City of Gladstone
City Council Meeting Minutes
Date: May 4, 2026
Time: 6:00 PM
Location: Gladstone City Hall

## CALL TO ORDER & ROLL CALL

The regular meeting of the Gladstone City Council was called to order by Bill O'Connor at 6:00 PM. Council Present: Bill O'Connor, Niki Larson, Dannielle Parkin, and Mitchell Kovash.

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

The Pledge of Allegiance was recited.

## PUBLIC COMMENT

None.

## PUBLIC HEARINGS AND SECOND READINGS

None.

## MINUTES

Motion to approve the Council Meeting Minutes dated April 6, 2026, made by Mitchell, second by Niki, motion carried.

Motion to approve the Board of Equalization Minutes dated April 6, 2026, made by Niki, second by Mitchell, motion carried.

## BILLS APPROVAL

Approval of April 2026 Bills as amended, with padlocks paid from the Sewer Fund, was made by Dannielle, second by Niki, motion carried.

## AGENDA REQUESTS

- Variance Request – Bruce Sattler
  Bruce discussed removing existing sheds and replacing them with a new 30' × 43' garage. Key points:
  - Removing sheds improves emergency access, though fire trucks still cannot access via alley.
  - No overhead doors; structure intended for storage, not vehicles.
  - Contractor plans to begin work May 5, but building permit has not been issued.
  - Bruce will collect signatures of approval from all property owners within 300 feet of his property, as required by zoning code.
  - Public hearing is required. Maria will publish notices as required.
  - Planning & Zoning Special Meeting set for Wednesday, May 27, followed by a 6:15 PM Special Council Meeting to consider the variance.

  Council consensus: proceed with required process and timeline.

- Variance Request – Niki Larson
  Niki requested a variance to allow natural growth on her new property in Wolfe's Addition to identify plant species. Discussion highlights:
  - Niki will control weeds; concern expressed regarding invasive species.
  - Ordinance requires mowing; granting this could set precedent.

- Council discussed requiring confirmation from the Extension Center or an alternate authority of the native species there and the benefits to allowing them to grow for identification.
- If approved, a timeline and guidelines may be applied.
- Council agreed documentation is needed to justify approval for Niki while maintaining fairness for citizens.

No formal action taken; additional information required.

- Easement – Consolidated's North Park Generator Project

  Consolidated requested an easement to install a natural-gas powered generator at the North Park. Key points:
  - Generator would automatically activate during outages.
  - Gas line to come from Cole Job's property.
  - Structure must be off the boulevard and on the lot.
  - Building permit required.
  - Stakes will be placed to confirm location.
  - Council discussed bollards if placement cannot be moved inward.
  - Title verification needed (Park District vs. City).

  Motion to approve the easement subject to:
  1. Building permit approval, and
  2. Confirmation that the structure meets setback requirements and is not placed in the boulevard.

  Motion by Niki, second by Dannielle. Motion carried.

## CONSIDERATION FOR APPROVAL

- NDIRF Policy Renewals

  Council reviewed the policies and the equipment and property lists.
  - Christina noted all public property must be insured to protect assets.
  - Maria and Jim will verify the equipment list and remove outdated items.
  - Gary Richardson asked about lightning protection on the electrical box at old City Hall; Maria will confirm.

  Motion to approve the NDIRF policy renewals, subject to confirmation of the equipment and property lists being accurate, was made by Mitchell, second by Niki. Motion carried.

- Resolution – Sale of Lots 7–9, Block 25

  Deb Cassezza was not in attendance. Council upheld the decision made at last month's meeting to take no action on property sales without a full council present. Item will be placed on the July 6, 2026, agenda. No action taken.

## SHERIFF DEPARTMENT

Deputy Ray Kaylor advised there was nothing notable for Gladstone. Deputies continue routine patrols. Vehicle tracks in the South Park were brought up; Niki and Dannielle advised that is how the utility companies access the alley.

## CITY ATTORNEY

- Parker Property
  - Christina provided an update regarding communications with Charlie Parker's attorney and Maria.
  - Maria confirmed she has continued to follow up on the Abandoned Auto Grant but still has not received a response from the State. She noted that her contact completed an inspection at the

landfill, which confirms she remains in her position. Maria also confirmed she has been copying the department's general email address on all correspondence, which is the email address listed on the application paperwork.
    - Christina requested Maria provide her with the contact information so she can attempt to obtain a response.
    - Council may need to consider further action at the July meeting if funding cannot be secured, as only units of government are eligible to apply for the grant.

