

April 1st, 2024
City of Gladstone
Board of Equalization Minutes
Gladstone City Hall
5:45pm – 5:53pm

Council Present: Randy Wyatt, Niki Larson, Bill O'Connor, and Darrell Sadowsky.

Also present: City Auditor Maria Kolling, Kelly Giffin, Lorraine Erdman, Jim Olson, Gene Jordan, Tabitha Brawner, Sheriff Corey Lee, Richard Horst, and Mel Zent.

Mayor Randy Wyatt called the meeting to order.

Natalie presented the Council with a letter stating the totals. She said prices changed due to a new software price manual which affected the values in many different ways, but they tried to keep all values equalized and as close to last year's as possible. She added that the market is strong right now, so it was a good time to implement the changes. She also advised the county will be within 90-100% of Market Value as required by the State of ND to stay within tolerance with the changes. She welcomed anyone with questions to contact her directly.

Randy asked if we could table until the May meeting when we have a full council present; Natalie confirmed we can as the County Commission meeting isn't until June 4th.

Motion to table the discussion until the May 6th meeting was made by Bill, seconded by Darrell, and carried by an all-aye vote.

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

April 1st, 2024
City of Gladstone
City Council Meeting Minutes
Gladstone City Hall
6:00pm – 8:42pm

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, City Inspector Mel Zent, and Office Assistant Tabitha Brawner.

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

The Council reviewed the March Meeting Minutes.

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

The Council reviewed the March bills.

Motion to approve the bills was made by Darrell, seconded by Niki, and carried by an all-aye vote with Bill abstaining.

Public Meeting:

Gene Jordan with Core & Main discussed the water meters and services they offer.

- Gene discussed the functionality of the meters they offer, which are mag meters that measure the particles in the water as they flow through it. He advised their meters have no frost plate and the radios are not built onto the meter so they can be mounted separately from the meter in an optimal place for the best signal.
- Bill asked if it would be possible with their meters for City personnel to get the meter readings from a fixed location; Gene said they do have that option and provided a rough estimate of the costs associated with it.
- Gene confirmed their meters have a 20-year warranty in which they guarantee 100% accuracy and function. 15 years of that is 100% coverage, the last 5 years is prorated, so if a meter needs to be replaced at 16 years, we'd pay a prorated amount for the replacement. He also advised that their meters have a lifespan of 20 years; after 20 years they will no longer work and will need to be replaced.
- Gene also advised they have crews who can swap out all the meters for us. He estimated it would take roughly four days total for Gladstone.
- Darrell asked what additional equipment or attachments would be required to swap our current meters out with theirs; Gene said nothing additional is required. It's an easy swap from one to the other.
- Tabitha asked what the lead time would if we ordered meters. Gene said his current lead time is 1-1.5 years and their install crews are booked until the middle of next summer; however, because we'd only need 141 meters, he thought the overall lead time could be shortened up quite a bit.
- Maria will be putting out a Request for Proposal; Gene will submit a proposal at that time.

Jim Olson with USG Water Solutions discussed the tank cleaning and inspection process.

- Randy asked how long the process would take; Jim stated his crews typically start early in the morning and are done by noon. Randy asked if they could work around our peak usage times and Jim confirmed they could.
- Darrell and Bill confirmed the Fire Department will be able to provide a tanker truck with water if there isn't a potable water source already there.
- Maria said she spoke with Brandon Bloom at SW Water prior to the meeting to confirm if we can bypass the tank and operate off of SW Water's pressure in order to take the tank offline for the duration of the service. Brandon thought it's likely that we can but wanted to confirm with another SW Water employee to be sure.
- Jim discussed the pricing options in his proposal and stated we can schedule one service now and then base a potential maintenance schedule around their findings, or we can lock in a price if we schedule inspections every so many years. He said they are very flexible with their scheduling options and can set it up however the

City feels is best. He also stated that if we choose to lock in pricing by scheduling every so many years, we won't be charged anything until the service is complete, and the schedule can be terminated any time without fees.

