

CITY OF TIOGA
City Commission Meeting Minutes
December 5, 2022

A meeting of the City Commission of the City of Tioga was called to order at 7:02 pm on December 5, 2022, at the Tioga City Hall, by the City Commission President Kevin Litten.

PRESENT: Kevin Litten, Tim Christianson, Jessica Sandberg-Steele, Larry Maize, Elizabeth Pendlay, Abby Salinas
ABSENT: Shawn Travis
GUEST: Jacob Orledge, Judy Odegaard, Josh Reiner, Wayne Knutson, Joshua Nelson, Cody Normark, Dan Larson, Wendy Lenzen, Chelsy Weisz, Shana Iverson, Deon Iverson, Linda Schmidt, Richard Schmidt, Steven Huinker, Desiree Hanson, Dean Hanson, Chris Norgaard, Laura Jean Rosencrans, Linda Meyer, Natalie Bugbee, Curtis VandeSandt

Christianson made a motion to approve the Commission Minutes of November 7, 2022 regular meeting and November 28, 2022 Special Commission Meeting with no errors and omissions, second by Maize. Roll Call: Ayes; Christianson, Steele, Maize

Modifications/Approval of Agenda:

Maize made a motion to add to the agenda Commission Reports and approve agenda with change added, second by Steele. Call: Ayes; Christianson, Steele, Maize

Commissioners Reports:

Christianson: Advised Commission Board that the meters that were approved at last special meeting have been ordered.
Travis: Absent
Steele: Advised Commission Board that a four way stop sign was approved over a year and half ago on the corner of Benson and 1st Street but it was never placed and would like to know who to talk to regarding placing the sign as directed. (Kirk Odegaard, Street Superintendent)
Maize: Advised Commission Board that Kirk Odegaard the Street Superintendent would like to open the landfill once a month on the second Saturday of each month from 9am to 12noon.
Maize made a motion to open the landfill once a month on the second Saturday of each month from 9am to 12noon, second by Christianson. Call: Ayes; Christianson, Steele, Maize
Litten: Advised Commission Board that all evaluations for City Employees have to be completed by the end of the year.

Old Business:

1. Legal – Pendlay – Advised Commission Board that she has been working on some City ordinances and has given Salinas the first part for review and should be completed to present to Commission Board at the next meeting.
2. Moore Engineering: Reiner – Advised Commission Board of status update for Northeast Reconstruction Project Phase 2, handed exhibit to Commission Board of pay application #6 from Strata Corp in the amount of \$354,868.03 for work done to date on NE Reconstruction Phase 2. Reiner states that he has reviewed pay application and recommends approval but also wants Commission Board to review the LD's for not completing work on time. Discussions held; Christianson recommends LD's for 6 days from November 9th to November 15.

Christianson made a motion to approve pay application #6 from Strata Corp with the deduction of LD's in the amount of \$ 345,268.03 for work done to date on NE Reconstruction Phase 2, second by Maize. Call: Ayes; Christianson, Steele, Maize

Reiner also advised that he is seeking permission to apply for the State Water Commission Grants for the actual Tioga Dam emergency Action Plan and the dam safety Improvements. Reiner has been in discussion with the State, and they are satisfied with most of the content in the City of Tioga's Emergency action plan but it needs to be updated and the grant will pay up to 80% cost share. For the safety improvement grant it's up to 60% cost share and is done in 2 parts, the first part is to get the engineer study completed then the second part will be to do the corrective plan.

Steele made a motion to approve moving forward applying for the grants to update the emergency action plan and the dam safety improvements, second by Maize. Call: Ayes; Christianson, Steele, Maize

Reiner also advised the Commission Board that he will be preparing task order #3 for the update on the Emergency Action Plan and the Dam Safety Improvements study report. Reiner handed exhibit to Commission Board of KS Industries map that shows 2 spots chosen for a lift station, one area would be better than the other for the coverage that the lift station would have caused by higher elevation, but it would require the purchase of maybe less than a quarter acre, more information will be coming in next Commission meeting. Other projects to be working on in 2023 will be Tioga Dam Park Trail, South Side Park, 3 blocks of street, sewer, curb and gutter, crack sealing, and possibility of 67th Street.

