

CITY OF TIOGA
City Commission Meeting Minutes
April 7, 2025
https://youtu.be/hsueSRh1_sI

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on April 7, 2025, at the Tioga City Hall, by the City Commission President Brett Rieniets.

Present: Brett Rieniets, Kyle Ralston, Jaden Iverson, Steven Dye, Elizabeth Pendley, and Wendy Lenzen

Absent: Jessica Sandberg Steele

Guest: Cecile Wehrman, Haley Felber, Dan Larson, Robert Anderson, Judy Odegaard, Deon Iverson, Josh Reiner (Moore Engineering), Cody Normark, Henry Rieniets, Lorne Ramberg, Kayelee Hamers, Keri Fedler, Tyler Judkins, Karlyn Poff, Michael

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: Exhibits of Commission Meeting minutes for March 17, 2025, and Special Commission Meeting March 27, 2025, were presented to the commission for their review and consideration. Commissioner Ralston identified an error on March 17, 2025, minutes indicating that the **motion to table the proposal to the next meeting should have been under agenda item #5 rather than agenda item #10. Ralston made a motion to approve the Commission Meeting minutes of March 17, 2025, with modification and minutes of March 27, 2025, with no errors or omissions, second by Iverson.**
Roll Call: Ayes; Ralston, Iverson, Dye.

Commissioners Reports:

Street: Ralston advised street department has been busy with the tree committee and completing the grant application that has been sent to ND tree service for review. Met with Moore engineering regarding water drainage on 67th street and legalities. More to come.

Finance Portfolio: Iverson welcomed newly appointed Auditor, Wendy Lenzen.

Commission President Portfolio: Rieniets advised that he would have more discussion/additions further down on the agenda.

Police Portfolio: None.

Water Portfolio: Advised that preparations are being worked on for future lagoon improvements.

Modification(s) and/or Approval of Agenda:

Discussion to add gopher eradication, potential for new software, and advertisement for a patrol officer to the agenda under New Business Items #13, #14 and #15. **Iverson made a motion to approve the agenda with the modification discussed, second by Ralston. Roll Call: Ayes; Ralston, Iverson, Dye.**

Old Business:

1. **Legal Report:** No new updates.
2. **Engineer Report:** Reiner advised the commission board he is currently reviewing the storm water management ordinance, discussion held for meeting with commissioners next week. Reiner also gave update on softball field CLOMR 90-day review period expires April 9th and there is a meeting to discuss April 10th. Discussion held on whether there was an opportunity to expedite this process to allow construction to begin due to the delay being on behalf of the reviewer/consultant to FEMA per Reiner. Commissioner Rieniets expressed the urgency to not

delay the improvement of the softball field any longer than necessary. Discussion on whether the commission should consider a different location for the new field if delay could be an extended period of time.

3. **Community Center Expansion Update – Haley Felber/Dan Larson:** Haley requested closing out PCO allowing the community center expansion to add additional landscaping in lieu of signage. **Motion by Ralston to approve closing out PCO for lettering of the community center, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye** Discussion regarding PCO #27 for a dishwasher in the breakroom. Request to forego the dishwasher and finish with counterspace. **Ralston made motion to close out the PCO for the dishwasher, second by Rieniets. Roll Call: Ayes; Ralston, Iverson, Dye** Haley presented a proposal and Service agreement from Central Dakota Sprinkler for an automatic underwater ground sprinkler system as well as trees and shrubbery to be installed at the new ice rink. Discussion held on the type of trees that were included in the proposal and the potential issues that could be caused to the quality of the ice should debris from the trees fall on the rink as well as possible additional challenges with snow removal. Requested that Haley and Dan look into the tree proposal further and timelines. Commissioner Rieniets suggested exploring trees along Signal Road to the west end of the new softball field property. **Ralston made a motion to approve the irrigation system quote in the amount of \$15,800.00 to Central Dakota Sprinkler, second by Iverson. Roll Call: Ayes; Ralston, Iverson, Dye**
4. **Bros Engineering –** Commissioner Ralston spoke with Gail Cox discussed two options regarding the intersection of Hwy 40 and County Road 10 looking for direction from the city. The stat numbers have dropped for flow of restriction through that intersection and NDDOT states that the stoplights will be removed. One of the options being a roundabout at that intersection and the other being stop signs. Public hearing was held July 25th 2025. DOT will pay for changes to intersection. If the stop signs are decided as best route currently and would like DOT to consider roundabout in the future could be an option. **Iverson made motion to approve stop signs at the intersection of Hwy 40 and County Road 10, second by Iverson. Roll Call: Ayes, Ralston, Iverson, Dye**
5. **Softball Field – Kayelee Hamers –** Hamers expressed concern about the delay in the construction and completion of the new softball field. Discussion

New Business:

6. **Commissioner Resignation:** Commission President Rieniets read resignation letter submitted by Police Commissioner, Jessica Sandberg Steele. **Ralston made a motion to accept resignation, Second by Dye. Roll Call: Ayes; Ralston, Iverson, Dye**
7. **Rath and Meher Representation Letter –** Commission President Rieniets discussed the recent audit sharing that the audit letter has been signed by Deputy Auditor Ronica Pederson. Rieniets noted that the letter is postdated for April 25, 2025. Rieniets will look into the date. **Iverson made a motion to approve Representation Letter conditional upon confirmation of the correct date. Second by Ralston. Ayes; Iverson, Ralston, Dye.**
8. **Department of Water Resources – De-Obligation Letter –** Discussion regarding a feasibility study for the dam and upon completion there is an excess of funds in the amount of \$48,499.65. Letter to request de-obligation of funds held for the study. **Ralston made a motion to send a de-obligation letter to the Department of Water Resources. Second by Dye. Ayes; Ralston, Iverson, Dye.**
9. **Crosby Journal – Cecile Wehrman –** Discussion regarding the City of Tioga's legal notice publication in the Journal. Currently notices are published with the Williston Herald. Wehrman would not promise additional news coverage for Tioga due to lack of staff. Attorney Pendlay stated that there wasn't an issue with publishing in a paper that originates in another county, however, the city designates a paper to publish legal notices annually and consideration would be appropriate at that time. **Iverson made a motion to start working toward the Journal being the City of Tioga official Newspaper and instructed that Attorney Pendlay prepare the resolution for such. Second by Dye. Roll Call: Ralston, Iverson, Dye**
10. **Tioga Airport Authority Board Appointment: Letter of Interest –** Rieniets read aloud the letter of interest from Wayne Knudson for the vacant position on the Tioga Airport Authority Board. **Motion by Ralston to reject the letter of interest for Wayne Knudson. Second by Iverson. Ayes; Ralston, Iverson, Dye**

Rieniets advised that the Tioga Airport Authority Board may need to re-advertise for the vacant position on their board and was unclear if there was an expiration date on their current advertisement. **Motion by Iverson to notify the Airport Board that they will need to re-advertise for an open board seat. Second by Dye. Ayes; Ralston, Iverson, Dye.**

11. **Johnson Controls – Proposal and Service Agreement:** Rieniets advised that every 5 years an inspection is required on the fire suppression system. Quote is for completion of inspection. **Ralston made a motion to approve the Johnson Controls quote in the amount of \$2914.01. Second by Jaden. Ayes; Ralston, Iverson, Dye.**
12. **Police Department – Interstate Power Systems Quote:** Police Chief Nelson advised that the PD generator was in need of regular maintenance. **Motion by Ralston to approve the quote from Interstate Power Systems in the amount of \$2196.30. Second by Iverson. Ayes; Ralston, Iverson, Dye**
13. **Gopher Eradication –** Rieniets advised that he received a message requesting approval to address the overrun of gophers on City owned property by Joel Schaffet and Joshua Hedstrom by allowing them to shoot the gophers with pellet guns. The request is to give them a written letter of permission. Rieniets emphasized that both persons are experienced with pellet guns, members of law enforcement and the Game Warden and this is a very one-off approval. He is not setting a precedence that anyone can ask for approval to do so. Location is within city limits including park and city properties. Tyler Judkins advised that he has been doing this for the last 5 years as park manager and would request to also be included in the proposal for written approval from the commission. **Iverson made a motion to provide written approval from the City of Tioga to exterminate gophers with pellet guns on city owned property as long as it is not anywhere that dangerous weapons are prohibited. Second by Dye. Ayes; Ralston, Iverson, Dye**
14. **ADP Software –** Rieniets advised that he has been looking for opportunities for efficiency within the city and has reached out to ADP Software for a Demo and cost projection of \$10,738 annually. Suggested looking into other options as well to perform system shopping. Tabled until next meeting.
15. **Advertising for Police Officer –** Officer Nelson requested approval to advertise for an open position for a patrol officer as it is anticipated that an officer will be leaving. **Iverson made a motion to approve advertising by the Tioga Police Department for an open patrol officer. Second by Dye. Ayes; Ralston, Iverson, Dye**

Consent Approval:

1. **Bank of Tioga Pledge Holdings:** Exhibit presented to Commission Board for review and approval for The Bank of Tioga pledge holdings as of 02/21/2025.
2. **Bank of Tioga Pledge Holdings:** Exhibit presented to Commission Board for review and approval for The Bank of Tioga pledge holdings as of 03/27/2025.
3. **Payroll:** Exhibit presented to Commissioner Board for their review and consideration for Payroll for 04/07/2025.
4. **Financials and Bank Reconciliation:** Exhibit presented to Commission board for review and approval for January 2025 financials and bank reconciliation.
5. **Financials and Bank Reconciliation:** Exhibit presented to the Commission Board for review and approval for The February 2025 financials and bank reconciliation.
6. **Financials and bank Reconciliation:** Exhibit presented to Commission Board for review and approval for March 2025 financials and bank reconciliation.
7. **Bills:** Exhibit presented to Commission Board for review and approval for March 2025 bills

Ralston made a motion to approve the consent agenda consisting of Bank of Tioga Pledge holdings as of 02/21/2025 and 03/27/2025, Payroll for 04/07/2025, financials and bank reconciliation for January, February and March 2025 and March 2025 bills. Second by Iverson. Roll call: Ayes; Ralston, Iverson, Dye.

Additional discussion held from public, open floor. Discussions held; no motions made.

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Iverson, second by Dye at 8:25 p.m. Roll call: Ayes; Ralston, Iverson, Dye.

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday April 21, 2025, at 7:00 p.m., to be held at the Tioga City Hall.

Brett Rieniets, Tioga Commission President

ATTEST:

Wendy Lenzen, Tioga City Auditor