

CITY OF TIOGA
City Commission Meeting Minutes
November 1, 2021

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on November 1, 2021, at the Tioga City Hall, by the City Commission President Natalie Bugbee.

PRESENT: Natalie Bugbee, Tim Christianson, Jessica Steele, Larry Maize, Elizabeth Pendlay (on phone), Abby Salinas
ABSENT: None
GUEST: Jacob Orledge, Dan Larson, Judy Odegaard, Wendy Lenzen, Peter Copeland, Scott Post, Neil Rudnick

Christianson made a motion to approve the Commission Minutes of October 18, 2021 Regular Commission Meeting, second by Maize. Roll Call: Ayes; Christianson, Steele, Maize

Commissioners Reports:

Christianson: None
Steele: None
Maize: None
Vacant: None
Bugbee: None

Modifications/Approval of Agenda:

Steele made a motion to add to the agenda under new business #11 90-day probation and raise then approve agenda as written, second by Maize. Call: Ayes; Christianson, Steele, Maize

Old Business:

1. Legal – Elizabeth Pendlay - Advised commission board that she has been speaking with Larson regarding some changes to the Nuisance Ordinance and is starting to review the changes that have been made in the Planning and Zoning Ordinance. Pendlay also informed the local press the City's position on business chain of command for purposes of inquiries. All questions regarding City should be directed to City Auditor, Commission President or Tioga City Attorney. If inquiries are of a personal nature those questions should be asked outside of City business time.
2. Moore Engineering: None

New Business:

3. Olson Property Purchase – Larson advised the Commission Board that Mrs. Olson will sell property of 10 acres by rail road track on 105th for \$23,000. Discussions held.
Christianson made a motion to purchase 10 acres of Olsen property in the amount of \$23,000 for a future soccer field and other outdoor recreational activities, second by Maize. Roll Call: Ayes; Christianson, Steele, Maize
4. Base Ball Field Funds Needed – Scott Post advised Commission Board of the progress to the base ball field he also stated that the field belongs to the people of Tioga so it will be named "Patriot Field". The opening ceremony will be in April. Randy Neset addressed the finances and asked Tioga Commission Board to Consider the financial assistance needed to complete this project in the amount of \$70,000.
Christianson made a motion to approve the remainder amount needed to complete the baseball field in the amount of \$70,000, second by Steele. Roll Call: Ayes; Christianson, Steele, Maize
5. Dilapidated Properties in Tioga - Larson handed exhibits to Commission Board for their review and consideration of Dilapidated properties/homes in Tioga and asked Commission Board if they would like him to pursue the fix or tear down of these properties with owners as per the City of Tioga Nuisance

Ordinance. Larson also advised that there might be added cost if owners do not do it themselves but the city can re-coup the monies by assessment or lien. Discussions held.

Steele made a motion to have Larson proceed with the fix or tear down of these properties as the Nuisance Ordinance states, second by Maize. Call: Ayes; Christianson, Steele, Maize

6. Election Agreement with Williams County - Salinas handed exhibits to Commission Board for their review and consideration of the election agreement with Williams County. City Attorney Pendlay has reviewed the contract and recommends the approval and signing of contract.

Maize made a motion to the signing of the Election Agreement with Williams County, second by Steele. Call: Ayes; Christianson, Steele, Maize

7. New Job Description for Police Administration - Salinas handed exhibits to Commission Board for their review and consideration of a new Job position and Description with a salary base. Salinas explained that the dispatcher position is now obsolete since 911 became a centralized position at the County and State level. Salinas stated that the Tioga Chief of Police Joshua Nelson recommends the title of that position be changed to Tioga Police Department Administrative Assistant and a salary base pay at \$22.00 per hour.

Steele made a motion to approve the new Job Description for a Tioga Police Department Administrative Assistant and a salary base at \$22.00 per hour, second by Christianson. Roll Call: Ayes; Christianson, Steele, Maize

8. Municipal Court Interpreter - Salinas handed exhibits to Commission Board for their review and consideration of quote for a telephone service of a Court Interpreter from NASPA ValuePoint in the amount of \$.57 cents per minute. Kendra Richards the Tioga Municipal Judge states that it should only be 30 minutes per month.

