

CITY OF TIOGA
Unofficial City Commission Meeting Minutes
July 17, 2023
<https://youtu.be/TU9ZXAsCDuo>

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on July 17, 2023, at the Tioga City Hall, by the City Commission President Kevin Litten.

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

ABSENT: None

GUEST: Bob Anderson, Brad Nygaard, Judy Odegaard, Dan Larson, Josh Reiner, Yadira Ibarra, Cody Normark, Haley Felber, Sandy Clark, Wendy Lenzen

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.

Christianson made a motion to approve the Commission Minutes of June 19, 2023, regular Commission Meeting, and June 27, 2023, Special Meeting with no errors and omissions, second by Maize. Roll Call: Ayes; Christianson, Travis, Sandberg, Maize

Commission Reports:

Tim Christianson: Advised Commission Board that the tentative date for having the Water Tower inspected will be in September.

Shawn Travis: Advised the Commission Board that he has reviewed the 2024 Tioga Preliminary Budget with the City Auditor and everything seems to be in good order.

Jessica Sandberg: None

Larry Maize: None

Kevin Litten: None

Modifications/Approval of Agenda:

Sandberg made a motion to modify the agenda by adding under new business #14 Estimate for City of Tioga Tree Trimming on Boulevards and Clearing Alley Ways, #15 Estimate from Weed Control to kill the Leafy Spurge at the Tioga Dam area then move all the rest of the agenda items down then add a moment of Silence for the fallen Police Officers in Fargo and Jim Prather who was a great Community Leader in Tioga before Old Business, second by Travis. Call: Ayes; Christianson, Travis, Sandberg, Maize

Moment of Silence:

Old Business:

1. Legal - Pendlay – Advised Commission Board that she is currently working on City business with Josh Reiner (City Engineer) and City Staff.
2. Moore Engineering - Reiner – Reiner gave an update to the Commission Board on South Main Street Reconstruction; Reiner will be preparing a cost estimate for Teraflex to review. NE Reconstruction phase 2 Strata is slow to start working and is already behind on schedule, discussions on late fees were reviewed. Reiner handed exhibit to Commission Board of pay application #7 from Strata Corp in the amount of \$91,085.10 for work done to date on NE Reconstruction Phase 2. Reiner states that he has reviewed pay application and recommends approval.

Christianson made a motion to deny pay application #7 from Strata Corp in the amount of \$91,085.10 for work done to date on NE Reconstruction Phase 2 until discussions on status of work

and performance has been reviewed, second by Maize. Call: Ayes; Christianson, Travis, Sandberg, Maize

Reiner advised the Commission Board that the Hydraulic Analysis Report for the Tioga Dam Action Plan has been completed and Moore Engineering is reviewing data to come up with a action plan to report to the Commission Board at a later date. Tioga Dam and Recreation Trail is on hold until the City Commission decides on a plan to correct dam issues. Other projects Moore is currently working on are 3rd Street NW Reconstruction, KSI Water and Sewer Extension, Pine Ridge Subdivision plans, Tioga Soccer Field, City Scada System and water drainage issues on 67th and roadway failure South of Gilbertson due to small culverts.

3. Economic Development Director Update - Chelsy Weisz – Updated Commission Board on training classes she attended for SparkED, and she will also be attending a training course for Placemaking workshops. Weisz met with staff from Main Street Initiative and the resolution for the proclamation is on the agenda, it will help the city receive more points when it comes to asking for grants in the future. Assisted with the Western Regional Economic Development Community Gathering. The marketing monthly classes that she has been offering local businesses for advertising and promoting continue to be a success and well received from the community, this month's class was scheduled for July 5th and the next one is scheduled July 27, 2023, which will be about creating a promotional calendar for your business. Will be attending a business retention and expansion webinar. Weisz has also been working on rebranding the City's website, community land and trust for 55 and over community and educational and business grants and loans.

New Business:

