City of Gladstone
City Council Meeting Minutes
Gladstone City Hall
August 3, 2026 – 6:00pm

CALL TO ORDER & ROLL CALL

The regular meeting of the Gladstone City Council was called to order by Mayor Gary Richardson at 6:00 PM. The Pledge of Allegiance was recited.

Council Present: Dannielle Parkin, Bill O'Connor, Niki Larson, and Mitchell Kovash.

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

PUBLIC COMMENT – None.

PUBLIC HEARINGS AND SECOND READINGS

Second/Final Reading – Floodplain Ordinance Repeal

Motion to approve the repeal made by Bill. Second by Niki. Motion carried.

Public Hearing – Fireworks Ordinance Amendment

Christina presented the amendment, noting three key updates: the revised July 4th detonation end time of 11:59 PM, the addition of a New Year's Eve/New Year's Day detonation period, and new language prohibiting fireworks discharge when the fire index indicates unsafe conditions.
Motion to approve by Dannielle. Second by Bill. Motion carried.

MINUTES

Motion to approve the Council Meeting Minutes dated July 6, 2026, made by Bill. Second by Mitchell. Motion carried.

Motion to approve the Preliminary Budget Meeting Minutes dated July 13, 2026, made by Niki. Second by Bill. Motion carried.

Motion to approve the Preliminary Budget Approval Meeting Minutes dated July 27, 2026, made by Bill. Second by Dannielle. Motion carried.

APPROVAL OF BILLS

Motion to approve paying the July 2026 bills made by Mitchell. Second by Dannielle. Motion carried.

CONSIDERATION FOR APPROVAL

Local Permit Application – Ladies Auxiliary

Maria provided the application for Council review. Christina confirmed it appeared acceptable.
Motion to approve by Dannielle. Second by Niki. Motion carried.

AGENDA REQUESTS / NEW BUSINESS

Paul Clarys, Stark County Commissioner – Small Cities Infrastructure Grant.

Paul provided an overview of Stark County's Small Cities Infrastructure Fund. Applications must include an engineered plan and be submitted by the end of 2027, with all funds required to be used by December 31, 2028. Eligible projects include water and sewer infrastructure, with some consideration given to road improvements. Each small city receives a pro rata allocation based on population, and the County will match the city's contribution up to that amount. Gladstone's total allocation over three years is $314,750.29. Cities may also use their allocation to cover grant match requirements, with no city cash match needed when used for a grant. Project applications are scored and approved by the County Commission based on project impact, urgency, and feasibility. If approved, Paul encouraged continued communication throughout the project.

SHERIFF DEPARTMENT

Sheriff Lee reported several fire and ambulance calls, as well as ongoing issues with an animal at large involving the same individual.

Dannielle raised concerns about dirt bikes driving unsafely. Corey stated that riders following traffic laws are generally allowed, but unsafe behavior or lack of helmets will result in stops and warnings.

CITY ATTORNEY

Parker Property Updates

Maria reported receiving final grant approval and noted she provided Vicki, the property owner's daughter, with required forms. Once submitted, removal of the mobile home can be scheduled.

Municipal Court Update

Christina anticipates having a working draft ordinance for council review next month.

CITY ENGINEER

Municipal Engineering Services Contract – Apex Engineering

James provided an overview of the contract. Christina verified it was acceptable.

Motion to approve the Master Agreement between Apex Engineering and the City of Gladstone was made by Mitchell. Second by Bill. Motion carried.

Motion to approve the Waterworks Project Task Order made by Niki. Second by Bill. Motion carried.

Stark County Grant Projects

Projects including the tank bypass, River Street waterworks improvements, and relining Cell 2 of the lagoon were discussed.

Maria advised of a suggestion from Jason, the City's Water Operator, to use pipe bursting to increase the line size on Main Street rather than undertaking a city-wide waterworks project. This approach would allow the City to complete more priority projects.

After considering costs and the City's ability to match funding in order to utilize the Stark County grant, the council agreed to prioritize the projects as follows: River Street waterworks improvements first, increasing the Main Street water line size second, and installing a tank bypass third.

CITY MAINTENANCE / PUBLIC WORKS

River Street Curb Stops - Previously discussed during last agenda item.

North Park Wood Chips

Maria presented a quote from Grondahl Recreation who was recommended by Dickinson Parks & Recreation and who they source their wood chips from.