Maize made a motion to approve the estimate from NASPA ValuePoint of a telephone service for a Court Interpreter, second by Christianson. Roll Call: Ayes; Christianson, Steele, Maize

9. Generator Quote - Salinas handed exhibits to Commission Board for their review and consideration of quote for a new generator from FOB Williston Shop for the Badlands Lift Station in the amount of \$44,967. Discussions held.

Christianson made a motion to approve the estimate and purchase of a new generator for the Badlands Lift Station up to the amount of \$50,000, second by Steele. Roll Call: Ayes; Christianson, Steele, Maize

10. New City Vehicle for Water Department – Salinas handed exhibits to Commission Board for their review and consideration of quote for a new city vehicle for the Water Department. Christianson advised Commission Board that the Vehicle is in the budget for the following year but it needs to be ordered now because of the wait time due to shortages the Country is having. Discussions held.

Christianson made a motion to approve the estimate and purchase of a new vehicle for the Water Department in the amount of \$54,362, second by Steele. Roll Call: Ayes; Christianson, Steele, Maize

11. End of Probation and Raise – Salinas handed exhibit to Commission Board for their review and consideration of End of Probationary period for Christin Bowman.

Steele made a motion to approve Christin Bowman as a permanent employee for the City of Tioga and approve her raise, second by Maize. Roll Call: Ayes; Christianson, Steele, Maize

Consent Approval:

12. Tioga Fund Application – Salinas handed exhibit to Commission Board for their review and consideration of a Tioga Fund Application from Neset Consulting for a Storefront Improvement application in the amount matching up to \$5,000. The Tioga Fund Advisory Board has reviewed the application and recommend approval.
13. Payroll 10-22-2021 - Salinas handed exhibit to Commission Board for their review and consideration of payroll for 10-22-2021.
14. Bills for October 2021 – Total \$318,259.33 ACME 173.99; Advance Business Methods 87.00; Affordable Towing \$770.00; Aramark \$509.16; Balco \$275.00; Barco \$7,873.99; BOSS \$82.51; Boarder Plains \$26.31; Circle Sanitation \$27,755.00; Computech \$350.00; Dakota Fire Extinguishers \$470.57; EAPC

\$36,111.28; Embroidme \$900.71; FED EX \$4.56; Ferguson \$6,443.82; First District \$75.00; Furseth Olsen & Event \$749.00; Gustafson \$30,597.00; HR Collaborative \$50.00; Info Tech \$324.25; Lesmeister, Marlana \$286.25; MDU \$8,860.22; MWEC \$946.58; NDACO \$54.00; ND Chief of Police Accoc. \$150.00; ND DEQ \$251.58; ND One Call \$61.40; ND State Radio Comm \$600.00; NCC \$1,825.42; Northland Enviro \$3,500.00; NW Veterinary Services \$231.71; Office Depot \$203.98; Pendlay Law \$2,250; Pinnacle \$3,752.03; Praxair \$46.52; Preble Medical \$64.00; Prosafe \$275.00; R&T \$88,390.10; Ralphs Plumbing \$964.61; Riteway \$183.38; Ruach \$467.91; Share Corp \$1,607.37; Tioga Hardware \$1,727.51; Tioga Parts \$511.54; Tioga Tribune \$1,983.06; ULINE \$404.95; UR Next Towing \$2,190.00; VISA \$6,702.15; Verizon \$884.38; Wanda Bagley \$1,100.00; WHAM \$324.38; Williams Co Hwy \$73,405.15; Williams Co Sheriffs \$375.00; WW Auto \$50.00;

Steele made a motion to approve the Tioga Fund Application from Neset Consulting for a Storefront Improvement application in the amount matching up to \$5,000, payroll for 10-22-2021 and the Bills for October 2021, second by Maize. Call: Ayes; Christianson, Steele, Maize

With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Maize, second by Steele at 8:15p.m. call: Ayes; Christianson, Bugbee, Steele, Maize

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday November 15, 2021 at 7:00 p.m., to be held at the Tioga City Hall.

Natalie Bugbee, Tioga Commission President

ATTEST:

Abby Salinas, Tioga City Auditor