

June 3rd, 2024  
City of Gladstone  
City Council Meeting Minutes  
Gladstone City Hall  
6:00pm – 7:41pm

Present: Randy Wyatt, Niki Larson, Bill O'Connor, and Darrell Sadowsky; Paul Reinbold was absent.

Also present: City Auditor Maria Kolling, City Attorney Christina Wenko, City Engineer James Kiedrowski, and City Inspector Mel Zent.

Mayor Randy Wyatt called the meeting to order at 6:00pm.

The Council reviewed the May Board of Equalization Minutes.

**Motion to approve the Minutes made by Niki, seconded by Bill, and carried unanimously.**

The Council reviewed the May Council Meeting Minutes.

**Motion to approve the Minutes made by Darrell, seconded by Niki, and carried unanimously.**

The Council reviewed the May bills.

**Motion to approve the bills was made by Bill, seconded by Darrell, and carried unanimously.**

### **Public Meeting:**

Al Heiser, Stark County Road Superintendent, attended the meeting to discuss the Senior Citizens' parking lot and what the County can do to help them get in compliance and be open to the community. He offered to bring in crushed asphalt to pave the parking lot per the City's requirements. Mel said if they seal coat the crushed asphalt it would be sufficient and meet the hard surfacing requirements. Al said they can excavate the area, allow for adequate drainage, and bring in all the materials. The Council confirmed they can use the landfill to store the asphalt. The City will let Al know when the area to be paved is marked and ready for them.

**Motion to approve Stark County to lay down the surface as discussed and approved by Mel was made by Niki, seconded by Darrell, and carried unanimously.**

Final passage of the Rezoning Ordinance (Ordinance #2024-02) to change Block 29 from Rec to Commercial.

-Kurt Martin was in attendance and asked who would own the parking lot; Randy advised it will be the City.

Kurt also asked if it would be hard surfaced; Randy said it hasn't been confirmed yet.

**Motion to approve the final passage of Ordinance 2024-02 was made by Niki, seconded by Bill, and carried unanimously.**

Final passage of the Rezoning Ordinance (Ordinance #2024-01) to change Blocks 21, 22, and 23 from R1 to Mobile Home, with the exception of the south park lots.

**Motion to approve the final passage of Ordinance #2024-01 was made by Bill, seconded by Niki, and carried unanimously.**

Second reading to adopt the Cable Communications Regulatory Ordinance (Ordinance #2024-03).

**Motion to approve the second reading of Ordinance #2024-03 was made by Bill, seconded by Darrell, and carried unanimously.**

Public hearing for the proposed Ordinance (Ordinance #2024-04) to change Lots 9, 10, 17, and 18 of Block 22 from R1 to Rec.

**Motion to approve the first reading of Ordinance #2024-04 was made by Bill, seconded by Niki, and carried unanimously.**

### **Sheriff Report:**

Deputy Kaylor was in attendance and had nothing significant to report. He asked if we have an ordinance restricting street parking during the winter months; the Council advised him we do not, but we limit street parking to 10 days.

### **Attorney Report:**

Condemnation of 140 Walnut Street.

-Christina confirmed her and Mel met and discussed the condemnation process. She also advised that if we need to get inside the property to inspect anything, she can work to get an administration search warrant. Mel thinks he'll be able to get enough information without going on the property but will let her know if not.

The Gladstone Senior Citizens Easement.

- Christina submitted the easement with an approximation rather than an official survey and it was rejected by the County Recorder. A licensed survey will be required to finalize the easement.
- Lorraine asked if we could extend the easement beyond five years; Christina confirmed there is no term on the easement as it's drafted to be valid as long as they own the property, and the use remains the same.
- Lorraine expressed concerns with the amount of pavement required as she'd like to reserve an area of green grass to utilize for events. The Council confirmed the City only requires it for the ADA and parking requirements, and the drive-through if they wish to build it, but the north side doesn't require hard surfacing.

### **Engineering Report:**

The north park resurfacing project.

