



2020

City of Wilton

Commission Minutes

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January 15, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on January 15, 2020 at 7:00 p.m. at the City Meeting Room. Present, Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and Pres. Domonoske-Kellar. Also present Matt Leidy and AJ Tuck.

Motion made by Clausen and seconded by Schacher to approve the minutes of the last regular meeting (12-18-19) as presented. All present voted aye, motion carried.

Motion made by Kary and seconded by Hedstrom to finalize the agenda as presented. All present voted aye, motion carried.

Due to the current CD rates being low, the CD's that were cashed out in 2019 will remain in the General Savings account until CD rates go up.

The retirement refund was reported wrong at the December 18, 2019 meeting. Checks 20191-20193 were voided. **Motion made by Clausen and seconded by Schacher** to issue the following refunds: Kelly Bauer \$1,069.64, Terry Hutslar \$3,337.22, Pattie Solberg \$2,267.58 with the remaining balance of \$8,008.24 to the City of Wilton. All present voted aye, motion carried.

Motion made by Schacher and seconded by Clausen to approve the Sportsmen's Bar and Grill liquor license transfer to the Memorial Hall on January 18, 2020 for the Delta Waterfowl Banquet. All present voted aye, motion carried.

Motion made by Kary and seconded by Hedstrom to designate the Union Bank as the City of Wilton's depository of public funds. All present voted aye, motion carried.

Motion made by Schacher and seconded by Kary to purchase Lot 15 Block 3 High Park North from McLean County for \$1.00 plus filing fees and to abate all back taxes. All present voted aye, motion carried.

Motion made by Schacher and seconded by Kary to approve the Wilton PTO's request for free use of the Memorial Hall on March 6th and 7th, 2020 for their annual Sweetheart Dance. All present voted aye, motion carried.

Motion made by Kary and seconded Clausen to approve the Wilton schools request for free use of the Memorial Hall on March 8, 2020 for a fundraiser for the music department. All present voted aye, motion carried.

City Engineer, AJ Tuck was present to discuss some possible funding for upcoming infrastructure work.

Motion made by Kary and seconded by Hedstrom to request \$4855.00 from the Sales and Use Tax Board to cover the cost of the SAMSID software used to track special assessments. All present voted aye, motion carried.

Motion made Schacher and seconded by Clausen to pay bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

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| -99779 Visa 663.88 | 20199 SCRWD 13,966.53 |
| -89874 NDPERS 425.00 | 20200 NABCO 91.55 |
| -89873 US Treasury 3,217.76 | 20201 BCBS of ND 1,812.60 |
| -89872 NDPERS 1,707.35 | 20202 Safeguard Business Methods 229.17 |
| -89871 ND Office of State Tax Commission 426.78 | 20203 Advanced Business Methods 61.05 |
| -89870 NDPERS 425.00 | 20204 Matt Leidy 1,500.00 |
| -89869 NDPERS 15.96 | 20205 Lee Larson 100.00 |
| 20191 Kelly Bauer Voided | 20206 Bob Cat of Mandan 6,000.00 |
| 20192 Terry Hutslar Voided | 20207 Terry Hutslar 1,619.59 |
| 20193 Pattie Solberg Voided | 20208 Dean Larson 1,132.73 |
| 20194 Kelly Bauer 1,069.64 | 20209 Pattie Solberg 1,304.81 |
| 20195 Terry Hutslar 3,337.22 | 20210 AFLAC 54.86 |
| 20196 Pattie Solberg 2,267.58 | 20211 Terry Hutslar 1,640.41 |
| 20197 Montana Dakota Utilities 580.51 | 20212 Dean Larson 1,155.19 |
| 20198 Otter Tail Power 1,582.52 | 20213 Pattie Solberg 1,328.43 |

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

February 5, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on February 5, 2020 at 7:00 p.m. at the City Meeting Room. Present, Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and Pres. Domonoske-Kellar.

Motion made by Hedstrom and seconded by Clausen to approve the minutes of the last regular meeting (1-15-20) as presented. All present voted aye, motion carried.

Motion made by Schacher and seconded by Clausen to finalize the agenda with the addition of Pheasants Forever Gaming Permit and Land Purchase. All present voted aye, motion carried.

Pres. Domonoske-Kellar stated she was going to meet with Ottertail Power about them taking over ownership of the streetlights owned by the City.

Updating the current ordinance book was discussed. The board will begin with the water, sewer and garbage ordinances.

Motion made by Schacher and seconded by Hedstrom to approve the County Line Cafe liquor license transfer to the Memorial Hall on March 28, 2020 for the Pheasants Forever Banquet. All present voted aye, motion carried.

The metered water usage for the South Park in 2019 was 1,004,915 gallons, which cost the City of Wilton \$3,909.14. The Board was in agreement to send the Park Board a letter notifying them they will be charged for water usage effective immediately.

Rick Becker realtor contacted the City with a counter offer to purchase his lots located by the pond for \$47,500.00 with the City paying the specials. The board decided to decline the counter offer.