Motion to approve the Grondahl Recreation quote of $4,975 for 120 cubic yards of engineered wood fiber for the north park was made by Mitchell. Second by Bill. Motion carried.

Basketball Court Maintenance

Niki reported meeting a family at the basketball court who were unable to play basketball due to the condition of the court. She suggested the Council reconsider making improvements. Dannielle suggested seeking grant funding. Bill noted weeds in cracks as a major issue. Obtaining a crack-seal estimate was recommended. Maria will have Jared from Straight Site Solutions provide an estimate.

ADMINISTRATION AND FINANCE

Employee Reviews

Routine performance reviews for Don Markwardt (1-year) and Dean Forster (3-month) will be conducted by Dannielle, Mitchell, and Jim. Maria will work to coordinate both reviews to be held on the same Tuesday, no earlier than 5:30 PM.

Maintenance Wage for Mowers

Maria stated that Dean assisted with street maintenance and requested confirmation that, moving forward, he may be paid the maintenance starting wage of $20 per hour when performing maintenance work. A motion to approve paying the maintenance starting wage for mower assistance was made by Bill. Second by Dannielle. Motion carried.

Hafele Invoice – Curb Cut

Council confirmed approval to pay; invoice was listed on the Bills Report and approved by motion.

OTHER BUSINESS

Violation of Zoning Code Discussion

Mel reviewed the 2014 letter he issued to the Erdmans during the basement renovation permit process, confirming it stated that no one would reside in the basement. Council members noted they were unaware the space was being rented. Christina emphasized that the City must ensure compliance and safety, stating the property owner must allow an inspection; otherwise, the City will pursue an administrative search warrant. Lorraine advised that the basement includes a walk-out door and an egress window. Mel reiterated the need to conduct an inspection and ensure required steps are followed consistently for all citizens. It was also noted that a variance is required to permit rental use within an R-1 Zoning District. Maria provided Lorraine with a copy of the 2014 letter.

Bonding & Insurance for Contractors

Mel clarified that contractors working on private property are not required to be licensed or bonded under City Code, but those working on City property are.
Maria asked whether Mel maintains individual inspection reports for each building permit; he confirmed he does.

September Meeting Date / Budget Hearing

Maria recommended moving the meeting to Tuesday, September 7 to ensure timely bill payment. Council agreed to hold the Budget Hearing at 5:45 PM and the Council Meeting at 6:00 PM on Tuesday, September 8, 2026. Motion by Dannielle. Second by Mitchell. Motion carried.

Selling Well Water

Gary reported a request to purchase well water. Bill noted the historical rate of $5 per 1,000 gallons. Water would be sold by request, with maintenance staff connecting the meter and Maria coordinating service and billing. Motion to sell well water at $5 per 1,000 gallons made by Mitchell. Second by Niki. Motion carried.

Variance Applications

A variance application was submitted by Dannielle Parkin. Dannielle reviewed her request with the council. Maria will schedule a Planning & Zoning Public Hearing, immediately followed by a special council meeting to consider the variance approval, for August 24 at 6:00 PM.
Maria also advised she is expecting a Conditional Use Permit application from another resident which will also require a public hearing. She will contact the applicant regarding their readiness in case both public hearings can be scheduled together.
Motion to approve scheduling was made by Niki. Second by Bill. Motion carried.

Water Emergency Fee

Maria addressed citizen concerns regarding when the $21 Water Emergency Fee will be removed, explaining its origin and referencing the 2018 council minutes. The Council agreed to allow the water fund time to reestablish adequate reserves before considering removal of the fee. They requested that the topic be revisited at the beginning of 2027.

Overtime Hours Form

Gary informed the Council of an overtime form he suggested Maria create to be used when overtime is necessary, such as during the prior week's sewer line collapse and repair. The Council reviewed the completed form Maria submitted and expressed support for implementing the change.

CITY COUNCIL COMMENTS – None.

ADJOURNMENT

Motion to adjourn was made by Dannielle at 7:43 PM; second by Niki. Motion carried.