- Tabitha met with Ben from Dickinson Parks and Rec at the north park to discuss the project. Ben advised her that in order to get funding for the poured in place surfacing, we'll need to provide engineer drawings, and potentially move some equipment around to have adequate fall zones. Ben suggested forming a subcommittee to take on the task, as well as get community input. Tabitha said that with funding and grant timelines, we won't be able to complete it this year.
- Tabitha asked if the Council would like her to dedicate time to this project. The Council asked Maria for input; Maria said she'd like to see Tabitha take over utility billing completely, which shouldn't require more than 5-8 hours a week.

**Motion to allow Tabitha five hours a week for one month, in addition to the ten hours already approved, to work on the park project, was made by Niki, seconded by Bill, and carried unanimously.**

KLJ Task Order for Surveying.

-James said his survey crew was able to find the pins which reduced the amount of the task order to \$3,000.

**Motion to approve the City paying 100% of the \$3,000 task order was made by Darrell and seconded by Bill; Motion carried with Niki being opposed.**

## **Maintenance Report:**

Purchasing a culvert for the Cottage/River street alleyway project.

- The Council confirmed to cancel this project as the alley is a utility easement.

Road repairs for 8<sup>th</sup> Ave and West Main.

- Bill and Tony discussed an estimate from Baranko Brothers for \$11,000.

**Motion to approve the Baranko Brothers Estimate in the amount of \$11,000 was made by Darrell, seconded by Niki, and carried unanimously.**

Repairing broken and/or bent curb stops.

- Tony reported there are several curb stops in town that have been clipped and need to be dug-up and repaired or replaced because he's unable to access them with his tool to turn water on or off.
- Randy advised him to provide BEK with a list of the worst ones first.

Selling topsoil from the landfill.

- Tony's had a few requests from citizens to purchase topsoil from the landfill, but he doesn't have enough to sell based on the State's requirements of what we need to have out there, so he recommends we do not sell topsoil; the Council agreed.

Fencing for the lagoon and landfill.

- Tony suggested that if the City orders chain link fence for the proposed storage parking lot, they should consider ordering some for the landfill and lagoon.
- Al Heiser said they have a large quantity at the old speedway we could have. Tony will contact Al to discuss it further.

Televising and jetting the sewer lines.

- Maria contacted Roughrider Septic to see if they'd be interested in taking over our contract with Unplugged Drains; they said they don't have the equipment to jet them but could televise them.
- Kurt Martin suggested we contact the City of Dickinson as they've done it for us in the past. Tony said the City of Richardton might be able to do it, too.

## **Old Business:**

Old City Hall (405 Cliff Street) project.

- Maria advised the City was not awarded any funds from the grant she applied for.
- Maria said she requested a quote from Kolling & Kolling to demo the building but has not received it yet. She also asked BEK for a cost estimate to divert the water lines.
- Citizens in attendance stated they do not want to see the City take it down as it is registered with the historical society. Maria requested a list from the Historical Society of registered properties in Gladstone, but the list only had one location with a status of 'removed', so no properties in Gladstone are registered.
- Tony is opposed to taking it down as he uses it for storage.
- Randy confirmed the City has only requested quotes to compare at this point and no decisions have been made.

Kurt asked for a copy of the City's receivables.

- Maria said she intended to discuss this with the Council at tonight's meeting as she attended an auditor workshop and learned many of the other auditors provide their council with current fund accounting and budget information each month. She said if she starts doing that, the data will be a month behind as there isn't enough time to complete the monthly bank rec with the meetings being the first Monday of each month. The Council would like to start seeing more detailed information even if it is a month behind.

Happy Rock Committee update.

- Tabitha had a fundraiser selling rhubarb plants during the Old Red Trail Rummage sale event in an effort to raise money to cover the costs of setting up a nonprofit. She's also still looking for people interested in forming the committee.

Cemetery budget.

- Bill suggested the Council confirm a small budget for the cemetery now that we have taken over managing it. He'd like to see some improvements made like signage and marking the roads. The Council agreed to table the discussion until the budget meeting in July.

## **New Business:**

Bid opening for the sale of lots.

