

February 21, 2024
City of Wilton
Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve Meeting Minutes
5. Finalize Agenda
6. City Maintenance Report
 - A. Mower
 - B. Heat Register Covers
7. Old Business
 - A. Memorial Hall
 - a. Keyless Entry
 - B.
 - C.
8. New Business
 - A. Wilton PTO – Autumn Bower
 - B. Building Permit – Wilton Post Office
 - C. Joint Power Agreement
 - D. Gaming Permit – Wilton Lions
 - E.
 - F.
9. Reports
10. Bills
11. Adjournment

February 7, 2024

Unofficial Minutes – Subject to the review and revision of the Wilton City Commission.

A regular meeting of the Board of City Commissioners was held on February 7, 2024, at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bill Kary, Lisa Hedstrom, Jim Schacher and President LeeAnn Domonoske-Kellar.

Motion made by Schacher and seconded by Clausen to approve the minutes from the January 17, 2024 meeting 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.

Motion made by Hedstrom and seconded by Clausen to purchase a floor scrubber for the Memorial Hall. All present voted aye, motion carried.

Motion made by Schacher and seconded by Hedstrom to approve the amended gaming application for Pheasants Forever. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to purchase 2 new doors for the Memorial Hall for \$1514.00. All present voted aye, motion carried. The new doors will replace the deteriorating east doors.

The City was notified by South Central Water District they are increasing their rates by 40¢ per thousand gallons of water. **Motion made by Kary and seconded by Hedstrom** to increase the City's water rate by 40¢ per thousand gallons. All present voted aye, motion carried.

Motion made by Schacher and seconded by Hedstrom to approve the Wilton Ambulance Service gaming application to hold a raffle on July 13, 2024. Aye: Comm. Clausen, Kary, Hedstrom and Schacher. Abstain: Pres. Domonoske-Kellar. Motion Carried.

Motion made by Hedstrom and seconded by Clausen to approve the Darlene Tooke Medical Benefits gaming application to play bingo on March 16, 2024. All present voted aye, motion carried.

Motion made by Hedstrom and seconded by Schacher to dispose of the following records in accordance with the State of North Dakota retention requirements:

- 2009 and older: tax reporting documentation.
- 2010 and older: water and waste reports.
- 2011 and older: individual employee payroll files.
- 2012 and older: city budget and election information.
- 2013 and older: petition of electors - candidates elected.
- 2016 and older: savings interest statement, beer and liquor permits, oaths of office, gaming permits, bank statements/deposit records, payroll records and employee files

- 2018 and older: customer adjustments, trial balance adjustments, rate change record, bank account records, budget workpapers, statement of actual to estimated expenses, trial balances, interim revenue statement, treasurer's report, utility billing activity, certification of assessment, licenses and permits, budget, journals/ledgers, accounts payable/vouchers/expense reports, worker compensation program, monthly financial statements, receipts/cash books, and accounts receivable.
- 2019 and older: affidavits of publications and equipment files.
- 2020 and older: petition of electors - candidates not elected and agendas.

All present voted aye, motion carried.

Motion made by Kary and seconded by Clausen to pay the Water and Sewer Revenue Bond Series A for \$3,472.16 and the Water and Sewer Revenue Bond Series B for \$2,826.47. All present voted aye, motion carried.

Motion made by Schacher and seconded by Kary to approve the preliminary replat for the land trade between the City of Wilton and Cenex. All present voted aye, motion carried. The City is vacating the frontage road along the west side of Cenex's property in exchange for land along the east of Cenex's property for a future road.

Motion made by 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 7:25 p.m.

-99624 Visa 1,164.02
 -89599 NDPERS 137.50
 -89598 NDPERS 2,229.51
 1052 Tand Construction 74,376.45
 21682 Circle Sanitation 8,469.50
 21683 SCRWD 10,089.40
 21684 Montana Dakota Utilities 832.80
 21685 NABCO 81.52
 21686 Ottertail Power 2,665.52

21687 Bek Telephone 6.13
 21688 Advances Business Methods 374.03
 21689 WSI 1,244.12
 21690 Dennis Dockter 1,577.81
 21691 Dean Larson 1,689.02
 21692 Pattie Solberg 1,922.96
 21693 Tru Community Ban 419.50
 21694 Tru Community Bank 100.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

