

CITY OF TIOGA
City Commission Meeting Minutes
February 7, 2022

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on February 7, 2022, at the Tioga City Hall, by the City Commission President Natalie Bugbee.

PRESENT: Natalie Bugbee, Tim Christianson (late), Shawn Travis, Jessica Steele, Elizabeth Pendlay (over phone), Abby Salinas

ABSENT: Larry Maize

GUEST: Jacob Orledge, Dan Larson, Wendy Lenzen, Salli Fosburgh, Eric Romero, Sara Litten, Dennis Lindahl, Wayne Knutson, Robert Grzeskowiak, Chris Norgaard, Steve Jensen

Travis made a motion to approve the Commission Minutes of January 18, 2022 Regular Commission Meeting, second by Steele. Roll Call: Ayes; Travis, Steele

Commissioners Reports:

Christianson: None

Travis: None

Steele: Advised Commission Board that the event Coffee with the Popo was allot of fun and was well received by the community.

Maize: None

Bugbee: None

Modifications/Approval of Agenda:

Steele made a motion to add to the agenda under new business #8 Application for grant to the 1% County Committee and #9 Equalization meeting, second by Travis. Call: Ayes; Christianson, Travis, Steele

Old Business:

1. Legal – Pendlay – Advised commission Board that she is working on a project with Salinas and will report on that at a later date.
2. Moore Engineering: Reiner – Gave status update on NE Reconstruction Phase II, handed exhibit of design plans for Commission review. Reiner also updated Commission Board on potential grant for 67th.
3. EDC Update – Dennis Lindahl – Advised Commission Board of what he has been working on.

New Business:

4. Open Airport Board Seat – Salinas handed exhibit to Commission Board for their review and consideration of letters of interest. Discussions held.

Steele made a motion to table the appointment of the open Airport Board seat until the next Commission Meeting on Tuesday February 22, 2022 at 7pm, second by Travis. Call: Ayes; Christianson, Travis, Steele

5. Community Center Event – Salinas handed exhibit to Commission Board for their review and consideration of the cost for the next community Center Event and advised the Commission Board that at last event enough funds were made to cover this event. Salinas is waiting on Auditor’s to advise her where to place the funds made so that when events are planned, she will not have to ask for permission each time.

Travis made a motion to approve the Planned Community Center Event, second by Steele. Roll Call: Ayes; Christianson, Travis, Steele

6. Resolution 2022-01 Accumulation of Vacation Time – Salinas handed exhibit to Commission Board for their review and consideration of Resolution 2022-01 Accumulation of Vacation Time. Salinas states

that there were 2 conflicting policies on vacation time and Pendlay assisted in writing the resolution to fix. BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota: A RESOLUTION TO MODIFY THE CITY OF TIOGA EMPLOYEE HANDBOOK AT SECTION 3.04, ACCUMULATION OF VACATION TIME. Whereas; the City of Tioga ("City"), Williams County, North Dakota, is a municipal corporation, organized and existing under the laws so the State of North Dakota; Whereas; in order to facilitate the consistent and orderly processing and maintenance of City payroll records and to ensure the appropriate methods of compensation of City employees, and to accurately account for such City business, a change to and update in the City of Tioga Employee Handbook is necessary; Whereas; the City formerly instituted a maximum accumulation/accrual policy and related accumulation/accrual chart for vacation time/leave for City personnel, and such policy and accumulation/accrual chart requires inclusion in the City of Tioga Employee Handbook; and Whereas, in order to create consistent policy concerning the accumulation and accrual of City employee vacation time; Now, therefore, the City Commission approves the removal of the following language stricken as set forth below: 3.04 ACCUMULATION OF VACATION TIME Employees are allowed unlimited accrual of vacation balances per calendar year. Each year, employees with accumulated vacation balances as of December 31 that exceed their maximum accrual level for their length of service and employment classification will lose the excess if not used by March 31 of the following year. For example: If an employee's maximum accumulation indicated on the previous chart is 150.28 hours and on December 31 the employee has a balance of 160 hours, the employee will have until March 31 to use the excess 9.72 hours or lose those hours. Vacation hours that accumulate, as of January 1 each year will not factor into the excess hours to be used by March 31. And supplants and amends such language as follows: 3.04 ACCUMULATION OF VACATION TIME "Employees shall accrue vacation hours/time/leave per pay period, but such accumulation of vacation hours/time/leave shall cease or be deemed to have capped on when the employee has reached his/her maximum possible accumulation of vacation hours according to employee's years of service as set forth on the City's vacation time accrual chart appearing at Section 3.01. When an employee has reached his/her maximum possible cumulative accrual as set forth at Section 3.01, that employee shall not continue to accrue further vacation time/leave/hours in the next coming pay period. If the employee is below the maximum possible accrual, then the employee may recommence accumulation up to the maximum hours as set forth in section 3.01."

