

April 3, 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

7. Old Business
 - A. Memorial Hall Roof
 - B. Hall Rates – Benefits
 - C.

8. New Business
 - A. Bid Opening
 - a. Truck
 - b. Lawn Mower
 - B. Gaming Permit – Wilton Archery Team
 - C. Gaming Permit – Wilton Clay Target Team
 - D. BOE Meeting – April 17 at 6:50 pm
 - E. Pattie – Vacation April 22-26
 - F.

9. Reports
10. Bills
11. Adjournment

March 20, 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 March 20, 2024, at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Jim Schacher and President LeeAnn Domonoske-Kellar via speaker phone.

Motion made by Schacher and seconded by Clausen to approve the minutes from the March 6, 2024 meeting as presented. All present voted aye, motion carried.

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

Motion made by Clausen and seconded by Schacher to approve Linda Astreia with the Meals on Wheels Program request to use the Memorial Hall for \$400 while renovations are being made at the Wilton Senior Center. All present voted aye, motion carried. Renovations are expected to take 30 days to complete. The Senior Center will also be serving lunch at the Memorial Hall during the renovations.

Motion made by Schacher and seconded by Clausen to approve Aces Taverns request for a liquor license transfer to the Memorial Hall for the Pheasants Forever Banquet on March 23, 2024. All present voted aye, motion carried.

Spring Clean-Up Week was set for April 29th through May 6th.

Motion made by Clausen and seconded by Schacher to approve paying the Refunding Improvement Bond of 2014 payment of \$1065,675.00, Refunding Improvement Bond of 2013 payment of \$58,470.00 and the Water and Sewer Bond of 2006 payment of \$11,280.00. All present voted aye, motion carried.

Discussion for the Memorial Hall rates was tabled until the April 3, 2024 meeting.

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

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

-99615 Verizon Wireless 200.44
-99614 BCBS of ND 2,989.44
-99613 Visa 855.18
-89591 NDPERS 26.00
-89590 NDPERS 87.50
1054 Moore Engineering 2,761.83
21728 Nordak North Publications 463.55
21729 SCRWD 16,329.80

21730 ND Dept of Health 25.00
21731 Farmers Union Oil 1,099.41
21732 Montana Dakota Utilities 712.33
21733 ND One Call 3.35
21734 Circle Sanitation 8,487.75
21735 McLean County Treasure 3,300.00
21736 ND Dept of Health 166.83
21737 Power Plan 678.35

21738 Steins Inc 3,259.66
21739 Moore Engineering 10,556.91
21740 Dennis Dockter 1,577.81

21741 Dean Larson 1,689.02
21742 Pattie Solberg 1,965.98

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.



You have a new estimate from Jessen Roofing, Inc.

 **Prepared for:** City of Wilton

 **Address:** 105 Dakota Ave, Wilton, ND 58579

 **Expires on:** Fri Apr 26, 2024

Option #1

\$87,870.00

APPROVE

DECLINE

Estimate Details

Service	Unit Price	Total
Reroof at 105 Dakota Ave. Wilton, ND	\$87,870.00	

1. Set up and secure work site
 2. Remove existing Spanish tile cap
 3. Tear off and remove the old roofing and related debris to existing insulation
 4. Replace wet or damaged insulation at replacement cost (\$3.00 per board foot)
 5. Install one layer of overlayment insulation board
 6. Install a new GenFlex Fully Adhered rubber roof system complete
 7. Seal around all vents, pipes and flashings
 8. Install new EPDM flashings as required
 9. Install new pipe boot flashings
 10. Install new prefinished baked enamel metal edge flashing
 11. Materials and labor installed complete \$87,870.00
 12. Material and labor supplied by Jessen Roofing, Inc., is guaranteed for 15 years
- * Required carpentry to be done on a material and labor basis

Service**Unit Price****Total**

ALTERNATE: Install a new tapered insulation package complete for improved drainage
add \$20,377.00

[SHOW LESS](#)

