

City of Wilton

2017 City Commission Meeting Minutes

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January 4, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on January 4, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, William Kary, Lisa Hedstrom and Joel Middaugh. Also present Troy Bies.

Motion made by Kary and seconded by Middaugh to approve the minutes of the last regular meeting (12-21-16) as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to approve the minutes of the special meeting held on December 27, 2016 as presented. All present voted aye, motion carried.

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

Subdivision ordinances from other cities were given to the commissioner to look over.

Troy Bies owns land outside of Wilton and he currently does not have a water source on the property. Bies has been filling a water tank at the Wilton Fire Hall, which he is a member of. The water for the Fire Department is paid for by the City, and there is not a way to track the actual amount of water taken by Bies. When asked why he did not have a well, Bies stated he could not afford to have one drilled at the time. Bies has been filling his tank at the fire hall since the end of July 2016 and has made 3 payments to the City for water. Commissioner Kary suggested Bies pay \$50.00 a month to cover the base rate of \$40.50 and 2,000 gallons of water, which Bies agreed to. **Motion made by Hedstrom and seconded by Kary** to allow Troy Bies to take 2,000 gallons a month from the Fire Hall a month for \$50.00. All present voted aye, motion carried. The Fire Department will have the final say if Bies will be able to continue to taking water from the Fire Hall.

Motion made by Hedstrom and seconded by Clausen to give all salaried full-time employees a 1% raise. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Clausen to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 7:40 p.m.

-998229 Visa 298.85

-99830 US Treasury 3,315.25

19000 Terry Hutslar 1,544.51

19001 Dean Larson 1,066.69
19002 Pattie Solberg 1,226.57
19003 NDPERS 247.00
19004 NDPERS 1,764.72
19005 Office Depot 22.99
19006 Blue Cross Blue Shield of ND 1,418.07
19007 SCRWD 13,962.64
19008 Praxair Dist. 78.20
19009 Legend-Air 1,566.00
19010 Advanced Business Methods 50.00
19011 Robert Ell 138.52
19012 Bruce Wagendorf 92.35
19013 ND Office of State Tax Commission 326.60

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

January 18, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on January 18, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, William Kary, and Joel Middaugh. Also present AJ Tuck

Motion made by Clausen and seconded by Middaugh to approve the minutes of the last regular meeting (01-04-17) as presented. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Clausen to approve the agenda as presented with the addition of Ulteig Engineering. All present voted aye, motion carried.

General discussion was held about subdivisions and what the city would like in an ordinance pertaining to the development of a subdivision.

Motion made by Clausen and seconded by Kary to approve the liquor license transfer for the Sportsmen's Bar and Grill. The Delta Water Fowl banquet will be at the Memorial Hall on January 28, 2017. All present voted aye, motion carried.

Motion made by Kary and seconded by Middaugh to approve adding Equipment Breakdown Coverage to Fire and Tornado Insurance policy. All present voted aye, motion carried.

City Engineer AJ Tuck asked the Commission if they would like to move forward with the Corner Block Survey. Tuck was informed it was not in the budget for 2017 and the City would attempt to budget for it in 2018.

Motion made by Middaugh and seconded by Clausen to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Hedstrom. Motion carried. All present voted aye, motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 7:20 p.m.

19014 Terry Hutslar 1,559.91
19015 Dean Larson 1,079.61
19016 Pattie Solberg 1,237.32
19017 Aflac 102.44
19018 NDPERS 247.00
19019 McLean County Sheriff 6,884.84
19020 Circle Sanitation 6,666.75
19021 Bek Telephone 8.44
19022 Farmers Union Oil 2,011.18

19023 Ameri-Pride 190.99
19024 Verizon Wireless 153.31
19025 McLean County 3,962.27

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

February 1, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on February 1, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, Lisa Hedstrom and Joel Middaugh. Also present AJ Tuck, Durwin and Val Powers.

Motion made by Clausen and seconded by Middaugh to approve the minutes of the last regular meeting (01-18-17) as presented. All present voted aye, motion carried.

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

General discussion was held about subdivisions again and the board decided to model the local subdivision ordinance after the City of Rays.

Wilton Builder would like to build a duplex in the High Park North Subdivision on W2 lot 2 block 1. The covenants state that “Block One (1) shall have a classification under the ordinances of the City of Wilton as will permit the same to be used for a proposed park or for the purposes other than a single family dwellings.” Powers asked for clarification on what other purposes meant. The board felt it would be best to consult with the City Attorney. If a duplex is allowed, the lot will have to be re-zoned from a Residential 1 to a Residential 2.

Pres. Domonoske-Kellar asked the board if how they felt about charging \$1.00 on every water bill as a landfill fee. The \$1.00 a month would allow residents in the City Limits unlimited use of the landfill with no charge at the gate. There would still be an addition fee for appliances and contractor will still have to pay by the load. The board thought it was good idea and will work on getting public input on the idea.

The Sales and Use Board approved the City of Wiltons request for fund to cover the cost of the snow removal from the intersections. The City Auditor transferred \$28,742.44 from the Sales Tax account into the General Fund to cover the cost of the snow removal.

Motion made by Middaugh and seconded by Hedstrom to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried. All present voted aye, motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 7:37 p.m.

-99282 Visa 557.10

-99827 Visa 103.00

-89966 US Treasury 3,303.80
8418 Butler 872.50
8419 Butler 207.50
19026 Brad Hedstrom 5,520.00
19027 Wilton Builders 3,000.00
19028 Jerry Kellar 4,940.00
19029 Kasey Power 1,740.00
19030 4 Season Tree and Yard Service 3,280.00
19031 Tru Grit Dirtworks 3,237.50
19032 Josh Basaraba 6,340.00
19033 Montana Dakota Utilities 647.23
19034 SCRWD 14,328.30
19035 ND Dept. of Health 16.00
19036 BCBC of ND 1,418.07
19037 Otter Tail Power 1,938.37
19038 Terry Hutslar 1,559.91
19039 Dean Larson 1,079.61
19040 Pattie Solberg 1,237.32
19041 Aflac 102.44
19042 NDPERS 247.00
19043 NDPERS 1,780.82
19044 Office Depot 127.33
19045 Municipals Judges Association 25.00
19046 WSI 1,637.29
19047 ND Dept. of Health 20.00
19048 Electric Systems 11,640.00
19049 Verizon Wireless 158.25
19050 Advanced Business Methods 71.39

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

February 15, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on February 15, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners Lisa Hedstrom, William Kary and Joel Middaugh.

Motion made by Middaugh and seconded by Kary to approve the minutes of the last regular meeting (02-01-17) as presented. All present voted aye, motion carried.