Motion made by Hedstrom and seconded by Clausen to approve Pheasants Forever gaming permit to sell raffle tickets from February 6 through March 28, 2020. All present voted aye, motion carried.

Motion made Clausen and seconded by Schacher to pay bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:18 p.m.

-89688 NDPERS 425.00
-89867 NDPERS 1,741.50
-89866 US Treasury 3,273.80
8480 Farmers Union Oil 594.82
20214 McLean County Sheriff 7,521.66
20215 Circle Sanitation 6,663.00
20216 Verizon Wireless 114.83
20217 Ameri-Pride 273.41
20218 Bek Telephone 23.30
20219 BHG, Inc. 142.04
20220 NABCO 91.55
20221 Office Depot 88.47
20222 Warrens Lock and Key 79.00
20223 Dacotah Paper 959.17
20224 Montana Dakota Utilities 737.45

20225 Matt Leidy 3,835.00
20226 ND One Call 8.40
20227 Otter Tail Power 2,111.03
20228 Terry Hutslar 1,645.00
20229 Dean Larson 1,158.16
20230 Pattie Solberg 1,328.93
20231 AFLAC 54.86
20232 Sams Club 27.96
20233 Union Bank 15.00
20234 BCBS of ND 1,812.60
20235 SCRWD 15,678.13
20236 ND Dept. of Health 16.00
20237 Steins Inc. 410.84
20238 McLean County 21.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

February 19, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on February 19, 2020 at 7:00 p.m. at the City Meeting Room. Present, Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and Pres. Domonoske-Kellar.

Motion made by Hedstrom and seconded by Schacher to approve the minutes of the last regular meeting (2-05-20) as presented. All present voted aye, motion carried.

Motion made by Kary and seconded by Clausen to finalize the agenda as presented. All present voted aye, motion carried.

Motion made by Schacher and seconded by Hedstrom to approve the Sportsmen’s Bar liquor license transfer to the Memorial Hall on February 29, 2020 for the Confederation of Clubs Banquet. All present voted aye, motion carried.

Motion made by Schacher and seconded by Clausen to close the Soo Depot checking account and move the funds into the general checking. All present voted aye, motion carried.

Motion made by Kary and seconded by Hedstrom the sign the Joint Powers Agreement with McLean County for the 2020 election. All present voted aye, motion carried.

Motion made by Schacher and seconded by Clausen to approve the 2019 cash report as presented. All present voted aye, motion carried.

Motion made by Schacher and seconded by Kary to appoint Matt Leidy to the Planning and Zoning Commission. All present voted aye, motion carried.

Motion made Clausen and seconded by Kary to pay bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:16 p.m.

-99777 Visa 716.93

-89865 NDPERS 15.96

-89864 NDPERS 425.00

167 Black Mountain Software 1,213.75

168 Farmer Security Bank 10,000.00

20239 Terry Hutslar 1,645.00
20240 Dean Larson 1,158.16
20241 Pattie Solberg 1,328.93
20242 McLean County Sheriff 7,521.66
20243 Circle Sanitation 6,633.50
20244 Verizon Wireless 114.57
20245 Bek Telephone 8.10
20246 Montana Dakota Utilities 677.59
20247 Haga Kommer 3,150.00
20248 Steins Inc. 117.84
20249 Advanced Business Methods 121.88
20250 ND Water Users Association 100.00
20251 Workforce Safety and Insurance 1,382.31

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

March 4, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on March 4, 2020 at 7:00 p.m. at the City Meeting Room. Present, Commissioners John Clausen, Bill Kary and Lisa Hedstrom. In Pres. Domonoske-Kellar absences the meeting was chaired by Comm. Clausen

Motion made by Hedstrom and seconded by Kary to approve the minutes of the last regular meeting (2-19-20) as presented. All present voted aye, motion carried.

Motion made by Kary and seconded by Hedstrom to finalize the agenda as presented. All present voted aye, motion carried.

Auditor Solberg present a letter from the Wilton Zoning Board notify all property owner within 200 feet of 114 Burleigh Ave., of a special hearing being held on March 16, 2020. The owners of the property are requesting a zoning change from Commercial to Residential 1 and a 5-foot variance pending the zoning change.

Motion made by Kary and seconded by Hedstrom to the FFA request for free use of the Memorial Hall on March 26, 2020 for their annual awards banquet. All present voted aye, motion carried.

Motion made by Kary and seconded by Hedstrom to approval the resolution for the Burleigh County Emergency Management. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Kary to the Burleigh County Mitigation Plan. All present voted aye, motion carried.

Motion made Hedstrom and seconded by Kary to pay bills as presented. Roll call vote. Aye: Commissioners Kary, Hedstrom and Clausen. Absent: Comm. Schacher and Pres. Domonoske-Kellar. Motion carried.

With no other items for discussion Comm. Clausen declared the meeting adjourned at 7:17 p.m.

