

April 17, 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. Special Hearing
 - A. 7th Street - Vacate
8. Old Business
 - A. Hall Cleaning
 - B. Memorial Hall Roof
 - C. 2022 Audit
 - D.
9. New Business
 - A. 125th - Economic Development Request
 - B.
 - C.
10. Reports
11. Bills
12. Adjournment

April 3, 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 April 3, 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 Clausen and seconded by Schacher to approve the minutes from the March 20, 2024 meeting as presented. All present voted aye, motion carried.

Motion made by Kary and seconded by Hedstrom to approve the agenda with the addition of Terry Gisvold under new business. All present voted aye, motion carried.

The Board discussed the estimates received to repair the roof of the Memorial Hall. The matter was tabled until the April 17, 2024 meeting.

General discussion was held about the rental policy for the Memorial Hall.

The 2022 Audit was presented to the board for review.

The City received one bid for the 1989 Chevy Truck for \$626.24. **Motion made by Kary and seconded by Schacher** to reject the bid. All present voted aye, motion carried.

The City received two bids for the 2004 John Deere X485 mower. **Motion made by Schacher and seconded by Clausen** to accept the high bid of \$ 3123.45 from Dean Larson. All present voted aye, motion carried.

Motion made by Schacher and seconded by Clausen to approve the Wilton Archery Teams application to conduct a raffle board on May 4, 2024. All present voted aye, motion carried.

Motion made by Clausen and seconded by Kary to approve the Wilton Clay Target Teams application to conduct a raffle board on June 4, 2024. All present voted aye, motion carried.

Terry Gisvold was present to discuss the issue he was having with water and dirt erosion from the neighboring lot. Since the property is under construction, he was referred to the Planning and Zoning Board.

Motion made by Schacher 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 8:23 p.m.

-99612 VISA 2,203.34

-89589 Job Service of ND 42.67

-89588 ND Office of State Tax Commission 69.62

-89587 US Treasury 3,163.90

-89586 NDPERS 2,229.51
-89585 NDPERS 87.50
21743 NABCO 81.52
21744 Ottetail Power 2,410.76
21745 Wilton Park Board 3,571.89
21746 ND Rural Water 75.00
21747 Dennis Dockter 1,577.81
21748 Dean Larson 1,689.02
21749 Pattie Solberg 1,965.98
21750 Aflac 54.87
21751 Tru Community Bank 410.00
21752 Tru Community Bank 100.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

Farmers Union Oil Wilton

615 Minnie Ave

Wilton, ND 58579

November 14, 2023

City of Wilton

121 Dakota Ave

Wilton, ND 58579

Mayor and Council,

As the sole owner of the 3 parcels adjoining the property west and south of the Cenex property, Farmers Union Oil Company Wilton is requesting that you accept this letter as petition for vacations of the parcels, as described in the attached exhibits, to be forwarded to the city auditor. The subject property was recently discussed at the city council meeting.

The vacation of property will serve the city and public interest by allowing maintenance for the frontage road and possible expansion of facilities.

In return as agreed in the city council meeting, Farmers Union Oil Company Wilton would grant a permanent easement for an access road to the south, east of our warehouse building off from Minnie Avenue.

Please review and if acceptable, begin the vacation process.

Sincerely,



Tanner IntVeld

General Manager/CEO

Farmers Union Oil Company Wilton



\$20.00
Page: 3 of 5
12/21/2020 3:09 PM
Burleigh County

BEING A PORTION OF THE FRONTAGE ROAD LOCATED IN SPITZER'S SECOND ADDITION,
WITHIN GOVERNMENT LOT 2 OF SECTION 2, T142N, R80W, 5th P.M.
CITY OF WILTON, BURLEIGH COUNTY, NORTH DAKOTA