- A concern was raised regarding a citizen allegedly sleeping in his vehicle at his property, with the implication and concern that the home may be uninhabitable. Christina advised that actionable proof would be required in order to obtain an administrative search warrant.

CITY ENGINEER

- Waterworks Project
  No updates.

- Apex Engineering / KLJ
    - Maria and Bill met with James and his new supervisor from Apex Engineering to discuss the possibility of the City utilizing Apex once the current contract with KLJ Engineering expires. Apex highlighted their experience in water and sewer projects, and Maria and Bill felt they would be a strong fit to assist with the City's waterworks project. Both expressed support for working with Apex Engineering.
    - Christina reviewed the KLJ contract, which expires in September of this year, and recommended notifying KLJ of the City's intent and determining whether they would agree to an early termination. She noted that the City will need to post a Request for Proposal (RFP) prior to entering into a contract with Apex Engineering.
    - Proposed timeline:
        - Publish RFP with responses due July 6
        - Approve final RFP in August
        - Professional services to begin in September
        - Invite KLJ to attend a meeting following issuance of the RFP

      Council agreed with the proposed approach.

- City of Dickinson Meeting
  Bill and Maria attended a meeting with Dickinson's City Engineer and City Administrator regarding a proposed project to treat wastewater from surrounding communities into reuse water for industrial use. A feasibility study is underway; the project is very preliminary at this time, and more information will be provided after the feasibility study.

CITY MAINTENANCE / PUBLIC WORKS

- Mower Operator Applications
  The Council reviewed the applications received for the seasonal Mower Operator position, and the following information was reported from each interview:
    - Dean Forster reported that his full retirement begins in June; until then, he is only available after 2:30 PM each day.
    - Paul Reinbold is unable to begin until mid-May. He is familiar with the mowing position from his prior service on the Council and has additional experience from previously owning a mowing business.
    - Niki stated that Arles Hecker shared during his interview that he is deaf and they discussed his concern about meeting the job requirements. It was also noted that because he is on the June

election ballot, he would be unable to continue mowing if elected, as it would be a conflict of interest, which would require reposting the position during peak mowing season.
    - Maria suggested hiring two mower operators to provide additional flexibility. Mitchell expressed concern about managing separate schedules. Jim stated only one would be needed.
    - The Council agreed to hire Dean, as he is able to start immediately.
    - Maria recommended hiring Paul in a reserve capacity should additional help be needed.

  Motion to hire Dean Forster at $16 per hour, with Paul Reinbold serving as reserve, made by Mitchell, second by Dannielle. Motion carried.

- Curb Cut Estimate
    - Hafele Construction provided a quote to do the curb cut by the City shop on Main Street as they will be doing the curb and sidewalk work for the Scherr's shop they are currently building. He stated reading in our Minutes that we would like to budget for the curb cut next year, so he offered us to pay for it in 2027, but applying a $500 discount if paid in 2026. Maria will obtain written confirmation of the payment terms.

  Motion to approve the curb cut work in 2026 with payment in 2027. Motion by Niki, second by Dannielle. Motion carried.

- Used Oil Tanks – State Surplus
    - The council confirmed with Jim that the tanks will not be used. A new Resolution will be required, which Maria will prepare.

  Motion to approve the Resolution to sell the used oil tanks on State Surplus made by Mitchell, second by Dannielle. Motion carried.

ADMINISTRATION AND FINANCE

- Quarterly Financial Reports
  Reviewed.

- Newspaper Designation
  Motion to approve the Resolution designating the *Dickinson Press* as the official newspaper made by Dannielle, second by Niki. Motion carried.

- Maria's Hours – Annual Average vs. Pay-Period Cap
  Council approved the annual-average approach.
  Motion by Dannielle, second by Niki. Motion carried.

OTHER BUSINESS

- Emergency Operations Center Training
  Training recommended for elected officials. Scheduled for June 16–17.

- June Council Meeting Date
  Dannielle will be out of town on June 1st. Council agreed to move the meeting to June 8, 2026.

- Mike Porter – Mobile Home Removal
  Mike attended to discuss plans to remove the existing manufactured home and upgrade the property.
    - Foundation and basement must be removed to make the lot buildable.
    - Sewer line must be capped near the exterior wall. Clay sewer line may not be suitable for reconnection.
    - Real estate taxes should be paid in full before demolition.
    - Snow fence around basement excavation site was confirmed by Mel Zent to be acceptable.
    - Asbestos certification needs to be provided to Maria before demolition starts.

