion by Ralston to advertise beginning the 25th of October, applications will be accepted until November 8th. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**
5. **Airport Board – Advertisement:** Rieniets advised that the commission did not recommend filling the airport board seat and asked for a timeline to advertise. Motion by Ralston to advertise the open airport authority board seat beginning October 25, 2025 and letters of interest will be accepted until November 8th, 2025. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.
6. **Brosz Engineering – Pay App #3:** Patrick Carabello requested approval for the final Pay Application for the chip seal project in the amount of \$23,284.98. Carabello noted that this project came in at \$20,000.00 below budget and thanked the City of Tioga for participating in the project. **Motion by Ralston to approve the Brosz Pay Application in the amount of \$23,284.98. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**
7. **Open Position – Chief of Police:** Rieniets advised that the City has had an interim chief of police for several weeks and he would like to move forward with a recommendation for a permanent chief, extend an offer, and if the offer is accepted, approval to hire and complete the necessary background checks applicable. Rieniets shared the difficulty for the department with the resignation of Chief Nelson and the importance of maintaining that standard. He shared the process in identifying and vetting potential applicants and the decision was very difficult. Rieniets had a strong conviction that Officer Hallin could be successful as interim chief and felt he did the job well. Rieniets recommended that an offer be extended to Cody Hallin for Chief of Police. Ralston advised that there were two great candidates and this was a very difficult decision because he felt confident in both candidates. Iverson also shared that the community has expressed support for both candidates and he felt Officer Hallin did a great job as interim chief and he also would support Hallin for Chief of Police. Iverson expressed that this was a very difficult decision. **Motion by Iverson to extend an offer to hire Cody Hallin at a step zero salary, contingent on pre-employment requirements. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye.**

New Business:

8. **Banking Resolution:** Attorney, Liz Pendlay read aloud banking resolution 2025-02 presented for approval.

Resolution: #2025-02__

Agenda Item: _8__

Date: October 20, 2025

BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota herein sets forth: 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 light of recent personnel changes within the Office of the City Auditor, which necessarily caused a review of existing signers, signature cards, and account agreements pertaining to all City bank accounts; and

WHEREAS, in order to facilitate the orderly processing of City of Tioga business, the Office of the City Auditor has requested that the following named individuals be designated/listed as signers on all accounts held at the following identified financial institutions:

For All City Accounts at Bank of Tioga, except the Municipal Court Account(s), the authorized signers shall be:

Wendy Lenzen (City Auditor)
Desiree Hanson (Deputy Auditor)
Brenda Rohde (Deputy Auditor)
Shanelle Ramsey (Deputy Auditor)

For the Municipal Court Account(s) at the Bank of Tioga, the authorized signers shall be:

Wendy Lenzen (City Auditor)
Darci Grosche

For All City Accounts at First State Bank and Trust authorized signers shall be:

Wendy Lenzen (City Auditor)
Desiree Hanson (Deputy Auditor)
Brenda Rohde (Deputy Auditor)
Shanelle Ramsey (Deputy Auditor)

WHEREAS, it is further RESOLVED that **Commission President Brett Rieniets and Finance Commissioner Jaden Iverson shall be afforded an appropriate third-party access agreement (or similar arrangement)**, which shall allow said

Commission members to review bank statements, account transactions, account information, balances, and the like, but which shall not permit the said Commission members to transfer funds, sign checks, or draw out or deposit funds, or otherwise transact business on such accounts at both of the above-named institutions. Such access agreement may include either in-person or online access to such materials for review. In addition to the foregoing, **Commission President Brett Rieniets shall have a third-party access and review agreement of the same nature for any City accounts relating to the City’s municipal court account(s) and/or accounts designated for use by the City’s Police Department** in light of the present vacancy for the Police Commissioner. This resolution will be supplemented for third party access and agreements for a new Police Commissioner when such vacancy is ultimately filled and known to the Commission.

NOW THEREFORE, the City Commission approves adding Brenda Rohde, Deputy Auditor to the City of Tioga Bank accounts as indicated in the above-named signers, third-party access/review agreements, and the removal of signers as set forth herein.

Moved by _____ Second by _____ to adopt.

Commission				
Action:	Yes	No	Pass	Absent
Rieniets				
Iverson				
Steele				
Dye				
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

- Motion by Iverson to approve bank resolution 2025-2. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye.**
9. **Sewage Pump:** Ralston shared that the sewage pump at the city shop has stopped working and needs to be replaced. Street Superintendent, Kirk Odegaard, secured a quote for a replacement liberty pump with a float including installation labor \$7900.00. **Motion by Iverson to approve replacement of the pump with labor in an amount not to exceed \$8000.00. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**

Consent Agenda:

- 10. Bills October (2)**
- 11. October 20 Payroll**
- 12. September Financials**
- 13. Tioga Fund – Food Pantry**
- 14. P/Z – Final Plat Tioga High School**
- 15. P/Z – Preliminary & Final Plat Hamilton Homes**
- 16. P/Z – Conditional Use Saltwater Disposal Murex Petroleum**
- 17. P/Z – Conditional Use 6 Well Pad Murex petroleum**

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

Public Comment: Robert Anderson shared that he has spoken to many people in the community and hears a lot of praise for the work that the current commission is doing. He appreciates that the commission is working to pay down debt and wanted to express his appreciation. He encouraged the board to disregard the negative social comments. Judy Odegaard seconded Roberts' comments. Kyle Ledbetter, Murex Petroleum introduced himself and shared that he is available should any community members have questions regarding the projects that Murex is currently working on. Iverson and Rieniets encouraged community members to come to a commission meeting with concerns, the commission is interested hearing community member opinions.

With no further business the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Iverson second by Ralston at 8:16p.m.

The next meeting of the City of Tioga is scheduled for Monday November 3, 2025 at 7:00 p.m., to be held at the Tioga City Hall.

Brett Rieniets, President of the City Commission

ATTEST:

Wendy Lenzen, City Auditor