-99776 Visa 317.92

-89863 US Treasury 1,731.66

-89862 Void 0.00

-89861 NDPERS 425.00

8481 Farmer Union Oi 510.56

20252 Terry Hutslar 1,645.00

20253 Dean Larson 1,158.16

20254 Pattie Solberg 1,328.93
20255 Aflac 54.86
20256 Otter Tail Power 1,708.62
20257 SCRWD 13,733.13
20258 BCBS of ND 1,812.60
20259 ND Dept. of Health 145.65
20260 Nabco 91.55

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

March 18, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on March 18, 2020 at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bill Kary, Jim Schacher and Pres. Domonoske-Kellar. Also present AJ Tuck by speaker phone.

Motion made by Kary and seconded by Clausen to approve the minutes of the last regular meeting (3-4-20) as presented. All present voted aye, motion carried.

Motion made by Schacher and seconded by Clausen to finalize the agenda as presented. All present voted aye, motion carried.

Motion made by Kary and seconded by Schacher to accept the \$2.1 million dollar grant from the United States Army Corps of Engineers (USACE) for infrastructure updates. The grant will cover 75% of the cost for water and sewer main updates. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom and Pres. Domonoske-Kellar. Absent: Comm. Hedstrom. Motion carried.

Motion made by Schacher and seconded by Kary to make Pres. Domonoske-Kellar the executor of all documents from USACE. All present voted aye, motion carried.

Motion made by Schacher and seconded by Kary to have Ulteig Engineer and Auditor Solberg fill out a loan application for funding from the Drinking Water State Revolving Fund (DWSRF) and the Clean Water State Revolving Fund (CWSRF) for \$734,467.13 to cover the remaining 25% of the cost for water and sewer main updates. All present voted aye, motion carried.

Motion made by Kary and seconded by Clausen to appoint Pres. Domonoske-Kellar and Auditor Solberg as authorized representatives to fill out and sign any paperwork associated with the loan application. All present voted aye, motion carried.

Motion made by Schacher and seconded by Kary to permit Landis and Kassy Bloms to construct a residential structure at 114 Burleigh Road which is zoned commercial. The current house will be torn down. Roll call vote. Aye: Commissioners Kary, Hedstrom and Pres. Domonoske-Kellar. Abstain: Comm. Clausen. Absent: Comm. Hedstrom. Motion carried. The Zoning Board approved the Bloms request on March 16, 2020.

Motion made by Kary and seconded by Schacher to approve the Covid-19 Emergency Declaration. All present voted aye, motion carried.

Motion made by Clausen and seconded by Schacher to charge 10% over Circle Sanitations new rates that took effect in January 2020. All present voted aye, motion carried. The new rates for the City of Wilton residents will take effect with the April 2020 billing cycle.

Motion made by Schacher and seconded by Kary to extend the Pheasants Forever gaming permit to May 30, 2020. The original drawing was scheduled to take place on March 28, 2020. All present voted aye, motion carried.

Motion made Clausen and seconded by Schacher to pay bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom and Pres. Domonoske-Kellar. Absent: Comm. Hedstrom. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 8:17 p.m.

-89859 US Treasury 1,541.64
-89858 NDPERS 15.96
-89857 NDPERS 425.00
8482 Farmers Union Oil 907.07
8483 Deer Credit 16,000.00
20261 Terry 1,645.00
20262 Dean Larson 1,158.16
20263 Pattie Solberg 1,328.93

20264 McLean County Sheriff 7,521.66
20265 Verizon Wireless 114.57
20266 Bek Communications 8.35
20267 BHG., Inc. 894.16
20268 ND Dept. of Health 32.00
20269 Advanced Business Methods 84.68
20270 Deer Credit 3,675.81

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

April 1, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on April 1, 2020 at 7:00 p.m. by conference call due to the Covid-19 pandemic. Present Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and Pres. Domonoske-Kellar. Also present AJ Tuck.

Motion made by Hedstrom and seconded by Schacher to approve the minutes of the last regular meeting (3-18-20) as presented. All present voted aye, motion carried.

Motion made by Schacher and seconded by Hedstrom to finalize the agenda as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Schacher to suspend all late fees and disconnects on past due water bills through May 2020. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to open a new checking account for the upcoming 2021 infrastructure update grant monies. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Kary to pay the \$1,225,000 Refunding Bond of 2014, \$805,000 Refunding Bond of 2013 and \$150,000 Water and Sewer Bond of 2006. Roll call vote. Aye: Comm. Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

Motion made Schacher and seconded by Clausen to pay bills as presented. Roll call vote. Aye: Comm. Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:15 p.m.

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| -99775 Visa 1,066.17 | 20275 BCBS Of ND 1,812.60 |
| -89856 NDPERS 425.00 | 20276 SCRWD 13,495.84 |
| -89855 NDPERS 1,741.50 | 20277 Advanced Business Methods 66.35 |
| -89854 US Treasury 3,273.30 | 20278 ND One Call 3.60 |
| -89853 ND Office of State Tax Commission 381.48 | 20279 Terry Hutslar 1,645.00 |
| 20271 Circle Sanitation 7,852.25 | 20280 Dean Larson 1,158.16 |
| 20272 Nabco 91.55 | 20281 Pattie Solberg 1,328.93 |
| 20273 Montana Dakota Utilities 627.14 | 20282 Aflac 54.86 |
| 20274 Otter Tail Power 1,683.46 | |

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

April 15, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on April 15, 2020 at 7:00 p.m. by conference call due to the Covid-19 pandemic. Present Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and Pres. LeeAnn Domonoske-Kellar.