Subtotal

\$87,870.00

Total

\$87,870.00

Note

*Upon approval of this estimate, please sign and return one copy.
This proposal price is good for 30 days. Does not include
asbestos work. We will not be responsible for loss or damage
caused by fire, theft, testing, or any other causes beyond our
control. *Tear offs to existing insulation unless specified above.
Conduit run to roof deck which necessitates cutting insulation will
be an extra charge. Mechanical & electrical work not included
unless specified above *No guarantees expressed or implied
unless noted above. TERMS - NET CASH UPON COMPLETION
(1.75% service charge after 30 days). If for any reason this goes to
collection, you will be responsible for all attorney's fees.

AUTHORIZED BY _____ DATED:

Estimate date: Mar 19, 2024

Contact us

Jessen Roofing, Inc.

 (701) 838-2687

 jessenroofing@yahoo.com

Service	Unit Price	Total
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ALTERNATE Install a new tapered insulation package complete for improved drainage
add \$20,377.00

SHOW LESS

Subtotal	\$87,870.00
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Total	\$87,870.00
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Note

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AUTHORIZED BY _____ DATED:

Estimate date: Mar 19, 2024

Contact us

Jessen Roofing, Inc.

☎ (701) 838-2687

✉ jessenroofing@yahoo.com

Since
1927



2720 34th Street NW • PO Box 86
Mandan, North Dakota 58554
701-663-3196 • Fax: 701-663-0027

Jamestown, ND
701-252-6654

Dickinson, ND
701-483-7663

October 25, 2023

Pattie Solberg, Auditor
City of Wilton
PO Box 278
Wilton, ND 58579

RE: MEMORIAL HALL
105 DAKOTA AVENUE, WILTON

As per your request, we have the following pricing for you in regards to the above referenced building.

- Remove built-up roof system down to existing insulation and metal flashing.
- Remove and dispose of existing Spanish tile cap and dispose of.
- Replace wet or damaged insulation at a cost of \$1.50 per square foot per 1/2" thickness. Additional cost added to price below.
- Over existing insulation, furnish and install 1 layer of high-density recovery board mechanically fastened to deck with screws and plates.
- Furnish and install a 60-mil EPDM rubber roof system fully adhered to the recovery board.
- Flash all walls and curbs with 60-mil EPDM flashing membrane. All details as per manufacturers specifications.
- New rubber flashings at all roof pipes and penetrations.
- At all perimeters, to seal off new roof system, furnish and install a new 24-gauge prefinished (colored) metal wall cap system.
- Fifteen (15) year manufacturer's warranty package.

Not Included In Price Below

- Dumpster and landfill charges.

Scott Harr
Territory Manager

Rich Zittleman
Territory Manager

www.twincityroofingllc.com



Kurtis Ganyo
Estimator

Jason Geigle
Estimator

- Costs to disconnect and reconnect existing mechanical units, if it becomes necessary to properly install new roof system.
- Any masonry repairs associated with removal of Spanish tiles.
- If alternate is accepted, costs to cut into existing west masonry wall to install 3 new scuppers and close off existing scupper openings at south wall.

NOTE: The roofing process involves vibration and movement of various structural parts of the building. This movement can cause accumulated dust, particulate matter, etc. to drop into your building. If you have items that need to be protected it is your responsibility to notify Twin City Roofing before work starts in order to make sure these things are covered. It will be the owner's responsibility to cover the interior. Twin City Roofing will cover your items, at an additional cost, if authorized to do so by the owner.

NOTE: Twin City Roofing will not be held liable if any of the existing conduit network is accidentally pierced/damaged by an insulation fastener, while installing new roof system. Conduit network is above the tongue and groove wood decking and covered by the existing insulation system, making it difficult to determine/see where the network exists.

PRICE: \$88,175.00

ALTERNATE: To furnish and install a tapered insulation system (R16) to get positive drainage to the west "add" \$20,519.00. If accepted please initial _____.

