

November 14th, 2022
City of Gladstone
City Council Meeting Minutes
6pm – 8:45pm
Subject to Approval

Present: Mayor Randy Wyatt, Councilmembers Paul Reinbold, Darrell Sadowsky, and Bill O'Connor.
Also present: City Auditor Maria Kolling and Attorney Christina Wenko.

Mayor Randy Wyatt called the meeting to order.

The Council reviewed the October Minutes.

- Motion to approve the October Minutes was made by Darrell, seconded by Paul, and carried by an all-aye vote.

The Council reviewed October Bills.

- Motion to approve the October bills was made Paul, seconded by Darrell, and carried by an all-aye vote.

Bill O'Connor took the Oath of Office as a City of Gladstone Councilmember.

Public Meeting:

The Council discussed the revised Dog Breed Ordinance prepared by Christina.

- Christina went over the changes and asked the Council for their feedback.
- Bill expressed confusion over the 'At Large' definition; Christina will add verbiage to clarify.
- Paul questioned if we need to define what a privacy fence is.
- Bill mentioned not requiring a privacy fence. He also provided his opinion that Pit Bulls are not the issue, their owners are. He also noted other cities are removing ordinances banning Pit Bulls; Christina advised Minot retracted theirs. Paul brought up Pitbull attack statistics. Christina advised the majority of cases they prosecute involve Pit Bulls.
- Paul said if we decide not to prohibit Pit Bulls, we'd need to require fencing.
- Paul asked if we can have two ordinances to review at the Public Hearing; Christina advised yes, but suggested we read the ordinance we have now which bans Pit Bulls at the December Public Hearing, then we can change it prior to the second reading to allow Pit Bulls but require fencing if that's what we'd like to do.

Sherriff Report:

Deputy Kaylor attended the meeting and stated they have no concerns to be addressed.

Maintenance Report:

Paul reported that Tony completed snow removal after the storm, as well as, put up Christmas lights and decorations. He noted they are going to be getting quotes for tools and parts needed for Tony to continue repairing hydraulic hoses. He also advised the bulletin board sign on Main Street was removed to avoid further damage happening over the winter as it's in poor condition. It can be refurbished and put back in place, or a new place can be determined.

The payment box on Main Street was discussed.

- Maria noted it's a convenient location for the community but needs repair as it's not sealed well so everything inside gets full of snow and saturated in the wintertime, as well as rainy days.
- Chelsee Martin suggested cutting it down as people are accustomed to using it and may not be aware of the new box at City Hall.
- Bill O'Connor suggested putting a sign on it to direct people to use the box at the Hall.
- Maria will place a sign on the box until a permanent solution is determined.

Attorney Report:

Christina discussed including the inspection fee in the Chicken Ordinance.

- She advised she will add a provision saying a fee will apply in accordance with the City's Fee Schedule. This will prevent us from having to change the ordinance if the Fee Schedule changes.

Motion to move forward with the revised Chicken Ordinance referencing the City's Fee Schedule, and to have the first reading in December, was made by Paul, seconded by Bill, and carried by an all-aye vote.

The Council discussed Haley Winch's pet limitation violations; Christina will send her a notice.

Old Business:

The Council discussed the Safety Manual draft.

- Randy advised he reached out to Mayor Emory Vaagen in Taylor and President Tom Roll in Richardton to inquire about their Safety Manuals and neither city has one. Taylor has no full-time employees and Richardton has two.
- Paul suggested reviewing again when Mark is back.

The Council discussed the repairs needed at the Old City Hall building.

- Maria reached out to Kolling & Kolling who advised her they're unable to get a roofer until spring.
- The Council asked her to get a quote from them to temp fix it to get through the winter.
- Chelsee Martin suggested contacting River City Roofing as they can be onsite immediately. Maria will contact them for a quote.
- The Council discussed approving a max amount for the temp fix in order to get it completed soon.

Motion to approve \$1,000 or under for the temporary repair of the old City Hall roof was made by Darrell, seconded by Bill, and carried by an all-aye vote.

A new Computer for City Hall was discussed.