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

The commission looked over a draft of the Subdivision Ordinances. The commission discussed adding a maximum lot size.

Motion made by Kary and seconded by Middaugh to approve adding a \$1.00 Landfill Fee to the water bills. The \$1.00 monthly fee allows all non-contractors within the Wilton City Limits unlimited use of the land. Appliances will still be a \$12.00 fee per appliance. Roll call vote. Aye: Commissioners Hedstrom, Kary, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Clausen. Motion carried. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Hedstrom to pay all bills as presented. Roll call vote. Aye: Commissioners Hedstrom, Kary, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Clausen. Motion carried. All present voted aye, motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 7:51 p.m.

8420 Farmers Union Oil 1,666.63
8421 Power Plan 355.57
19051 McLean County Sheriff 6,884.84
19052 Circle Sanitation 6,615.75
19053 Wilton Public Schools 25.00
19054 ND Insurance Dept. 62.22
19055 McLean County Sheriff 23.00
19056 ND Dept. of Health 16.00
19057 Ameri-Pride 129.09
19058 Bek Telephone 10.91
19059 Montana Dakota Utilities 608.35
19060 Safeguard Business Systems 54.51
19061 BHG, Inc. 1,024.63
19062 Otter Tail Power 1,684.63

19063 Terry Hutslar 1,559.91
19064 Dean Larson 1,079.61
19065 Pattie Solberg 1,237.32
19066 NDPERS 247.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

March 1, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on March 1, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners Lisa Hedstrom, William Kary and Joel Middaugh.

Motion made by Kary and seconded by Hedstrom to approve the minutes of the last regular meeting (02-15-17) as presented. All present voted aye, motion carried.

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

General discussion as held about the Subdivision Ordinance.

Motion made by Kary and seconded by Middaugh to amend the \$1.00 landfill fee to apply to residential properties within the City limits only. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Kary to waive the rental fee for the Memorial Hall for a charity event being put together by Emma Berg. The event is scheduled for October 7, 2017. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Kary to pay all bills as presented. Roll call vote. Aye: Commissioners Hedstrom, Kary, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Clausen. Motion carried. All present voted aye, motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 7:17 p.m.

-89965 US Treasury 3,303.80
-99826 Visa 309.54
19067 The Union Bank 7.50
19068 SCRWD 14,507.24
19069 ND Dept. of Health 1,586.61
19070 Terry Hutslar 1,559.91
19071 Dean Larson 1,079.61
19072 Pattie Solberg 1,237.32
19073 NDPERS 247.00
19074 NDPERS 1,780.82

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

March 15, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on March 15, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, Lisa Hedstrom, William Kary and Joel Middaugh. Also present Travis Johnson.

Motion made by Kary and seconded by Hedstrom to approve the minutes of the last regular meeting (03-01-17) as presented. All present voted aye, motion carried.

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

Motion made by Middaugh and seconded by Kary to approve a liquor license transfer for the County Line Café. The transfer is for the Pheasants Forever Banquet at the Memorial Hall on April 1, 2017. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Middaugh to approve a liquor license transfer for the Sportsmen's Bar and Grill. The transfer is for the Confederation of Clubs Banquet at the Memorial Hall on March 18, 2017. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Kary to approve the Tax Abatement as presented for the Sunne Lutheran Parsonage. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Middaugh to approve the Tax Abatement as presented for Lance Quam. All present voted aye, motion carried.

For the month of April there will be a recycling container at Cenex. Claudia Volk received a grant to provide the City with free recycling for a month.

Motion made by Middaugh and seconded by Hedstrom to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Kary, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried. All present voted aye, motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 7:17 p.m.

8422 Farmers Union Oil 313.90
8423 B&B Excavating 1,000.00
8424 Power Plan 69.44
8425 Deere Credit, Inc. 13,258.45
19075 Aflac 102.44

19076 McLean County Sheriff 6,884.84
19077 Circle Sanitation 6,615.75
19078 McLean County Recorder 11.00
19079 Verizon Wireless 153.25
19080 BCBS of ND 1,418.07
19081 Advances Business Methods 56.87
19082 ND Dept. of Health 16.00
19083 Bek Telephone 15.75
19084 Void 0.00
19085 Dean Larson 1,079.61
19086 Pattie Solberg 1,237.32
19087 NDPERS 247.00
19088 Terry Hutslar 1,583.70
19089 B&B Excavating 800.00
19090 Ameri-Pride 129.09
19091 Otter Tail Power 1,609.27

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

April 5, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on April 5, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, Lisa Hedstrom, William Kary and Joel Middaugh.

Motion made by Hedstrom and seconded by Clausen to approve the minutes of the last regular meeting (03-15-17) as presented. All present voted aye, motion carried.

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

The sign section of the new subdivision was discussed. The way it is currently wrote all sign advertising a business would have to be approved by the City Commission. The commission felt this section of the ordinance should be redone.

Motion made by Clausen and seconded by Hedstrom to approve the variance request for Duane Johnson. Johnson wants to place a 4ft high chain link fence 6 inches past his property line onto the city boulevard. Large trees that surround the property prevent the fence from going on actual property line. All present voted aye, motion carried. The variance request was also approved at the April 3rd Zoning meeting.

A public hearing was set for May 3, 2017 at 6:30 pm. The reason for the public hearing is to approve or deny the rezoning of W2 Lot 1 Blk 1 High Park North from residential 1 to residential 2.

Motion made by Hedstrom and seconded by Kary to approve Dave Herners application for a 2 year new construction property tax exempt. Herners property at 715 High Park Drive will be exempt for the year 2017 and 2018 in accordance with North Dakota Century Code 57-02-08. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried.

Motion made by Clausen and seconded by Lisa to approve purchasing a 1 year extended warranty for the loader. The cost of the warranty is \$1,105. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried.

Motion made by Clausen and seconded by Middaugh to raise the temporary help for road tarring wages from \$15.00 per hours to \$18.00 per hour. All present voted aye, motion carried. The City is in need of 4 people to help tar the streets. If the help cannot be found locally the city will go through a temporary staffing agency.

The commission decided not to hire a person for the summer mowing position. The current Public Work employees will do the mowing. If they are unable to keep up with the mowing the commission will readdress hiring someone for the mowing position.

Motion made by Clausen and seconded by Middaugh to approve the Department of Health contract. The contract is for the chemistry department to test lagoon samples. All present voted aye, motion carried.

Clean-up week will be May 1st -5th from 5:00-7:00 pm and May 6th 1:00-3:00 pm. There will still be a \$12.00 charge per appliance.

A new computer for the Auditors Office was purchased for \$1,392.00. The old computer needed a new graphic card and mother board and it was not cost effective to repair it.

