

CITY OF TIOGA
City Commission Meeting Minutes
12/01/2025
Unofficial

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on December 01, 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, Jason Steele, Lea Dunn, Kristi Gutierrez, Josh Reiner – Moore Engineering, Josh Vachal.

Pledge of Allegiance:

Minutes: Exhibits of Commission Meeting Minutes for November 17, 2025, Special Commission meeting and November 13, 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 clearing streets of snow and requested that personal property 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: None

President: Commission President Rieniets advised that the city has moved to an electronic timekeeping system for City employees, Timeclock Plus has gone live today and looks forward to clarity for employees and the transparency and efficiency that this will provide. The police department had extended an offer previously to an applicant for the open police officer position and those employment conditions were not met. The City of Tioga is pursuing a Rural Catalyst grant to allow the city to build a ball field to replace the one that was lost with the CC expansion. The Community Center is working to correct the heat regulating issues. Rieniets also shared that with winter weather, the maintenance department is working to clear the streets as quickly as possible and please slow down if the conditions are not ideal.

Water: Commissioner advised that he has been in communication with DEI and everything is moving along as expected.

Modifications/Approval of Agenda: Rieniets requested to add Engineer Report as Item 2 under old business. **Iverson made a motion to amend the agenda by adding old business item 2, Engineer Report. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye**

Old Business:

1. **Legal Report:** Attorney Pendlay advised that she is looking forward to positive changes in regard to the Timeclock system and updated employee handbook.
2. **Engineers Report:** Josh Reiner discussed adjusting the size of the proposed new ball field to increase the size of the ball field from 220 feet to 275 feet allowing the field to be used both for softball and baseball regulation. Adjusting the size could affect the grading plan and would require updating the

layout and grading plan and well as the hydraulic modeling. Reiner estimated that the cost to update would be up to \$8,000 and requested the commission approval. **Motion by Iverson to approve the Moore Engineering to rework plan for the ball field. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye.**

New Business:

3. **Abatement Hearing:** Lea Dunn, Williams County Assessor's office presented abatements for the tax years of 2023 and 2025 filed by Ryan LLC on behalf of Tioga Square LLC. For the assessment year 2023 Ryan LLC is requesting a decrease in assessed value. Lea advised that her office has reviewed the information presented, conducted an onsite visit of the subject property and recommended that the abatement be denied based on the review findings. Iverson asked if there was anyone in the public that would like to comment. Hearing none, **Motion by Iverson to deny the request for abatement for the year 2023. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye.**

Lea Dunn, Williams County Assessor's office presented an abatement request for the assessment year 2025. Ryan LLC is requesting a decrease in assessed value on behalf of Tioga Square LLC. Lea advised that her office has reviewed the information presented, conducted an onsite visit of the subject property and recommended that based on the review of the property and all paperwork presented the abatement be denied. Rieniets asked if there were anyone in the public that would like to comment. Hearing none. **Motion by Iverson to deny the request for abatement for the year 2025. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye.**

4. **Williams County 1% Grant – Reimbursement PD 2024-404:** Chief Hallin requested approval to reimburse the 1% grant of \$45,000.00 that was granted to the Tioga PD in 2024 to purchase property that the police department no longer intends to purchase.

Motion by Ralston to reimburse the 1% grant fund in the amount of \$45,000.00. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.

5. **K9 Program - PD:** Chief Hallin advised that he would like to eliminate the K9 program in Tioga due to inadequate K9 training by the K9 officer. Hallin advised that the K9 program has been suspended twice due to lack of meeting the required training hours. Hallin also advised that without a K9 in Tioga, there were other departments with K9 programs that could assist. Chief Hallin has found placement for K9 Izzy with a K9 Trainer that would place K9 Izzy with another handler to continue working. Attorney Pendlay requested clarification that the K9 is certified, however, the requirement for regular training hours with the K9 handler has not been met. Chief Hallin advised that the training hours per month have not been met. **Motion by Ralston to table until the end of the agenda to allow Chief Hallin to identify the K9 Trainer that Izzy will rehome to. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**

Chief Hallin advised that the trainer that he proposed to take K9 Izzy is K9 Disco, LLC in Fargo ND. **Motion by Iverson to gift back K9 Izzy to K9 Disco LLC. Second by Ralston.** Discussion held the need to move K9 Izzy to give her an opportunity to work to the capacity she was intended to. The Tioga PD cannot operate the K9 department currently. Rieniets shared that former Chief of Police, Josh Nelson suspended the K9 before he left and the training has not improved to allow the program to move forward. Ralston advised that Tioga will still have resources for a K9 unit when needed. **Roll Call: Ayes; Ralston, Iverson, Dye.**