New Business:

3. Bob Anderson/Complaints – Richard Schmidt – Asked Commission Board if the Community Center will be paid off. Litten responded that it can't be paid off till September of 2023.

4. Current Vacant Airport Seat – Salinas handed exhibit to Commission Board for their review and consideration of letters of interest from Eric Romero, Wayne Knutson, and Dean Hanson. Discussions held. Salinas also advised that the 5-year term of one of the appointed board members will be up at the end of December and that Board member is seeking reappointment, but it must be advertised prior to give others opportunity.

Christianson made a motion to appoint Dean Hanson to the current vacant Airport Seat, second by Steele. Call: Ayes; Christianson, Steele, Maize

Steele made a motion to appoint advertise for the upcoming vacant Airport Seat, second by Maize. Call: Ayes; Christianson, Steele, Maize

5. Community Center Expansion Loan – Salinas handed exhibit to Commission Board for their review and consideration of the Bids for the Community Center Loan. Discussions held.

Steele made a motion to deny all loan bids for the Community Center Expansion, second by Christianson. Call: Ayes; Christianson, Steele, Maize

Steele made a motion to place up to \$6,000,000 towards the Community Center expansion needs, second by Maize. Call: Ayes; Steele, Maize Nays; Christianson

6. New Change of Address Form – Salinas handed exhibit to Commission Board for their review and consideration of the new change of address form.

Christianson made a motion to approve the new change of address form, second by Steele. Call: Ayes; Christianson, Steele, Maize

7. Police Department Payroll Changes – Police Chief Joshua Nelson – Handed exhibit to Commission Board for their review and consideration of updated payroll changes. Discussions held.

Steele made a motion to approve all payroll changes as stated, second by Maize. Call: Ayes; Christianson, Steele, Maize

Nelson also advised Commission Board that he would like to promote Sara Litten to Detective, she has received appropriate training in an area that was lacking in the Tioga.

Maize made a motion to approve the promotion of Police Officer Sara Litten to Detective, second by Steele. Call: Ayes; Christianson, Steele, Maize

Consent Approval:

8. Planning and Zoning Applications – Salinas handed exhibits to Commission Board for their review and consideration of Planning and Zoning Building Application from Steve Hunker for a Conditional Use

Application for having a shipping container located on his property and an application from Adam Fedler/DA Land for a Zone Change. Planning and Zoning Board has reviewed applications and recommends denial of application for a conditional use from Steve Hunker and shipping container to be removed by May 1, 2023 and approval of application for zone change from Adam Fedler.

Christianson made a motion remove Steve Hunker application from the consent agenda, second by Steele. Call: Ayes; Christianson, Steele, Maize

Hunker explained that he uses the shipping container as a storage, discussions held.

Maize made a motion to table until City Attorney reviews, second by Steele. Call: Ayes; Christianson, Steele, Maize

9. Special Liquor License Applications – Salinas handed an exhibit to Commission Board for their review and consideration of a Special Liquor License Applications from the Model Tavern/Gloria Iwen for a Christmas Party on December 13, 2022 and from The Rig Lounge/Debbie Trones for a Christmas Party on December 9th, 2022.
10. Pledge Holdings as of 10-31-22 – Salinas handed exhibit to Commission Board for their review and consideration of Pledge Holdings from Bank of Tioga as of 10-31-22.
11. Payroll 11-22-2022 - Salinas handed exhibit to Commission Board for their review and consideration of payroll for 11-22-2022.
12. Financials for October 2022- Salinas handed exhibits to Commission Board for their review and consideration of financials for October 2022 of Fund Summary and Balance Sheet.

Steele made a motion to approve the consent agenda that consists of Planning and Zoning Application from Adam Fedler/DA Land for a Zone Change, Special Liquor License Applications from the Model Tavern/Gloria Iwen for a Christmas Party on December 13, 2022 and from The Rig Lounge/Debbie Trones for a Christmas Party on December 9th, 2022, Pledge Holdings from Bank of Tioga as of 10-31-22, payroll for 11-22-2022, and the City Financials for October 2022, 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 Christianson, second by Steele at 8:50p.m. call: Ayes; Christianson, Steele, Maize, Litten.

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday December 19, 2022 at 7:00 p.m., to be held at the Tioga City Hall.

Kevin Litten, Tioga Commission President

ATTEST:

Abby Salinas, Tioga City Auditor