

**CITY OF TIOGA**  
City Commission Meeting Minutes  
May 23, 2022

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on May 23, 2022, at the Tioga City Hall, by the City Commission President Natalie Bugbee.

PRESENT: Natalie Bugbee, Tim Christianson, Shawn Travis (late), Jessica Steele, Larry Maize, Elizabeth Pendlay (on Phone), Abby Salinas  
ABSENT: None  
GUEST: Jacob Orledge, Carolyn Eide, Judy Odegaard, Wendy Lenzen, Dan Larson, Josh Reiner, Kayla Nolte, Haley Felber, Sandy Clark

**Maize made a motion to approve the Commission Minutes of April 20, 2022 Regular Commission Meeting, second by Steele. Roll Call: Ayes; Christianson, Steele, Maize**  
**Maize made a motion to approve the Commission Minutes of May 6, 2022 Regular Commission Meeting, second by Steele. Roll Call: Ayes; Christianson, Steele, Maize**  
**Maize made a motion to approve the Commission Minutes of May 6, 2022 Public Hearing for Abatement, second by Steele. Roll Call: Ayes; Christianson, Steele, Maize**

**Commissioners Reports:**

Christianson: None  
Travis: Late  
Steele: None  
Maize: None  
Bugbee: None

**Modifications/Approval of Agenda:**

**Steele made a motion to approve agenda as written, second by Maize. Call: Ayes; Christianson, Steele, Maize**

**Old Business:**

1. Legal – Pendlay – Advised Commission Board that she has been working on task orders, sub divisions, platting and planning and zoning ordinance.
2. Moore Engineering: Reiner –Reiner advised Commission Board of status update for North East Reconstruction Project Phase 2. Also advised Commission Board that Moore is waiting for a response from Teraflex for the fixing of the construction on South Main and Reiner also stated he is working on the floodway plain and access easement for the soccer field.
3. Community Center – Salinas handed exhibit to Commission Board for their review and approval of an estimate from BSN Sports for new volleyball equipment to replace the broken equipment in the amount of \$2,673.00

**Christianson made a motion to approve the estimate from BSN Sports for the new volley ball equipment in the amount of \$2,673.00, second by Maize. Call: Ayes; Christianson, Steele, Maize**

Salinas asked Commission Board if the Community Center expansion will continue, if yes handed Exhibit to Commission Board of Resolution 2022-03 A RESOLUTION PROVIDING FOR THE SALE OF OIL AND GAS GROSS PRODUCTION TAX REVENUE BONDS, SERIES 2022 WHEREAS, the Board of City Commissioners of the City of Tioga, North Dakota (the "City"), finds that it is financially feasible and in its best interest to finance the construction of certain recreation facilities (the "Project"). NOW, THEREFORE, BE IT RESOLVED BY THE CITY, AS FOLLOWS: 1. The City shall proceed to offer at public or negotiated sale its Oil and Gas Gross Production Tax Revenue Bonds, Series 2022 (the "Bonds") in an amount not to exceed \$10,000,000 for the purposes of financing the Project and paying the costs of

issuing the Bonds. 2. AMKO Advisors LLC is hereby retained as the City's municipal advisor and is authorized to proceed with the public or negotiated sale of the Bonds, including preparation of an Official Statement or other offering material, the official Notice of Sale and other information to be provided to prospective bidders and underwriters. Bids or proposals will be received in the offices of AMKO Advisors LLC on a date to be determined by the City Auditor in consultation with the municipal advisor; provided, however, that the final terms of the issuance and sale of the Bonds are subject to formal approval by the City Commission on or prior to the sale date. 3. The terms and conditions of the Bonds and the sale thereof shall be fully set forth in the Official Statement or other offering material to be prepared by AMKO Advisors LLC. The distribution of the Official Statement or other offering material to prospective purchasers is hereby approved. 4. Arntson Stewart Wegner PC, Bond Counsel, is hereby authorized to prepare the documents necessary to evidence the issuance of the Bonds. Dated: May 23, 2022. and a contract for AMKO Advisors to seek bond loan. Discussions held.

