

CITY OF TIOGA
City Commission Meeting Minutes
January 16, 2024
<https://youtu.be/bZVRddjcPYA>

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on January 16, 2024, at the Tioga City Hall, by the City Commission President Kevin Litten.

Present: Kevin Litten, Shawn Travis (on Phone), Tim Christianson, Larry Maize, Jessica Sandberg, Elizabeth Pendlay (Zoom), Abby Salinas

Absent: None

Guest: Heath Pendlay, Wayne Knutson, Nicholas D. Geninatti, Judy Odegaard, Josh Reiner, Dan Larson, Haley Felber, Joshua Nelson, Joel Shaffett, Wendy Lenzen, Ricki Raan

Pledge of Allegiance: I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Minutes: Salinas handed exhibit of minutes from December 18, 2023, to Commission Board for their review and consideration.

Christianson made a motion to approve the Commission Minutes of December 18, 2023, with no errors and omissions, second by Maize. Roll Call: Ayes; Christianson, Maize

Commissioner's Report:

Christianson: Advised Commission Board that due to the bad weather the Water Department has had some frozen water meters but they have been defrosting them and trying to maintain.

Travis: Absent

Sandberg: Absent

Maize: None

Litten: None

Modifications/Approval of Agenda:

Christianson made a motion to add to the agenda under new business #11 Estimate for New Heater for Recycling Center and #12 Estimate for Vehicle Repairs for Police Department Vehicle and Water Department Vehicle then approve the agenda with the changes made, second by Maize. Call: Ayes; Christianson, Maize

Old Business:

1. Legal – Pendlay – Advised Commission Board of projects she is currently working on with the City to include the Tioga Ordinance Book.
2. Engineer Report – Josh Reiner – Advised Commission Board of construction projects, North-East Reconstruction Phase II estimate for completion will be 3 weeks in spring, handed exhibit to Commission Board for their review and consideration of Payment Application #10 from Strata Corporation in the amount of \$537,579.28.

Christianson made a motion to deduct late fees for 152 days and also deduct work that was performed by Main Electric Construction for the damages that was done to light pole by Strata Corporation construction workers from the total requested then approve Pay Application #10 in the amount of \$278,719.85, Second by Maize Call: Ayes; Christianson, Maize

Reiner also updated Commission Board on Tioga Dam Emergency Plan, Tioga Dam Recreation Trail, 3rd Street Northwest and Hanson, Base Ball Field Relocation, North Main Street Reconstruction Public Hearing on Construction was schedule January 29, 2024, Reiner also advised Commission Board that he will have a proposal at the next meeting for SW Tioga Drainage.

3. Community Center Update – Haley Felber – Advised Commission Board that there have been 3 resignations for the Tioga Community Center Expansion Board and that there also have been 3 people that have missed more than 3 meetings, Ben Johnson and Pat Alberts expressed they would like to remain on the Board. That would make the Tioga Community Center Expansion Board a 10-member Board with a quorum of 6. Discussions held, the Commission Board advised Felber that they would like to see a list of requests for approval during a commission meeting in the future rather than 1 or 2 requested at a time.

Christianson made a motion to remove Scott Hayes, Jeremy Wallin, Nathen Germundson, and Kelci Hanson from the Tioga Community Center Expansion Board, second by Maize. Call: Ayes; Christianson, Maize

New Business:

4. EAPC – Salinas handed the EAPC contract for the Tioga Community Center Expansion to the Commission Board and she explained that they would like to have it resigned with a current date since it was done in 2021.

Christianson made a motion to resign the same contract with just an updated date, second by Maize. Call: Ayes; Christianson, Maize

5. Main Electric Estimate for a Generator – Salinas handed exhibit to Commission Board for their review and consideration of an estimate from Main Electric in the amount of \$39,740 to install generator and transformer to the City of Tioga Maintenance Shops.

Christianson made a motion to approve estimate from Main Electric in the amount of \$39,740 to install generator and transformer to City of Tioga Maintenance Shops, second by Maize. Call: Ayes; Christianson, Maize

6. Tioga Fund Application – Salinas handed exhibit to Commission Board for their review and consideration of a Tioga Fund Application from Tioga Area EDC in the amount of \$75,000. Tioga Fund Board has reviewed application and recommends approval. Discussions were held regarding conditions that the Commission Board would like EDC Board to meet, discuss and approved prior to approval of this application.

Maize made a motion to table application so that the Tioga Area EDC can meet and review conditions, second by Christianson. Call: Ayes; Christianson, Maize

7. Visitor Promotion Application – Salinas handed exhibit to Commission Board for their review and consideration of a Visitor Promotion Application from Tioga Airport Authority in the amount of \$4,877 for signage. The Visitor Promotion Board has reviewed the application and recommends approval.

Christianson made a motion to approve the Visitor Promotion Application from the Tioga Airport Authority in the amount of \$4,877 for signage, second by Maize. Call: Ayes; Christianson, Maize

8. End of Year 2023 Financials for the City of Tioga – Salinas handed exhibit to Commission Board for their review and consideration of the Tioga 2023 End of Year Financials with transfers.