Motion made by Hedstrom and seconded by Clausen to approve the minutes of the last regular meeting (4-01-20) as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Schacher to finalize the agenda as presented. All present voted aye, motion carried.

The Commission set Clean-Up Week for May 4 -9, 2020. The Commission also set new landfill hour for 2020. The Wilton landfill will be opened Tuesdays and Thursdays from 5:30 p.m. to 7:30 p.m.

Motion made by Schacher and seconded by Clausen to approve a burn ban through November 1, 2020

Motion made Clausen and seconded by Schacher to pay bills as presented. Roll call vote. Aye: Comm. Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:13 p.m.

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| -89852 NDPERS 425.00 | 20295 Dean Larson 1,158.16 |
| -89851 NDPERS 15.96 | 20296 Pattie Solberg 1,328.93 |
| 44 Starion Bond 104,906.25 | 20297 Newton Bonding 50.00 |
| 1038 Starion Bond 66,100.00 | 20298 NABCO 91.55 |
| 20288 McLean County Sheriff 7,521.66 | 20299 Montana Dakota Utilities 558.23 |
| 20289 Circle Sanitation 7,201.00 | 20300 ND Dept of Health 16.00 |
| 20290 Verizon Wireless 114.57 | 20301 Office Depot 55.09 |
| 20291 Bek Communications 12.37 | 20302 ND One Call 3.60 |
| 20292 BHG, Inc. 43.66 | 20303 ND Dept of Environmental Quality |
| 20293 Starion Bond 12,180.00 | 145.65 |
| 20294 Terry Hutslar 1,645.00 | |

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

April 15, 2020 - Board of Equalization

A Board of Equalization meeting of the Board of City Commissioners was held on April 15, 2020 6:45 p.m. by conference call due to the Covid-19 pandemic. Present were Pres. LeeAnn Domonoske-Kellar, Commissioners John Clausen, Bill Kary, Lisa Hedstrom and Jim Schacher.

Motion made by Clausen and seconded by Schacher to accept the 2020 property values proposed by the assessor, Ryan Oberg, which included no across the board changes in McLean County or Burleigh County. Any changes in property value for 2020 were due to either new construction, demolition, property improvement, or a change in status from exempt to non-exempt, as illustrated on the Change in True and Full Value supplemental provided by the assessor. All present voted aye, motion carried.

Pres. Domonoske-Kellar declared the meeting adjourned at 6:57 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

May 6, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on May 6, 2020 at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and Pres. LeeAnn Domonoske-Kellar. Also present Mark Jennings, Bryan Dusak and Jamie and Nicole Schurhamer.

Motion made by Schacher and seconded by Clausen to approve the minutes of the last regular meeting (4-15-20) as presented. All present voted aye, motion carried.

Motion made by Kary and seconded by Hedstrom to approve the minutes of the Board of Equalization meeting held on April 15, 2020. All present voted aye, motion carried.

Motion made by Clausen and seconded by Schacher to finalize the agenda as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Hedstrom to accept B&B Excavations bid to repair manholes for \$1,750 each. All present voted aye, motion carried. There are currently 6 manholes that need repair.

Late fees and disconnect for water bill will no longer be waived starting with the May 2020 billing. As stated in the disconnect notice arrangements can be made with the Auditors Office for a payment plan to bring bills current and keep services on.

When the Soo Depot was moved to the current location in 1976, the south 60 feet of the building was not placed on the footings which has caused the building to sag. **Motion made by Clausen and seconded by Schacher** to accept Weiss Housemoving bid of \$8825.00 to repair the Soo Depot. All present voted aye, motion carried. Weiss Housemoving will install a 90-foot support beam under the Soo Depot, lift the building with jacks and put in new blocking so the entire building will sit on the footings poured in 1976.

The City received two bids to cut an access hole in the Soo Depot required by Weiss Housemoving to install the 90-foot beam. **Motion made by Schacher and seconded by Kary** to accept the bid from Custom Carpentry by Matt for \$1,375.00. All present voted aye, motion carried.

Motion made by Schacher and seconded by Clausen to approve the Farmers Union Elevators building application to construct 5 new grain bins. All present voted aye, motion carried. The Wilton Planning and Zoning Board approved the application at their April 22, 2020 meeting.

Nicole Schurhamer was present on behalf the Wilton Park Board. Schurhamer requested the Park Board be exempt from water charges in 2020 since they did not budget for it. **Motion made by Clausen and seconded by Schacher** to approve the Wilton Park Boards request to not be charged for water usage in 2020. All present voted aye, motion carried. 2020 would have been the first year the Wilton Park Board would had been charged for water usage due to policy changes.