**Travis made a motion to move forward with the expansion of the Tioga Community Center approve Resolution 2022-03 a Resolution providing for the Sale of Oil and Gas Production Tax Revenue Bonds and sign the contract with AMKO, second by Steele. Call: Ayes; Travis, Steele, Maize Nays; Christianson**

New Business:

4. Vector Budget – Salinas handed exhibit to Commission Board for their review and approval of the 2023 Vector Budget.  
**Christianson made a motion to approve the 2023 Vector Budget, second by Maize. Call: Ayes; Christianson, Steele, Maize**
5. Blanket Insurance for Equipment Breakdown Failures – Salinas handed exhibit to Commission Board for their review and consideration from Papineau Insurance in the amount of \$1,188 per year to cover any mechanical breakdowns of any of the City buildings.  
**Maize made a motion to approve the estimated from Papineau Insurance for the added mechanical insurance in the amount of \$1,188 per year, second by Steele. Call: Ayes; Christianson, Steele, Maize**
6. KSI Annexation – Salinas stated that KSI will be presenting plans in the future for tapping into City's sewer and water with request to annex their property in.
7. Estimate to Fix the Waste Water Treatment Facility (WWTF) – Salinas handed exhibit to Commission Board for their review and consideration of estimate from Native Energy Solutions in the amount of \$4,790.94 for a new meter tag.  
**Christianson made a motion to approve the estimated from Native Energy Solutions for a new meter tag in the amount of \$4,790.94, second by Maize. Call: Ayes; Christianson, Steele, Maize**
8. Estimate for City Generator – Salinas handed exhibit to Commission Board for their review and consideration of 2 estimates for a portable City generator.  
**Christianson made a motion to approve the estimated from CAT for a new City generator in the amount of \$53,876, second by Maize. Call: Ayes; Christianson, Steele, Maize**
9. Code of Conduct – Pendlay – Advised Commission Board and constituents that it would be helpful to prepare an Ordinance for the Code of Conduct that would direct City Staff and City Officials to the handbook when needing guidance on conduct and an acknowledgement form that all Board members and City Employees would sign stating they have received, read and understand the City of Tioga's Code of Conduct. Discussions held, Pendlay will create an ordinance for Commission to review.
10. Renewal of Gaming License – Salinas handed exhibits to Commission Board for their review and consideration of renewal gaming license applications from Prairie Public Broadcasting Inc. for DJ's Lounge Inc and Pour Decisions Steakhouse and Bar.  
**Maize made a motion to approve the renewal of the gaming license applications from Prairie Public Broadcasting for DJ's Lounge Inc. and Pour Decisions Steakhouse and Bar, second by Steele. Call: Ayes; Christianson, Steele, Maize**

11. Asbestos Review – Salinas handed exhibit to Commission Board for their review and consideration of an estimate from Material Testing Services for asbestos testing on a residential home at 414 Hanson Street North in the amount not to exceed \$2,814.00.

**Steele made a motion to approve the estimate from Material Testing Services for the amount up to \$2,814.00 for the asbestos testing on the residential home at 414 Hanson Street North, second by Maize. Call: Ayes; Christianson, Steele, Maize**

Consent Approval:

12. Pledge Holdings as of 04-29-2022 – Salinas handed exhibit to Commission Board for their review and approval of the Bank of Tioga Pledge holdings as of 04-29-2022.
13. Local Charity Permit Applications – Salinas handed exhibit to Commission Board for their review and consideration of two local charity permit applications from Hess Force Relay for Life for a raffle permit up to \$1,000 and from Peaceful Valley Pheasants Forever for calendar raffle in the amount of \$18,000.
14. Payroll 05-06-2022 and 05-20-2022 - Salinas handed exhibit to Commission Board for their review and consideration of payroll for 05-06-2022 and 05-20-2022.
15. Financials for April 2022- Salinas handed exhibits of financials from April 2022 of Fund Summary and Balance Sheet for their Review and consideration.

**Christianson made a motion to approve the Pledge holdings from Bank of Tioga as of 04-29-2022, Local charity permit applications from Hess Force Relay for Life for a raffle permit up to \$1,000 and from Peaceful Valley Pheasants Forever for calendar raffle in the amount of \$18,000, payroll for 05-06-2022 and 05-20-2022, and the City Financials for April 2022, second by Maize. Call: Ayes; Christianson, Steele, Maize**

**With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Maize, second by Steele at 8:43p.m. call: Ayes; Christianson, Bugbee, Steele, Maize.**

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday June 6, 2022 at 7:00 p.m., to be held at the Tioga City Hall.

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Natalie Bugbee, Tioga Commission President

ATTEST:

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Abby Salinas, Tioga City Auditor