Motion made by Clausen and seconded by Middaugh to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Kary, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried. All present voted aye, motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 7:59 p.m.

8426 Reissue of check # 8423
-99825 Visa 396.37
-99825 Visa 160.03
-89964 US Treasury 3,303.80
19092MDU 577.44
19093 SCRWD 13,861.50
19094 Advances Business Methods 50.00
19095 BCBS of ND 1,418.07
19096 Office Depot 20.33
19097 Sams Club 45.00
19098 Terry Hutslar 1,583.70
19099 Dean Larson 1,079.61
19100 Pattie Solberg 1,237.32
19101 NDPERS 247.00
19102 NDPERS 1,780.82
19103 ND Office of State Tax Commission 275.10
19104 C-Ram 1,173.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

April 19, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on April 19, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, Lisa Hedstrom, and Joel Middaugh. Absent William Kary

Motion made by Clausen and seconded by Middaugh to approve the minutes of the last regular meeting (04-05-17) as presented. All present voted aye, motion carried.

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

A draft of the subdivision ordinance was given to the commissioners for proof reading before a draft is sent to the city lawyer.

Motion made by Hedstrom and seconded by Clausen to approve paying Water and Sewer Revenue bond of 2006 for \$12,960.00, the Refunding Bond of 2013 for \$67682.00 and Refunding Improvement Bond of 2014 for \$96,815.75. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried. All present voted aye, motion carried.

Motion made by Clausen and seconded by Middaugh to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 7:23 p.m.

38 Starion Bond Service 96,815.75
1032 Starion Bond Service 67,682.00
8427 Butler 6.91
8428 Farmers Union Oil 855.59
19105 Void 0.00
19106 Dean Larson 1,079.61
19107 Pattie Solberg 1,207.32
19108 Aflac 54.86
19109 Void 0.00
19110 NDPERS 5.04
19111 McLean County Sheriff 6,884.84
19112 Circle Sanitation 6,541.75
19113 BHG, Inc 214.75
19114 Verizon Wireless 153.25

19115 Starion Bond Service 12,960.00
19116 Ameri-Pride 190.99
19117 ND Dept. of Health 16.00
19118 Bek Telephone 10.19
19119 Montana Dakota Utilities 320.34
19120 Terry Hutslar 1,476.31
19121 NDPERS 375.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

April 19, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on April 19, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, Lisa Hedstrom, and Joel Middaugh. Absent William Kary

Motion made by Clausen and seconded by Middaugh to approve the minutes of the last regular meeting (04-05-17) as presented. All present voted aye, motion carried.

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

A draft of the subdivision ordinance was given to the commissioners for proof reading before a draft is sent to the city lawyer.

Motion made by Hedstrom and seconded by Clausen to approve paying Water and Sewer Revenue bond of 2006 for \$12,960.00, the Refunding Bond of 2013 for \$67682.00 and Refunding Improvement Bond of 2014 for \$96,815.75. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried. All present voted aye, motion carried.

Motion made by Clausen and seconded by Middaugh to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 7:23 p.m.

38 Starion Bond Service 96,815.75
1032 Starion Bond Service 67,682.00
8427 Butler 6.91
8428 Farmers Union Oil 855.59
19105 Void 0.00
19106 Dean Larson 1,079.61
19107 Pattie Solberg 1,207.32
19108 Aflac 54.86
19109 Void 0.00
19110 NDPERS 5.04
19111 McLean County Sheriff 6,884.84
19112 Circle Sanitation 6,541.75
19113 BHG, Inc 214.75
19114 Verizon Wireless 153.25

19115 Starion Bond Service 12,960.00
19116 Ameri-Pride 190.99
19117 ND Dept. of Health 16.00
19118 Bek Telephone 10.19
19119 Montana Dakota Utilities 320.34
19120 Terry Hutslar 1,476.31
19121 NDPERS 375.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

May 3, 2017 – Special Meeting - Rezoning

A special meeting of the Board of City Commissioners was held on May 3, 2017 at 6:30 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, Lisa Hedstrom, and Joel Middaugh. Absent Commissioner William Kary. Also present Durwin Power and Bill and Katie Pulley.

The purpose of this meeting was for the rezoning of W2 Lot 2 Block 1 High Park North Addition from a Residential 1 to a Residential 2 lot. Power is planning a building a duplex on the property.

Motion made by Clausen and seconded by Hedstrom to approve the rezoning of W2 Lot 2 Block 1 High Park North Addition from a Residential 1 to a Residential 2 lot. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried.

The Zoning Commission held a special meeting on April 3, 2017 and also approved the zoning change. With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 6:32 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

May 3, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on May 3, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, Lisa Hedstrom, and Joel Middaugh. Absent William Kary.

Motion made by Clausen and seconded by Middaugh to approve the minutes of the last regular meeting (04-19-17) as presented. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Middaugh to approve the minutes Board of Equalization meeting held on April 19, 2017 as presented. All present voted aye, motion carried.

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

General discussion was held about the subdivision ordinance.

Motion made by Clausen and seconded by Hedstrom to approve the Washburn American Legion Site Authorization for the Sportsman Bar. The permit is valid from July 1, 2017 through June 30, 2018. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Clausen to approve the Washburn American Legion Site Authorization for the Time Out Tavern. The permit is valid from July 1, 2017 through June 30, 2018. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Middaugh to approve the Washburn American Legion Site Authorization for the County Line Cafe. The permit is valid from July 1, 2017 through June 30, 2018. All present voted aye, motion carried.

Motion made by Clausen and seconded by Hedstrom to approve the local gaming permit for Dollar for Scholars. The permit is valid from July 1, 2017 through June 30, 2018. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Hedstrom to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 7:17 p.m.

-89963 US Treasury 3,957.24

19122 Jerrod Belgragde 432.19
19123 Donald Bloom 282.59
19124 Rachel Howe 390.64
19125 Terry Hutslar 1,476.31
19126 Lisa Jenkins 825.45
19127 Dean Larson 1,079.61
19128 Lee Larson 425.18
19129 Pattie Solberg 1,207.32
19130 Timothy Thompson 337.43
19131 Alec Weinfortner 337.43
19132 NDPERS 375.00
19133 NDPERS 1,780.82
19134 Ottertail Power 1,549.56
19135 BCBS of ND 1,418.07
19136 SCRWD 15,304.69
19137 Steins Inc. 23.90
19138 ND Surplus Property 20.00
19139 ND Insurance Dept. 60.00
19140 BHG, Inc. 175.00
19141 Jerrod Belgragde 132.98
19142 Rachel Howe 116.36
19143 Lee Larson 224.41
19144 Timothy Thompson 182.85
19145 Alec Weinfortner 182.85

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

May 17, 2017 – Special Meeting

A regular meeting of the Board of City Commissioners was held on May 17, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, William Kary, and Joel Middaugh. Absent Lisa Hedstrom.