- Mel Zent submitted a request to purchase the lot next to his shop, in addition to Shane Loudan's request last month to purchase the lot next to his home.
- Kurt Martin advised the City needs to understand the consequences of selling lots as it generates very little revenue for the City. He recommends not selling any lots unless the purchaser plans to build within a year, otherwise we may not get 51% when it comes to specials. He stated the City needs lots to be sold and developed in an orderly fashion.
- Randy stated the two lots the City is planning to put out for bid are small, unbuildable lots.
- Christina said she will get started on putting together the public bid and meeting the notification and publication requirements.

Auditor Bond Resolution.

- Maria advised the amount will remain the same as last year's at \$250,000.

**Motion to approve the Auditor Bond Resolution was made by Darrell, seconded by Bill, and carried unanimously.**

Special meetings for the 2025 budget.

**Motion to approve a special meeting to prepare the budget on Monday, July 1<sup>st</sup> at 5:30pm was made by Bill, seconded by Darrell, and carried unanimously.**

**Motion to approve a public hearing for the 2025 budget on Monday, September 9<sup>th</sup> at 5:45pm was made by Darrell, seconded by Niki, and carried unanimously.**

Vendors for the Fireworks.

- The Council agreed there is not enough time to plan this thoroughly so the discussion will be tabled until next year.

Extraterritorial Zoning (ETZ) policy discussion.

- Stark County's Planning and Zoning Director confirmed with Christina via email that Gladstone's ETZ extends one mile. He also confirmed the County does not have zoning jurisdiction within Gladstone's ETZ.
- Kurt Martin asked if all city ordinances will be enforced in the ETZ; the council stated all ordinances are enforceable.
- Christina and Mel confirmed that farmsteads are an exception.

North Dakota Rural Water membership renewal.

- Maria advised the yearly renewal amount is \$265.
- Bill thinks they have been a huge resource to Gladstone and worth the membership dues.

**Motion to approve renewing our membership with ND Rural Water for \$265 was made by Bill, seconded by Niki, and carried unanimously.**

ND One Call processes and procedures.

- Maria was contacted by ND One Call as we aren't in compliance with the positive response requirements in the ND One Call law. They requested setting up a call to go over the requirements. The Council confirmed One Call tickets were taken over by Niki. Maria will set up a time for Niki to go through the process requirements with ND One Call.

Wage review for Tony and Wendy.

- Maria will set up reviews to be completed for both Tony and Wendy.

Tabitha's 90-day review.

- Maria will set up a review to be completed for Tabitha.

Offering Maria a stipend in place of health insurance and retirement benefits.

- The discussion was tabled until after the budget meeting.

Randy opened it up for public comment.

- Gwen Lantz brought up an issue with tires being accepted at the dump. She stated they worked hard to get the landfill into an inert state when she was with the City, which included burying lots of tires out there. She said they were not allowed to be accepted at the landfill again. Gwen asked how the City is going to pay to have them removed. Maria advised the abandoned auto grant now includes the removal of old tires.
- It was confirmed that tires are still not allowed at the landfill. City personnel need to check loads for items that aren't allowed. And if citizens don't comply, we need to record their name and/or license plate number and report them to the sheriff's department.

**Motion to adjourn was made by Darrell at 7:41pm, seconded by Bill, and carried unanimously.**

End of May Account Balances:

May Payroll:

General Checking:	\$ 362,366.64	Tabitha:	\$ 841.60
Park Checking:	\$ 50,347.49	Tony:	\$ 1,649.68
CD #0832:	\$ 50,298.18	Maria:	\$ 4,200.00
CD #9423:	\$ 100,000.00	Wendy:	\$ 595.47
ARPA Funds:	\$ 24,091.88	Total Payroll:	\$ 7,286.75

May Bills Approved:

A1 Sanitation	\$220.00
A1 Sanitation	\$270.00
Bravera	\$2,716.00
Column	\$629.00
Gooseneck	\$156.68
Gooseneck	\$17.63
Jordan Ridl	\$50.00
Mackoff Kellogg	\$1,608.58
MDU Well Pump	\$123.08
MGM	\$4,424.20
Midco	\$179.04
NDRW Membership	\$265.00
SW Water	\$4,424.80
Visa - Maria	\$1,052.30
Visa - Tony	\$235.24