

November 5, 2025
City of Wilton
Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve Special Meeting Minutes - 10/14/25
5. Approve Special Meeting Minutes – 10/29/25
6. Approve Meeting Minutes
7. Finalize Agenda
8. City Maintenance Report

9. Old Business
 - A. 2024 Audit
 - B. Meter Proposals
 - C.

10. New Business
 - A. Matt Olsen – W3 Wrestling
 - B. Procurement Policy
 - C. Booster Club – Gaming Permit
 - D. Public Works Supervisor
 - a. Salary
 - E.
 - F.

11. Reports
12. Bills
13. Adjournment

October 14, 2025

A special hearing of the Board of City Commissioners was held on October 14, 2025, at 6:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bernell Hedstrom, Lisa Hedstrom and President LeeAnn Domonoske-Kellar.

Motion made by L. Hedstrom and seconded by B. Hedstrom to approve the agenda as presented.

The purpose of this meeting was to interview Lee Larson and Gary Patten for the Public Works position.

Motion made by B. Hedstrom and seconded by Clausen to offer the positions to Gary Patten with a 6-month probation period. All present voted aye, motion carried.

With no other items for discussion Pres. Domonoske-Kellar adjourned the meeting adjourned at 7:15 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

October 29, 2025

A special hearing of the Board of City Commissioners was held on October 29, 2025, at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bernell Hedstrom, Lisa Hedstrom, Mike Schmit and President LeeAnn Domonoske-Kellar.

Motion made by Schmit and seconded by Clausen to approve the agenda as presented.

The City of Wilton will be doing a City-wide meter change out in 2026 due to the current system being at the end of its projected life.

Representatives from Dakota Supply Group, Badger Meter, Zenner USA, Ferguson Waterworks and Core & Main gave presentations on their products and services.

The board will review the information provided and make a final decision at a future meeting.

With no other items for discussion Pres. Domonoske-Kellar adjourned the meeting adjourned at 9:58 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

October 15, 2025

Unofficial Minutes

A regular meeting of the Board of City Commissioners was held on October 15, 2025, at 7:00 p.m. at the City Meeting Room. Present Commissioners John Clausen, Bernell Hedstrom, Lisa Hedstrom, Mike Schmit and President LeeAnn Domonoske-Kellar.

Motion made by L. Hedstrom and seconded by Clausen to approve the meeting minutes from October 1, 2025 as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Schmit to add the Wilton Elevator under new business and approve the agenda as presented. All present voted aye, motion carried.

Motion made by Schmit and seconded by L. Hedstrom to accept a DWR Grant for post constrictions cost. All present voted aye, motion carried.

Motion made by Schmit and seconded by B. Hedstrom to approve Change Order 9 for the 2022 Improvement project as presented. All present voted aye, motion carried.

Motion made by Clausen and seconded by Scmit to approve Tand Construction Pay App 21 for \$53,792.30 as presented. All present voted aye, motion carried.

Motion made by L. Hedstrom and seconded by Schmidt to approve Change Order 3 for the 2023 Improvement project as presented. All present voted aye, motion carried.

Motion made by L. Hedstrom and seconded by Schmidt Tand Construction Pay App 10 for \$29,346.95 as presented. All present voted aye, motion carried.

Motion made by Schmit and seconded by Clausen to approve the Public Comment Policy as presented. All present voted aye, motion carried.

Motion made by B. Hedstrom and seconded by Schmit to approve the gaming application from the Wilton Lions as presented. All present voted aye, motion carried.

General discussion was held about the dog at large ordinance.

Motion made by Clausen and seconded by B. Hedstrom to approve the Blue Cross Blue Sheild Health Insurance renewal as presented. All present voted aye, motion carried.

Motion made by B. Hedstrom and seconded by Schmit to inform the Wilton Elevator that their construction on the east side of the lagoons needs to cease until the proper permits are acquired. All present voted aye, motion carried.

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

With no other items for discussion Pres. Domonoske-Kellar declared the meeting adjourned at 7:59 p.m.

-99546 Visa 541.71	22361 ND One Call 21.00
-99545 Town Web Design 2,515.00	22362 McLean County Sheriff 16,960.44
-99544 BCBS of ND 3,534.46	22363 Circle Sanitation 9,670.25
-89471 US Treasury 3,363.60	22364 ND Dept of Health 27.00
-89470 ND Office of Tax Commission 232.82	22365 Bek Communications 120.05
-89469 Job Service of ND 99.70	22366 Farmers Union Elevator 614.75
-89468 NDPERS 185.00	22367 SCRWD Water 11,698.84
-89467 NDPERS 26.00	22368 Central Door 1,794.00
22358 Tru Community Bank 200.00	22369 Dennis Dockter 1,564.72
22359 Nordak North Publications 51.40	22370 Dean Larson 1,897.91
22360 Farmers Union Oil 718.52	22371 Pattie Solberg 2,000.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

CITY OF WILTON - PURCHASING & PROCUREMENT POLICY

It shall be the general policy of the City of Wilton for the purchase of materials, equipment, supplies, and services that the following procedures be used for the acquiring of same:

- A) For amounts **\$10,000.00 and less** upon Board President, Auditor or Public Works Supervisor approval:
 - a. At least one (1) fair and reasonable quote
 - i. Verbal, phone, email or written
 - b. Local purchase when reasonable, feasible and consideration to all retailers in city to secure least costly item(s)
- B) For amounts of **\$10,000.01 to \$100,000.00** upon City Commission approval:
 - a. Solicit informal bids or simplified Request for Proposals (RFP) from at least three vendors or post to the OMB Procurement information website May be verbal or written quotes.
 - i. If verbal, record date, person's name and title, and business name with costs & other communication.
- C) **\$100,000.01** and above formal bids are required with approval of the bid award by the City Commission.
 - a. Solicit formal sealed Invitation for Bid (IFB) or Request for Proposal (RFP) using the OMB Procurement information website to send to bidders list and other potential vendors.

Employees need authorization from the head of the department to make purchases, and all purchases shall be made by using a valid purchase order. Regardless of whether it is budgeted, purchases shall be prioritized and based upon necessity, not convenience.

Purchases where practical and cost-effective shall be based on the following preferences: local, in-state, and then regional.

Emergency items needed imminently to protect life, city property, city infrastructure, public property, or to avoid service disruptions, may be purchased from any source as necessary, with the above preferences when possible.

Proprietary items will necessitate special handling, and purchases should be coordinated through the City Commission.

The City has comprehensive purchasing based upon sound purchasing practices and principles, and has authority for the procurement of commodities, services, printing, and information technology.



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (8-2025)

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-Wing Sports Boosters		Dates of Activity (Does not include dates for the sales of tickets) 11/22/25	
Organization or Group Contact Person Jess Oswald	E-mail jessboswald@gmail.com	Telephone Number 701-426-6187	
Business Address 408 Dakota Ave	City Wilton	State ND	ZIP Code 58579
Mailing Address (if different) 667 12th Ave SW	City Wilton	State ND	ZIP Code 58579

SITE INFO

Site Name Sportsmens Bar & 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.) 50/50 raffle on 11/22/25			

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

Game Type	Description of Prize	Exact Retail Value of Prize
50/50	1/2 the money collected for 50/50	estimated \$200
Total (limit \$50,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Student Sports Booster Scholarship Funds	
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 \$50,000 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 Jessica Oswald	Telephone Number 701-426-6187	E-mail Address jessboswald@gmail.com
Signature of Organization Group's Permit Organizer 	Title Secretary	Date 10/30/2025