



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 Hutsler \$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 6<sup>th</sup> and 7<sup>th</sup>, 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.

-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

Pattie Solberg, City Auditor

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

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	168 Farmer Security Bank 10,000.00
-89865 NDPERS 15.96	20239 Terry Hutslar 1,645.00
-89864 NDPERS 425.00	20240 Dean Larson 1,158.16
167 Black Mountain Software 1,213.75	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

Pattie Solberg, City Auditor

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

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's absence, 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 presented a letter from the Wilton Zoning Board notifying all property owners 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 approve 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.

-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.

-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.

-89850 NDPERS 425.00  
-89849 NDPERS 1,741.51  
-89848 US Treasury 3,613.18  
20304 Travis Fleck 383.21  
20305 Rachel Howe 265.96  
20306 Nicole Sailing 339.60  
20307 Slade Schatz 383.21

20308 Douglas Shelstad 407.27  
20309 Nevada Werner 383.21  
20310 Terry Hutslar 1,645.00  
20311 Dean Larson 1,158.16  
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

Pattie Solberg, City Auditor

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

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

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.

-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. 4<sup>th</sup> 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.

-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 Ottertail 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. 4<sup>th</sup> 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.

-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.



## September 2, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on September 2, 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 Hedstrom and seconded Kary** to approve the minutes of the last regular meeting (08-19-20) 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 Schacher and seconded to Clausen** to approve the Master Professional Service Agreement as presented by Ulteig Engineering to oversee the 2021 Improvement project. Roll call vote. Aye: Comm. Clausen, Kary, Hedstrom, Schacher and Pres. Domonoske-Kellar. Motion carried.

**Motion made by Schacher and seconded by Hedstrom** to allow the Wilton Archery Program to use the Memorial Hall free of charge for the 2020-2021 archery season. All present voted aye, motion carried.

**Motion made by Hedstrom and seconded by Clausen** to approve the American Legions Auxiliary Post #163 gaming application to conduct a raffle from August 20, 2020 through December 15, 2020. All present voted aye, motion carried.

**Motion made by Clausen and seconded by Kary** to approve the first reading of the 20-year franchise agreement with Montana Dakota Utilities (MDU). All present voted aye, motion carried. The franchise agreement will give MDU the right to construct, maintain and operate natural or manufactured gas services within the city limits of Wilton

**Motion made by Schacher and seconded by Clausen** to approve Colten Shoults request to move 6 mobile homes into the Wilton Trailer Court. All present voted aye, motion carried.

**Motion made by Schacher and seconded by Kary** to approve a \$500.00 monthly raise for Dean Larson effective September 1, 2020 for taking over the City Maintenance Supervisor position. All present voted aye, motion carried.

**Motion made by Schacher and seconded by Clausen** to amend the request for funds from Sales and Use Tax Board to purchase a new boiler for the Memorial Hall. The request will be reduced to \$9,920.00. All present voted aye, motion carried.

**Motion made Clausen 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 7:46 p.m.

-99769 Sanford Health Plan 1,649.08  
-99768 Visa 140.32  
-89829 NDPERS 425.00  
-89828 NDPERS 2,000.93  
170 Wilton Economic Development  
14,700.00  
20431 Dennis Dockter 1,300.26  
20432 Terry Hutslar 1,635.82  
20433 Dean Larson 1,158.16  
20434 Pattie Solberg 1,436.61  
20435 Aflac 54.86  
20436 Sensus 1,715.95  
20437 ND Dept of Health 264.90

20438 Farmers Union Insurance 100.00  
20439 NABCO 48.35  
20440 Montana Dakota Utilities 78.79  
20441 Ottertail Power 1,976.15  
20442 SCRWD 18,992.41  
20443 ND Dept of Health 36.00  
20444 Advanced Business Methods 122.77  
20445 3D Specialties 1,919.12  
20446 B&B Excavating 3,450.00  
20447 Verizon Wireless 111.17  
20448 Taryn Schurhamer 180.08  
20449 Menards 1,699.98

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

## September 16, 2020 – Budget Hearing

The Board of City Commissioners held a budget hearing on September 16, 2020 at 6:45 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 Kary and seconded by Clausen** to finalize the agenda. All present voted aye. Motion carried.