Christianson made a motion to approve resolution 2022-01 Accumulation of Vacation Time, second by Travis. Call: Ayes; Christianson, Travis, Steele

7. 2021 End of Year Financials for – Salinas handed exhibit to Commission Board for their review and consideration of 2021 End of Year Financials.

Travis made a motion to approve 2021 End of Year Financials, second by Steele. Call: Ayes; Christianson, Travis, Steele

8. 1% County Grant Application – Sergeant Eric Romero - Handed an exhibit to the Commission Board for their review and consideration of 1% County Grant Application for Radio BDA Installation in the amount of \$16,605.80. Discussions held.

Steele made a motion to approve the 1% County Grant Application in the amount of \$16,605.80 for Radio BDS installation, second by Travis. Call: Ayes; Christianson, Travis, Steele

9. Equalization Meeting - Salinas advised Commission Board that a meeting needs to be scheduled in April for the Equalization Meeting and recommends April 4, 2022 at 6pm at City Hall, Commission Room.

Travis made a motion to approve the Equalization Meeting for April 4, 2022 at 6pm at City Hall Commission Room, second by Maize. Roll Call: Ayes; Christianson, Travis, Steele, Maize

Consent Approval:

10. Payroll 01-21-2022 and February 7, 2022 - Salinas handed exhibit to Commission Board for their review and consideration of payroll for 01-21-2022 and 02-07-2022.

11. Bills for January 2022 – Total: \$198,843.96 Advance Business Methods\$87.00; Amazon\$602.43; Aramark\$858.61; Circle\$26,685.00; Computech\$350.00; EAPC\$9,286.95; Electro Watchman\$359.40; Enthalpy\$433.00; Ferguson\$624.36; Fiesel Law\$3,256.16; First District Health\$75.00; Frontier Precision\$1,650.00; Furseth Olson & Evert\$753.90; Info Tech\$757.35; Junior Library Guild\$88.20; Keller Paving\$37,080.00; Lesmeister, Marlana\$294.50; Lexis Nexis\$93.85; Lexipol\$552.00; Linde Gas \$47.77; Main Electric\$2,117.31, MDU\$15,257.56; MWE\$1,172.86; Municipal Judge Assoc.\$25.00; NDACO\$108.00; NCC\$1,232.81; NDDOT\$1,050.40; ND One Call\$25.00; ND State Radio\$600.00; Normont\$858.16; NW Vet\$877.52; Office Depot\$106.07; Papineau\$22.00; Pendlay Law\$5,550.00; Pinnacle\$4,420.72; Ralph’s Plumbing\$933.13; RDO\$836.92; Red Rock Ford\$557.68; Riteway Forms\$369.00; R&T\$61,990.60; Sundhagen Sand & Gravel\$417.24; Tioga Chamber\$150.00; Tioga Drug\$47.96; Tioga Hardware\$1,200.29; Tioga Parts\$206.09; Tioga Tire\$96.85; Tioga Tribune\$267.63; Tracker Products\$1,545.00; Tonys Transfer\$36.00; Verizon\$892.65; VISA \$9,939.61; Wanda Bagley\$637.50; Williams Co Sheriffs Dept\$150.00; WW Auto\$1,210.92
12. Financials for January 2022- Salinas handed exhibits of financials from January 2022 of Fund Summary and Balance Sheet for their Review and consideration.
Steele made a motion to approve the consent agenda that consisted of Payroll for 01-21-2022, Payroll for 02-07-2022, Bills for January 2022 and the City Financials for January 2022, second by Travis. Call: Ayes; Christianson, Travis, Steele

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Steele, second by Travis at 8:12p.m. call: Ayes; Christianson, Travis, Bugbee, Steele.

The next meeting of the City of Tioga Commission Meeting is scheduled for Tuesday February 22, 2022 at 7:00 p.m., to be held at the Tioga City Hall.

Natalie Bugbee, Tioga Commission President

ATTEST:

Abby Salinas, Tioga City Auditor