- Maria brought four quotes from HP for a variety of laptop options.
- She also reached out to Brian Kopp and received a quote for \$500 for a Lenovo laptop. She will contact Brian to see if it's still available, although she stated he didn't address her question of if he will provide tech support after the sale.
- Gwen Lantz, Chelsee Martin, and Christina contributed suggestions for tech support companies in Dickinson.

Motion to purchase two laptops for \$781.50 each was made by Paul, seconded by Darrell, and carried by an all-aye vote.

Lorrain Erdman attended the meeting on behalf of the Gladstone Senior Citizens to discuss their variance app.

- The Council reviewed the variance app submitted by Lorraine.

- Randy asked if they planned to make any improvements to parking per the ordinance. Lorraine explained the current parking options. Randy discussed the ordinance requirements.
- Monte Martin asked about utilizing the parking at the railroad.
- Randy asked about the ADA compliance requirement. Lorraine said they are working on it; they purchased what's needed but haven't put it up yet. Randy said they won't be able to operate until compliance is confirmed. The Council advised to get with Mel Zent to confirm ADA compliance.
- Christina reiterated the three deliverables needed by the December meeting in order to move this project forward. The first is to provide the mold report to the Council. The second is to contact Mel Zent for his recommendations or confirmation of compliance. The third is to present two proposals to the Council regarding parking, which Christina recommended getting with Mel to prepare; the first diagram needs to be of their proposed parking as it currently sits, with the space available now, based on code requirements. The second diagram being the proposed parking if the City approves the use of their property.
- Lorraine discussed her concern over the cost and asked if Randy will suggest to Mel not charge them when he contacts him. Bill O'Connor stated the individual requesting the inspection is responsible for payment, not the City. Monte Martin said he would contact Mel as "the City has more than helped him out." Christina reminded Lorraine it's the cost of doing business, and since it's required to move the project forward, they need to make the attempt and get it scheduled, and if a situation arises concerning payment, the Council would entertain a discussion.

The Council discussed the old Gladstone City Sign.

- Maria stated she called the number and it was disconnected. She also looked online and confirmed they are no longer in business.
- Gwen Lantz advised it was the Lewis' that put it up.
- Bill proposed to take it down.

Motion to take down the remaining pieces of the old Gladstone sign was made by Paul, seconded by Bill, and carried by an all-aye vote.

New Business:

The Council reviewed the Stark County Notice of Public Hearing Appraisal for Delinquent Tax Properties.

Tabitha Brawner attended the meeting to discuss the pet limitation ordinance and Kennel permit.

- Tabitha said she would like to continue her business of pet-sitting and walking dogs as a new resident to Gladstone. She also has five family dogs which she'd like Council approval to keep. She said she has an active state business license and tax permit which Christina was able to verify.
- Christina suggested a variance for the personal side and a special use permit for the business side. The special use permit which would be good for one year. She suggested the existing pets be grandfathered in and limited to the number of current pets at the time it's reissued. Christina also suggested the total number of pets on the property at all times be limited to seven.
- The Council asked her to fill out the application, address the seven factors listed in the ordinance, attend the December meeting with proof of vaccination and licensing, and they will decide then.

Maria discussed the Minutes being approved by the Council prior to being published.

- She stated she contacted Karen, the Stark Co. Auditor, who advised not to publish our Minutes until after they've been approved. She said we can post them with 'subject to approval' being noted, but she recommended to wait to publish until Council approval is received.
- The Council discussed keeping it uniform across all platforms and to wait to post to the website, too.
- Lorraine Erdman expressed her concerns with the public not having the information they may need. Randy and Christina confirmed the public can come into City Hall anytime to obtain a 'subject to approval' copy.

The Council discussed having a Parade of Lights again this year.

- Paul confirmed last year's event was spearheaded by Cody and Cody said he'd be willing to do it again this year.
- Last year the City donated \$3,000 towards prizes.
- Gwen Lantz questioned the donation coming out of the Parks Account. Christina said it could also come from the General Account. The Council will get with Jordan to determine which fund it should come out of. Bill said he's OK with it coming out of the Park Account.