President Domonoske-Kellar open the floor to the members of community present to ask question about the 2021 budget.

**Motion made by Clausen and seconded by Schacher** to accept 2021 budget as presented. All present voted aye. Motion carried

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:26 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

## September 16, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on September 16, 2020 at 7:26 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 Clausen** to approve the minutes of the last regular meeting (09-02-20) 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 Schacher and seconded by Kary** to approve the second reading and final passage of the 20-year franchise agreement with Montana Dakota Utilities (MDU). All present voted aye, motion carried. The franchise agreement will give MDU the right to construct, maintain and operate natural or manufactured gas services within the city limits of Wilton

**Motion made by Schacher and seconded by Kary** to adopt the McLean County Local Emergency Plan. All present voted aye, motion carried.

**Motion made Clausen and seconded by Hedstrom** 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.

-89827 NDPERS 20.12  
-89826 NDPERS 237.50  
-89825 US Treasury 3,523.07  
20450 Dennis Dockter 1,289.40  
20451 Dean Larson 1,338.11  
20452 Pattie Solberg 1,436.61  
20453 McLean County Sheriffs 7,521.66  
20454 Circle Sanitation 7,293.50  
20455 NABCO 68.35  
20456 Farmers Union Insurance 5,901.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

## October 7, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on October 7, 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 Hedstrom** to approve the minutes of the last regular meeting (09-16-20) as presented. All present voted aye, motion carried.

**Motion made by Clausen and seconded by Kary** to approve the minutes of the Budget Hearing held on September 16, 2020. All present voted aye, motion carried.

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

The City of Wilton received a refund of \$37,608.27 for law enforcement reimbursement as part of the Covid Cares Act.

A request for \$30,000 will be submitted to the Sales and Use Commission to purchase a pickup.

**Motion made by Schacher and seconded by Clausen** to block Dakota Avenue off from Railway Street to 2<sup>nd</sup> Street on October 31, 2020 for the annual Trunk or Treat event. All present voted aye, motion carried.

Executive Session was called. Minutes from this session will be available at a later date.

**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 7:44 p.m.

-99767 Visa 1,896.99  
-89824 NDPERS 237.50  
-89823 NDPERS 1,642.39  
-89822 US Treasury 2,593.90  
-89821 ND Office of State Tax Commission  
391.93  
8490 Power Plan 302.20  
8491 Quality Asphalt 2,500.00

20457 ND One Call 37.20  
20458 Farmers Union Oil 369.22  
20459 Bek Communications 9.57  
20460 ND Dept of Health 16.00  
20461 Sam's Club 16.03  
20462 C.S. Doors 88.38  
20463 Sherwin Williams 555.74  
20464 B&B Excavating 22,750.00

20465 ND Dept of Health 370.74-  
20466 Montana Dakota Utilities 100.72  
20467 Dakota Fire Station 188.70  
20468 Otter Tail Power 1,799.57  
20469 SCRWD 23,034.12  
20470 Advanced Business Methods 81.30

20471 VOID  
20472 Dennis Docter 1,289.40  
20473 Dean Larson 1,338.11  
20474 Pattie Solberg 1,436.61  
20475 Aflac 54.86  
20476 Katie Mettler 111.15

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

## October 15, 2020 – Special Meeting

A special meeting of the Board of City Commissioners was held on October 15, 2020 at 6:00 p.m. at the City Meeting Room. Present were Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher, and Pres. Domonoske-Kellar.

The purpose of this meeting was to discuss the recent changes in the Covid-19 guidelines for business and other public places.

General discussing was held about the changes in the Covid-19 guidelines. Pres. Domonoske-Kellar will deliver a copy of the new guideline to the business that rely on walk-in business.

The board also discussed if the Trunk or Treat event should proceed. The board agreed to make mask mandatory and to allow the event.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 6:22 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

## October 21, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on October 21, 2020 at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Jim Schacher and Pres. LeeAnn Domonoske-Kellar.

**Motion made by Clausen and seconded Schacher** to approve the minutes of the last regular meeting (10-07-20) as presented. All present voted aye, motion carried.