Fee \$ 50⁰⁰

No. _____

APPLICATION FOR BUILDING AND MOVING PERMIT

City of Wilton, North Dakota

Application Date 2/13/24

Date Approved or Rejected 2-2-13 24

Name of Owner Capstar Assets II LLC Phone #: 405 780 3092

Physical Location 25 Dakota Ave *Zoned: Commercial

*Legal Description United States Post office

*Parcel Number _____

General Contractor Andrew Bohrane Phone #: 701-818-1947 *

Address PO Box 441 Wilton ND 58579

Permit for New Construction: ☒ Moving Permit: ☐

Type of New Construction or Building to be Moved: Rear Entrance Awning

Building to be Moved From _____ To _____

Variance Requested: Yes ☐ No ☒ (If yes applicant must meet with the Zoning Board and City Commission and pay a \$275.00 fee)

Will Curb be Cut: Yes ☐ No ☒ Corner Lot: Yes ☐ No ☒

New Construction Siding Type & Color White + Galvanized

Existing Buildings Siding Type & Color Galvanized + White

Roof Style and Material: Metal + Galvanized Tubular Steel

If constructing a deck or fence please fill out the Application for Bulding a Deck or Fence also. Only one fee will be charged.

Additional information for garages, sheds, outbuilding, etc.:

Flooring Type: _____ Electricity: Yes ☐ No ☒ Plumbing: Yes ☐ No ☒

Insulated: Yes ☐ No ☒ Heated: Yes ☐ No ☒ Interior Finished Area: N/A 64 sq ft

Sidewall Height: _____ Overall Height 10ft 3/2 pitch

Intended Use: Cover Entrance

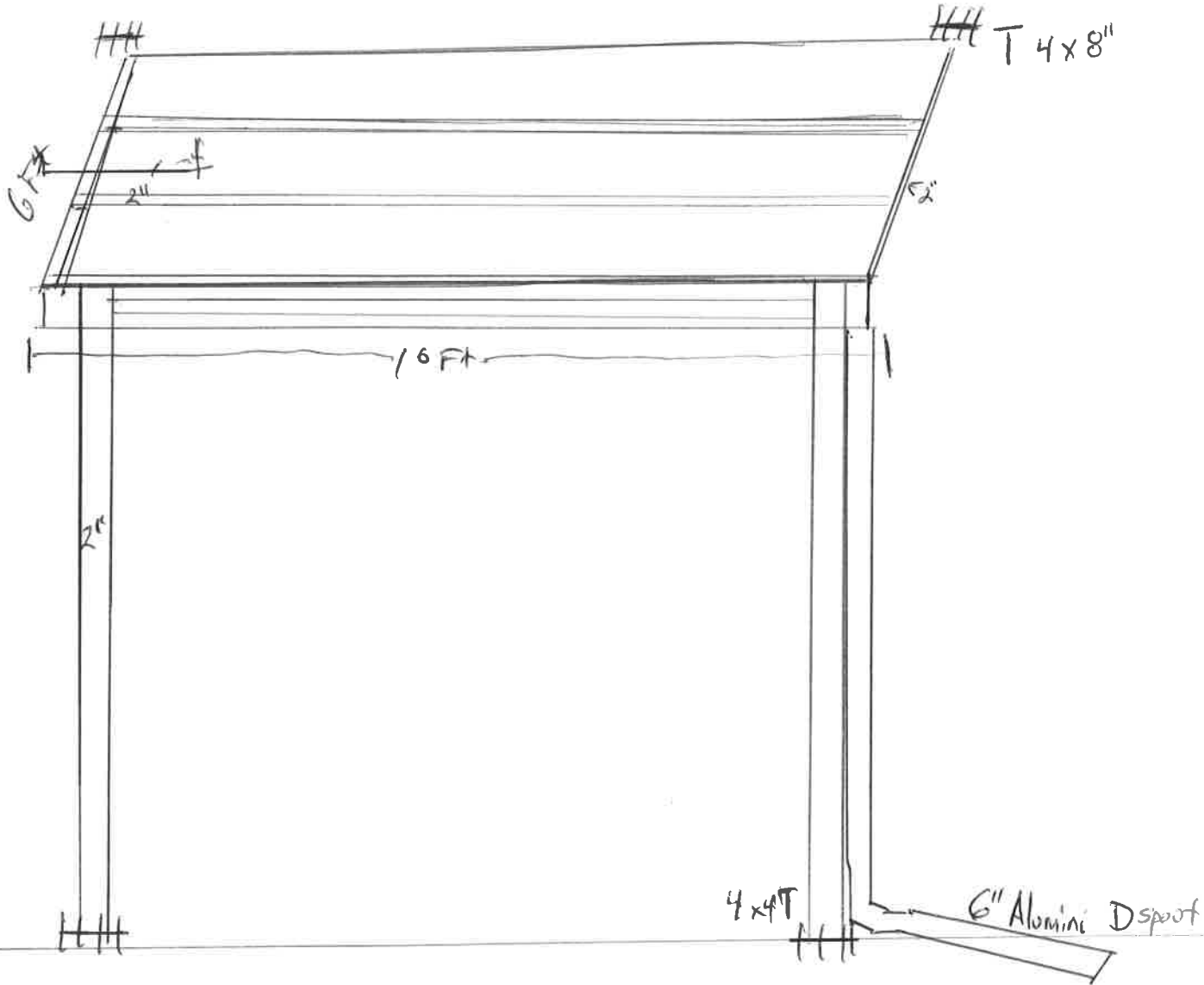
Estimated Cost of Construction (exclusive of land) \$ \$ 2730.00