Motion made by Hedstrom and seconded by Clausen to approve Washburn American Legion Site Authorizations for the County Line Café, Sportsmen’s Bar and Grill and The Time Out Tavern as presented. All present voted aye, motion carried. All three permits will be valid from July 1, 2020 through June 30, 2021.

The air ducts in the City Office were recently inspected by camera. The ducts are beyond repair and it was recommended to abandon the floor duct and install new ducts in the ceiling. The City received two bids to replace the air ducts and install a new air conditioning unit. **Motion made by Clausen and seconded by Schacher** to accept the bid from Bismarck Heating and Air for \$8,955.00. All present voted aye, motion carried

Motion made by Kary and seconded by Hedstrom to sign the engagement letter from Brady Martz to complete the 2015-2019 financial audits. All present voted aye, motion carried.

Black Mountain Software submitted a quote for their cloud service for \$950.00 a year. All Black Mountain Software would be automatically backed-up to the cloud service. The board will look into cheaper alternatives.

Motion made by Schacher and seconded by Clausen to allow walking in the hall in the mornings and to waive the rental fee. All present voted aye, motion carried

Motion made Hedstrom and seconded by Kary to pay bills as presented. Roll call vote. Aye: Comm. Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 8:01 p.m.

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|-----------------------------|-------------------------------|
| -89850 NDPERS 425.00 | 20307 Slade Schatz 383.21 |
| -89849 NDPERS 1,741.51 | 20308 Douglas Shelstad 407.27 |
| -89848 US Treasury 3,613.18 | 20309 Nevada Werner 383.21 |
| 20304 Travis Fleck 383.21 | 20310 Terry Hutslar 1,645.00 |
| 20305 Rachel Howe 265.96 | 20311 Dean Larson 1,158.16 |
| 20306 Nicole Sailing 339.60 | 20312 Pattie Solberg 1,436.61 |

20313 ND Dept of Environmental Quality
20.00
20314 Otter Tail Power 1,756.33
20315 BCBS of ND 1,812.60
20316 SCRWD 13,663.11
20317 Advanced Business Methods 64.07

20318 McLean County Treasure 3,615.00
20319 Sanitation Products Inc. 616.60
20320 Steins Ince 69.98
20321 Sam's Club 45.00
20322 Aflac 54.86

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

May 20, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on May 20, 2020 at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and Pres. LeeAnn Domonoske-Kellar.

Motion made by Schacher and seconded by Kary to approve the minutes of the last regular meeting (5-6-20) as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Hedstrom to finalize the agenda with the addition of Knife River Request under new business. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Schacher to approve Brian Zins commercial building application to construct a 4-foot chain link fence and to move in an 8' x 16' greenhouse at 29 Dakota Ave. All present voted aye, motion carried.

The City of Wilton received the proposed contract for the 2021 Law Enforcement Serviced with McLean County Sheriff's Department. The contract cost is \$93,689.64 for 10.89 hours per day of dedicated service. After discussing the cost and number of hours the board was in agreement to contact the McLean County Sheriff's Department about reducing the number of hours to 8 or 9 hours per day. The contract was tabled until the next meeting on June 3, 2020.

Compliance letter will be sent out to 12 property owners as discussed by the board.

Knife River Corp. contact Pres. Domonoske-Kellar about reserving the RV park for its employees who will be working on Highway 83. The City normally does not reserve spots in the RV Park. The board decided to make an exception if they company is willing to start paying for the spot immediately.

There was 2 error in the March 18, 2020 minutes. Comm. Hedstrom was absent and was listed as voting aye in roll call votes. The minutes will be updated accordingly. Both motions still pass with the corrections.

Motion made Schacher and seconded by Clausen to pay bills as presented. Roll call vote. Aye: Comm. Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:56 p.m.

-99774 Visa 432.31

-89846 NDPERS 425.00

-89845 NDPERS 15.96
8485 Northern Improvement 1,020.00
20323 McLean County Sheriffs 7,521.66
20324 Circle Sanitation 7,346.00
20325 Office Depot 161.92
20326 Weiss Housemoving 5,000.00
20327 Verizon Wireless 109.47
20328 Bek Telephone 7.57
20329 BHG, Inc. 269.88
20330 Montana Dakota Utilities 314.22
20331 ND Dept of Health 16.00
20332 LeeAnn Domonoske-Kellar 395.00

20333 ND Water and Pollution Control
Conf. 192.00
20334 Terry Hutslar 650.00
20335 Pro Forms 679.62
20336 Power Plan 200.59
20337 Dicks Vacuum Service 125.00
20338 Terry Hutslar 1,645.00
20339 Dean Larson 1,158.16
20340 Pattie Solberg 1,436.61
20341 Lyle Aune 1,000.00
20342 Matt Leidy 690.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

June 3, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on June 3, 2020 at 7:00 p.m. at the City Meeting Room. Present Commissioners Bill Kary, Lisa Hedstrom, Jim Schacher and Pres. LeeAnn Domonoske-Kellar. Also present Devin Hanson and AJ Tuck.