- Randy asked how much notice they would they need to get us on their schedule this year; Jim said the sooner the better for their spring schedule, or July at the latest for the fall schedule.
- The Council agreed we will discuss it more at our budget meeting and contact him when we're ready to schedule.

The first reading of the proposed Rezoning Ordinance (Ordinance #2024-02) to change Block 29 from Rec to Commercial was discussed.

Motion to approve the first reading of Ordinance 2024-02 was made by Bill, seconded by Niki, and carried by an all-aye vote.

The first reading of the proposed 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, was discussed.

- Niki asked if the property owners can build a stick-built home once rezoned to Mobile Home; Mel confirmed a variance would be required.

Motion to approve the first reading of Ordinance #2024-01 was made by Bill, seconded by Niki, and carried by an all-aye vote.

Maria asked if a new ordinance would be required to rezone lots 7, 8, 9, and 17 of the south park, which are currently zoned R-1; Christina advised yes and will start putting it together. Maria will send her a list of property owners within 300ft. of each lot.

A resident in attendance asked if the zoning change of Block 23 would affect Mr. Hermanson's business that he's currently operating out of his detached shop. Christina and Mel both advised a Special Use Permit is required to run a business on private property regardless of zoning. The Council advised we need to send a letter to Mr. Hermanson notifying him he needs to apply for a Special Use Permit and invite him to attend the May meeting.

Sheriff Report:

Sheriff Corey Lee was in attendance; he had no specifics to report other than the burglary/breaking and entering noted on Gladstone's monthly report was determined not to be burglary/breaking and entering.

Attorney Report:

The ordinance violations regarding the pets at the Winch residence were discussed.

- Christina had a formal letter served that stated the City expected compliance with the fencing ordinance by April 1st. Niki confirmed she drove by the residence this morning and no fence was put up. Christina will follow up on the next steps.

An update was provided on the ordinance violations at Charlie Parker's residence.

- Christina has not heard back from Charlie's attorney, so neither of the two items the City requested to be taken care of have been addressed.
- The Council agreed the next step should be condemnation as no improvements have been made to work towards compliance and the issues are only getting worse.
- Christina said she will put together a proposal stating everything involved in the condemnation process, and she will let Charlie's attorney know we're moving in that direction.

Motion to approve moving forward with condemnation of the Parker residence at 140 Walnut Street was made by Niki, seconded by Bill, and carried by an all-aye vote.

The Gladstone Senior Citizens' Lease Agreement was discussed.

- Christina needs the survey from KLJ to finalize the Lease Agreement. Randy asked if we should survey everything, including the area in the Variance; Christina said it would be a good idea, so we know exactly what the easement includes. The Council also agreed it should be all-inclusive with the area of the Variance.
- James will forward the survey to Christina once complete. Christina requested a map which she can attach to show the precise location.

Engineering Report:

James discussed a letter we received from FEMA regarding the National Flood Insurance Program (NFIP).

- He advised that FEMA is currently creating a new flood map which will be effective in August 2024.
- The letter indicated the City has not joined the NFIP and suggested we consider doing so. James said he recommends we consider it, as well, as it would allow our residents to purchase federally backed insurance. He wasn't aware of any fees associated with joining but said there are minimum standards we'd need to adopt first, such as building codes and ordinance, which are all designed to reduce loss from floods. He said KLJ can assist us with creating ordinances and meeting the minimum standards. He also noted we'll need to designate a Flood Plain Organizer.
- The Council agreed to table the discussion until we receive the new flood plain map.

Maintenance Report:

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

- The plan from last year was to take out Niki's existing driveway and extend it for alley access. Niki said they would prefer we didn't do that as they already have issues with dirt bikes and side by sides zipping down the alley. Bill strongly recommended we do not combine them and make an alley approach separate from their driveway with a ditch between them.
- Maria will have Tony get culvert costs again. Bill and James confirmed it should be 24" diameter.

The solar lighting project at the north park was tabled for May as Tony and Paul were not in attendance.

The road repairs for 8th Ave and West Main were discussed.

- Maria recommends we move forward with paying for the repairs as we've been on Stark County's list for too long and the residents have been waiting long enough.
- Bill said putting gravel on them won't help the issue; we need to have them done properly with ditches so the water drains. He will talk to Baranko Brothers, Inc. in Dickinson to see if they can do the work.

