

CITY OF TIOGA
City Commission Meeting Minutes
May 15, 2023
<https://youtu.be/BPj-5xVTQrY>

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on May 15, 2023, at the Tioga City Hall, by the City Commission Vice President Larry Maize.

PRESENT: Tim Christianson, Shawn Travis, Jessica Sandberg-Steele, Larry Maize, Elizabeth Pendlay (on zoom), Abby Salinas
ABSENT: Kevin Litten
GUEST: Jacob Orledge, Wayne Knutson, Josh Reiner, Scott Groche, Curtis VandeSandt, Jeff Moe (on zoom), Salli Fosburgh

Travis made a motion to approve the Commission Minutes of May 1, 2023, regular Commission Meeting with no errors and omissions, second by Sandberg. Roll Call: Ayes; Christianson, Travis, Sandberg

Commissioner Update:

Travis: Advised Commission Board that the previous company that does concrete sealing for the Community Center Hockey Rink has went out of business so the Community Center Director is getting quotes to present that to the Commission at a later date along with a quote for a protective cover that will help preserve the concrete during harsh winters. Travis also advised that sealing the hockey rink needs to get done every 2 years.

Modifications/Approval of Agenda:

Christianson made a motion to remove from the agenda item #3 Economic Development Director update and add under new business #8 Appointment of Special Assessment Committee, #9 Estimate for new Desk and move Executive Session and agenda item #5 Lease Agreement with Pine Petroleum to the end of agenda after consent approval making it agenda item #11, then approve the agenda with corrections made, second by Travis. Roll Call: Ayes; Christianson, Travis, Sandberg

Old Business:

1. Legal – Pendlay – Advised Commission Board that she will be over the phone at the executive Session due to North Dakota Century Code 44-04-19.01 Attorney Work Product, Attorney Consultation, and Active Investigation.
2. Moore Engineering: Reiner (Late) – Reiner gave an update to the Commission Board on South Main Street Reconstruction; Teraflex is currently working on punch list items, NE Reconstruction phase 2; working on a schedule update, Tioga Dam Action Plan and Tioga Dam; topographic survey is complete and waiting on report and findings, Tioga Dam and recreation trail; topographic survey is complete and so is the field work for the archaeological and wetlands reports and findings . Updated Commission Board on the 2023 Water, Sewer and Street Reconstruction and handed exhibit to Commission Board for their review and approval of the Contract agreement between City of Tioga and Crow River Construction with stipulated price.

Christianson made a motion to sign a contract agreement between Crow River Construction and the City of Tioga, second by Travis. Roll Call: Ayes; Christianson, Travis, Maize

Reiner also handed exhibit to Commission Board for their review and consideration of a notice to proceed with contractor Crow River Construction.

Travis made a motion to approve the signing of the notice to proceed with Crow River Construction, second by Sandberg. Roll Call: Ayes; Christianson, Travis, Sandberg

Other projects Moore is currently working on are KSI Water and Sewer Extension, Pine Ridge Subdivision plans and Tioga Soccer Field, and City Scada System. Salinas Advised Commission Board

that Street Superintendent (Kirk Odegaard) would like permission to have Reiner walk the end of 67th and Dakota Street with him to see what can be done with the failing streets due to flooding and snow in that area. Odegaard feels that maybe culverts need to be placed to remove the water and have it passed through 67th, for now he is filling that road with crushed concrete until an estimate and solution are found and approved.

Travis made a motion to have Moore Engineering look at what solution can be made for 67th and Dakota Street and bring an estimate to the Commission Meeting for review, second by Sandberg. Roll Call: Ayes; Christianson, Travis, Sandberg

New Business:

3. Tioga Municipal Airport Board – Curtis VandeSandt (President of the Tioga Airport Board) Gave update on the projects that are on hold at the Tioga Airport and which projects will be moving forward which included a new hanger. VandeSandt informed the Commission Board of the direction the Airport Board is heading to in 2023 and stated they have finished working on the Airport Bylaws and are currently working on the Airport Code of Ethics. VandeSandt also thanked the Tioga Commission Board for the recent appointments of Tioga Airport Board members, he stated that it's made a difference.
4. Estimate for new Snow Equipment – Salinas handed exhibit to Commission Board for their review and consideration of estimate from RDO Equipment for a new blade in the amount of \$24,000 and an estimate from Bobcat for a new Bobcat UW56 with road package and attachments in the amount of \$73,523.81. Salinas also informed the Commission Board that an estimate for a snowblower will be coming in the future.
Christianson made a motion to approve the estimate for a new blade from RDO Equipment in the amount of \$24,000 and a new Bobcat UW56 from Bobcat in the amount of \$73,523.81, second by Sandberg. Roll Call: Ayes; Christianson, Travis, Sandberg
5. Estimate for Computer Screens – Salinas handed exhibit to Commission Board for their review and consideration of estimate from Computech for new computer Screens in the amount of \$2,150 and Salinas also informed the Commission Board in the past the Commission Board had approved the purchase of a second computer screen for each employee however they were never purchased.
Travis made a motion to approve the estimate for new Computer Screens from Computech, second by Christianson. Roll Call: Ayes; Christianson, Travis, Sandberg
6. Letter from American Legion – Salinas handed Exhibit to Commission Board for their review and consideration of letter from American Legion Auxiliary Unit #139 requesting the Commission consider declaring a proclamation for National Poppy Day on May 26, 2023, in honor of our fallen.
Sandberg made a motion to declare May 26, 2023, National Poppy Day and have Salinas write a proclamation to honor our fallen, second by Travis. Roll Call: Ayes; Christianson, Travis, Sandberg
7. Tioga Fund Application – Salinas handed exhibit to Commission Board for their review and consideration of a Tioga Fund Application from Tioga Recreation Council in the amount of \$12,000 for purchase of new equipment. Tioga Fund Board has reviewed application and recommends approval.
Christianson made a motion to approve the Tioga Fund Application from Tioga Recreation Council in the amount of \$12,000 for purchase of new equipment, second by Sandberg. Roll Call: Ayes; Christianson, Travis, Sandberg
8. Special Assessment Committee – Salinas handed exhibits to the Commission Board for their review and consideration of 3 letters of interest for the Special Assessment Committee. Letters received were from Scott Groche, Natalie Bugbee and Ronica Pederson.
Travis made a motion to appoint Scott Groche, Natalie Bugbee and Ronica Pederson to the Special Assessment Committee, second by Christianson. Roll Call: Ayes; Christianson, Travis, Sandberg
Salinas advised the Commission Board that she will present an official Resolution at the next meeting.
9. Estimate for New Desk – Salinas handed exhibit to Commission Board for their review and consideration of estimate from ODP for a new desk in the amount of \$1,439.99
Sandberg made a motion to approve the estimate for a new desk from ODP in the amount of \$1,439.99, second by Travis. Roll Call: Ayes; Christianson, Travis, Sandberg

Consent Approval:

10. Financials for April 2023- Salinas handed exhibits to Commission Board for their review and consideration of financials for April 2023 of Fund Summary and Balance Sheet.
Sandberg made a motion to approve the consent agenda that consists of the City Financials for April 2023, second by Travis. Call: Ayes; Christianson, Travis, Sandberg
11. Lease Agreement with Pine Petroleum – Salinas handed exhibit to Commission Board for their review and consideration of a lease agreement with Pine Petroleum.
Travis made a motion to take a recess in Commission Meeting at 7:33pm and go into Executive Session at 7:36 to consult with Tioga City Attorney Elizabeth Pendlay on legal matters per NDCC 44-04-19-1 Attorney Work Product, Attorney Consultation, and Active Investigation, second by Steele. Roll Call: Ayes; Christianson, Travis, Steele.
Travis made a motion to move out of Executive Session at 8:01pm, second by Sandberg. Call: Ayes; Christianson, Travis, Steele.
Sandberg made a motion to reopen General Commission Meeting at 8:03pm, second by Travis. Call: Ayes; Christianson, Travis, Steele.
Sandberg made a motion to approve the tentative revised lease as discussed in the executive session, directing City Attorney Pendlay to negotiate lease agreement along with City representatives Commissioner Tim Christianson and City Auditor Abby Salinas if any other information is needed, 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 Christianson, second by Travis at 8:06p.m. call: Ayes; Christianson, Travis, Sandberg, Maize.

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday June 5, 2023, at 7:00 p.m., to be held at the Tioga City Hall.

Larry Maize, Tioga Commission Vice President

ATTEST:

Abby Salinas, Tioga City Auditor