Motion made by Hedstrom and seconded by Schacher to approve the minutes of the last regular meeting (5-20-20) as presented. All present voted aye, motion carried.

Motion made by Kary and seconded by Hedstrom to finalize the agenda as presented. All present voted aye, motion carried.

City Engineer A.J. Tuck was present to discuss how the City would like to move forward with the 2021 Improvement Project. A public hearing will be held at a later date to get public input on repairing the streets once the new water and sewer lines are installed.

The 2021 Police contract was tabled until Sheriff Kerzmann can be present.

The board held general discussion about the 2021 budget.

Motion made by Schacher and seconded by Hedstrom to approve Devin Hanson's building permit to construct at 30'x 40' detached garage at 204 Whitman Avenue, with the stipulation Hanson puts siding on his shed and paints or resides his house to match the siding of the detached garage by September 1, 2021. All present voted aye, motion carried. The Wilton Zoning Board approved the permit on June 10, 2020 with the same stipulation.

Motion made by Hedstrom and seconded by Schacher to approve the gaming permit for the First Presbyterian Church to sell raffle ticket from June 4, 2020 through September 12, 2020. All present voted aye, motion carried.

Motion made Schacher and seconded by Kary to pay bills as presented. Roll call vote. Aye: Comm. Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Absent: Comm. Clausen. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 8:02 p.m.

-99773 Visa 502.78

8487 Northern Improvement 1,020.00

20359 McLean County Sheriff 7,521.66

20360 Circle Sanitation 7,187.75
20361 Verizon Wireless 114.47
20362 Bek Telephone 9.43
20363 BHG, Inc. 129.19
20364 ND One Call 20.40
20365 ND Dept of Health 16.00
20366 Power Plan 204.28
20367 LeeAnn Domonoske-Kellar 700.00
20368 Terry Hutslar 1,645.00
20369 Dean Larson 1,158.16
20370 Pattie Solberg 1,436.61
20371 Matt Leidy 685.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

June 11, 2020 – Special Meeting Meeting

A special meeting of the Board of City Commissioners was held on June 11, 2020 at 2:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bill Kary, Jim Schacher and Pres. LeeAnn Domonoske-Kellar. Also present Terry Hutslar and Matt Leidy.

Motion made by Kary and seconded Schacher to finalize the agenda as presented. All present voted aye, motion carried.

The Commission requested Terry Hutslar be present at the meeting to discuss his upcoming retirement. Hutslar stated he was retiring on August 31, 2020 and he was planning using up his vacation time. The board was in agreement to let Hutslar use his vacation time up. The City's current policy is to pay out accumulated vacation upon resignation or termination. Pres. Domonoske-Kellar asked Hutslar to write a letter of resignation stating his retirement date and to include the date he planned on starting vacation.

The Commission is working on updating Chapter 10 ordinances. The commission held general discussion about the number of days to comply and fines. The board decided to leave the fines and days to comply as is and send the violation to Municipal Court.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 2:40 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

June 17, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on June 17, 2020 at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and Pres. LeeAnn Domonoske-Kellar. Also present AJ Tuck, Courtney Gratton and Adam Aarhus.

Motion made by Hedstrom and seconded by Schacher to approve the minutes of the last regular meeting (06 03-20) as presented. All present voted aye, motion carried.

Motion made by Kary and seconded by Clausen to approve the minutes of the special meeting held on June 11, 2020 as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Hedstrom to approve the corrected minutes from May 6, 2020. All present voted aye, motion carried. The following was inadvertently left out: Nicole Schurhamer was present on behalf the Wilton Park Board. Schurhamer requested the Park Board be exempt from water charges in 2020 since they did not budget for it. **Motion made by Clausen and seconded by Schacher** to approve the Wilton Park Boards request to not be charged for water usage in 2020. All present voted aye, motion carried. 2020 would have been the first year the Wilton Park Board would had been charged for water usage due to policy changes.

Motion made by Kary and seconded by Schacher to finalize the agenda as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Schacher to sign the 2021 police contract. The contract is for \$93,689.64. Aye: Comm. Clausen, Kary and Schacher. Nay: Comm. Hedstrom. Motion carried.

The board discussed budgeting for electric key pad for the Memorial Hall, grapple forks for the skid steer and replacing the city work truck.

Courtney Gratton was present to discuss the compliance letters he received. Gratton has several vehicles parked on his property. Gratton stated he recently got one of the vehicles running and has ordered tags. Pres. Domonoske-Kellar asked about the over grown grass and weed. Gratton stated he would take care of the issue, but he recently landscaped around the house and would like the grass to be better established before mowing that area.

Adam Aarhus was present about the compliance letter he received for a blighted structure. The west side of the Time Out Tavern has wood siding than is in need of repair. Aarhus stated he

would not be able to have the repairs completed by June 21, 2020. **Motion made by Clausen and seconded** by Schacher to give Aarhus until September 1, 2020 to complete the repairs. All present voted aye, motion carried.

Comm. Kary looked into other health insurance plans for the City employees. Kary will look into several more options before the July 1, 2020 meeting.