Terms and conditions: This proposal is good for 30 days and will be subject to review thereafter. Payment due 100% upon completion.

Respectfully submitted,



Rich Zittleman
Territory Manager
Twin City Roofing, LLC

Accepted by: _____

Title: _____

Date: _____



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 Wilton Archery Team		Dates of Activity (Does not include dates for the sales of tickets) May 4, 2024	
Organization or Group Contact Person Corey Krush	E-mail CLKRUSHER@YAHOO.COM	Telephone Number 701-527-6304	
Business Address 29840 Hwy 1804	City Wilton	State ND	ZIP Code 58579
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Sportsmen Bar and Grill		County McLean	
Site Physical Address 21 Dakota Ave	City Wilton	State ND	ZIP Code 58579
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.) One time drawing on May 4, 2024			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle Board	Ruger LCP Pistol	479.00
Total (limit \$40,000 per year)		\$ 479.00

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Travel Expense for National Tournament	
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 Corey Krush	Telephone Number 701-527-6304	E-mail Address CLKRUSHER@YAHOO.COM
Signature of Organization Group's Permit Organizer 	Title CO-Chairman	Date 4-2-24

Information required to be preprinted on a standard raffle ticket:

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or eight thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time for each drawing and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and physical street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

PRIZE RESTRICTIONS:

A single cash prize cannot exceed \$8,000

The retail value of a merchandise prize cannot exceed \$8,000.

The **total** of all cash prizes and retail value of all merchandise prizes for all games cannot exceed \$40,000 per year.

If the value of the planned cash and merchandise prizes exceed \$40,000, the organization or group must reduce the prizes to this limit or a nonprofit corporation may apply for a state gaming license with the Office of Attorney General.

LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:

	<u>Local Permit</u>	<u>Restricted Event Permit</u>
Number of events per year	Limited by prizes	One
Must file an information report	Yes, if political party	Yes
May pay employees compensation	Yes	No
Must use chips as wagers	No	Yes
Use of net income	Unrestricted	Restricted
Games allowed	Bingo Raffles Sports Pools	Bingo Raffles Sports Pools Poker Twenty-One Paddlewheels

Compared to a "Local Permit," an organization or group with a "Restricted Event Permit" may conduct three more game types, but is restricted to one event per year, must file a "Report on a Restricted Event Permit" with the city or county and Office of Attorney General, and disburse net income to eligible uses. These uses are described by North Dakota Century Code 53-06.1-11.1(2) and North Dakota Administrative Code 99-01.3-14-02. Refer to the backside of the "Report on a Restricted Event Permit" form for a general list of eligible uses.

For a Restricted Event Permit, one method to ensure that the total of all cash prizes and retail value of all merchandise prizes do not exceed \$40,000 is to charge each player a standard amount at the start of the event for a certain number or value of chips. If a player loses all of the player's chips, the player may re-buy chips. The player would play games and, at the end of the event, the organization would auction merchandise prizes to the players. The player who bid the highest number or value of chips for a prize would win that prize. For those players who have chips but did not successfully bid on a prize, the organization may redeem the chips for a predetermined cash value per chip. For this method, the value of the players' chips redeemed for cash is no a prize.



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 Wilton High School Clay Target Team		Dates of Activity (Does not include dates for the sales of tickets) May 4, 2024	
Organization or Group Contact Person Corey Krush	E-mail CLKRUSHER@YAHOO.COM	Telephone Number 701-527-6304	
Business Address 29840 Hwy 1804	City Wilton	State ND	ZIP Code 58579
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

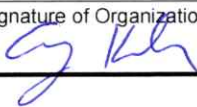
Site Name Sportsmen Bar and Grill		County McLean	
Site Physical Address 21 Dakota Ave	City Wilton	State ND	ZIP Code 58579
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) One time drawing on May 4, 2024			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle Board	Winchester SXP 20 Gauge Shotgun	389.00
Total (limit \$40,000 per year)		\$ 389.00

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Purchase of clay pigeons and shells	
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)	
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