4. K-9 for Tioga Police Department – Kevin Litten – Advised Commission Board on the purchase price of a ND Local dog trainer that is willing to sell a single purpose animal and train K-9 handler for \$8,000 plus a grant can be written and all amounts can be refunded if grant is approved. Discussions held.
Maize made a motion to approve the purchase of a single purpose animal and training for K-9 handler in the amount of \$8,000 and to apply for the K-9 grant reimbursement, second by Sandberg. Call: Ayes; Christianson, Travis, Sandberg, Maize
5. Community Center Loan/Bob Anderson - Anderson advised Commission Board that he would like discussions held on the payoff of the old Community Center loan to free up Tioga Fund money. Discussions held. Anderson then asked the Commission Board for a vote. No motion was made, Pendlay addressed Anderson and stated that if a motion is not made that a vote will not occur.
6. City of Tioga 2024 Preliminary Budget – Salinas handed an exhibit to the Commission Board for their review and consideration of the City of Tioga 2024 Preliminary Budget.
Travis made a motion to approve the City of Tioga 2024 Preliminary Budget, second by Sandberg. Call: Ayes; Christianson, Travis, Sandberg, Maize
Sandberg made a motion to set a Public Hearing for the Tioga 2024 Budget on September 18, 2023, at 6pm, and advertise the public hearing, second by Travis. Call: Ayes; Christianson, Travis, Sandberg, Maize
7. Resolution 2023-14 Main Street Initiative Proclamation – Salinas handed exhibit to Commission Board for their review and consideration of Resolution 2023-14 Main Street Initiative Proclamation. BE IT RESOLVED, by the City Commission of the City of Tioga, William County, North Dakota: Resolution 2023-14 Main Street ND Proclamation BE IT RESOLVED by the governing body of the City of Tioga, North Dakota, (the "City") as follows: WHEREAS, the City of Tioga, North Dakota, has made a commitment to developing a healthy, vibrant community through fiscally responsible planning and attracting the talent needed to support our economy; and WHEREAS, this development has included actively working to differentiate and enhance the quality of life for our residents through new and planned civic spaces and projects; and WHEREAS, innovative partnership and planning have led to more efficient development and infrastructure; and WHEREAS, the City of Tioga is committed to increasing the amount of community programming to expand resident and visitor experiences to increase vibrancy in the city; and THEREFORE, BE IT RESOLVED that I, Kevin Litten, Board President of

Tioga Commission, do hereby proclaim on this day, July 17, 2023, that the City of Tioga shall join the Governor's Main Street ND initiative and be known as a Main Street ND Community. Let this proclamation support the continued success and efforts of our Commission, staff, businesses, and residents in creating a vibrant, engaged community.

Sandberg made a motion to approve Resolution 2023-14 Main Street Initiative Proclamation with correction to replace the work Council into Commission, second by Maize. Call: Ayes; Christianson, Travis, Sandberg, Maize

8. Pine Petroleum – Salinas handed exhibit of Pine Petroleum Lease agreement for City Properties to Commission Board for their review and consideration. Pendlay stated that she has reviewed and made all necessary changes as directed by the Commission Board and negotiated.

Travis made a motion to approve the signing of Pine Petroleum Lease agreement with all corrections made, second by Maize. Call: Ayes; Christianson, Travis, Sandberg, Maize

Maize made a motion to set a Public Hearing for the Pine Ridge Special Assessment on August 7, 2023, at 6pm, and advertise the public hearing for 2 weeks, second by Travis. Call: Ayes; Christianson, Travis, Sandberg, Maize

9. Estimate for Asbestos Removal and Demolition of Old Police Department Building – Salinas handed the Commission Board for their review and consideration an exhibit of estimate for asbestos removal from Integrity Environment in the amount of \$74,000 and estimate for demolition and removal of old building from Esterholm in the amount of \$45,120, a total of \$119,120.00.

Christianson made a motion to approve the exhibit of estimate for asbestos removal from Integrity Environment in the amount of \$74,000 and estimate for demolition and removal of old building from Esterholm in the amount of \$45,120, a total of \$119,120.00, second by Maize. Call: Ayes; Christianson, Travis Sandberg, Maize

10. Recommendations on Special Assessments for Pine Ridge – Salinas handed an exhibit to Commission Board for their review and consideration of the recommendations from the Special Assessment Board on how to proceed with special assessments in Pine Ridge District 2023-01. Recommendations were to approve the special assessment scenario 2B which is assessment by factored area and with a loan of no more than 15 years.

Travis made a motion to approve the recommendations from the Special Assessment Board and assess Pine Ridge District 2B by factored area with a loan of no more than 15 years, second by Maize. Call: Ayes; Christianson, Travis, Sandberg, Maize

11. Tioga Fund Application –Salinas handed an exhibit to the Commission Board for their review and consideration of Tioga Fund Applications from Peaceful Valley Pheasants Forever in the amount of \$27,877. for a concrete project and from City of Tioga Community Center in the amount of \$11,675. for special events. Tioga Fund Board has reviewed these applications and recommends approval.

Christianson made a motion to approve the Tioga Fund Applications from Peaceful Valley Pheasants Forever in the amount of \$27,877. for a concrete project and from City of Tioga Community Center in the amount of \$11,675. for special events, second by Travis. Call: Ayes; Christianson, Travis, Sandberg, Maize

12. Visitor Promotion Application – Salinas handed an exhibit to the Commission Board for their review and consideration of a Visitor Promotion Application from City of Tioga Community Center in the amount of \$2,400. for special events. The Visitor Promotion Board has reviewed the application and recommends approval.