The Council recapped the water main breaks/leaks and the valves.

- Maria stated she was advised the valves need to be exercised and the City should have a schedule in place to do so. The Council was not aware of that ever being done or a schedule ever being in place.
- Randy confirmed the valves were overlaid during the street repair project, so in order to access them, we first need to locate them, then dig down to expose them. Once we do that, we'll have to make a list of which ones aren't operational and get a quote from BEK to dig them up and make repairs.

The maintenance issues and condition of the old city hall building were discussed.

- Bill suggested we get rid of the building and put up a small pump house by the well instead.
- Maria recommended we use the money designated for Kolling & Kolling to repair the roof, which was roughly \$13,400, to take down the building and put up the pump house.
- To keep things clean, Bill thinks we should take piping from the well directly to the hydrant. He stated it may cost a little more but should be done right.
- Maria will get quotes to demo the building and present them at the May meeting.

Motion to take down the building at 405 Cliff Street was made by Darrell, seconded by Bill, and carried by an all-aye vote.

Randy asked Maria to get a quote from a plumber to fix the leak in the basement. The Council agreed if it is under \$500, she can move forward with scheduling rather than waiting until May for approval.

An application was received from Jamie Evenson for the part-time maintenance position.

- The Council reviewed his application and would like Paul to schedule an interview.

Motion to approve scheduling an interview with Jamie Evenson for the part-time maintenance position was made by Niki, seconded by Bill, and carried by an all-aye vote.

The Council discussed having an open account for purchasing equipment on bid.

- The City had to pass up a great deal on a blade that was out for bid because we're not able to get Council approval in order to place bids; therefore, Randy suggests we determine an amount that's set aside specifically to use to place bids on equipment we need when the opportunities arise.
- The Council agreed to discuss this at the budget meeting and determine an amount.

Snow removal complaints were reported.

- Maria received a few complaints from residents about large snow berms being left in their driveways. One resident expressed her concerns about there being an emergency and her not being able to back out of her driveway due to the berm.
- Maria said it was mentioned that Denny used to use a gate blade when he did snow removal which he'd put down when going passed driveways. Nobody on the Council remembers Denny using a gate blade, nor the City having one.
- Residents in attendance commented that typically if a berm is left after the plow goes by, whoever is in the Bobcat will return afterwards to clean up and remove any large berms left in driveways.
- The Council said we have the equipment necessary to move snow correctly, and having an additional maintenance worker will help with the snow removal process.

Old Business:

The Happy Rock Committee topic was tabled until May.

The option was discussed to have Jordan stay on in an advisory role to assist with any questions that may arise.

- Maria spoke with Jordan and Jordan agreed she would be available to help with questions at a rate of \$100 per hour, with a minimum of 15 minutes.

Motion to accept Jordan's rate to retain her services as needed was made by Darrell, seconded by Niki, and carried by an all-aye vote.

New Business:

Kelly Giffin attended the meeting to discuss installing a septic tank and drain field at 245 South Lee Avenue.

- The Council agreed it's risky with his property bordering the flood plain. Bill suggested we determine the flood plain before approving or denying his request. James said the new FEMA report is expected to be released in late August.

Excessive accumulation of items on personal property was discussed.

- Randy suggested an ordinance be created to mandate the removal of abandoned mobile homes after a certain period of time. Christina advised mobile homes are personal property vs. real property which would make it hard to do. She suggested we reach out to homeowners to advise them the City is concerned with the condition of the property and that the Abandoned Auto Grant is available to help with the costs of removing mobile homes. She advises against the City taking on the task of mandating and removing personal property because the City then becomes liable for anything that happens during the process. She recommends only going that route if we have to due to a serious safety concern. She wants to see the

responsibility be on the owner first. She recommends we get a list of all properties and send a letter first to see what kind of response we get.