*Sq. Ft. of Lot _____ *% of Lot Used After Construction _____

*Information can be obtained at the Auditors Office

Include a Detailed Diagram on Back or Attach Blue Prints.

Diagram



I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I further apply for a Building Permit and acknowledge that the information above is complete and accurate and this application is not a permit and all work will be performed will be in accordance with the conditions of the permit, the approved plans and specifications, and the North Dakota State Building Code. I will also allow work to remain accessible and exposed for inspection purposes.

Applicant Signature _____ Date 2/13/24

Approved _____ Title _____

Rejected _____ Attest _____

Reason: _____

Existing Photo



JOINT POWERS AGREEMENT

McLean County and the cities of Benedict, Butte, Coleharbor, Garrison, Max, Mercer, Riverdale, Ruso, Turtle Lake, Underwood, Washburn and Wilton

Joint Election Agreement

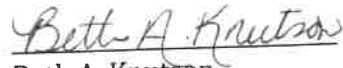
THIS AGREEMENT is entered into by and between the following political subdivisions and the County of McLean, hereinafter referred to as the “**County**”, the cities of Benedict, Butte, Coleharbor, Garrison, Max, Mercer, Riverdale, Ruso, Turtle Lake, Underwood, Washburn and Wilton, hereinafter referred to as “**City**”.

1. **PURPOSE OF AGREEMENT:** The purpose of this agreement is to provide the terms by which the county and city will coordinate the holding of the city general election along with the county's primary election. It being understood that in addition to the coordination of their elections, the parties, may from time to time agree to hold joint special elections at such times when their scheduled special elections might be readily coordinated in a manner consistent with this agreement and as may be otherwise agreed to by and between the entities holding such special elections. It is the intent of the parties entering this agreement to provide for the procedures to be followed relative to the scheduling and administration of such elections and to provide for the division of costs for election officials and any other monetary disbursements relative to such elections.
2. **AUTHORITY:** This agreement is authorized by VII, Section 10 of the Constitution of the State of North Dakota and North Dakota Century Code (NDCC) Chapters 54-40 and 40-21.
3. **PLAN:** The parties agree to the following implementation:
 - (a) Each entity will be responsible for the enforcement of its policies, laws, and ordinances relative to the distribution and review of petitions of candidates and for the filing of said petitions in their respective offices.
 - (b) The county will provide the city an election calendar at the time the county receives said calendar from the North Dakota Secretary of State.
 - (c) The county and city will be responsible for any legal publications they are required to publish in their respective official newspapers.
 - (d) The city will certify to the county the names of all eligible candidates for office and the candidate's position on the ballot at least 64 days prior to the election. The county will be responsible for the actual printing of the ballots with the costs of same being the responsibility.
 - (e) The county will be responsible for establishing and managing polling locations for joint elections, including setting the hours polls are to be open. Polling hours will be consistent throughout the county.
 - (f) The county will be responsible for naming the election inspector for vote centers in accordance with NDCC Chapter 16.1-05. The election judges will be appointed by the district chairs representing the two parties casting the largest number of votes at the

last general election.

