

CITY OF TIOGA

City Commission Meeting Minutes May 2, 2022

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on May 2, 2022, at the Tioga City Hall, by the City Commission President Natalie Bugbee.

PRESENT: Natalie Bugbee, Tim Christianson, Shawn Travis, Jessica Steele, Larry Maize, Elizabeth Pendlay, Abby Salinas
ABSENT: None
GUEST: Heath Pendlay, Jacob Orledge, Dan Larson, Wendy Lenzen, Eric Romero, Dennis Lindahl, Wayne Knutson, Steve Jensen, Josh Reiner, Judy Odegaard, Jeff Moe, Kevin Litten, Dean Hanson

Travis made a motion to approve the Commission Minutes of April 20, 2022 Public Hearing, second by Maize. Roll Call: Ayes; Christianson, Travis, Steele, Maize

Steele made a motion to approve the Commission Minutes of April 20, 2022 Executive Session of Public Hearing, second by Maize. Roll Call: Ayes; Christianson, Travis, Steele, Maize

Christianson made a motion to approve the Commission Minutes of April 20, 2022 Equalization Meeting, second by Travis. Roll Call: Ayes; Christianson, Travis, Steele, Maize

Commissioners Reports:

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

Modifications/Approval of Agenda:

Travis made a motion to add to the agenda under new business #8 Airport Board Audit then approve agenda as corrected, second by Christianson. Call: Ayes; Christianson, Travis, Steele, Maize

Old Business:

1. Legal – Pendlay – Advised Commission Board that Kendra Richards the current Municipal Court Judge has resigned but a Jr Attorney in the firm that has covered for Mrs. Richards agreed to cover the remainder of time till elections. The Commission Board will have to discuss what will transpire after elections since no one ran for the position of Municipal Judge and City should not be without an experienced Judge.
2. Moore Engineering: Reiner – Gave status update on NE Reconstruction Phase II, handed exhibit of notice to proceed and storm water discharge paperwork for signatures. Reiner also advised Commission Board that there are some issues on the South Main Project that was completed last year and punch list items that will need to be corrected and/or done. Reiner stated that he will be meeting with Terraflex on Monday May 9, 2022 to walk through the South Main project.
3. Airport Board Complaint - Investigative findings were read, Jeff Moe stated that he is currently working on a code of conduct for the Tioga Airport Board to adopt. Travis stated if there is no code of conduct how can he be held accountable. Pendlay advised that the appointed board members follow the city of Tioga code of conducts which is detailed. Discussions held.

Maize made a motion to remove Chris Norgaard for the appointed position of Tioga Airport Board, second by Steele. Call: Ayes; Steele, Maize Nays; Christianson, Travis, Bugbee

New Business:

4. New Hire – Salinas handed exhibit to Commission Board for their review and consideration of new hire paperwork for Community Center Assistant.
Travis made a motion to hire Community Center Assistant contingent on drug, alcohol and background check, second by Steele. Call: Ayes; Christianson, Travis, Steele, Maize
5. Summer Landfill Hours – Salinas advised Commission Board that Kirk Odegaard is seeking permission to start summer landfill hours starting on Tuesday May 17, 2022. To be opened on Tuesdays 9am to 6pm, Thursdays 10am to 7pm and Saturdays 9am to 12pm.
Travis made a motion to approve summer landfill hours starting on Tuesday May 17, 2022. To be opened on Tuesdays 9am to 6pm, Thursdays 10am to 7pm and Saturdays 9am to 12pm, second by Maize. Roll Call: Ayes; Christianson, Travis, Steele, Maize
6. Free Landfill Week – Salinas advised Commission Board that she is seeking permission to have free landfill week on May 17, 19 and 21 of 2022 for Tioga Residents only.
Travis made a motion to approve free landfill for May 17, 19 and 21 of 2022, second by Steele. Call: Ayes; Christianson, Travis, Steele, Maize
7. City Wide Yard Sale – Salinas advised Commission Board that the City wide yard sale will be on June 4, 2022 and she is seeking permission to advertise.
Christianson made a motion to approve the advertising of the City wide yard sale, second by Travis. Call: Ayes; Christianson, Travis, Steele, Maize
8. Airport Board Audit – Salinas advised Commission Board that the Airport Board is seeking to combine yearly Airport Audits with the City of Tioga due to cost. Salinas stated that after speaking with the City Auditors Rath and Mehrer, they stated that at one time those Audits were combined and it would be something they can add to the yearly audits if the Commission Board approved of it, however they would not be able to do any Tioga Airport audits that are behind.
Christianson made a motion to add the Tioga Airport yearly audits to the City of Tioga starting in 2023 and they will just have to pay their portion, second by Travis. Roll Call: Ayes; Christianson, Travis, Steele, Maize