**Motion made by Schacher and seconded by Clausen** to finalize the agenda with the addition of building inspections under old business. All present voted aye, motion carried.

**Motion made by Clausen and seconded Schacher** to reimburse the Wilton Ambulance Service \$25,948.35 and the Wilton Fire Department \$389.00 for Covid related expenses. The funds will come out of the reimbursement the City received from the Covid Cares Act. All present voted aye, motion carried.

It was recommended by Burleigh County Zoning that 2 of the properties that were recently inspected, be removed from the abatement list. No zoning violations or unsafe conditions were found. The commission members present agreed with the recommendation parcels SW142800401010 and SW142800301080 from the abatement list.

**Motion made by Clausen and seconded Schacher** to approve the first reading of the update to ordinance 1.0603 Salaries of the City Commission. All present voted aye, motion carried.

Auditor Solberg reported the following bond payments were made: \$1,225,000 Refunding Bond of 2014 for \$8,960.00, \$805,000 Refunding Bond of 2013 for \$5,385.00 and \$150,000 Water and Sewer Bond of 2006 for \$1,840.00.

**Motion made by Schacher and seconded by Clausen** to approve the following assessments:

Parcel	Amount	Service
82000100076000	\$627.69	Utility Billing
82300100007010	\$453.02	Mowing Fees
82300100007030	\$470.45	Mowing Fees
82080100064000	\$771.62	Mowing Fees
82000100079000	\$226.04	Utility Billing
82000100061000	\$134.00	Mowing Fees
SW142800401010	\$420.13	Utility Billing
SW142800401010	\$140.00	Mowing Fees
SW142800301080	\$912.18	Utility Billing
SW142800202406	\$239.40	Mowing

All present voted aye, motion carried.



Billie Krush contacted Pres. Domonoske-Kellar about the upcoming Festival of Light event. The Board was in agreement that social distancing of 6 feet , face mask be required, no sitting on Santa's lap with a preference of 6 feet from Santa and one-way foot traffic around the Wilton Pond in order for the event to take place.

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

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:22 p.m.

-99765 Verizon Wireless 246.19	20482 Farmers Union Oil 500.29
-89820 NDPERS 237.50	20483 Rough Rider Industries 3,172.32
-89819 NDPERS 14.54	20484 NABCO 58.35
45 Starion Bond Payment 8,960.00	20485 Office Depot 119.36
171 Lindtech Service Inc. 9,920.00	20486 ND One Call 48.00
1039 Starion Bond Payment 5,385.00	20487 Dennis Dockter 200.00
8492 CJ Crane Service 6,400.00	20488 Circle Sanitation 7,346.75
20477 Kens Auto Service 26,000.00	20489 Lindtech Service Inc. 1,305.00
20478 McLean County Sheriffs 7,521.66	20490 Dennis Dockter 1,289.40
20479 Bek Communication 16.60	20491 Dean Larson 1,338.11
20480 BHG, Inc. 154.31	20492 Pattie Solberg 1,436.61
20481 ND Dept of Health 251.49	20493 Starion Bond Payment 1,840.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

## November 4, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on November 4, 2020 at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bill Kary and Jim Schacher. Also present: Mark Franklund and Glen Wiest. In Pres. LeeAnn Domonoske-Kellar's absence, the meeting was chaired by Comm. Clausen.

**Motion made by Kary and seconded Schacher** to approve the minutes of the last regular meeting (10-21-20) as presented. All present voted aye, motion carried.

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

Mark Franklund and Glen Wiest were present to request a variance to construct a garage 1 foot from the property line and to build 5% over the maximum intensity of 30% at 317 Dakota Ave. The Wilton Planning and Zoning Board approved the request on September 9, 2020 requiring cement filled bollard placed every 48 inches with a minimum pipe diameter of 4 inches along the west side of the garage. **Motion made by Schacher and seconded by Kary** to approve the variance and conditions set by the Planning and Zoning Board. All present voted aye, motion carried.

**Motion made by Kary and seconded Schacher** to approve the second reading and final passage of the update to ordinance 1.0603 Salaries of the City Commission. All present voted aye, motion carried.