Maize made a motion to approve the Tioga 2023 End of Year Financials with transfers, second by Christianson. Call: Ayes; Christianson, Maize

9. Resolution 2024-01 Ordinance Book Grammatical Corrections – Salinas handed exhibit to Commission Board for their review and consideration of Ordinance 2024-01 Ordinance Book Grammatical Corrections BE IT RESOLVED, by the City Commission of the City of Tioga, Williams County, North Dakota: On 16th day of January, 2024, the City Commission for the City of Tioga hereby adopts, ratifies, updates, corrects, modernizes and clarifies the City of Tioga Ordinances, such that Tioga's said Ordinances shall be hereinafter be referred to as the Updated Ordinances for the City of Tioga, all of which are attached hereto and filed for record at the said 16th day of January, 2024; WHEREAS, the City periodically reviews its existing Ordinances and in 2023, the City became aware of various typographical errors within the said Ordinances; WHEREAS, the City, during such periodic review, further became aware of the use of different fonts, font sizes, formatting alignment, and other stylistic issues that made the said ordinances difficult to maintain and update in electronic format; WHEREAS, the City desires to ensure that all of its Ordinances may be readily available, clear, organized and

without errors for use by its governing body and its citizens; WHEREAS, the Ordinances have therefore been updated in accordance with that prerogative and goal; NOW THEREFORE, the said Updated Ordinances for the City of Tioga are in all things APPROVED and ADOPTED and shall be maintained on file and available for review and distribution at the Office of the City Auditor.

Maize made a motion to approve resolution 2024-01 Ordinance Book Grammatical Corrections, second by Christianson. Call: Ayes; Christianson, Maize

10. Open Landfill Every 2nd Saturday of the Month for Winter – Salinas advised Commission Board that the Street Superintendent Odegaard would like to open landfill every 2nd Saturday of the month during the winter because many people work and can't make it to the landfill during the week.

Maize made a motion to open the Tioga Landfill every 2nd Saturday of the Month from 9am to 12pm during winter, second by Christianson. Call: Ayes; Christianson, Maize

11. Estimate for Heater in the Recycling Center – Salinas handed an estimate to the Commission Board for their review and consideration from Kaleb Melberg for a new heater which will include parts and installation in the amount of \$5,500 to place in the Tioga Recycling Center.

Maize made a motion to approve the estimate from Kaleb Melberg for a new heater for the Tioga Recycling Center in the amount of \$5,500, second by Christianson. Call: Ayes; Christianson, Maize

12. Estimate for Vehicle Repairs – Salinas handed two (2) exhibits to the Commission Board for their review and consideration of estimates for City vehicle repairs. One is from Jenson Automotive in the amount of \$2,501.84 for the Water Department vehicle and the other is from Red Rock Ford in the amount of \$1,538.51 for the Police Department vehicle.

Christianson made a motion to approve the 2 estimates from Jenson Automotive in the amount of \$2,501.84 for the Water Department vehicle and the other is from Red Rock Ford in the amount of \$1,538.51 for the Police Department vehicle, second by Maize. Call: Ayes; Christianson, Maize

Consent Approval:

13. Planning and Zoning Application – Salinas handed exhibit to Commission Board for their review and consideration of a Planning and Zoning Application from Nicolas Geninatti for a conditional use permit for a business.
14. Special Liquor License Application – Salinas handed exhibit to Commission Board for their review and consideration of a Special liquor License Application from The Rig Lounge/Deborah Trones for event on February 2, 2024, at the Community Center.
15. Pledge Holdings as of 12-15-2023, and 12-18-2023, – Salinas handed exhibit to Commission Board for their review and consideration of pledge holdings as of 12-15-2023 and 12-18-2023.
16. Payroll for December 22, 2023, and January 5, 2024– Salinas handed exhibit to Commission Board for their review and approval of payroll for December 22, 2023, and January 5, 2024.
17. Bills for December 2023, – Salinas handed exhibit to Commission board for their review and consideration of the Bills for December 2023.
18. Financials for December 2023 – Salinas handed exhibit to Commission Board for their review and consideration of Financials for December 2023.

Christianson made a motion to approve the consent agenda that consists of Planning and Zoning Application from Nicolas Geninatti for a conditional use permit for a business, Special liquor License Application from The Rig Lounge/Deborah Trones for event on February 2, 2024, at the Community Center, for pledge holdings as of 12-15-2023 and 12-18-2023, Payroll for December 22, 2023 and January 5, 2024, Bills for December 2023 and Financials for December 2023, second by Maize. Call: Ayes; Christianson, Maize

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Christianson, second by Maize at 8:05 p.m. call: Ayes; Christianson, Maize.

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday February 5, 2024, at 7:00 p.m., to be held at the Tioga City Hall.

Kevin Litten, Tioga Commission President

ATTEST:

Abby Salinas, Tioga City Administrator/Auditor