Motion made by Middaugh and seconded by Clausen to approve the minutes of the last regular meeting (05-03-17) as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Middaugh to approve the minutes of the special meeting held on May 3, 2017 for the rezoning of W2 Lot 2 Block 1 High Park North Addition. All present voted aye, motion carried.

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

General discussion was held about the subdivision ordinance.

Motion made by Kary and seconded by Middaugh to approve the contract allowing the Office of the State Tax Commissioner to administer the City of Wilton's local sales, use, and gross receipts taxes for the 2017-2019 biennium. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to approve the liquor license transfer for the County Line Café. County Line Café will be catering the Alumni Banquet being held on June 17, 2017 at the Wilton Memorial Hall. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Clausen to approve the liquor license transfer for the Time Out Tavern. The purpose of the transfer is for a wedding reception being held at the Wilton Memorial Hall on May 20, 2017.

At this time Pres. Domonoske-Kellar turned the meeting over to Commissioner Middaugh.

Motion made by Clausen and seconded by Kary to approve The Wilton Alumni Association request to block Dakota Ave off between Railway Street and 1st Street in the evening on June 15, 2017. The barricades will be moved just east of the Ambulance buildings driveway on Friday evening. The streets will be reopened Sunday. Roll call vote. Aye: Commissioners Clausen, Kary, and Middaugh. Nay: none. Abstained: Pres. Domonoske-Kellar. Absent: Hedstrom. Motion carried.

Motion made by Kary and seconded by Clausen to the noise variance request for 2:00 am on June 16th and 17th 2017. Roll call vote. Aye: Commissioners Clausen, Kary, and Middaugh. Nay: none. Abstained: Pres. Domonoske-Kellar. Absent: Hedstrom. Motion carried.

Commissioner Middaugh turned the meeting back over the Pres. Domonoske-Kellar.

No Parking sign will be purchased and placed in the south alley of the 10 block of Dakota Ave.

T.E Tibbits grandson called to inform Pres. Domonoske-Kellar, Tibbits son, Ross Tibbits, passed away. The ashes will be brought back to Wilton and buried with TE Tibbits. TE Tibbits served on first council after Wilton became an incorporated city in 1912.

Motion made by Middaugh and seconded by Clausen to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Middaugh, and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Hedstrom. Motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 7:33 p.m.

-99823 Visa 1,362.75
-99822 Visa 377.08
8429 Power Plan 500.90
8430 County of Burleigh 1,425.00
19146 Aflac 54.86
19147 McLean County Sheriff's Office 6,884.84
19148 Circle Sanitation 6,626.75
19149 Linda Mees 527.00
19150 Cory Hendricks 600.00
19151 Advanced Business Methods 50.00
19152 Verizon Wireless 153.31
19153 Farmers Union Oil 1,046.73
19154 Avent, LLC 500.00
19155 ND Dept. of Health 16.00
19156 Bek Telephone 12.98
19157 Ameri-Pride 129.09
19158 Terry Hutslar 1,299.70
19159 Lisa Jenkins 1,177.72
19160 Void 0.00
19161 Pattie Solberg 1,030.69
19162 Dean Larson 1,037.66
19163 NDPERS 425.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

June 7, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on June 7, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, William Kary, Lisa Hedstrom and Joel Middaugh.

Motion made by Kary and seconded by Joel to approve the minutes of the last regular meeting (05-21-17) as presented. All present voted aye, motion carried.

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

Motion made by Clausen and seconded by Kary to approve the contract with Blue Cross Blue Shield of North Dakota for employee health insurance. All present voted aye, motion carried.

Motion made by Kary and seconded by Middaugh to approve the 2018 Contract for police protection from McLean County Sheriff's Department. The cost for 2018 will be \$86,754.95. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Middaugh to approve the liquor license transfer for the Time Out Tavern to the downtown beer garden area for Wild in Wilton on June 16 – 17, 2017. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Clausen to approve the liquor license transfer for the Sportsmen's Bar and Grill to the downtown beer garden area for Wild in Wilton on June 16 – 17, 2017. All present voted aye, motion carried.

Motion made by Clausen and seconded by Middaugh to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 7:33 p.m.

-99821 Visa 675.27

-99820 Visa 68.16

-89962 US Treasury 3,922.18

19164 Wilton Lions Club 6.00

19165 ND One Call 7.00

19166 BCBS of ND 1,418.07

19167 SCWD 14,001.54

19168 Ottertail Power 1,499.29

19169 Steins, Inc. 389.20
19170 Montana Dakota Utilities 215.74
19171 Sam's Club 19.98
19172 Verizon Wireless 153.31
19173 Zachary Hruby 674.84
19174 Void 0.00
19175 Lisa Jenkins 825.45
19176 Dean Larson 1,037.66
19177 Void 0.00
19178 Aflac 54.86
19179 NDPERS 425.00
19180Void 0.00
19181 Terry Hutslar 1,476.31
19182 Pattie Solberg 1,207.32
19183 Terry Hutslar 217.69
19184 Pattie Solberg 217.69
19185 NDPERS 1,780.81

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

July 19, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on July 19, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, William Kary, Lisa Hedstrom and Joel Middaugh.

Motion made by Clausen and seconded by Middaugh to approve the minutes of the last regular meeting (07-05-17) as presented. All present voted aye, motion carried.

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

The first draft of the 2018 budget was presented to the commissioners.

Chad Thorson requested to be on the agenda but was not present at the meeting.

Leah Quam requested to be on the agenda but was not present at the meeting.

Travis Thompson with the Wilton Trailer Park informed the board they were having issues with a sewer line and would like to redirect it to the man hole by 1st Street and Louise Ave. **Motion made by Middaugh and seconded by Hedstrom** to allow the trailer park to redirect the sewer line into manhole. All present voted aye, motion carried

Motion made by Clausen and seconded by Middaugh to support Baptist Home in obtaining a bond. There is no liability or cost for the City of Wilton. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried. The City of Wilton assisted the Baptist Home with a prior bond in 2012.

The painting of the Soo depot was discussed. The board tabled the issue until more bids could be obtained.

The Welcome to Wilton Billboard North of town was removed in the spring due to its deteriorating state. The City received a letter from the Department of Transportation informing the City to replace the sign or remove the poles. Due to the cost of a new billboard the board agreed removing the poles was the best option. No motion was made.