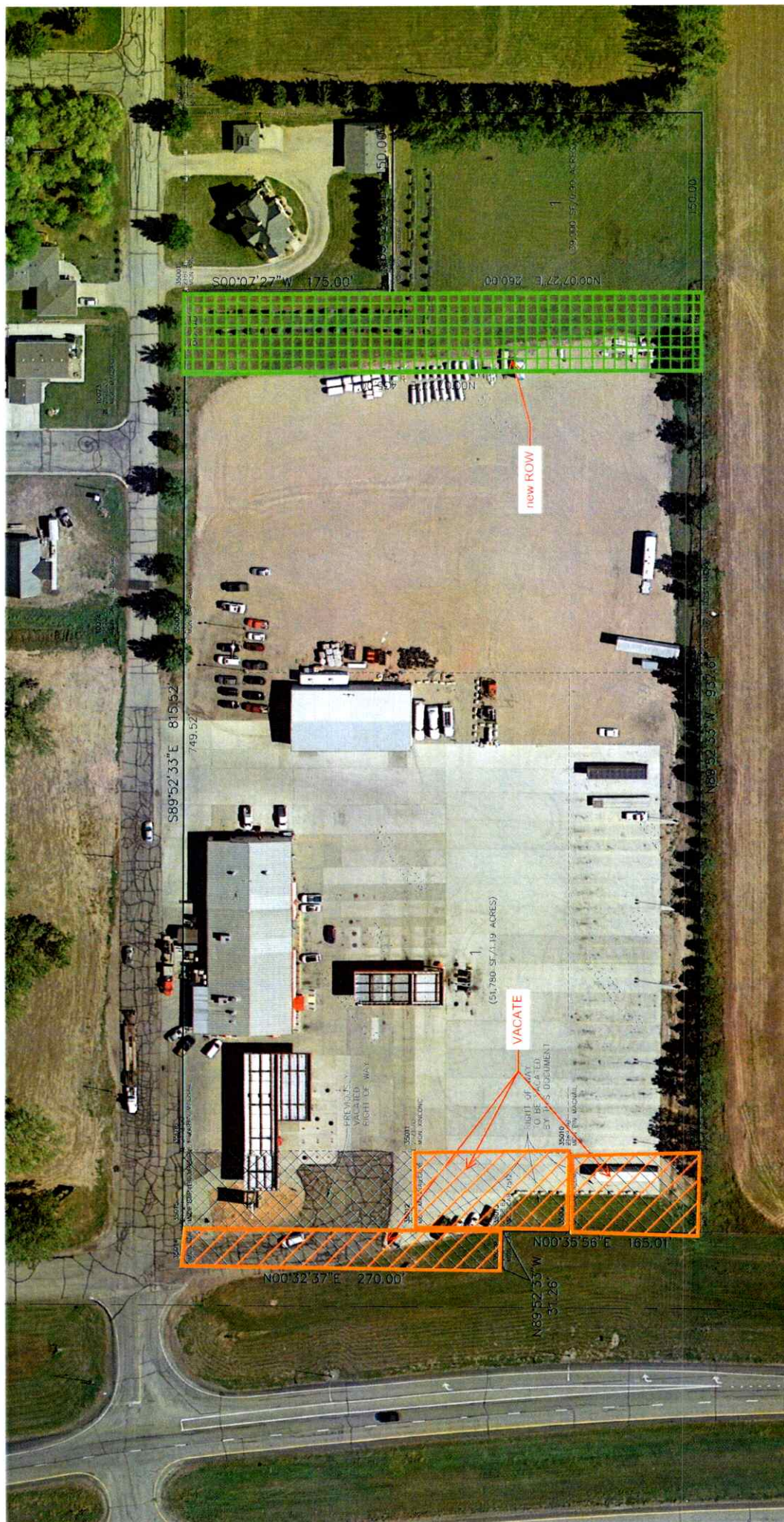
$$\frac{T_{143N}}{T_{142N}}$$


DATE OF FIELD SURVEY
MAY 20, 2020

LEGEND:

- - PLSS CORNER (AS NOTED)
- - FOUND REBAR W/ OPC, LS-7512 (UNLESS NOTED OTHERWISE)
- ⊗ - CUT "X" IN CONCRETE

LOT 1, BLOCK 1
SPITZER'S THIRD ADDITION



City Commission of Wilton 4-5-2024
PO Box 278
Wilton ND 58579-0278

President LeAnn Loney:

The frontage road that Cenex wants to claim between their Business and Highway 83 was donated free and clear to the City of Wilton so we would have access to our land in the future.

Cenex has tried to encroach on this land since Kenny Vetter was manager!

Nobody at Cenex wants to acknowledge the Plat or deed they have, so they continue to squat on the frontage road.

Looking to the future, if the land South of Cenex were to be developed, there would be no access to Wilton!

Therefore, we are against Vacating this street.

Continued

Sincerely,
~~Quentin R.~~
Joyce Ann Spitzer
701-426-96

Winter address

Quentin R. Spitzer
Joyce Ann Spitzer
13584 E. 47th Street
Yuma, AZ 85367-6450

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: _____



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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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

Bill Summary
April 17, 2024

-99611 BCBS of ND	Insurance	2,989.44
-99610 Verizon Wireless	Utilities	200.44
-99609 Visa	Shop Supplies	1,740.23
-89584 NDPERS	Insurance	26.00
-89583 NDPERS	Def. Comp	87.50
52 Starion Bond Service	Bond Payment	105,675.00
1047 Starion Bond Service	Bond Payment	58,470.00
21753 Starion Bond Service	Bond Payment	11,280.00
21754 Dennis Dockter	Salary	1,577.81
21755 Dean Larson	Salary	1,689.02
21756 Pattie Solberg	Salary	1,965.98
21757 Circle Sanitation	Garbage Services	8,451.25
21758 McLean Sheriff	Police Protection	25,820.88
21759 RDO Equipment	New Mower	12,862.94
21760 Nordic North Publications	Publication	166.48
21761 Advanced Business Methods	Printer	87.41
21762 Farmers Union Oil	Fuel	762.47
21763 Wilton PTO	Hall Deposit	150.00
21764 Quentin Schumacher	125th Expense	150.00
21765 ND Dept of Health	Water Sample	25.00
21766 Premier Pyrotechnics	125th Expense	3,750.00
21767 SCRWD	Water Purchase	11,121.04
21768 Brady Martz	2022 Audit	15,800.00
21769 Montana Dakota Utilities	Utilities	611.81
21770 Otter Tail Power	Utilities	2,600.04
21771 Bek Telephone	Utilities	8.76
21772 Record Keepers	Record Disposal	96.00
21773 Acme Tools	Trailer Rental	247.50
21774 Office Depot	Office Supplies	17.09

\$ 268,430.09