## CITY COUNCIL COMMENTS

None.

## ADJOURNMENT

Motion to adjourn at 8:01 PM by Dannielle, second by Mitchell. Meeting adjourned.

## END OF APRIL ACCONT BALANCES

| | |
|---|---|
| General Acct: | $271,822.10 |
| Park Acct: | $50,733.05 |
| CD 0832: | $54,832.71 |
| CD 9423: | $111,743.5 |

## APRIL PAYROLL

| Employee | Wages |
|---|---|
| Maria Kolling: | $4,365.00 |
| James Leintz: | $549.00 |
| Don Markwardt: | $504.00 |
| Debbie Rallens: | $207.00 |
| Total: | $5,625.00 |

## APRIL BILLS

| Vendor | Amount |
|---|---|
| CHS | $165.57 |
| COLUMN SOFTWARE PBC | $178.60 |
| DAKOTA COMMUNITY BANK & TRUST | $10.00 |
| DEBRA RIGHTER-RALLENS | $71.20 |
| ELECTRIC SALES & SERVICE, INC. | $8,592.86 |
| INTERNAL REVENUE SERVICE | $1,260.48 |
| JET BLACK | $20,853.00 |
| JOB SERVICE ND | $87.24 |
| MACKOFF KELLOGG LAW FIRM | $889.90 |
| MGM SANITATION | $4,590.44 |
| MIDCONTINENT COMMUNICATIONS | $170.17 |
| MONTANA DAKOTA UTILITIES | $1,519.58 |
| ND STATE TAX COMMISIONER | $30.00 |
| ND Surplus Property | $250.00 |
| ONE CALL CONCEPTS | $7.50 |
| PARK ACCOUNT | $119.19 |
| RUNNINGS SUPPLY | $56.98 |
| STARK COUNTY AUDITOR | $1,000.00 |
| SW DISTRICT HEALTH | $30.00 |
| SW WATER AUTHORITY | $3,958.11 |
| TEAM LABORATORY CHEMICAL, LLC | $2,141.50 |
| VISA | $926.99 |
| TOTAL | $46,909.31 |

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

Auditor _____ Date _____ Mayor _____ Date _____

City of Gladstone
Planning & Zoning Public Hearing
Date: May 27, 2026
Time: 5:58 PM
Location: Gladstone City Hall

## CALL TO ORDER & ROLL CALL

A Public Hearing of the Gladstone Planning & Zoning Board was called to order by Bill O'Connor at 6pm.

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

Also Present: Auditor Maria Kolling and City Building Inspector Mel Zent.

The Pledge of Allegiance was recited.

## PUBLIC HEARING – Variance Request

The purpose of the Public Hearing was to consider a Variance Request for 1,800 sq ft submitted by a resident seeking approval to construct a new garage on Lots 7–10, Block 3, Wolfe's Addition. The proposed garage exceeds the zoning requirement that the total square footage of all accessory structures may not exceed the footprint of the principal structure.

Mitchell asked if the project had any safety concerns to be considered; Mel confirmed that all aspects would be compliant.

Motion to approve the Variance for 1,800 sq ft was made by Dannielle. Second by Niki. Motion carried.

## ADJOURNMENT

Motion to adjourn made by Niki at 6:01pm. Second by Mitchell. Motion carried.

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

Maria Kolling 6-1-26
Auditor Date

Mayor Date

City of Gladstone
City Council Special Meeting Minutes
Date: May 27, 2026
Time: 6:01 PM
Location: Gladstone City Hall

## CALL TO ORDER & ROLL CALL

A Special Meeting of the Gladstone City Council was called to order by Bill O'Connor.

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

Also Present: Auditor Maria Kolling and City Building Inspector Mel Zent.

The option to recite the Pledge of Allegiance was provided.

## VARIANCE REQUEST – Consider Planning & Zoning Board Recommendation

The Council reviewed the Planning & Zoning Board's recommendation regarding the 1,800 sq ft Variance Request for a new garage on Lots 7–10, Block 3, Wolfe's Addition, which exceeds the allowable accessory-structure size relative to the principal residence.

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 Dannielle. Motion carried.

## ADJOURNMENT

Motion to adjourn was made by Dannielle at 6:02pm. Second by Niki. Motion carried.

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

Maria Kolling _6-1-26__ _____ _____
Auditor Date Mayor Date