Motion made by Hedstrom and seconded by Clausen to repair a man hole in on High Park Drive. The road around the cover has sunk and the estimated cost of repairs is \$1,500. All present voted aye, motion carried.

Due to the City Engineer not being able to make it to the meeting, all discussion concerning the 7th Street repairs were tabled.

Motion made by Middaugh and seconded by Clausen to pay all bills as presented Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:37 p.m.

8434 Northwest Tire 348.58
8435 Power Plan 798.16
8436 Farmers Union Oil 657.97
19229 Aflac 54.86
19230 McLean County Sheriff 6,884.84
19231 Circle Sanitation 6,739.75
19232 ND Dept. of Health 16.00
19233 BHG, Inc. 156.50
19234 Bek Telephone 13.00
19235 Ameri-Pride 190.99
19236 Terry Hutslar 1,476.31
19237 Dean Larson 1,037.66
19238 Pattie Solberg 1,207.32
19239 NDPERS 425.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

August 2, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on August 2, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, William Kary, Lisa Hedstrom and Joel Middaugh. Also present Aj Tuck and Terry Ivesdal.

Motion made by Kary and seconded by Clausen to approve the minutes of the last regular meeting (07-18-17) as presented. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Middaugh to approve the agenda with an adjustment. Soo Depot Bids was moved from new business to old business. All present voted aye, motion carried.

The second draft of the 2018 budget was presented to the commissioners. General discussion was held about the budget.

The City received 3 bids for the painting of the Soo Depot:

- Andrew Shaw - \$40,000
- Nedlynn's Painting and Drywall - \$16,100
- Terry Ivesdal - \$27,560

Motion made by Clausen and seconded by Middaugh to accept the bid from Nedlynn's Painting and Drywall for \$16,100. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Kary to have Pres. LeeAnn Domonoske-Kellar, Commissioner Joel Middaugh and City Auditor Pattie Solberg as signatures on the CDBG checking account. All present voted aye, motion carried.

The system used to read radio for the water meters will not be able to read the signal from the radios made after 2017. The new system will cost around \$16,000. The commission was in favor of order a bulk amount of the current radio's so the new system would not have to be purchased in 2018. No motion was made.

7th Street is in need of repairs. City Engineer, Aj Tuck, suggested having the water and sewer mains scoped in order to determine if any of the mains needed to be replaced. Tuck also suggested having the several spots along 7th Street bored to see how thick the current asphalt is and the condition of the underlying dirt and compaction. The boring will help determine if the asphalt can be overlaid or if the road will need to be completely redone.

The Commissioners held general discussion about sending a survey out to the residents of Wilton. The discussion was tabled to give the board time to look over an example of a survey.

Motion made by Middaugh and seconded by Clausen to pay all bills as presented Roll call vote.
Aye: Commissioners Clausen, Kary, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay:
none. Abstained: none. Absent: none. Motion carried.
With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at
7:51 p.m.

-99816 Visa 1,013.70
89960 US Treasury 3,696.12
19240 Legend Air LLC 500.00
19241 ND One Call 7.00
19242 Office Depot 65.46
19243 Montana Dakota Utilities 66.62
19244 Ottertail Power 1,449.15
19245 ND Dept. of Health – Chemistry 233.05
19246 SCRWD 19,206.36
19247 Boarder States 120.84
19248 BCBS of ND 1,479.68
19249 Tonya Dickson 482.06
19250 Void 0.00
19251 Terry Hutslar 1,476.31
19252 Dean Larson 1,037.66
19253 Pattie Solberg 1,207.32
19254 NDPERS 425.00
19255 NDPERS 1,780.82
19256 Tori Dickson 970.50

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

August 16, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on August 16, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, William Kary, and Joel Middaugh. Also present AJ Tuck and Augie Pepple.

Motion made by Middaugh and seconded by Clausen to approve the minutes of the last regular meeting (08-2-17) as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to approve the agenda as presented with the addition Wilton Motors inspection under new business. All present voted aye, motion carried.

Pres. Domonoske-Kellar open the meeting with the special hearing requested by the Baptist Home. The meeting was tabled until the required paperwork is sent to the City by the Baptist Home.

Motion made by Clausen and seconded by Kary to approve the preliminary budget for 2018 as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to approve the bid for televising the sewer lines from Infra-Track for \$48,275. The work will also include cleaning and some maintenance on the lines. All present voted aye, motion carried.

Motion made by Kary and seconded by Middaugh to charge the \$40.50 base rate for water, \$7.00 sewer rate and \$0.50 sur charge to vacant houses and properties on snowbird statues starting October 1, 2017. All present voted aye, motion carried.

Due to the large amount of rain received in the past few days, the Auditors Office had some flooding issues. Water started to fill the air vents due to water not running away from the building. Rebuilding the grade was suggested, but may cause the tin on the building to rust. AJ Tuck suggested cutting a notch in the curb that is holding the water back. The board agreed with notching the curb.

Motion made by Middaugh and seconded by Kary to accept Wilton Builders bid of \$5,000 to reside the storage shed by the lagoons. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to approve the first reading of the amended Pit Bull and Rottweiler Ordinance. The updated ordinance will comply with the American with Disabilities Act and the Fair Housing Act. All present voted aye, motion carried.

During the demolition of Wilton Motors, a hollow spot was discovered under the concrete floor. The contractor is unsure of how big the hollow spot is. The Board is in agreement it should be filled regardless of the size.

Motion made by Clausen and seconded by Middaugh to pay all bills as presented Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried.

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

19257 Mclean County Sheriff 6,884.84
19258 Circle Sanitation 6,722.75
19259 Bek Telephone 9.75
19260 Western Dakota Energy Association 200.00
19261 Ameri-Pride 135.59
19262 Sensus 1,715.95
19263 BHG, Inc. 165.75
19264 Sams Club 109.98
19265 Verizon Wireless 221.44
19266 Advanced Business Methods 55.00
19267 Criterion Pictures USA 300.00
19268 Dakota Supply Group 688.11
19269 Aflac 54.86
19270 Tonya Dickson 66.50
19271 Tori Dickson 292.05
19272 Terry Hutslar 1,476.31
19273 Lisa Jenkins 527.56
19274 Dean Larson 1,037.66
19275 Pattie Solberg 1,207.32

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

August 21, 2017 – Special Meeting

A special meeting of the Board of City Commissioners was held on August 21, 2017 at 2:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, Lisa Hedstrom, and William Kary. Absent Commissioner Joel Middaugh.

Motion made by Hedstrom and seconded by Clausen to approve replacing the lead water line running in the Wilton Motors Lot (104 Dakota Ave). The work will be done B&B Excavating. All present voted aye, motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 2:13 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

September 6, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on September 6, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen and William Kary. Also present Ward Heidbreder, Bob Ell, Christina Rondeau and Mike Kopp.