Consent Approval:

9. Tioga Fund Application – Salinas handed exhibit to Commission Board for their review and consideration of a Tioga Fund Application from Tioga Chamber of Commerce in the amount of \$10,000 for the radio sponsorship. Tioga Fund Board has reviewed application and recommends approval.
10. Visitor Promotion Application – Salinas handed exhibit to Commission Board for their review and consideration of Visitor Promotion applications from Tioga Chamber of Commerce in the amount of \$10,000 for Radio sponsorship and from Tioga Park Board in the amount of \$3,500 for flowers in the park. Visitor Promotion Committee has reviewed applications and recommends approval.
11. Payroll 04-22-2022 - Salinas handed exhibit to Commission Board for their review and consideration of payroll for 04-22-2022.
12. Bills for April 2022 –Total: \$259,256.15 Advance Business Methods\$87.00; Amazon\$870.01; Aramark\$509.17; Axon\$3,684.00; Balco\$472.20; Boss\$80.92; Circle\$26,550.00; Craig small engine repair\$1,749.00; EAPC \$11,923.54; Esterhold\$4,315.00; Ferguson\$933.70; Fiesel Law\$1,468.19; Fire Extinguisher Systems\$259.85; First District Health\$75.00; Furseth Clson and Evert PC \$753.90; Info Tech\$325.60; Kotana\$175.00; Lexis Nexis\$70.43; Linde Gas & Equipment\$46.71; Mainstreet Designs \$54.00; MDU \$11,089.09; Minot Daily News\$305.76; Moore\$50,771.40; MWE\$1,098.42; Mowbray & Son\$1,911.70; NCC \$2,060.15; ND Chiefs of Police Assoc.\$150.00; ND League of Cities\$600.00; ND One Call \$113.85; ND Sewage & Pump\$3,460.71;ND State Rasio\$743.00; Ndaco resources Resources \$54.00; On Time Sports\$1,047.00; Papineau\$43,378.00; Pendlay Law\$2,550.00; Pinnacle\$4,242.91; Pitney Bowes\$8.50; R&T\$68,237.03; Ralphps Plumbing\$209.50; RDO\$219.59; Safailand\$397.04; Sanitation Products\$1,174.30; Sheldon Welding\$293.70; Tioga Drug\$20.97; Tioga Hardware \$1,123.18; Tioga Parts\$387.87; Tioga Tire\$80.43; Tioga Tribune\$519.82; Uline\$878.26; Verizon\$892.73; VISA \$3,024.72; Wanda Bagley\$550.00; Williams Co Highway Dept\$2,959.30; Williams Co Sheriffs \$300.00

Christianson made a motion to approve the consent agenda that consisted of Tioga Fund Application from Tioga Chamber of Commerce in the amount of \$10,000 for the radio sponsorship, Visitor Promotion applications from Tioga Chamber of Commerce in the amount of \$10,000 for Radio sponsorship and from Tioga Park Board in the amount of \$3,500 for flowers in the park, Payroll for 04-22-2022 and the bills for April 2022, second by Travis. Call: Ayes; Christianson, Travis, Steele, Maize

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Steele, second by Travis at 8:17p.m. call: Ayes; Christianson, Travis, Bugbee, Steele, Maize.

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday May 16, 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