The Board discussed making changing to employee's fringe benefits. Employees hired after July 1, 2020 will be offered a single person insurance policy. Employees hired before July 1, 2020 will still have the option of taking the insurance offered by the City or the monetary credit.

Pres. Domonoske-Kellar present updated job description for the Public Works Supervisor and Public Works Employee.

Motion made by Schacher and seconded by Kary to permit Matt and Darla Leidy to rent the back room of the Memorial Hall for a private event on June 27, 2020. All present voted aye, motion carried. At this time the Memorial Hall use is being limited due to Covid-19.

The City of Wilton will be holding a public meeting on July 14, 2020 at 7:00 pm at the Wilton Memorial Hall. This meeting is to discuss the upcoming 2021 Water and Sewer Improvement Project.

Motion made Schacher and seconded by Kary to pay bills as presented. Roll call vote. Aye: Comm. Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 8:08 p.m.

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| -99773 Visa 502.78 | 20365 ND Dept of Health 16.00 |
| 8487 Northern Improvement 1,020.00 | 20366 Power Plan 204.28 |
| 20359 McLean County Sheriff 7,521.66 | 20367 LeeAnn Domonoske-Kellar 700.00 |
| 20360 Circle Sanitation 7,187.75 | 20368 Terry Hutslar 1,645.00 |
| 20361 Verizon Wireless 114.47 | 20369 Dean Larson 1,158.16 |
| 20362 Bek Telephone 9.43 | 20370 Pattie Solberg 1,436.61 |
| 20363 BHG, Inc. 129.19 | 20371 Matt Leidy 685.00 |
| 20364 ND One Call 20.40 | |

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

July 1, 2000 – Organizational Meeting

An organizational meeting of the Board of City Commissioners was held on July 1, 2020, 7:00 p.m. at the City Meeting Room. Present were Pres. LeeAnn Domonoske-Kellar and Commissioners John Clausen, Bill Kary and Lisa Hedstrom.

Motion made by Kary and seconded by Hedstrom to approve the agenda as presented. All voted aye, motion carried.

Motion made by Kary and seconded by Hedstrom to appoint the following positions:

Pattie Solberg as Wilton City Auditor

Dave Lindell of Lindell Law Office as the City Attorney

Ryan Oberg (McLean County Assessor) as the City Assessor

Bruce Wagendorf and Bill Harris to a 2-year term on the Planning and Zoning Board

Bob Ell and Matt Leidy to a 4-year term on the Planning and Zoning Board

Lisa Hedstrom as the Street Commissioner

Jim Schacher as the Police Commissioner

Bill Kary as the Finance Commissioner

John Clausen as the Water/Sewer Commissioner

All voted aye, motion carried.

Motion made by Hedstrom and seconded by Kary to appoint Commissioner Clausen as Vice President of the Commission. All voted aye, motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the organizational meeting adjourned at 7:02 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar

July 14, 2020 – Public Hearing

A public hearing was held on July 14, 2020 at 7:00 p.m. at the Wilton Memorial Hall. Present Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and Pres. LeeAnn Domonoske-Kellar.

The purpose of the hearing was to provide information on the upcoming 2021 Utility Improvement Project.

City Engineer, AJ Tuck, gave a presentation on the age and conditions of the current water and sewer lines, the proposed improvement areas and the options to repair the pavement after the new water and sewer mains are installed.

After the presentation the community members were given the opportunity to ask questions about the upcoming improvements.

The hearing was concluded at 7:55 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

July 24, 2020 – Special Meeting

A special meeting of the Board of City Commissioners was held on July 24, 2020 at 11:00 a.m. at the City Meeting Room. Present Commissioners Bill Kary, Jim Schacher and Pres. LeeAnn Domonoske-Kellar.

Motion made by Schacher and seconded Kary to finalize the agenda as presented. All present voted aye, motion carried.

Motion made by Schacher and seconded by Kary to approve Bill Harris's building permit to construct a 50' x 30' detached garage at his property located at 112 N. 4th St. Harris will have 6 months from July 24, 2020 to demolish the current detached garage. Failure to demolish the current garage will result in fines of \$100 per day. All present voted aye, motion carried.

The commission discussed the survey that will be sent to all property owners in the City of Wilton. The survey will be used to determine if the property owners would like to proceed with a street project once the new water and sewer mains are replaced in 2021.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 11:45 a.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

August 5, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on August 5, 2020 at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and Pres. LeeAnn Domonoske-Kellar. Also present Pam Bauer and Stacy Hakanson.

Motion made by Schacher and seconded by Hedstrom to approve the minutes of the last regular meeting (07-15-20) as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Schacher to approve the minutes of public hearing held on July 14, 2020. All present voted aye, motion carried.

Motion made by Kary and seconded by Hedstrom to approve the minutes of special meeting held on July 24, 2020. All present voted aye, motion carried.

Motion made by Clausen and seconded by Schacher to finalize the agenda as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to approve the 2021 preliminary budget. All present voted aye, motion carried. The final budget hearing was set for September 16, 2020 at 6:45 pm.