6. **Request to Hire:** Chief Hallin advised that the request to hire approved at the previous meeting resulted in the applicant not meeting the employment conditions for approval. Chief Hallin moved to the next applicant that was interviewed and determined that the applicant was unable to be licensed. Hallin stated that he reviewed the third applicant that was considered during the interview process and requested approval to hire Zachary Reising subject to meeting pre-employment conditions for

approval and a probation period of 180 days. **Motion by Iverson to approve request to hire pending pre-employment conditions are met as a patrol officer. Second by Ralston. Roll Call: Ayes; Iverson, Dye, Ralston**

7. **Capital Replacement:** Ralston advised that the City has received two quotes for a payloader from Titan machinery and John Deere. Both quotes include trade-in of the City's current payloader. **Motion by Ralston to approve the quote from Titan Machinery for the purchase of a Case payloader in the amount of \$148,500.00. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**
8. **Property Coverage – Premium adjustment:** Rieniets discussed the proposed increase to the city insurance premium was a result of adding the expansion of the community center to the premium in the amount of \$9493.00. This amount includes credit back to the city for removal of a Ford Explorer from the policy in the amount of \$431.00. **Motion by Ralston to approve Papineau insurance premium increase in the amount of \$9493.00. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**
9. **Resolution 2025-04:** Resolution: 2025-04 Agenda Item:9
Date: December 1, 2025 BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota: A RESOLUTION ADOPTING UPDATES TO THE CITY OF TIOGA EMPLOYEE HANDBOOK, 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 maintains and updates various personnel policies in accordance with and to ensure compliance with current local, state and federal law, and to ensure efficiency, record keeping and fiscal responsibility. Whereas; the Commission directed the update and preparation of such current and compliant policies in the context of the City's Employee Handbook, which was reviewed and approved by the Commission on the record at the December 1, 2025 regular Commission meeting. Whereas; the City of Tioga will adopt a bi-weekly employee payroll schedule for exempt and non-exempt employees effective February 1, 2026. NOW THEREFORE, the said updated Employee Handbook and all new, revised, and other policies contained therein as affixed in the attached exhibit 'A' are hereby approved and shall be placed and maintained of record at City Hall and thereafter distributed accordingly to the appropriate department supervisors and all employees. **Moved by Iverson, Second by Ralston to adopt resolution 2025-04. Commission Action: Yes No Pass Absent Rieniets: Yes, Iverson: Yes, Ralston: Yes, Dye: Yes Motion Carried** Brett Rieniets, Commission 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.
10. **2026 Commission Meeting Dates:** Rieniets presented the proposed 2026 Commission Meeting dates **Motion by Ralston to approve the 2026 Commission Meeting Dates. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**
11. **2026 ACH Schedule for Bank:** Rieniets presented the 2026 ACH schedule for the bank. **Motion by Iverson to approve the 2026 ACH schedule for the bank. Second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye.**
12. **2026 Payroll and Holiday Schedule:** Rieniets presented the 2026 payroll and holiday schedule for approval. **Motion by Iverson to approve the 2026 Payroll and Holiday schedule. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**
13. **Public Input Meeting Dates:** Ralston discussed the opportunity for public input meeting dates regarding city projects and discussed setting some dates for public input. Rieniets advised that we have adopted a public comment section to all our commission meetings. Rieniets suggested that we could plan on keeping the next regular meeting as light as possible and invite public input at the next meeting.

14. Lagoon maintenance: Ralston advised that when the weather gets colder the city must rent heaters to keep pipes from freezing at the lagoon and they received proposals to do heat tracing from Triangle Electric in the amount of \$11,355.19 and KSI in the amount of \$22,479.22. In addition, KSI does soft and hard pack insulation and quoted that work in the amount of \$9787.71. **Motion by Ralston to approve the quote from Triangle Electric in the amount of \$11,355.19. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.**

Motion by Ralston to approve the quote from KSI in the amount of \$9,787.71 for the hard and soft pack insulation. Second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye.

Consent Agenda:

- 15. Bills Dec (1)**
- 16. December Payroll 23**
- 17. Planning & Zoning – Building Application**
- 18. Special Liquor License – Rig Lounge**
- 19. Special Liquor License – Rig Lounge**
- 20. Special Liquor License – Rig Lounge**
- 21. Special Liquor License – Rig Lounge**
- 22. Raffle Permit – Tioga Close Up Foundation**
- 23. Raffle Permit – Tioga Area EDC**

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

Public Comment: Josh Vachal, Tioga Area EDC director reminded the community about the Night For Tioga Gala on December 12, 2025, and encouraged everyone to attend.

With no further business the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Ralston second by Iverson at 8:06 p.m.

The next meeting of the City of Tioga is scheduled for Monday December 15, 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