Motion made by Hedstrom and seconded by Clausen to approve the minutes of the last regular meeting (08-16-17) as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to approve the minutes of the special meeting held on August 21, 2017 as presented. All present voted aye, motion carried.

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

Pres. Domonoske-Kellar opened the meeting with the special hearing requested by Lewis and Clark Regional Development Council. Pres. Domonoske-Kellar asked if there were any comments or concerns about the current CDBG grant project or prior projects. No one present had had anything to comment or concerns. Pres Domonoske-Kellar closed the hearing.

The Wilton Community Housing obtained a CDBG Grant from the Lewis and Clark Regional Development Council for improvements for the three apartment complexes located in Wilton. Check #61 issued to Midwest Maintenance for \$83,000 is for the full amount of the grant. There was no cost to city.

Motion made by Clausen and seconded by Kary to approve the budget for 2018 as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Middaugh. Motion carried.

Motion made by Clausen and seconded by Kary to approve the second reading and final passage of the amended Pit Bull and Rottweiler Ordinance. The updated ordinance complies with the American with Disabilities Act and the Fair Housing Act. All present voted aye, motion carried

Motion made by Kary and seconded by Hedstrom to charge the \$40.50 base rate for water, \$7.00 sewer rate and \$0.50 sur charge to vacant houses and properties even if the property owners request to have services turned off at the curb. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Clausen to allow Bob Ell free use of the Memorial Hall for the Wilton School Archery program. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to approve John Thompsons building permit for a 26 x 40 garage. Thompson property located at 104 N. 7th St. is zoned commercial. All present voted aye, motion carried.

On May 18, 2016 Christina Rondeau agreed to remove the dirt piles from her front yard by August 1, 2016. One of the dirt piles still remains. Pres. Domonoske-Kellar has received several complaints from Larry Barnick about the remaining dirt pile, who lives across the street from the Rondeaus. Christina Rondeau stated part of the reason the dirt pile was still there was to block Barnicks view into her back yard. Barnick and the Rondeaus have an ongoing civil matter. Rondeau stated they plan to plant hedges or trees as a privacy barrier. Rondeau informed the commission she would plant some sort of bush on the dirt pile and referred to is as semi-permanent landscaping until the detached garage is built and their hedges mature.

Motion made by Hedstrom and seconded by Clausen to approve Sacred Hearts Gaming Permit for bingo and a raffle to be held on October 1, 2017. Roll call vote. Aye: Commissioners Clausen, Hedstrom and Pres. Domonoske-Kellar. Nay: none. Abstained: Kary. Absent: Middaugh. Motion carried.

The discussion on the current sewer rates was tabled until a rate study can be completed. Ward Heidbreder with the North Dakota Rural Water Association will sit down with the City Auditor to help determine if the current rate of \$7.00 covers the cost of operation and maintenance. The same will be done for the water rate.

Motion made by Kary and seconded by Hedstrom to assess the past due water bill for 12 Dakota Ave. to the owners' property taxes if it is not paid in full by October 2, 2017. No payment has been made on the account since November 2016, services to the property were suspended in February 2017. All present voted aye, motion carried.

Motion made by Clausen and seconded by Hedstrom to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Middaugh. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:52 p.m.

-89959 US Treasury 3,474.87

-99815 Visa 377.44

*61 Midwest Maintenance 83,000.00

19276 ND One Call 9.00

19277 ND Insurance Dept. 1,747.53

19278 Pro Forms 310.00

19279 SCRWD 21,952.70

19280 Montana Dakota Utilities 71.88

19281 ND Dept. of Health 16.00
19282 Farmers Union Oil 412.16
19283 Otter Tail Power 1,580.23
19284 Advanced Business Methods 94.25
19285 Terry Hutslar 1,476.31
19286 Dean Larson 1,037.66
19287 Pattie Solberg 1,207.32
19288 NDPERS 850.00
19289 NDPERS 1,780.82

**Paid by a grant received by the Wilton Community Housing*

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

September 20, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on September 20, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, Lisa Hedstrom and Joel Middaugh. Also present Kathy Speten and Auggie Pebble.

Motion made by Clausen and seconded by Middaugh to approve the minutes of the last regular meeting (09-06-17) as presented. All present voted aye, motion carried.

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

Pres. Domonoske-Kellar opened the meeting with the special hearing requested by the Baptist Home. **Motion made by Hedstrom and seconded by Clausen** to approve the resolution as presented by the Baptist Home. All present voted aye, motion carried. Pres. Domonoske-Kellar closed the special hearing.

Motion made by Hedstrom and seconded by Middaugh to advertise for bid the Wilton Motors lots (104 Dakota Ave.) with a minimum bid of \$30,000. All present voted aye, motion carried

Kathy Speten had question about the new snowbird policy. Pres. Domonoske-Kellar explained it was to help close the gap in lost water revenues. The City has to make a monthly loan payment to South Central Water for the water line that was installed and the base rate is used to pay the loan.

Motion made by Clausen and seconded by Hedstrom to approve the paying of the Improvement Bond of 2014 for \$11,298.75. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried.

Motion made by Middaugh and seconded by Clausen to approve the paying the Refunding Bond of 2013 for \$7,255.00. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried.

Motion made by Hedstrom and seconded by Middaugh to approve the paying the Water and Sewer Revenue bond of 2006 for \$2,533.00. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried.

In December 2012, the board voted to rezone a small parcel of land owned by the City from agricultural to commercial. At the time it, the board thought the parcel was inside City limits. It

was recently discovered the parcel is just outside of the city limits. Pres. Domonoske-Kellar asked the board if they would like her to request Burleigh County to officially rezone the parcel. **Motion made by Middaugh and seconded by Clausen** to request a zoning change from Burleigh County. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Middaugh to approve the gaming permit for Wilton School. The School will hold 50/50 raffles during sporting events. Roll call vote. Aye: Commissioners Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: Clausen. Absent: Kary. Motion carried.

Motion made by Clausen and seconded by Hedstrom to approve the University of Marys gaming permit to sell raffle tickets for their Fins and Feathers event. All present voted aye, motion carried.

Motion made by Joel and seconded by Clausen to allow Dakota Ave to be blocked off from the Sportsmen's Bar to the Memorial Hall for the Trunk or Treat event on October 31st. And to allow the use of the Memorial hall free of charge in the event of inclement weather. All present voted aye, motion carried.

The City's insurance policy is up for renew. The board felt the 2 million liability was sufficient, no changed will be made to the policy. No motion was made.