Pam Bauer was present to discuss her storage sheds. At the July 15, 2020 meeting Bauer agreed to move the sheds away from her trailer and attach the 2 remaining sheds to make one shed. Bauer stated her yard is too unlevel to move the sheds next to each other and they would have to remove siding in order to connect them. Bauer also stated her husband and herself are unable to complete the work because of their disabilities. The Commission agreed the sheds had to be connected or one must be removed as agreed on at the previous meeting and for Bauer to be in compliance with the current zoning ordinances. Bauer walked out of the meeting and the commission moved on to the next agenda item.

County Line Café owner, Stacy Hakanson, was present to discuss extending her liquor license to the 2 vacant lots she owns to the east of her café. The commission asked Hakanson to have the tax records under the same before extending the license to the vacant lots.

Dan Bauer called the Wilton City Office during the meeting and was placed on speaker phone. Bauer informed the commission he would connect the shed.

A public hearing was set for September 2, 2020 at 6:45 pm for Mark and Maretta Franklund variance request for their property located at 317 Dakota Ave.

Motion made Clausen and seconded by Schacher to pay bills as presented. Roll call vote. Aye: Comm. Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:41 p.m.

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| -89834 NDPERS 850.00 | 20410 McLean County Auditor 241.50 |
| -89833 NDPERS 1,741.51 | 20411 Farmers Union Insurance 1,797.00 |
| 8489 Butler 141.08 | 20412 ND Dept of Health 606.42 |
| 20405 NABCO 91.55 | 20413 Dakota Supply Group 206.19 |
| 20406 Montana Dakota Utilities 103.40 | 20414 Terry Hutslar 1,645.00 |
| 20407 Ottetail Power 2,439.25 | 20415 Dean Larson 1,158.16 |
| 20408 SCRWD 24,158.33 | 20416 Pattie Solberg 1,436.61 |
| 20409 Advanced Business Methods 133.77 | 20417 Aflac 54.86 |

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

August 19, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on August 19, 2020 at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and Pres. LeeAnn Domonoske-Kellar. Also present Bill Harris and Bob Ell.

Motion made by Schacher and seconded by Clausen to approve the minutes of the last regular meeting (08-05-20) as presented. All present voted aye, motion carried.

Motion made by Schacher and seconded by Clausen to approve the minutes of special meeting held on July 16, 2020. All present voted aye, motion carried.

Motion made by Kary and seconded by Clausen to finalize the agenda as presented. All present voted aye, motion carried.

Motion made by Schacher and seconded by Hedstrom to approve the final plat map as present by Interstate Engineering on behalf of Wilton Cenex. Cenex purchased an adjacent strip of land from the NDDOT and quit claim deeded the land the City of Wilton. Roll call vote. Aye: Comm. Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

The results of the Public Input Survey were discussed. 66% of the property owners that returned the survey are in favor of repairing only the trench needed to install the new water and sewer mains. Based on the survey results, no further street improvements will be planned for at this time.

The minutes for the special meeting on July 24, 2020 stated Bill Harris was constructing a detached garage at his property located at 112 N. 4th St. Harris was approved to construct an attached garage.

Zoning Member Bill Harris was present to discuss several concerns he had with Zoning. Harris questioned how the City of Wilton had the right to tell people what they can and cannot build on their property and asked if the International Building Codes had been adopted by the City. It was explained to Harris, cities have zoning districts and zoning ordinances state what can be built in each district. Harris was referred to Wilton Zoning Ordinances and Subdivision Regulations, which he was given a copy of when he joined the Zoning Board in 2014 and an updated copy in 2018 when the zoning ordinances were updated.

Harris also question Pres. Domonoske-Kellar as to why she did an inspection on a fence. The inspection Harris referred to took place in 2016 for Greg and Becca Axt. Pres. Domonoske-Kellar informed Harris when the inspection was needed building inspectors were not available

and that he (Harris) was involved in a property line dispute with Axt and it was a simple inspection of a fence post in relationship to the property pin.

Motion made Clausen and seconded by Schacher to pay bills as presented. Roll call vote. Aye: Comm. Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:46 p.m.

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| -99771 Visa 2,281.46 | 20422 BHG, Inc. 750.75 |
| -89832 US Treasury 3,207.59 | 20423 Farmers Union Elevator 391.74 |
| -89831 NDPERS 425.00 | 20424 Office Depot 93.18 |
| -89830 NDPERS 15.96 | 20425 Western Dakota Energy 200.00 |
| 169 Wilton Economic Development 21,000.00 | 20426 Terry Hutslar 1,645.00 |
| 20418 McLean County Sheriff 7,521.66 | 20427 Dean Lason 1,158.16 |
| 20419 Circle Sanitation 7,293.50 | 20428 Pattie Solberg 1,436.61 |
| 20420 Verizon Wireless 115.21 | 20429 Taryn Schurhamer 166.23 |
| 20421 Bek Telephone 8.58 | 20430 McKenna Weisenberger 107.35 |

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.