

June 17, 2026  
City of Wilton  
Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve Meeting Minutes
5. Finalize Agenda
6. Public Comment
7. City Maintenance Report
  
8. Special Hearing
  - A. University of Mary - Mida Bonds
  
9. Old Business
  - A. Water Meter Change-out
    - a. Remaining Install
  - B.
  - C.
  
10. New Business
  - A. Crystal Dewing – Stray cats
  - B. 2027 Budget
  - C. Sale Tax Ordinance Update
  - D. Zoning Appointment
    - a. Jason Gildea
  - E.
  - F.
  
11. Reports
12. Bills
13. Adjournment

June 3, 2026  
*Unofficial Minutes*

A regular meeting of the Board of City Commissioners was held on June 3, 2026, at 7:00 p.m. in the City Meeting Room. Present Commissioners Jim Tooke, Lisa Hedstrom, Bernell Hedstrom, Mike Schmit and President LeeAnn Domonoske-Kellar. Also present Bob Ell, Kristine Ell, Jim Letzring, Shawnda Litzring and Jason Strand.

**Motion made by Schmit and seconded by B. Hedstrom** to approve the meeting minutes the May 20, 2026 as presented. All present voted aye, motion carried.

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

No public comment cards were submitted prior to the start of the meeting.

Josh Basaraba requested to be on the agenda regarding his water meter change-out but was not present at the meeting

General discussion was held about the remaining meters that need to be changed. Letters were sent to property owners giving them until June 15, 2026 to complete the meter change out. Hiring a plumber to install the larger meters was also discussed.

General discussion was held about compliance letters and if the City would continue to verify if wrecked and stripped vehicles are operable.

**Motion made by Schmit and seconded by Tooke** 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 7:27 p.m.

-99514 Union Bank 20.00	-89407 NDPERS 135.00
-99513 BCBS of ND 1,097.73	-89406 NDPERS 1,545.74
-99512 Visa 741.54	-89405 US Treasury 2,547.86
-99511 Verizon Wireless 169.93	22560 Achie Treadway 200.00
-89409 Dennis Dockter 1,656.76	22561 Koltyn Forbes 200.00
-89408 Pattie Solberg 2,050.00	22562 Cody Hutlberg 200.00

22563 Jay Bertsch 385.75

22564 Bill Harris 284.69

22565 WMK Law Group 700.00

22566 Northern Crane & Equip. 5,548.54

22567 LeeAnn Domonoske-Kellar 584.10

22568 Advanced Business Methods 88.93

22569 Lori Grey 166.23

22570 Cameron Smith 931.75

22571 Tru Community Bank 100.00

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

Acct #	Last Name	First Name	House #	Street Name	Meter Size	Notes
054-00	Crary	Paul	310	Burleigh Road	3/4" Short	Did not respond - curb stop possibly broken
081-00	Roberts	Luke	319	McClean Avenue	3/4" Short	Requested City turn off curb stop, will contact city later for meter
271-00	Basaraba	Josh	514	Minnesota Avenue	3/4" Short	Meter buried under dirt
195-00	Noll	Sheldon & Hannah	209	Dakota Avenue	3/4" Short	Meter encased in cement
113-00	Schultz	Joshua	413	4th Street N.	3/4" Short	Called 6/16, working out of town, will have installed by 6/22
102-00	Berg	Chad	410	Minnie Avenue	3/4" Short	Delivered meter 6/1/26
119-00	Huisman	Ken	115	McClean Avenue	3/4" Short	Delivered Meter 6/9/26
075-00	Farmers Union Oil		615	Minnie Avenue	2"	Large Meter - Blue Omni
324-00	Robi's Repair Inc.		615	Burleigh Road	1"	Large Meter
296-00	Wilton Community Progress		104	Bismarck Avenue	1 1/2"	Large Meter - Blue Omni
297-00	Wilton Community Progress		610	Minnesota Avenue	1 1/2"	Large Meter - Blue Omni
309-00	Wilton Fire Protection District		120	Dakota Avenue	1 1/2"	Large Meter
048-00	Wilton MHP LLC			Wilton Trailer Court - North	2"	Large Meter
209-00	Wilton School	Red wood	213	7th Street N.	2"	Large Meter
298-00	Wilton School	High School	504	Dakota Avenue	1 1/2"	Large Meter
299-00	Wilton School	Locker Room	504	Dakota Avenue	2"	Large Meter
300-00	Wilton School	Grade School	504	Dakota Avenue	2"	Large Meter
095-00	Hartman	Gary	218	Burleigh Road	3/4" Short	Damaged Service Line - Off at Curb
067-00	Jordahl	Darrin	109	Bismarck Avenue	Unknown	Damaged Service Line - Off at Curb
315-00	Pinnacle Engineering		614	7th Street N.	3/4" Short	Request the City Plumber fixes line and send them the bill

## CHAPTER TWENTY - SALES AND USE TAX

BE IT ORDAINED BY THE CITY COMMISSION) OF THE CITY OF WILTON, BURLEIGH & MCLEAN COUNTY, NORTH DAKOTA:

Article 1: SALES, USE, AND GROSS RECEIPTS TAX

### Section 1:

#### 20.0101 - Definitions

All terms defined in chapters 40-05.1, 57-39.2, 57-39.4, 57-39.5, 57-39.6, and 57-40.2 of the North Dakota Century Code (N.D.C.C.), including any future amendments, are adopted by reference. All references to the N.D.C.C. include amendments adopted by the North Dakota Legislative Assembly.

