

**CITY OF TIOGA**  
City Commission Meeting Minutes  
December 6, 2021

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on December 6, 2021, at the Tioga City Hall, by the City Commission President Natalie Bugbee.

PRESENT: Natalie Bugbee, Tim Christianson, Shawn Travis, Jessica Steele, Larry Maize, Abby Salinas  
ABSENT: Elizabeth Pendlay  
GUEST: Jacob Orledge, Dan Larson, Wendy Lenzen, Tim Sundhagen, Josh Nelson, Eric Romero

**Maize made a motion to approve the Commission Minutes of November 15, 2021 Regular Commission Meeting, second by Travis. Roll Call: Ayes; Christianson, Travis, Steele, Maize**

**Commissioners Reports:**

Christianson: Advised Commission Board that the heaters at 2 of the lift stations have stopped working and will need to be fixed or replaced. Jeff Moberg (Water Superintendent) will provide a cost estimate at next meeting.  
Travis: Advised the Commission Board that he has reviewed the Tioga City Budgets and it all looks in order.  
Steele: None  
Maize: None  
Bugbee: None

**Modifications/Approval of Agenda:**

**Christianson made a motion to add to the agenda under new business #3 Tim Sundhagen and #6 90-day probation and raise then approve agenda as written, second by Steele. Call: Ayes; Christianson, Travis, Steele, Maize**

**Old Business:**

1. Legal – None
2. Moore Engineering: None

**Travis made a motion to table pay applications till next meeting on 12-20-2021 when Engineer will be here for review, second by Steele. Call: Ayes; Christianson, Travis, Steele, Maize**

**New Business:**

3. Tim Sundhagen Bollards on Property – Sundhagen advised Commission Board that he owns a lease with BNSF for the property South of the railroad tracks and before the City decides to put bollards on his property, he will need to be informed but as of now he does not want the bollards on his leased property. Commission Board advised Tim Sundhagen that discussions with BNSF will need to be had before a decision is made. Discussions held.
4. Lease on Grader – Salinas handed exhibit to Commission Board for their review and consideration of ending lease on grader. Salinas stated that there are 3 options available. Option 1 is to Finance for 48 months at 0% interest, option 2 is to finance for 60 months at 1.9% interest and the option 3 is to purchase the grader for one annual payment of 58,049.00 with payoff of \$144,854.42.  
**Travis made a motion to approve option 1 to finance for 48 months at 0% interest, second by Steele. Roll Call: Ayes; Christianson, Steele, Maize**
5. City Payroll Dates and Holidays – Salinas handed exhibits to Commission Board for their review and consideration of City payroll dates and City closure due to holidays.

**Steele made a motion to approve City payroll dates and City closure dates including half day on the day before Thanks Giving, the day before Christmas and the day before New Year's as has been done in all previous years, second by Maize. Call: Ayes; Christianson, Steele, Maize**

6. 90 Day Probation and Raise Recommendation - Salinas handed exhibit to Commission Board for their review and consideration of End of Probationary period for Sydney Iverson.

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

Consent Approval:

7. Payroll 11-22-2021 and 12-07-2021 - Salinas handed exhibit to Commission Board for their review and consideration of payroll for 11-22-2021 and 12-07-2021.
8. Bills for November 2021 – Total \$266,073.48 – Advance Business Methods \$87.00; Amazon \$398.68; Armark \$858.61; Barco \$13,121.69; BOSS \$474.49; Circle Sanitation \$17,680.00; Computech \$958.73; Connole & Sommerville \$6,970.00; DEMCO \$881.21; Esterholm Const \$4,710.00; FED EX \$4.53; Fiesel \$2,322.83; First Dist \$75.00; Furseth Olson & Evert PC \$753.90; Grafix Shoppe \$103.67; Jeromes Collission Center \$4,211.91; Marlana, Lesmeister \$230.00; Mondak Sound Design \$ 950.00; MDU \$9,947.91; MWE \$1,062.87; Moore \$94,636.49; National Pen Co \$139.00; NCC \$1,833.14; ND One Call \$51.25; Newman Signs \$798.70; NW VET SVC \$759.51; NDACO \$54.00; Office Depot \$1,180.35; Pendlay Law \$9,795.00; Preble Medical Svc \$255.00; Pinnacle \$3,315.73; Pitney Bows \$515.03; RDO \$2,644.64; R&T \$72,528.85; Ruach \$695.00; Stanley Lions Club \$25.00; Team Lab Chemical \$304.50; Tioga Hardware \$1,107.12; Tioga Parts \$255.95; Tioga Tire \$1,354.72; Tioga Tribune \$1,019.15; The Radar Shop \$196.00; Verizon \$883.09; VISA \$4,668.23; Wanda Bagley \$825.00; Williams Co Soil \$120.00; WW Auto \$310.00 ;
9. Financials for October 2021- Salinas handed exhibits of financials from October 2021 of Fund Summary and Balance Sheet for their Review and consideration.

**Maize made a motion to approve the payroll for 11-22-2021, Payroll for 12-07-2021, Bills for November 2021 and the City Financials for October 2021, second by Travis. Call: Ayes; Christianson, Travis, Steele, Maize**

**With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Maize, second by Travis at 7:37p.m. call: Ayes; Christianson, Travis, Bugbee, Steele, Maize.**

The next meeting of the City of Tioga Commission Meeting is scheduled for Monday December 20, 2021 at 7:00 p.m., to be held at the Tioga City Hall.

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Natalie Bugbee, Tioga Commission President

ATTEST:

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Abby Salinas, Tioga City Auditor