END OF MONTH BALANCES:

General Acct:	$239,821.09
Park Acct:	$46,277.04
CD 0832:	$55,297.08
CD 9423:	$109,842.21

JULY PAYROLL

Employee	Wages
Dean Forster:	$496.00
Maria Kolling:	$5,025.00
James Leintz:	$618.00
Don Markwardt:	$976.50
Debbie Rallens:	$765.00
Total:	$7,880.50

JULY BILLS

Vendor	Amount
A-1 SANITATION	$1,100.00
BIERSCHBACH	$48.65
BUTLER MACHINERY	$1,418.69
CHS	$657.54
COLUMN SOFTWARE PBC	$409.64
DEBRA RIGHTER-RALLENS	$14.23
GRZADZIELESKI UTILITY SERVICES LL	$450.00
HAFELE CONSTRUCTION, LLC	$6,500.00
INTERNAL REVENUE SERVICE	$1,570.50
JOSHUA BRADDOCK	$250.00
MACKOFF KELLOGG LAW FIRM	$1,000.56
MGM SANITATION	$5,115.27
MIDCONTINENT COMMUNICATIONS	$170.47
MONTANA DAKOTA UTILITIES	$1,418.20
ONE CALL CONCEPTS	$10.50
PARK ACCOUNT	$1,148.82
SANITATION PRODUCTS INC.	$1,355.52
STARK COUNTY AUDITOR	$1,046.80
STRAIGHT SITE SOLUTIONS	$11,000.00
SW DISTRICT HEALTH	$30.00
SW WATER AUTHORITY	$5,121.40
TEAM LABORATORY	$1,095.00
VISA	$1,943.48
WSI	$441.85
Total:	$43,317.12

– Minutes Prepared by the Auditor and
Approved by the Council –

Maria Kolling

Auditor ____________ Date ____________

Mayor ____________ Date ____________

City of Gladstone
Planning & Zoning Public Hearing
Date: August 24, 2026
Time: 6:00 PM
Location: Gladstone City Hall

CALL TO ORDER & ROLL CALL

A Public Hearing of the Gladstone Planning & Zoning Board was called to order by Gary Richardson at 6:00 PM.

Board Members Present: Bill O'Connor, Niki Larson, and Mitchell Kovash. Dannielle Parkin was in attendance but abstained from voting.

Also Present: Office Assistant Debbie Righter-Rallens and City Building Inspector Mel Zent.

Gary appointed Debbie to fill in for City Auditor Maria Kolling.

The Pledge of Allegiance was recited.

PUBLIC HEARING – Variance Request

The Board considered a Variance Request for 357 sq ft submitted by Dannielle Parkin to add onto an existing garage.

It was noted that a discrepancy in the zoning book would make the actual variance request 864 sq ft.

Dannielle explained that two signatures were missing from the Public Hearing notice; however, Maria contacted each person by text and received written confirmation that they had read the notice and were aware of the Public Hearing.

Recommendation to approve the variance request was made by Bill. Second by Mitchell. Motion carried with Dannielle abstaining.

ADJOURNMENT

Motion to adjourn made by Niki at 6:09 PM. Second by Bill. Motion carried.

––– Minutes Prepared by the Auditor and Approved by the Council –––

______________________	_9-2-26__	______________________	__________
Auditor	Date	Mayor	Date

City of Gladstone
City Council Special Meeting Minutes
Date: August 24, 2026
Time: 6:10 PM
Location: Gladstone City Hall

CALL TO ORDER & ROLL CALL

A Public Hearing of the Gladstone Planning & Zoning Board was called to order by Gary Richardson at 6:10 PM.

Council Present: Bill O'Connor, Niki Larson, and Mitchell Kovash. Dannielle Parkin was in attendance but abstained from voting.

Also Present: Office Assistant Debbie Righter-Rallens and City Building Inspector Mel Zent.

Gary appointed Debbie to fill in for City Auditor Maria Kolling.

A motion was made by Bill O'Connor to not repeat the Pledge of Allegiance. The motion died.

The Pledge of Allegiance was recited.

VARIANCE REQUEST – Consider Planning & Zoning Board Recommendation

The Council reviewed the Planning & Zoning Board's recommendation regarding a variance request submitted by Dannielle Parkin for an additional 864 sq ft to expand an existing garage on Lots 15–16, Block 22.

The Planning & Zoning Board recommended approval of the variance.

Motion to accept the Planning & Zoning Board's recommendation and approve the variance was made by Niki. Second by Bill. Motion carried with Dannielle abstaining.

ADJOURNMENT

Motion to adjourn was made by Mitchell at 6:12 PM. Second by Bill. Motion carried.

––– Minutes Prepared by the Auditor and Approved by the Council –––

____________________	_9-2-26__	____________________	__________
Auditor	Date	Mayor	Date