February 5, 2025
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. 2026 Police Contract
    B. Water and Sewer Line Billing
    C.
    D.

8. New Business
    A. Pheasants Forever – Gaming Permit
    B. Building Fund
    C. Hall Doors
    D. Water Tower Repairs – Sales and Use Request
    E. Hall Custodian
    F. 2024 Annual Report
    G.
    H.

9. Reports
10. Bills
11. Adjournment

January 15, 2025

A regular meeting of the Board of City Commissioners was held on January 15, 2025, at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Lisa Hedstrom, Jim Schacher and Pres. Domonoske-Kellar.

Motion made by Schacher and seconded by L. Clausen to approve the minutes from the December 18, 2024 meeting as presented. All present voted aye, motion carried.

Motion made by L. Hedstrom and seconded by Schacher to approve the agenda with the addition of Moore Engineering and Hall Stove under new business. All present voted aye, motion carried.

Aj Tuck with Moore Engineering was present to discuss the Farmers Union Oil carwash that will be constructed in 2025 and the options to connect the carwash to the water and sewer mains.

Motion made by L. Hedstrom and seconded by Schacher to approve the Sportsmen's Bar liquor license transfer for the Delta Waterfowl Banquet at the Memorial Hall on January 25, 2025. All present voted aye, motion carried.

Motion made by Schacher and seconded by L. Hedstrom to move the remaining 125th Celebration Funds into a CD to be used for the 150th celebration. All present voted aye, motion carried.

General discussion was held about the 2026 police contract.

General discussion was held about the 4 water and sewer service lines added in the Improvement Project.

A special hearing for Quinten Spitzer was set for February 5, 2025 at 6:45 at the City Meeting Room. Spitzer submitted an application to replat parcel 10-142-80-00-02-600 into 2 parcels.

Motion made by Hedstrom and seconded by Domonoske-Kellar to approve a 3% raise for all full time employees effective January 1, 2025. All present voted aye, motion carried.

There is an ongoing issue with the pilot lights going out on the stove at the Memorial Hall. Repair work has been done twice on the stove for the issue. Pres. Domonoske-Kellar stated the commercial fridge is also starting to rust. Comm. Hedstrom will write a letter to the Washburn American Legion requesting fund to help cover the cost of a new stove and commercial fridge.

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

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 8:04 p.m.

-99581 Visa 1,238.19
-99580 Verizon Wireless 214.83
-99579 BCBS of ND 3,534.46
-89531 Aflac 54.86
-89530 NDPERS 112.50
-89529 NDPERS 2,229.51
-89528 Void
-89527 Void
-89526 US Treasury 3,197.34
-89525 Job Service of ND 43.78

-89524 ND Office of State Tax Commission
78.59
1067 Moore Engineering 48,287.02
1068 Tand Construction 950,208.55
22065 Montana Dakota Utilities 523.15
22066 NABCO 81.52
22067 Wilton Park Board 3,810.57
22068 SCRWD 13,188.28
22069 Dennis Dockter 1,577.81
22070 Morgan Hedstrom 138.52
22071 Dean Larson 1,667.51
22072 Timothy Smallbeck 64.23
22073 Pattie Solberg 1,965.98
22074 Tru-Community Bank 360.00
22075 Tru-Community Bank 100.00
22076 Tru-Community Bank 50.00
22077 Ottertail Power 648.99
22078 Advanced Business Methods 76.58
22079 Nordak North Publications 153.70
22080 ND Dept of Health 25.00
22081 Farmers Union Oil 1,135.63
22082 Circle Sanitation 9,022.50
22083 McLean County Sheriff 26,337.27
22084 SCRWD 15,208.44
22085 Montana Dakota Utilities 884.02
22086 Nabco 81.52
22087 Bek Communications 102.67
22088 ND One Call 1.50
22089 Rough Rider Industries 296.34
22090 Boarder States 111.48
22091 Arntson Stewart Wegner 6,525.66

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

wiltonnd@bektel.com

From:	Grant Dockter <Grant.Dockter@mooreengineeringinc.com>
Sent:	Monday, January 20, 2025 8:42 AM
To:	City of Wilton
Cc:	domonosk@bektel.com; AJ Tuck
Subject:	Wilton Services

Good morning Pattie,

I was able to compile some information regarding sewer and water services that were installed with the project. I hope this helps!