Motion made by Clausen and seconded by Middaugh to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:30 p.m.

39 Starion Bond Service 11,298.75
1033 Starion Bond Service 7,255.00
8437 Northern Improvement 1,169.20
8438 Ok Tire Service 168.95
19290 Lisa Jenkins 313.05
19291 AFLAC 54.86
19292 Terry Hutslar 1,476.31
19293 Dean Larson 1,037.66
19294 Pattie Solberg 1,207.32
19295 McLean County Sheriff 6,884.84
19296 Circle Sanitation 6,841.75
19297 B&B Excavating 19,000.00
19298 B&B Excavating 3,000.00
19299 Wilton Builders 2,600.00

19300 Country Side Heating and Air 115.00
19301 ND Dept. of Health 16.00
19302 Montana Dakota Utilities 62.00
19303 Ameri-Pride 135.59
19304 C&H Glass 235.61
19305 Brown and Saenger 52.48
19306 BCBS of ND 1,479.68
19307 Verizon Wireless 112.49
19308 Advanced Business Methods 64.02
19309 Farmers Union Oil 798.56
19310 Bek Telephone 13.23
19311 Starion Bond Service 2,533.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

October 4, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on September 20, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, William Kary, Lisa Hedstrom and Joel Middaugh. Also present Mike Kopp.

Motion made by Middaugh and seconded by Clausen to approve the minutes of the last regular meeting (09-20-17) as presented. All present voted aye, motion carried.

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

Motion made by Hedstrom and seconded by Clausen to approve the liquor license transfer for the Sportsmen's Bar for the Blue Jean Ball at the Memorial Hall on October 7, 2017. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Kary to approve the liquor license transfer for the Sportsmen's Bar for the Fins and Feather event at the Memorial Hall on October 21, 2017. All present voted aye, motion carried.

Motion made by Clausen and seconded by Middaugh to approve the gaming permit for the Wilton Lions to sell raffle tickets for Santa Day on December 2, 2017. All present voted aye, motion carried.

The City received a citizen concern letter from Cheryl Anderson about the condition of the property located at 114 S. 4th Street which is owned by Gary Uhrich. **Motion made by Kary and seconded by Middaugh** to send Uhrich a compliance letter for the unlicensed vehicles and junk piles around the property. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Clausen to publish minutes in accordance with NDCC 40-01-09.1. Minutes will be sent to the official newspaper within one week of meeting and labeled with "These minutes are subject to the governing body's review and revision." All present voted aye, motion carried.

Motion made by Middaugh and seconded by Clausen to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Kary, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:32 p.m.

-99814 Visa 711.75
-99813 The Union Bank 20.00
-99812 The Union Bank 20.00
-88958 US Treasury 3,341.98
19312 Marvin Johnson 1,250.00
19313 Farmers Union Insurance 5,414.00
19314 BHG, Inc. 431.75
19315 SCRWD 19,505.89
19316 Dakota Fire Station 135.75
19317 BCBS of ND 1,479.68
19318 Ottertail Power 1,624.14
19319 Terry Hutslar 1,476.31
19320 Dean Larson 1,037.66
19321 Pattie Solberg 1,207.32
19322 NDPERS 850.00
19323 NDPERS 1,780.82
19324 ND Office of State Tax Commissioner 367.81

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

October 25, 2017 – Special Meeting

A special meeting of the Board of City Commissioners was held on October 25, 2017 at 6:30 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, Lisa Hedstrom, and Joel Middaugh. Absent Commissioner William Kary.

The City of Wilton received one bid for the lots located at 104 Dakota Ave (South 115 feet of Lot Eight (8) and all of Lot Nine (9), in Block Two (2), Original Townsite). **Motion made by Clausen and seconded by Middaugh** to accept the bid from Norman and Karen Olsen for \$40,550.00. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried.

Motion made by Clausen and seconded by Middaugh to enter an executive board session to discuss a bid price for a 1997 International sanding truck being sold by Burleigh County. All present voted aye. Motion carried.

Motion made by Clausen and seconded by Middaugh to close the executive session. All present voted aye.

Motion made by Clausen and seconded by Middaugh to place a bid for the agreed upon price for the sanding truck. Roll call vote. Aye: Commissioners Clausen, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Kary. Motion carried.

With no other items for discussion President Domonoske-Kellar declared the meeting adjourned at 6:41 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

October 25, 2017 – Executive Session

Executive Session

A special meeting of the Board of City Commissioners was held on October 25, 2017 at 6:30 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, Lisa Hedstrom, and Joel Middaugh. Absent Commissioner William Kary.

During this meeting the board held an executive session to discuss purchasing a 1997 International sanding truck that includes a snow plow through an auction.

Commissioner Clausen stated he felt the truck was worth \$15,000.00. The rest of the board agreed with Clausen. The City will not place a bid until the bidding is about to close on October 31, 2017.

Motion made by Clausen and seconded by Middaugh to close the executive session. All present voted aye.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

November 1, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on November 1, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, William Kary, and Joel Middaugh.

Motion made by Kary and seconded by Clausen to approve the minutes of the last regular meeting (10-04-17) as presented. All present voted aye, motion carried. Quorum was not met on October 18, 2017.

Motion made by Clausen and seconded by Middaugh to approve the minutes of special meeting held on October 25, 2017 as presented. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Clausen to approve the minutes of the executive session held on October 25, 2017 as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Middaugh to approve the agenda with the addition of Zoning Appointment. All present voted aye, motion carried. All present voted aye, motion carried.

Motion made by Kary and seconded by Middaugh to approve signing up for the Grant Finder program offered by the North Dakota League of Cities for 2018. The Cost will be \$40.00. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to approve renewing the Sakakawea Country ad for \$650.00. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Kary to approve issuing Dawn George with the American Legion a permanent key to Memorial Hall. The key will be surrendered upon her resignation from the American Legion. All present voted aye, motion carried.

Motion made by Clausen and seconded by Middaugh to approve the transfer of the remaining profit of \$8,978.76 from the sale of the lots located at 104 Dakota Ave. into the Equipment Reserve Fund. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Kary to approve appointing Brad Nielsen to the Planning and Zoning Board. Roll call vote. Aye: Commissioners Kary, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: Clausen. Absent: Hedstrom Motion carried.

Motion made by Middaugh and seconded by Clausen to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Hedstrom Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:30 p.m.