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

With no other items for discussion Comm. Clausen declared the meeting adjourned at 7:10 p.m.

-99763 Sanford Health Plan 2,270.57  
-99762 Visa 1,927.48  
-99761 City of Wilton 26,000.00  
-89818 US Treasury 2,593.90  
-89817 NDPERS 237.50  
-89816 NDPERS 1,642.39  
172 Black Mountain Software 3,120.25  
20494 Montana Dakota Utilities 107.48  
20495 Ottertail Power 1,912.95  
20496 SCRWD 18,019.91

20497 ND Dept of Health 52.00  
20498 Safeguard Business Systems 177.61  
20499 Dakota Supply Group 3.05  
20500 Advanced Cleaning 253.25  
20501 Lillis Electric 2,100.00  
20502 Advanced Business Methods 96.12  
20503 Farmers Union Insurance 494.00  
20504 Office Depot 64.43  
20505 Dennis Dockter 1,289.40  
20506 Dean Larson 1,338.11

20507 Pattie Solberg 1,436.61  
20508 Aflac 54.87  
20509 Dean Larson 126.84

20510 Wilton Ambulance Service 25,948.35  
20511 Wilton Fire Protection Dist. 389.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

## November 18, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on November 18, 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: Billie Krush and Lodee Arnold.

**Motion made by Schacher and seconded Clausen** to approve the minutes of the last regular meeting (11-4-20) as presented. All present voted aye, motion carried.

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

The upcoming Festival of Lights event was discussed. With the recent changes to Covid guideline pertaining to group gathers, many of the planned event would have to be canceled or altered to comply with the guidelines. Another concern was the pond not being fully frozen by November 21<sup>st</sup>. Billie Krush and Lodee Arnold, who organize the event, agreed to move the Festival of Lights to December 12<sup>th</sup> to let the pond have more time to freeze. Krush and Arnold also agreed to make the necessary changes to event to comply with the new Covid guidelines.

Motion made by Schacher and seconded by Kary to approve the Wilton Lions gaming application to sell and conduct a raffle from November 19, 2020 to January 11, 2021

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

-99760 Verizon Wireless 161.63	20518 Montana Dakota Utilities 312.24
-89815 NDPERS 237.50	20519 Office Depot 77.10
-89814 NDPERS 10.66	20520 Otter Tail Power 1,669.77
8493 Butler 472.28	20521 Dennis Dockter 1,289.40
8494 Farmers Union Oil 539.69	20522 Dean Larson 1,338.11
8495 NSC Minerals 3,140.95	20523 Pattie Solberg 1,436.61
8496 Power Plan 946.11	20524 John Clausen 2,461.53
20512 Bek Telephone 13.25	20525 LeeAnn Domonoske-Kellar 3,566.59
20513 BHG. Inc 265.70	20526 Lisa Hedstrom 2,382.28
20514 Dakota Supply Group 29.09	20527 William Kary 2,506.55
20515 Farmers Union Elevator 254.30	20528 James Schacher 2,697.56
20516 Guardian Lock and Safe 90.00	20529 Jamie Schurhamer 1,573.03
20517 McLean County Sheriff 7,521.66	

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

## November 24, 2020 – Special Meeting

A special meeting of the Board of City Commissioners was held on November 24, 2020 at 1:00 p.m. by video conference. Present were Commissioners Bill Kary, Lisa Hedstrom and Pres. Domonoske-Kellar.

The purpose of this meeting was to discuss the commercial building application for the Sportsmen's Bar and Grill. The application was inadvertently left off the November 18<sup>th</sup> agenda.

**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 Kary** to approve the Sportsmen's Bar and Grill building application to construct a 20'x24' deck with an 8-foot privacy fence. All present voted aye. Motion carried. The Zoning Board approved the application on November 10, 2020.

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 1:06 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

## December 2, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on December 2, 2020 at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bill Kary, Lisa Hedstrom, and Jim Schacher. In Pres Domonoske-Kellars absents the meeting was chaired by Commissioner Clausen.

**Motion made by Schacher and seconded by Hedstrom** to approve the minutes from the special meeting held on October 15, 2020. All present voted aye, motion carried.