Johnson
6" Sewer - $5,632.44
2" Water - $5,925
Total: $11,557.44
Grant: $7,779.33
Local: $3,778.11

Johnson
6" Sewer - $5,632.44
2" Water - $5,925
Total: $11,557.44
Grant: $7,779.33
Local: $3,778.11

High School
6" Sewer - $5,632.44
6" Water - $13,008.71
Total: $18,641.15
Grant: $12,029.56
Local: $$6,611.59

Klausen
4" Sewer - $3,630.00
1" Water - $4,140.00
Total: $7,770.00
Grant: $5,206.50
Local: $2,563.50

Grant Dockter, PE (ND)
Project Manager
moore engineering, inc.

Phone 701.425.1842 | Fax 701.751.2954
Direct 701.751.8383
4503 Coleman Street – Suite 105, Bismarck, ND 58503
grant.dockter@mooreengineeringinc.com | www.mooreengineeringinc.com

MAGUIRE
PO BOX 1446
Sioux Falls, SD 57101

MAGUIRE IRON, INC.
P.O. BOX 1446
SIOUX FALLS SD 57101
605-334-9749

Invoice Number: 7059
Page: 1
Date: 1/13/2025
Project Invoice
Tax ID: 1

Tax ID:

Currency: USD US Dollar

C000224

BILL TO
Pattie Solbert
Wilton, ND - City of
121 Dakota Ave
Wilton ND 58579
USA

SHIP TO
Wilton, ND - City of (Sphere-300)
731 High Park Drive
Wilton ND 58579
USA

Fax:

Proj Contract DQ010292-1

Order	Purchase Order	Packages	Prepaid	Weight	Ship Via	Terms
CS00001660						NET 30

Line/Rel	Qty Ordered	Qty Shipped	Qty Back Ordered	Unit Price	Extended Price

1 **Milestone:** CS_0M10

Description: Leak Repair & insulation -300MG Sphere

Taxable:

Net: 28,500.00

Project Invoice Summary:

Milestones On Current Invoice:	28,500.00
Milestones Previously Invoiced:	0.00
Project To Date M/S Invoiced:	28,500.00
Less Retention:	0.00
Total Eligible To Invoice:	28,500.00
Less Previously Invoiced:	0.00
Less Advance Payment:	0.00
Net Invoice Amount:	28,500.00

Advance Payment Summary:

Advance Payment Amount:	0.00
Less Accumulated Deduction:	0.00
Remaining Advance Payment:	0.00

IRC Section 274 (n) (1) included in contract price.

Sales Amount	28,500.00
Freight	0.00
Surcharge	0.00
IRC Charges	0.00
Sales Tax	0.00
Prepaid Amount	0.00
Total	28,500.00

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)*

[X] Local Permit [ ] Restricted Event Permit*

Games to be conducted [ ] Raffle by a Political or Legislative District Party

[ ] Bingo [X] 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		Dates of Activity *(Does not include dates for the sales of tickets)*	
Painted Woods Pheasants Forever		4/5/25	
Organization or Group Contact Person	**E-mail**	**Telephone Number**	
Jeremy Clausen	jerclausen@gmail.com	400-0224	
Business Address	**City**	**State**	**ZIP Code**
723 High Park Dr N	Wilton	ND	58579
Mailing Address (if different)	**City**	**State**	**ZIP Code**
723 High Park Dr N	Wilton	ND	58579

SITE INFO

Site Name		County	
Wilton Memorial Hall		McLean	
Site Physical Address	**City**	**State**	**ZIP Code**
105 Dakota Ave	Wilton	ND	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.)*

Drawing held April 5, 2025

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

Game Type	Description of Prize	Exact Retail Value of Prize
	Attached List	
	Total *(limit $40,000 per year)*	$ 8,445

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds

Community support + habitat

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 [X] 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 [X] 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)*