19330 Circle Sanitization 6,790.75
19331 Nedlynns Painting & Drywall 16,100.00
19332 Office Depot 111.53
19333 ND One Call 13.00
19334 Advanced Business Methods 55.00
19335 Brown & Saenger 30.28
19336 Verizon Wireless 107.49
19337 America-Pride 135.59
19338 Bek Telephone 18.51
19339 LeeAnn Domonoske-Kellar 319.11
19340 BHG, Inc 116.50
19341 Farmers Union Oil 367.38
19342 ND Dept. of Health 16.00
19343 Unlimited Excavating 4,505.50
19344 BCBS of North Dakota 1,479.68
19345 Ottertail Power 1,414.75
19346 SCRWD 16,954.05
19347 Montana Dakota Utilities 101.49
19348 ND Dept. of Health 576.73
19349 Advanced Business Methods 60.69
19350 Office Depot 70.77
19351 Terry Hutslar 1,476.31
19352 Dean Larson 1,037.66
19353 Pattie Solberg 1,207.32
19354 NDPERS 850.00
19355 NDPERS 5.46
19356 NEDPERS 1,780.82
19357 Burleigh County 7,600.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

November 15, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on November 15, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, William Kary, and Joel Middaugh. Also present Mike Kopp.

Motion made by Kary and seconded by Clausen to approve the minutes of the last regular meeting (11-01-17) as presented. All present voted aye, motion carried.

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

President Domonoske-Kellar asked the commissioners to have the employee evaluation forms completed by the December 6, 2017 meeting.

The enforcement of ordinance was discussed. In the future compliance letters will be discussed at commission meetings prior to being mailed, if the ordinance does not specify a time limit to comply, one will be set by the board. Compliance letter for mowing will be the only letters sent out prior to being reviewed by the board. All compliance letter will be mailed with a tracking number to confirm the letter was received.

Motion made by Middaugh and seconded by Clausen to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: Hedstrom Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:23 p.m.

8441 Power Plan 405.18

19358 Aflac 54.86

19359 John Clausen 1,625.01

19360 LeeAnn Domonoske-Kellar 2,330.01

19361 Robert Ell 138.52

19362 Lisa Hedstrom 1,625.01

19363 Terry Hutslar 1,476.31

19364 William Kary 1,624.85

19365 Dean Larson 1,037.66

19366 Joel Middaugh 1,708.47

19367 Jamie Schurhamer 1,543.76

19368 Pattie Solberg 1,207.32

19369 Bruce Wagendorf 92.35

19370 NDPERS 425.00

19371 Void 0.00
19372 McLean County Sheriff 6,884.84
19373 Circle Sanitation 6,654.75
19374 Lindell Law Office 95.00
19375 BHG, Inc. 768.37
19376 Verizon Wireless 107.55
19377 Farmers Union Oil 732.35
19378 B&B Excavating 1,266.00
19379 ND Dept. of Health 16.00
19380 Ameri-Pride 287.50
19381 Bek Telephone 10.80
19382 River City Heating and Air 342.22

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

December 6, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on December 6, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, William Kary, Lisa Hedstrom and Joel Middaugh.

Motion made by Clausen and seconded by Middaugh to approve the minutes of the last regular meeting (11-15-17) as presented. All present voted aye, motion carried.

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

Motion made by Clausen and seconded by Hedstrom to appoint Scott Kirchmeier as the extraterritorial member of the Wilton Zoning Board. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to allow ice skating on the Wilton Pond pending the approval from the City's insurance company stating there is no liability to the City. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Middaugh to the gaming permit for Delta Waterfowl banquet on January 27, 2018. Raffle tickets will be sold at the event only. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Clausen to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:12 p.m.

-99810 Visa 445.14

19383 Farmers Union Insurance 256.00

19384 Otter Tail Power 1,442.68

19385 Montana Dakota Utilities 220.01

19386 ND Rural Water 235.00

19387 BCBS of ND 1,479.68

19388 SCRWD 15,032.39

19389 Circle Sanitation 6,694.75

19390 Advanced Business Methods 55.74

19391 Cory Hendricks 430.00

19392 Terry Hutslar 1,476.31

19393 Dean Larson 1,037.66

19394 Pattie Solberg 1,207.32

19395 NDPERS 425.00

19396 NDPERS 1,780.82

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

December 20, 2017 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on December 20, 2017 at 7:00 p.m. at the City Meeting Room. Present were President LeeAnn Domonoske-Kellar, Commissioners John Clausen, William Kary, Lisa Hedstrom and Joel Middaugh.

Motion made by Clausen and seconded by Middaugh to approve the minutes of the last regular meeting (12-06-17) as presented. All present voted aye, motion carried.

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

Terry Ivesdal is interested in smoking meat and selling it to the local businesses. It was determined that he would not need to purchase a peddlers or transit merchants license from the City since he would only be selling to businesses and not to individuals for immediate consumption of the product.

Motion made by Clausen and seconded by Middaugh to accept the bid from CS Doors Inc. for \$3,651.38 to replace the north shop door. One of the panels on the current door broke and cannot be repaired. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried.

Motion made by Middaugh and seconded by Hedstrom to request \$30,000 from the Sales and Use Commission to off set the cost of having Infra-Tract jet and televise the sewer lines. All present voted aye, motion carried.

Discussion of increasing sewer rates was tabled until Ulteig Engineering is done reviewing the video of the sewer lines.

Motion made by Hedstrom to approve a 1% raise for full time salaried employees. With no second Hedstrom withdrew the motion. **Motion made by Middaugh and seconded by Kary** to approve a 2% raise for full time salaried employees. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried.

Motion made by Clausen and seconded by Middaugh to sign a Master Service Agreement with Ulteig Engineers. The new contract is for 5 years and can be cancelled at anytime by either party. All present voted aye, motion carried.

Motion made by Middaugh and seconded by Clausen to pay all bills as presented. Roll call vote. Aye: Commissioners Clausen, Kary, Hedstrom, Middaugh and Pres. Domonoske-Kellar. Nay: none. Abstained: none. Absent: none. Motion carried.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:55 p.m.

-89956 US Treasury 5,826.98
8442 Montana Dakota Utilities 408.39
8443 Power Plan 217.21
19397 Aflac 54.86
19398 Terry Hutslar 1,476.31
19399 Dean Larson 1,037.66
19400 Pattie Solberg 1,207.32
19401 NDPERS 425.00
19402 Mclean County Sheriff 6,884.84
19403 Bek Telephone 7.19
19404 Ameri-Pride 209.37
19405 ND Dept. of Health 223.63
19406 Stiens Inc 45.70
19407 ND Dept. of Health 16.00
19408 Farmers Union oil 316.38
19409 Black Mountain Software 3,883.00
19410 Verizon Wireless 107.55
19411 ND Water Users 100.00
19412 First District Health 155.00
19413 ND Surplus Property 20.00
19414 Infra-Track 43,375.33

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.