

CITY OF TIOGA
City Commission Meeting Minutes
11/17/2025
Unofficial

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on November 17, 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

Guest: Cody Hallin, Liam Barlow, Dan Larson, Josh Reiner – Moore Engineering, Judy Odegaard, Tim Sundhagen, Juan Juarez, Josh Vachal.

Pledge of Allegiance:

Minutes: Exhibits of Commission Meeting Minutes for November 3, 2025, Special Commission meeting and November 3, 2025, Commission Meeting 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 and requested that trailers, vehicles, boats, and campers be moved off of city streets and moved elsewhere as soon as possible to avoid damage and allow for safe snow removal. Any concerns or issues can be directed to commissioner Ralston at 701-741-7887

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

President: Commission President Rieniets advised that he assisted Chief Hallin with Patrol officer applicants and looks forward to staffing that department.

Water: quote for the aeration system at the lagoon repair is on the agenda tonight

Modifications/Approval of Agenda: Rieniets requested to add Approval to hire for the Police Department as new business item 10, Commissioner Dye requested to add the quote for the Aeration System at the lagoon as new business item 11, Rieniets also requested to add new business item 12; Resignation to the agenda. **Iverson made a motion to amend the agenda by adding new business items 10,11, and 12. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye**

Old Business:

1. **Legal Report:** Attorney Pendlay advised that there is a third party joining the streets lawsuit and as discussed at the previous meeting the conference for scheduling conflict resulted in a change in the schedule for a trial date to December 14-18, 2026 ultimately prolonging again and suggested the commission continue to entertain the idea of a rebid for the street project so as to not delay another construction season.
2. **Engineers Report:** Josh Reiner discussed the option for a softball field that would include a turf surface for the field. He shared that the city could expect 10 plus years of life expectancy with a turf field and discussed some estimates regarding maintenance equipment and maintenance cost of \$2500 per year.

Reiners also shared that a purchasing cooperative might be an option to look into and would not require a formal bid process. Rieniets asked about the additional quotes he had previously requested and Reiner advised that the project would need to be placed out for bid.

Reiner also presented a final pay application for the N Mainstreet Reconstruction project to release the retainage on the project. That pay application was in the amount of \$35,710.87. **Motion by Ralston to approve the request for Crow River Construction final quote for \$35,710.87. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**

Reiner discussed the Water Service Line Inventory to participate directly with the State of ND in the survey to assist the city with the development and scope of city service line needs and he would touch base with the city auditor to discuss communications to community members.

Rieniets final item for discussion as the Annabelle Homes subdivision replat and the estimated cost from the Title Team associated with preparing an abstract for the property. Rieniets shared that the re-plat for the property was \$2500.00 in engineering fees. **Motion by Ralston to approve the quote from The Title Team in the amount of \$5500.00. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**

3. **Airport Board Letters of Interest:** Rieniets advised that there were three letters of interest for the open airport board seat. **Motion by Ralston to accept the letter of interest from Juan Juarez to the Tioga Airport Authority Board. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**

New Business:

4. **Rink Liner – Community Center:** Rieniets advised that there is a quote from Blue Lake Plastics in the amount of \$2007.50 to provide a liner for the ice rink to allow it to hold water. Rieniets suggested that next summer the commission look at repairing the rink so that it will hold water without the liner. **Motion by Ralston to approve the approve the quote from Blue Lake in the amount of \$2007.50. Second by Iverson.** Ralston shared that the City Maintenance crew has been installing the liner. This is strictly to purchase the liner. **Roll Call: Ayes; Ralston, Iverson, Dye.**
5. **Pro Safe Pest Control – Community Center:** Rieniets advised that there was a quote from Pro Safe for pest control at the community center for a recurring charge of \$110.00 per month. **Motion by Ralston to approve the recurring quote from Pro Safe in the amount of \$110.00 per month. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**
6. **CD Maturity:** Iverson advised two maturing CD's that were set to mature yet this year, one in November and one in December. Iverson suggested discussing the one that is maturing in the current month and suggested keeping the certificate with The Bank of Tioga at 3.55APY for a term of 6 months. **Motion by Iverson to open a 6-month CD with The Bank of Tioga in the amount of 5 million dollars at a rate of 3.55% APY and earned interest to the general fund. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye.**
7. **2025 Bonus:** Iverson shared that each year the commission considers a bonus for employees at the end of the year. Last year the bonus amounts were \$1000 for each full-time employee and \$750.00 for each part-time employee. Iverson discussed \$1000.00 per employee. Rieniets shared that the employees have been through a lot this year to meet their expectations and rose to the occasion and he would like to double the bonus this year. Discussion held. **Motion by Iverson to approve a 2025 holiday bonus of \$1500.00 per employee to include full-time and part-time employees. Second by Dye. Roll Call: Ayes; Iverson, Dye. Nayes; Ralston**
8. **City of Tioga COLA:** Jaden advised that traditionally the city has budgeted a 3% Cost of Living Adjustment for employees, and he would prefer to exceed that amount this year. Rieniets discussed doing away with COLA's going forward and considering salary increases based on merit and eliminating the step-schedule policy. Discussion held by Iverson about the broad cost of living adjustment. **Motion**

by Iverson to approve a cost-of-living increase of zero percent. No second. Rieniets suggested keeping the COLA for 2026 and focusing on performance-based raises in the next year. **Motion by Iverson to approve a 3% Cost of Living allowance for employees. Second by Ralston.** Ralston advised that this was the best way to transition and communicate with employees when a new process is rolled out. **Roll Call: Ayes; Ralston, Iverson, Dye. Motion by Iverson to set an effective date for the Cost-of-Living allowance effective December 16, 2025. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye.**

9. **Landfill Winter Hours:** Effective December 1st, the Landfill hours will adjust to winter hours: Tuesday and Thursday 8AM-5PM and the first Saturday of the month from 9AM-12PM.
10. **Request Approval to Hire – PD:** Chief Hallin requested approval to hire a patrol officer, Matthew Aberle after completing interviews last week contingent upon Drug, Alcohol and background checks. **Motion by Ralston to approve the request to hire as providing drug and alcohol and background checks are met. Second by Iverson.** Rieniets shared that the applicant interviewed outstandingly and he was very excited about this hire. **Roll Call: Ayes; Ralston, Iverson, Dye.**
11. **EDI Quote – Lagoon:** Dye advised that he has received a quote from EDI for repairing the aeration system at the lagoon. They will treat the units, remove the membrane and diffuser core as well as replace the ballast and repair any items as needed. They will also test for leaks in the system. Dye noted that the quote does include an expedition fee of \$6500.00 to complete the work within the next 2-3 weeks. **Motion by Ralston to approve the quote from EDI to repair the lagoon in the amount of \$62,375.00. Second by Iverson** Rieniets confirmed that EDI said they could complete work within the next 2-3 weeks and Dye advised that he confirmed with EDI. **Roll Call: Ayes; Ralston, Iverson, Dye.**
12. **Letter of Resignation – PD:** Chief Hallin advised that on November 12, 2025 his department as well as City Hall received a notice of resignation from Detective Sara Litten stating that she would not be returning to work upon conclusion of her leave. Chief Hallin requested that her resignation be effective November 12, 2025. **Motion by Ralston to accept resignation of Sara Litten effective November 12, 2025. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**

Consent Agenda:


13. Bills November (2)
14. November Payroll 22
15. October Financials
16. Raffle Permit – Tioga Close Up Foundation
17. Tioga Fund Application – Tioga Historical Society
18. Tioga Fund Application – Tioga Area EDC
19. Visitor Promotion Fund – Tioga Historical Society

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

Public Comment: None

With no further business the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Ralston second by Iverson at 8:05 p.m.

The next meeting of the City of Tioga is scheduled for Monday December 1, 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