- Mel said he was hired to assist with condemnations in Hettinger and advised of the step-by-step process.
- Randy mentioned a trailer sitting on cinder blocks on 7th Avenue that's been there for years. It's sitting on its axles with tires on it. The Council asked that a letter be sent out stating the trailer can't be set like that on the property. Property is zoned R-1.
- Mel noted the special provisions for personal vehicles, recreational vehicles, and boats, as well as the storage and parking of unlicensed or other vehicles, can be found in Article VII, Section 7.2, b & c, of the City's Zoning Ordinance.
- The Council agreed that because this wasn't being enforced previously, the City should jump into it lightly. The City Storage Lot will also provide a solution for residents when it's complete.

Selling the lot behind Larry Dewitt's property.

- Maria asked on behalf of Larry if the City would be interested in selling the lot behind his house. The Council advised no because a sewer main runs through there and we need to be able to keep our ability to access it. Maria then asked if they'd be interested in leasing it to Larry, as he is concerned with someone building it down the road. The Council advised the City is not interested in selling or leasing it to anybody, nor would they let anyone build on it, due to the sewer main and needing to maintain our access.

Gaming Permit Application from the Gladstone Volunteer Firefighters was reviewed.

- The application is for the annual renewal of the existing permit.

Motion to approve the gaming permit application was made by Darrell, seconded by Niki, and carried by an all-aye vote.

North Dakota Insurance Reserve Fund insurance renewal through Bravera Bank.

- Maria provided the Council with the renewal documents which they reviewed.

Motion to approve renewing our coverage with NDIRF was made by Niki, seconded by Darrell, and carried by an all-aye vote.

New Midco contracts for service and the franchise were discussed.

- Maria explained that Midco is phasing out the old-style box which is what is currently providing City Hall with cable in order to view the Local Access Channell, so in order to continue with that service, we'll no be required to pay for the cable service each month. She said at the same time this came up, she received a notice about our franchise agreement coming up for renewal as well. So, in speaking with the Franchise contract agent, he agreed to waive the cost of cable each month if we stay at 3% with the franchise.
- Christina advised we need an ordinance for the franchise agreement renewal which she'll get together for a public hearing at the May meeting.

Motion to adjourn was made by Darrell at 8:42pm, seconded by Bill, and carried by an all-aye vote.

End of Month Account Balances:

General Checking	\$ 378,200.14
Park Checking	\$ 48,592.07
CD #0832	\$ 50,298.18
CD #9423	\$ 100,000.00
ARPA Funds	\$ 24,091.88

End of Month Payroll

Jordan	\$ 700
Tony	\$ 885.49
Maria	\$ 3,500.00
Tabitha	\$ 736.80
Wendy	\$ 0
Chris	\$ 200.00
Total Payroll	\$ 5,902.29

March Bills for Council Approval

Banyon	\$1,785.00	Cemetery and Pet License
BEK	\$6,592.05	Emergency water main repair
Bill O'Connor	\$127.80	metal detector
Ferguson Waterworks	\$227.53	February bill
Ferguson Waterworks	\$1,241.53	Four new, old style meters
Forum	\$355.68	January Minutes
Forum	\$49.40	Financial Report
Forum	\$201.40	February Minutes
Forum	\$42.56	Mobile Home Rezoning
Forum	\$42.56	Commercial Rezoning
Forum	\$11.40	BOE Notice
Forum TOTAL	\$703.00	Total of all invoices above
Mackoff	\$1,764.62	March service
MDU City Hall	\$429	February bill
MDU North Park	\$57.04	February bill
MDU Old City Hall	\$135.58	February bill
MDU Skating Rink	\$9.13	February bill
MDU Street Lights	\$774.03	February bill
MDU Water Tank	\$112.75	February bill
MDU Well Pump	\$0.00	Account deactivated until spring/summer; February bill
MDU X-mas Lights	\$0.00	February bill
MDU Yellow Shop	\$198.00	February bill
MGM	\$4,229.00	March service
SW Grain	\$227.54	Fuel
SW Water	\$5,371.64	March water; 915,100g. We sold 311,007g. 66% loss
Visa	\$964.34	Microsoft 1yr subscription x2, email bills, Chlorine reagent packets, candy, office/desk supplies, map storage bags.