Motion to approve donating \$3,000 to the Gladstone Parade of Lights was made by Bill, seconded by Darrell, and carried by an all-aye vote.

The Council discussed a letter received from the Old Red Old Scenic Byway club.

- The letter stated the Talking Trail signs in Gladstone are in locations hard to find and suggested moving them to more easily accessible locations.
- Gwen Lantz said the signs are located where they are as land marks for historic places.
- Paul suggested we leave the existing signs in place and order a new one to place by the Senior Citizens Community Center which potentially lists where the others are located.
- Maria will contact them to see about ordering a new sign.

The Council discussed the WSI Ergonomic Initiative Grant.

- Doug Jilek with Therapy Solutions contacted the City to inform us of an available grant which pays 75% of ergonomic equipment.
- The Council agreed we'd be interested in getting a no-cost evaluation from Therapy Solutions to see what equipment they recommend and then discussing again at the December meeting.

The Council reviewed our current insurance coverages per Bravera's request.

- Maria will check to see if we can submit a claim for the damage at the old City Hall building. She will also ask if the coverage for City Hall includes the renovations.

Motion to approve no changes are needed to the insurance policies, contingent on the City Hall renovations being factored in, was made by Darrell, seconded by Bill, and carried by an all-aye vote.

Maria discussed the Living Local App and the no-cost option for the City to utilize it.

- The app would be free to the City for a two-year trial. After the second year, there will be no obligation to continue with it. The app is designed for us and tailored to be specific to our wants and needs. It's an app for the community to house all city-wide information, such as push notifications, event calendars, and a local business directory for some of the small businesses in Gladstone.
- The Council agreed to try it for the two-year period to evaluate if it'd be beneficial to the community.

Motion to approve signing up for the no cost, two-year trial period of the Living Local App was made by Darrell, seconded by Bill, and carried by an all-aye vote.

The Council discussed wages for the Auditor and Bookkeeper positions.

- Maria provided a breakdown of each position's responsibilities and tasks for the Council to review.
- Gwen Lantz advised the budget sets the Auditor's salary.
- The Council discussed the budget, duties, hours, and current wages for the Auditor and City Admin positions.
- Christina suggested using Jordan's current salary and hours worked to determine Maria's.
- The Council will ask Jordan her average number of hours worked at her salary rate and table this topic until the December meeting. Maria offered to be paid late that pay period in order to continue the discussion.

Motion to adjourn was made by Darrell, seconded by Bill, and carried by an all-aye vote.

December 1st Account Balances

General Checking	\$373,468.53
Park Checking	\$46,188.39
CD 0832	\$50,298.18
CD 9432	\$100,000.00
ARPA Checking	\$51,888.36

November Payroll

Jordan	\$1,100.00
Maria	\$1,692.61
Tony	\$1,133.78
Kendall	\$132.98

Oct / November Bills

A-1 Sanitation	\$270.00	
AE Op	\$571.90	
Banyon	\$840.00	Neptune 360 Upgrade
Bierschbach	\$375.00	Lift rental
BND	\$2,000.00	
Brian Kopp	\$410.03	
Butler	\$1,022.45	Snow plow shield
CHS	\$76.59	
Forum	\$330.24	
Forum	\$195.58	
George's Tire	\$1,225.00	
Gladstone Parks	\$1,140.17	Sept Oil & Gas
Gladstone Parks	\$1,129.15	Oct Oil & Gas
Mackoff	\$0.00	
MDU	\$2,284.69	
MGM	\$4,018.00	October Bill
MGM	\$4,039.00	November Bill
Midco	\$126.56	
ND DEQ Chem Lab	\$198.60	Lead & Copper testing
One Call	\$6.50	October Bill
Runnings	\$90.43	Need check!!!!
SW Water	\$3,664.68	October Bill
Tony	\$182.09	Fuel Reimbursement
Visa	\$338.57	
Visa	\$276.74	
One Call	\$1.30	November Bill
MDU	\$894.03	
SW Water	\$4,022.13	November Bill