

March 4, 2026
City of Wilton
Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve Meeting Minutes
5. Approve Special Hearing Minutes
6. Approve Special Meeting Minutes
7. Finalize Agenda
8. Public Comment
9. City Maintenance Report

10. Old Business
 - A. Chapter 1 Ordinance Updates
 - B.
 - C.

11. New Business
 - A. Set BOE Meeting
 - a. Set for April
 - B. Chapter 2 Ordinance Updates
 - C. Chapter 3 Ordinance Updates
 - D. Procurement Policy Update
 - E. Public Meeting – Set Date
 - F.

12. Reports
13. Bills
14. Adjournment

February 18, 2026

Unofficial Minutes

A regular meeting of the Board of City Commissioners was held on February 18, 2026, at 7:00 p.m. at the City Meeting Room. Present Commissioners Jim Tooke, Bernell Hedstrom, Mike Schmit and President LeeAnn Domonoske-Kellar. Also present: Dave Berquist and Myron Basaraba.

Motion made by Schmit and seconded by B. Hedstrom to approve the meeting minutes the February 4, 2026 as presented. All present voted aye, motion carried.

Motion made by Schmit and seconded by Tooke to approve the agenda with the addition of roof estimate under New Business. All present voted aye, motion carried.

No public comment cards were submitted prior to the meeting being called to order.

General discussion was held regarding the search for a new City Attorney.

Motion made by Schmit and seconded by Tooke to approve the engagement letter from Brady Martz to conduct the 2025 financial audit as presented. All present voted aye, motion carried.

Pres. Domonoske-Kellar presented a resolution to place a measure on the June 2026 ballot to increase the local sales tax by \$0.01. If approved by the voters, the funds will be used to pay down the water and sewer improvement bonds. **Motion made by Schmit and seconded by B. Hedstrom** to approve the Sale Tax Resolution as presented. Roll call vote. Aye: Comm. Tooke, B. Hedstrom, Schmit and Pres. Domonoske-Kellar. Absent: L. Hedstrom. Motion carried

Myron Basaraba addressed the Board regarding asphalt patches completed as part of the water and sewer improvement project. Basaraba expressed concerns about compaction and potential future issues if the work was not properly completed. The City will contact the project engineers to review the matter.

Motion made by Tooke and seconded by Schmit to withdraw the Water CD and HPN CD upon maturity in March 2026. All present voted aye, motion carried. The funds will be reinvested as the Water Reserve Fund.

A draft of ordinance updates to Chapter 1 – Government Organizations was presented to the Board for review.

Motion made by B. Hedstrom and seconded by Schmit to approve the estimate from Precision Services for \$12,697.60 to reroof the north addition of the Memorial Hall. All present voted aye, motion carried. The Board will request the funds from the Sales and Use Board.

Motion made by Tooke and seconded by Scmit 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 7:43 p.m.

-99527 BCBS of ND 1,097.73	22482 Ottertail Power 2,626.31
-99526 Bank of North Dakota 34,629.23	22483 SCRWD 12,961.75
-89441 Dennis Dockter 1,656.76	22484 Circle Sanitation 9,614.75
-89440 Pattie Solberg 2,050.00	22485 ND Dept of Health 27.00
-89439 NDPERS 5.72	22486 Bek Communications 91.51
-89438 NDPERS 135.00	22487 ND Dept of Environmental Quality 105.00
22477 Nordak North Publications 383.63	22488 Arntson Stewart Wegner 5,056.05
22478 Farmers Union Oil 559.45	22489 Coal Conversion Counties 231.00
22479 Montana Dakota Utilities 915.4	22490 Acme Tools 4.49
22480 NABCO 56.82	
22481 ND One Call 3.00	

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

February 25, 2026

Unofficial Minutes

A special hearing of the Board of City Commissioners was held on February 25, 2026, at 7:00 p.m. at the City Meeting Room. Present Commissioners Jim Tooke, Lisa Hedstrom, Bernell Hedstrom, Mike Schmit and President LeeAnn Domonoske-Kellar. Also present Landon Niemiller.

Motion made by Schmit and seconded by Tooke to approve the agenda with the addition of “Job Interview” under Old Business. All present voted aye, motion carried.

Motion made by Schmit and seconded by B. Hedstrom to approve the replat of parcels 82300100005000, 8230010005010 and 82110100001000 as presented. All present voted aye, motion carried. The Wilton Planning and Zoning Board approved the replat on January 29, 2026.

The City received 3 applications for the Public Works position. Of the 3 applicants, one interview was conducted on February 24, 2026. The Board agreed not to fill the position at this time and will readvertise the position in one month.

With no other items for discussion, Pres. Domonoske-Kellar declared the meeting adjourned at 7:11 p.m.

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

March 2, 2026

Unofficial Minutes

A special meeting of the Board of City Commissioners was held on March 2, 2026, at 6:00 p.m. at the City Meeting Room. Present Commissioners Jim Tooke, Lisa Hedstrom, Bernell Hedstrom, Mike Schmit and President LeeAnn Domonoske-Kellar.

Motion made by L. Hedstrom and seconded by B. Hedstrom to approve the agenda as presented. All present voted aye, motion carried.

Motion made by Schmit and seconded by Tooke to use the incoming State Revolving Fund loan to pay Tand Construction. All present voted aye, motion carried. The funds were originally intended for City, Moore Engineering and Tand Construction. Pres. Domonoske-Kellar spoke with Moore Engineering prior to redirecting the funds.

Motion made by Schmit and seconded by B. Hedstrom to use \$7525.19 from the Water Fund and \$7525.19 from the Sewer Fund to pay Tand Construction. All present voted aye, motion carried.

These payments will pay Tand Construction in full. The incoming Corp of Engineering grant funds will be used to pay Moore Engineering and the City for payments made from the Water and Sewer funds.

With no other items for discussion, Pres. Domonoske-Kellar declared the meeting adjourned at 6:06 p.m.

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.

Suspension and Debarment (2 CFR Part 180)

The City shall not contract with or make subawards to parties that are suspended or debarred.

Covered Transactions

Covered transactions include:

- Procurement contracts expected to equal or exceed \$25,000
- Subawards
- Other transactions defined under 2 CFR § 180.220

Verification Procedure

Prior to award of any covered transaction, the City shall:

1. Verify contractor status in **SAM.gov**,
2. Obtain written certification from the contractor, or
3. Include suspension/debarment certification language in the contract.

Verification documentation shall be retained in the procurement file.

Contract Administration

The City shall maintain procedures ensuring:

- Contractor compliance with terms and specifications
- Verification of deliverables prior to payment
- Documentation of performance

Record Retention

Procurement records shall be retained in accordance with:

- 2 CFR § 200.334
- North Dakota municipal record retention requirements

Adoption

This policy shall be adopted by resolution of the City Commission/Council and shall apply to all procurements funded in whole or in part with federal awards.