**Motion made by Kary and seconded by Schacher** to approve the minutes from the special meeting held on November 24, 2020. All present voted aye, motion carried.

**Motion made by Hedstrom and seconded Kary** to approve the minutes of the last regular meeting (11-18-20) 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.

The special hearing for the vacation of a portion of the frontage road was held at this time. No members of the public were present. **Motion made by Hedstrom and seconded by Schacher** to approve the Petition of Vacation to vacate a portion of the frontage road west of Cenex. All present voted aye, motion carried. Land adjacent to the vacated road was purchased from the DOT by Cenex and deeded to the City of Wilton so the frontage road can be extended south if needed.

The Time Out Tavern was sent a compliance letter on June 5, 2020. The Time Out Tavern was granted an extension to bring the property into compliance by September 1, 2020. At the time of this meeting the Aarhus had failed to comply. **Motion made by Kary and seconded by Schacher** to send the matter to Municipal Court.

**Motion made by Schacher and seconded by Kary** to pay bills as presented. All present voted aye, motion carried.

**Motion made by Kary and seconded by Schacher** to close the Highway checking account and move the fund into the General Checking. All present voted aye, motion carried.

With no other items for discussion Comm. Clausen declared the meeting adjourned at 7:22 p.m.

-89812 NDPERS 237.50

-89811 NDPERS 1,642.39

20530 Nabco 58.35  
20531 SCRWD 16,382.22  
20532 Advanced Business Methods 65.12  
20533 ND Surplus Property 3,435.00

Pattie Solberg, City Auditor

20534 Dennis Dockter 1,293.28  
20535 Dean Larson 1,338.11  
20536 Pattie Solberg 1,436.61  
20537 Aflac 54.87

LeeAnn Domonoske-Kellar, Pres.

## December 16, 2020 – Regular Meeting

A regular meeting of the Board of City Commissioners was held on December 16, 2020 at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bill Kary, Jim Schacher and Pres. LeeAnn Domonoske-Kellar. Also Present A.J. Tuck.

**Motion made by Clausen and seconded Schacher** to approve the minutes of the last regular meeting (12-02-20) 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.

City engineer, A.J. Tuck was present to discuss adding sewer clean out to the service line in the 2021 Improvement area. Tuck also informant the board a section of Railway Street between Minnesota Avenue and Bismarck Avenue was left off the original plans. The board was in agreement that the clean outs and the section of Railway Street should be added into the Improvement Project.

**Motion made by Schacher and seconded by Clausen** to purchase parcels 82300100007010, 82300100007030, and 82300100007040 from McLean County and to abate back taxes and assessments. All present voted aye, motion carried.

The City received a 2<sup>nd</sup> law enforcement contract reimbursement from McLean County. Covid related expenses will be requested from the Wilton Ambulance Service and Wilton Fire Department and discussed at the January 6, 2021 meeting.

The Board was informed by Auditor Solberg there is a Special Zoning Hearing set for January 4, 2021 for the rezoning of parcels SW-142-80-40-01-010, SW-142-80-40-01-020 and SW-142-80-40-01-030 from Residential-1 to Commercial. All owner within 200 feet of the property were mailed a notice of the hearing. Property owned by the City is within the 200-foot radius.

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

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

-99757 Sanford Health Plan 2,270.57  
-89809 NDPERS 10.66

-89808 NDPERS 237.50  
20538 McLean County Sheriff 7,521.66



20539 Circle Sanitation 7,240.25  
20540 Bek Communications 25.39  
20541 BHG, Inc. 144.62  
20542 ND Dept of Health 32.00  
20543 Farmers Union Oil 317.40  
20544 Montana Dakota Utilities 521.30  
20545 Ottertail Power 1,525.88

Pattie Solberg, City Auditor

20546 Black Mountain Software 5,277.00  
20547 NABCO 58.35  
20548 Dean Larson 7.14  
20549 Dennis Dockter 43.22  
20550 Dennis Dockter 1,293.28  
20551 Dean Larson 1,338.11  
20552 Pattie Solberg 1,436.61

LeeAnn Domonoske-Kellar, Pres.