- (g) The county will provide and maintain the necessary poll books required by law.
 - (h) The canvassing board will be the county canvassing board in accordance with NDCC Title 16.1. The resolution board will be named by the county auditor as provided in NDCC Title 16.1.
 - (i) Within three (3) days after the result of an election is declared by the canvassing board, the county will certify to the city the official results of the election. The city will be responsible for issuing a Certificate of Election to each person elected to a city position.
 - (j) The county will administer absentee balloting in accordance with NDCC Title 16.1. Absentee voter applications will be available from both the county and city for all joint elections. All absentee ballots will be handled by the county. A city voter requesting an absentee ballot for the primary election will also be sent an absentee ballot for the city election.
4. **COSTS:** The county and city will share in savings provided by holding joint elections. The county will pay all costs associated with the election, canvassing, and resolution board. The city will reimburse the county for all costs prorated on the total city election costs by the county auditor. The maximum amount charged the city will not exceed **\$1,000.00** and the minimum amount will be established at **\$100.00**.
5. **DURATION:** This agreement will replace any previous agreements and will be effective as of **JANUARY 1, 2024**, and will be automatically renewed until **December 31, 2025**, unless any of the parties notify the other parties in writing of its intent to withdraw from this agreement. Such written notice must be provided on or before November 1st of the year proceeding the withdrawal.
6. **AMENDMENTS:** Any amendments to this agreement must be in writing by an authorized representative of each party.

Dated this 1st day of December, 2023, at Washburn, ND.


Beth A. Knutson
McLean County Auditor

Dated this _____ day of _____, 20____, at _____, ND.
Enter the date Enter the month Enter the city

Signature of Official



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Applying for (check one)



Local Permit



Restricted Event Permit*

Games to be conducted



Raffle by a Political or Legislative District Party



Bingo



Raffle



Raffle Board



Calendar Raffle



Sports Pool



Poker*



Twenty-One*



Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group <i>Wilton Lions Club</i>		Dates of Activity (Does not include dates for the sales of tickets) <i>March 10, 2024</i>	
Organization or Group Contact Person <i>Todd Weisenburger</i>	E-mail	Telephone Number <i>315-0243</i>	
Business Address	City <i>Wilton</i>	State <i>ND</i>	ZIP Code <i>58579</i>
Mailing Address (if different) <i>Box 278</i>	City <i>Wilton</i>	State <i>ND</i>	ZIP Code

SITE INFO

Site Name <i>Wilton Memorial Hall</i>		County <i>McLean</i>	
Site Physical Address <i>105 Dakota Ave</i>	City <i>Wilton</i>	State <i>ND</i>	ZIP Code <i>58579</i>
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <i>March 10, 2024</i>			

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
<i>Raffle</i>	<i>wood Flag</i>	<i>\$200.</i>
		Total (limit \$40,000 per year)
		\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds <i>Todd Newton benefit - medical</i>	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) ☐ Yes ☒ No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) ☐ Yes ☒ No	
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) ☒ No ☐ Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) ☐ Yes ☒ No	

Printed Name of Organization Group's Permit Organizer <i>James Porter</i>	Telephone Number <i>391-8148</i>	E-mail Address
Signature of Organization Group's Permit Organizer <i>James Porter</i>	Title <i>member</i>	Date <i>Feb 15, 2024</i>

Bill Summary
February 21, 2024

-99623 Union Bank	Stop Payment	25.00
-99622 Verizon Wireless	Utilities	200.44
-99621 BCBD of ND	Insurance	2,989.44
-89597 US Treasury	With Holdings	3,149.32
-89596 NDPERS	Insurance	26.00
-89595 NDPERS	Def. Comp.	87.50
1053 Moore Engineering	Improvement Project	77,393.15
21695 Nordak North Publication	Publications	151.24
21696 Farmers Union Oil	Fuel	397.97
21697 Bek Telephone	Utilities	11.71
21698 ND One Call	Locates	1.30
21699 Circle Sanitation	Garbage Services	8,451.25
21700 Union Bank	Box Rental	15.00
21701 ND Dept of Health	Water Sample	25.00
21702 Montana Dakota Utilities	Utilities	842.71
21703 Office Depot	Supplies	87.92
21704 Dakota Supply Group	Fittings, Oil	1,386.01
21705 Kevin Patrick	Hall Deposit	150.00
21706 Tand Construction	Water Break	6,814.53
21707 Aflac	Insurance	54.87
21708 Dennis Dockter	Salary	1,577.81
21709 Dean Larson	Salary	1,689.02
21710 Pattie Solberg	Salary	1,965.98
21711 NABCO	Insurance	81.52

\$ 107,574.69