Sandberg made a motion to approve the Visitor Promotion Application from City of Tioga Community Center in the amount of \$2,400. for special events, second by Maize. Call: Ayes; Christianson, Travis, Sandberg, Maize

13. Community Center Update – Haley Felber (Community Center Director) and Sandy Clark (Library Director) – Felber handed the Commission Board a presentation to advise them of why the need to complete the Community Center expansion in one phase is so important, the changes that have happened since the last time the Commission Board discussed the expansion and the community need. Clark also addressed the Commission Board and advised them of why the expansion is so

important and how at the moment they no longer can add activities because they are out of space themselves and can't continue to grow. Discussions held.

Travis made a motion to approve the project of the expansion in one phase, approve the \$10,000,000 loan and to form a committee that will assist with community center expansion, second by Sandberg. Call: Ayes; Christianson, Travis, Sandberg, Maize

14. Estimate for City of Tioga Tree Trimming on Boulevards and Clear Alley Ways – Salinas advised the Commission Board that Ray Crane called her before the meeting to advise her that he estimates the project in the amount of \$13,000 for trimming trees on boulevards and clearing alley ways and will provide a written estimate but wanted it presented for Board approval.

Sandberg made a motion to approve the estimate from Ray Crane in the amount of \$13,000 to trim trees on boulevards and clear alley ways, second by Maize. Call: Ayes; Christianson, Travis, Sandberg, Maize

15. Estimate for Weed Control of Leafy Spurge at the Tioga Dam Area – Salinas advised the Commission Board that Street Superintendent spoke with Weed Control for the dam and they are estimating a cost of up to \$7,000 to kill the leafy spurge in the Tioga Dam area. Discussions held.

Maize made a motion to approve the estimate from Weed Control in the amount up to \$7,000 to kill the leafy spurge in the Tioga Dam area, second by Travis. Call: Ayes; Travis, Sandberg, Maize Nays; Christianson

Consent Approval:

16. Local Charity Permit Application – Salinas handed exhibit to Commission Board for their review and consideration of a Local Charity Permit Application from HESS Force Relay for Life.
17. Payroll June 22, 2023, and July 7, 2023, - Salinas handed exhibits to Commission Board for their review and consideration of payroll for June 22, 2023, and July 7, 2023.
18. Bills for June 2023 – Salinas handed exhibit to Commission Board for their review and consideration of the May 2023 Bills. TOTAL \$319,842.01 – Advance Business Method \$389.95; Aramark\$656.19; Border Plains\$215.86; Boss\$596.14; Circle\$26,323.50; Computech\$3351.75; Core&Main\$361.00; EAPC\$5977.68; Embroideme\$72.00; Esterholm\$5,442.45; Ferguson\$3,588.46; First District\$90.00; Ggrafix\$116.67; Green Carpet Lawn\$1,025.00; Indo Tech\$549.50; Lesmeister, Marlana\$300.00; Lexis\$122.43; Linde Gas & Equipment\$49.88; Lowes\$1,525.57; Main Electric\$6,844.86; Material Testing\$1,947.00; Menards\$340.66; Minot Daily News\$143.00; MDU\$10,488.16; Moore\$49,323.77; MWE\$915.21;ND One Call\$49.40; ND State Radio\$143.00; NDACO\$54.00; NDDEQ\$105.93; NEV Psychological Consulting\$1,750.00; Newman Signs\$248.56; NCC\$2,191.15; ODP\$137.56; Papineau\$248.00; Pendlay Law\$3,150.00; Pinnacle\$5,742.20; Pitney Bowes\$150.00; Pitney Bowes\$313.49; Pollardwater\$112.76; Prosafe\$445.00; R&T\$76,169.99; Radisson\$294.00; Ralphs Plumbing\$27,634.78; Robinson, Kevin\$800.00; Secretary of State\$36.00; Sign Solutions\$359.76; Steins\$4,505.00; Tioga Hardware\$1,156.12; Tioga Machine Shop\$322.00; Tioga Parts\$1,656.26; Tioga Tribune\$707.44; U R Next Towing\$150.00; Van Diest Supply\$33,478.50; Verizon\$1,599.80; Visa \$6,918.62; Wanda Bagley\$500.00; Wham\$69.80; Williams Co Assessors\$27,661.20; Williams Co Sheriffs\$225.00;
19. Financials for June 2023- Salinas handed exhibits to Commission Board for their review and consideration of financials for June 2023 of Fund Summary and Balance Sheet.
Maize made a motion to approve the consent agenda that consists of Local Charity Permit Application from HESS Force Relay for Life, Payroll for June 22, 2023, and July 7, 2023, Bills for June 2023 and the City Financials for June 2023, second by Sandberg. Call: Ayes; Christianson, Travis, Sandberg, Maize

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Maize, second by Travis at 8:33p.m. call: Ayes; Christianson, Travis, Sandberg, Maize, Litten.

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

Kevin Litten, Tioga Commission President

ATTEST:

Abby Salinas, Tioga City Auditor