### Section 2:

#### 20.0102 - Sales Tax Imposed

Subject to the provisions of N.D.C.C. § 40-05.1-06, and except as otherwise provided by this Ordinance, or the sales and use tax laws of the State of North Dakota, a tax of ~~(2%)~~ **two three percent (3%)** is imposed upon the gross receipts of retailers from all sales at retail, including the leasing or renting of tangible personal property, within the corporate limits of the of the city of Wilton, North Dakota.

### Section 3:

#### 20.0103 - Use Tax Imposed.

Subject to the provisions of N.D.C.C. § 40-05.1-06, and except as otherwise provided in this Ordinance, or the sales and use tax laws of the State of North Dakota, an excise tax is imposed upon the storage, use, or consumption within the corporate limits of the city of Wilton, North Dakota of tangible personal property purchased at retail for storage, use, or consumption in this city, at the rate of ~~(2%)~~ **three percent (3%)** of the purchase price of the property. An excise tax is imposed on the storage, use, or consumption within the corporate limits of the city of Wilton, North Dakota of tangible personal property not originally purchased for storage, use, or consumption in this city at the rate of ~~(2%)~~ **three percent (3%)** of the fair market value of the property at the time it was brought into this city.

With respect to the purchase price of tangible personal property used by a contractor or subcontractor to fulfill a contract as defined in N.D.C.C. § 57-40.2-03.3, the tax imposed by this section applies only to bids submitted on or after the effective date of this Ordinance.

Gross Receipts of Alcoholic Beverages - Subject to the provisions of N.D.C.C. § 40-05.1-06, and except as otherwise provided in this Ordinance, a gross receipts tax of ~~(2%)~~ **three percent (3%)** is imposed upon all gross receipts from the sale of alcoholic beverages within the city. A person who receives alcoholic beverages for storage, use, or consumption in this state is subject to tax on storage, use, or consumption of those alcoholic beverages at the rate of ~~(2%)~~ **three percent (3%)**.

Gross Receipts of New Farm Machinery and New Farm Irrigation Equipment - Subject to the provisions of N.D.C.C. § 40-05.1-06, and except as otherwise provided in this Ordinance, a gross receipts tax of ~~(2%)~~ **three percent (3%)** is imposed upon all gross receipts from the sale of new farm machinery and new farm irrigation equipment within the city. A person who receives new farm machinery or new farm irrigation equipment for storage, use, or consumption in this state is subject to tax on storage, use, or consumption of that machinery and/or equipment at the rate of ~~(2%)~~ **three percent (3%)**.

#### **Section 4:**

##### 20.0104 - Exemptions.

In addition to the exemptions provided by state law, this Ordinance provides exemptions from imposition and computation of the city sales or use tax for sales of the following:

1. All sales, storage, use or consumption of tangible personal property which are exempt from imposition and computation of the sales or use tax of the State of North Dakota are specifically exempt from the provisions of this chapter.

#### **Section 5:**

##### 20.0105 - Maximum Tax Imposed.

Any patron or user paying a tax imposed by this Ordinance in excess of fifty dollars (\$50.00) upon any single transaction of one or more items may obtain a refund of the excess tax payment by filing a request for refund upon the forms provided by the Tax Commissioner.

#### **Section 6:**

##### 20.0106 - Collection and Administration.

Where not in conflict with the provisions of this Ordinance, the provisions of N.D.C.C. chapters 40-05.1, 57-39.2, 57-39.4, 57-39.5, 57-39.6, and 57-40.2, and all administrative rules adopted by the Tax Commissioner, pertaining to the collection and administration of the retail sales, use, and gross receipts tax, including provisions for liability, refund,

penalty, interest or credit, govern the administration by the North Dakota Office of State Tax Commissioner (hereinafter "Tax Commissioner") of the taxes imposed by this Ordinance.

### **Section 7**

#### 20.0107 - Contract with Tax Commissioner.

The Wilton City Auditor is hereby authorized to contract with the Tax Commissioner for administration and collection of taxes imposed by this Ordinance. The City Auditor has all powers granted to the Tax Commissioner and in the absence of a valid contract with the Tax Commissioner or failure of the Tax Commissioner to perform the delegated duties, shall perform these duties in place of the Tax Commissioner.