[X] 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 [X] No

Printed Name of Organization Group's Permit Organizer	Telephone Number	E-mail Address	
Jeremy Clausen	701 400 0224	jerclausen@gmail.com	
Signature of Organization Group's Permit Organizer	**Title**		**Date**
[signature]	Vice President		1/3/25

City of Wilton
Annual Financial Report
January 1, 2024- December 31, 2024

	Fund	Beginning Balance 1/1/2024	Received	Transferred In	Transfer Out	Expenditures	Ending Balance 12/31/20224
100	General	215,516.01	604,008.43	137.20	0.00	656,212.43	163,449.21
201	Highway	51,962.51	59,872.23	0.00	0.00	55,997.17	55,837.57
203	Public Property Spec.	18,607.08	93.54	0.00	0.00	0.00	18,700.62
204	Memorial Hall	6,283.81	332.27	0.00	150.25	0.00	6,465.83
206	Snow Removal	2,997.06	15.05	0.00	0.00	0.00	3,012.11
209	Soo Depot	1,815.94	4.83	0.00	0.00	0.00	1,820.77
212	Waterline Replace	31,273.41	1,598.81	0.00	0.00	0.00	32,872.22
213	Water Tower Repair	6,265.23	31.50	0.00	0.00	0.00	6,296.73
214	Coal Severance	3,239.57	16.29	0.00	0.00	0.00	3,255.86
216	Coal Conversion	7,503.64	37.73	0.00	0.00	0.00	7,541.37
218	Deficiency levy	31,388.75	83.40	0.00	0.00	0.00	31,472.15
220	Sales Tax	691,650.66	177,306.66	0.00	83,000.00	47,305.00	738,652.32
305	ARPA	104,655.98	1,051.37	0.00	105,707.35	0.00	0.00
350	Centennial	3,996.00	33,424.64	0.00	2,301.91	17,083.35	18,035.38
401	Equipment	17,817.42	3,135.92	0.00	0.00	0.00	20,953.34
402	Building Maintenance	3.34	0.00	0.00	0.00	0.00	3.34
405	2007-1 Street Imp.	110,887.54	121,582.14	7,293.69	81,856.84	68,403.69	89,502.84
406	2007-2 Street Imp.	178,106.04	180,338.45	0.00	98,077.61	109,935.00	150,431.88
408	2021 Improvement	192,230.21	4,297,028.53	164,547.22	566,045.32	3,018,821.04	1,068,939.60
501	Water	417,916.93	298,561.31	0.00	3,043.63	249,366.77	464,067.84
502	Sewer	317,671.52	115,593.88	1,996.26	431.00	61,638.28	373,192.38
503	Garbage	40,985.74	116,907.11	1,009.68	1,810.11	113,580.28	43,512.14
504	Surcharge & Inert	(9,650.75)	7,041.02	163.21	19.06	3,725.33	(6,190.91)
505	Water Deposits	3,540.07	1,005.00	0.00	200.00	0.00	4,345.07
	Totals	2,446,663.71	6,019,070.11	175,147.26	942,643.08	4,402,068.34	3,296,169.66

Pattie Solberg, City Auditor

Bill Summary
February 5, 2025

-99578 Visa	Shop & Office Supplies	350.37
-89523 NDPERS	Def. Comp.	112.50
-89522 NDPERS	Insurance	26.00
-89521 NDPERS	Retirement	2,296.39
-89520 NDPERS	Def. Comp.	112.50
-89519 US Treasury	Withholdings	3,252.12
22092 Dennis Dockter	Salary	1,625.92
22093 Void		-
22094 Pattie Solberg	Salary	2,017.21
22095 Ottertail Power	Utilities	2,773.13
22096 Dean Larson	Salary	1,729.36
22097 Advanced Business Methods	Printer	95.31
22098 Capital City Restraunt Supply	Stove/Fridge downpayment	6,000.00
22099 Union Bank	Security Box	15.00
22100 Dennis Dockter	Salary	1,625.92
22101 Dean Larson	Salary	1,756.79
22102 Pattie Solberg	Salary	2,017.21
22103 Tru-Community Bank	HSA	410.00
22104 Tru-Community Bank	HSA	100.00
		$ 26,315.73