### **Section 8**

#### 20.0108 - Corporate Officer Liability

Officers of any corporation required to remit taxes imposed by this chapter are personally liable for the failure of the corporation to file required returns or remit required payments.

The dissolution of a corporation shall not discharge an officer's liability for a prior failure of the corporation to make a return or remit the tax due. The tax, penalty and interest due may be assessed and collected pursuant to the provisions adopted by this chapter.

### **Section 9:**

#### 20.0109 - Deduction to Reimburse Retailer for Administrative Expenses.

1. The retailer who pays the tax due hereunder within the time limitations prescribed may deduct and retain three percent (3%) of the tax due.
2. The aggregate of deductions allowed by this section may not exceed Two Hundred Fifty and no/100 Dollars (\$250.00) per quarterly period for each business location required to remit sales tax hereunder.
3. The deduction allowed retailers by this section is to reimburse retailers for expenses incurred in keeping records, preparing and filing returns, remitting the tax, and supplying information to the Auditor and Commissioner upon request.

### **Section 10:**

#### 20.0110 - Dedication of Tax Proceeds.

All revenues raised and collected under this ordinance shall be dedicated only to community development and infrastructure and economic development and infrastructure repairs and updates.

All revenue shall be maintained in the fund, to be known as the Wilton City Sales and Use Tax Fund, separate and apart from all other funds.

All revenue contained in such fund shall be used for:

1. ~~Twenty percent (20%)~~ Thirteen and thirty-three hundredths percent (13.33%) for capital improvements and equipment.
2. ~~Two and a half percent (2.5%)~~ One and sixty-seven hundredths percent (1.67%) for city park maintenance.
3. ~~Twenty percent (20%)~~ Thirteen and thirty-three hundredths percent (13.33%) for economic development.
4. ~~Seven and a half percent (7.5%)~~ Five percent (5%) for emergency fund for those items in which the city budget has already been exhausted. (i.e. snow removal and water line breaks).
5. ~~Fifty percent (50%)~~ Thirty-three and thirty-four hundredths percent (33.34%) for infrastructure repairs and updates within the City of Wilton.
6. Thirty-three and thirty-four hundredths percent (33.34%) for water and sewer improvements and indebtedness within the City of Wilton.

#### **Section 11:**

##### 20.0111 - Dispersal of Funds.

Funds collected from the ~~(2%)~~ three percent (3%) sales tax may only be dispersed by the Wilton City Commission upon recommendation of the Wilton Sales and Use Tax Committee, the membership of which shall be as follows:

1. Five (5) members that will serve four (4) year terms, except on the initial election when two (2) administrators will serve a two (2) year term and three (3) administrators will serve a four (4) year term, and hereafter to be elected in accordance with the general city elections. One (1) Sales and Use Tax Administrator may serve in a dual office as a Wilton City Commissioner. The Sales and Use Tax Administrators shall be the appointed Home Rule Commissioners until initial elections are held. Sales and Use Tax Administrators shall meet in accordance with the City Sales and Use Tax Ordinance and disperse funds as requested.

If a vacancy occurs in the membership of the Sales and Use Tax Committee, the Wilton City Commission shall appoint a person to fill such vacancy, provided such appointment does not violate the committee membership requirements, until the next city election, at which election the unexpired term shall be filled.

The City Commission shall accept the recommendation of the committee as to the utilization of these funds, provided the recommendations are for lawful purposes and in accordance with the terms of the ordinance.

Funds not dispensed each year shall accumulate in the sales and use tax fund and be allocated the following year or years in which justifiable products warrant.

All of the terms and provisions of the original Ordinance Relating to a Sales and Use Tax to the Home Rule Charter of the City of Wilton, not inconsistent with the above provisions, shall remain in full force and effect.

Saving Clause.

Should any section, paragraph, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remainder of this ordinance shall not be affected thereby.

### **Section 13**

#### 20.0113 - Penalties

If any person fails to file a return or corrected return or to pay any tax within the time required by this chapter or, if upon audit, is found to owe additional tax, such person shall be subject to a penalty as established in Sections 57-39.2-18(1) of the North Dakota Century Code. Such penalty may be imposed by the Municipal Court of the City of Wilton or any other Court of competent jurisdiction.

The certificate of the Auditor, or where applicable, the North Dakota State Tax Commissioner to the effect that a tax has not been paid, that return has not been filed, or that information has not been supplied pursuant to the provisions of this chapter, shall be prima facie evidence thereof.

Any person failing to comply with any of provisions of this chapter or failing to remit within the time herein provided the tax due on any use, sale or purchase of tangible personal property subject to said sales and use tax shall in addition to penalties imposed hereinabove, be subject to a fine, upon conviction in the Municipal Court, not to exceed Five Hundred Dollars (\$500.00).

### **Section 14:**

20.0114 - Effective Date.

This Ordinance shall take effect after its passage, approval, and publication, but not prior to January 1, 2013.

Dated this \_\_\_\_\_