

May 6th, 2024
City of Gladstone
Board of Equalization Minutes
Gladstone City Hall
6:00pm – 6:02pm

Council Present: Randy Wyatt, Niki Larson, Paul Reinbold, and Darrell Sadowsky.

Also present: City Auditor Maria Kolling, City Attorney Christina Wenko, City Engineer James Keiderowski, City Inspector Mel Zent, Lorraine Erdman, Charles Tuttle, Tabitha Brawner, Weston Voss, Shane Loudan, Kalli Loudan, Jonah Nelson, Mike Hermanson, Dan Rallens, Debbie Righter, Wendy Perkins, and Tony Jassman.

Mayor Randy Wyatt called the meeting to order.

Natalie Wandler, Stark County Tax Director, joined the meeting by phone. The Council had no questions or concerns.

Motion to approve the values as presented was made by Niki, seconded by Darrell, and carried by an all-aye vote.

Motion to adjourn was made by Darrell at 6:02pm, seconded by Niki, and carried by an all-aye vote.

Joshua Braddock joined the meeting right after it was adjourned. He has questions and concerns with the values of his lots. Christins suggested we set up a meeting with Josh, a member of the Council, and Natalie to discuss Josh's concerns. Maria will facilitate scheduling it and Paul will attend. Christina advised there is a process that allows property owner to request an abatement for improper or incorrect assessment.

May 6th, 2024
City of Gladstone
City Council Meeting Minutes
Gladstone City Hall
6:15pm – 9:48pm

Present: Randy Wyatt, Niki Larson, Paul Reinbold, and Darrell Sadowsky; Bill O'Connor 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 6:15pm.

The Council reviewed the April Board of Equalization Minutes.

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

The Council reviewed the April Council Meeting Minutes.

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

The Council reviewed the March bills.

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

Public Meeting:

Johnny Bucholz with Dakota Supply Group presented information on the water meters and services they offer.

-Johnny discussed the functionality of the Kamstrup flowIQ meters they sell. He advised they utilize ultrasonic meter technology and have an internal RF radio built into the meter providing an all-in-one meter and transmitter.

-He stated the meters have a 20-year warranty which is prorated after 10 years. The battery has a 20-year life and is not replaceable. The meters are able to operate until the battery dies which could extend beyond 20 years.

-He advised the cost per meter would be around \$265.

-Installation, if we chose to utilize their subcontractors, would be roughly \$100 per household. They would be available to start installing 3-4 weeks after we place an order.

-Their meters have the ability to transmit data via AMR or AMI (drive-by or fixed-base network).

-They offer additional services for extra costs such as acoustic leak detection in the service and distribution lines, an online portal, temperature monitoring, and real-time notifications and alerts.

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

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

The second 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 approved.

Motion to approve the second reading of Ordinance #2024-01 was made by Darrell, seconded by Paul, and carried by an all-aye vote.

A public hearing was held for the adoption of the Cable Communications Regulatory Ordinance.

-Christina advised it is identical to the existing ordinance set to expire.

Motion to approve the first reading of the Cable Communications Regulatory Ordinance was made by Paul, seconded by Darrell, and carried by an all-aye vote.

A letter received by a concerned citizen was discussed.

-The writer expressed concerns with a neighbor's property as they have nine vehicles in their yard and an accumulation of old appliances and other discarded items. The concerned citizen stated they are fond of their neighbor but not the messy yard. They also noted it is visible from Main Street and asked if that's what the city wants to see as we drive by.

-Christina advised we start a dialogue with the property owner regarding the complaint and will send a formal letter from her office.

A few residents were in attendance to express their concern with photos of their properties being taken and put on display at the April Council meeting.

-Randy took the photos to show the Council as examples because they related to an agenda item to be discussed, but no names were attached to the photos.

-The residents were upset they weren't informed before the photos were made public at the meeting. Christina explained they were simply used as examples during the discussion and the City is not taking action unless a complaint is received.

-Randy noted we had received a couple complaints which is why it was on the agenda to be discussed.

-Christina explained the purpose of addressing it is so we don't have junkyards in the middle of town. We have rules and regulations to keep it under control as we want the city to look nice, neighbors to be happy, and everyone in compliance.

Sheriff Report:

Not in attendance.

Attorney Report:

The Winch ordinance violation.

-Paul confirmed a fence was installed that meets the ordinance requirements.

-Maria asked if they are now in compliance with the number of pets as well as the fence; Paul confirmed yes.

-They still have not licensed their dogs, but Maria will send a reminder letter.

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

-Christina confirmed she notified Charlie's attorney that the Council voted to move forward with condemnation. Her and Mel will get together to determine the next steps.

The Gladstone Senior Citizens Lease Agreement.

- James discussed the task order he created to have KLJ survey the area and define the property lines for \$4,850.
- Christina recommends we move forward with it so it's recorded accurately.
- Niki expressed her concern with the City paying the cost and would like to see the Senior Citizens pay for it.
- Lorraine stated the Senior Citizens did not request the survey, nor are they the property owners, so they feel the City should pay for it.
- Mel and Randy felt it was more of the City's responsibility to pay for it, and the City will need it in order to validate that the Senior Citizens meet the requirements set forth in the 2-year contract. Mel also added that the survey is to define the right-of-way that the City owns.
- Randy asked the Council to make a motion to either approve the City to pay for it, to split it 50/50 with the Senior Citizens, or to have the Senior Citizens be responsible for the full cost.

Motion to approve splitting the survey cost with the Senior Citizens, so both parties are responsible to pay half, was made by Paul, seconded by Darrell, and carried by an all-aye vote.

- Christina expressed concern with splitting it 50/50 as the Senior Citizens are opposed to paying it, which could potentially leave KLJ with an unpaid portion of service.
- Christina will attempt to send it to the County Recorder with an approximation and see if they'll accept it.

Rezoning Lots 9, 10, 17, and 18 of block 29 from R-1 to Rec was discussed.

- The lots are incorrectly zoned as R-1 currently and need to be changed to Rec.
- Christina will be sending out notices to all property owners within 300ft. Maria will post a Public Hearing notice for June 3rd.

Motion to approve rezoning lots 9, 10, 17, and 18 of Block 22 from R-1 to Rec was made by Darrell, seconded by Paul, and carried by an all aye-vote.

Engineering Report:

The North Park resurfacing project.

- Randy requested Tabitha work with James and Ben to find grant money and start moving forward with the project.
- Niki expressed her concern with the rubber surfacing the Council wants to go with as she's read alarming data.
- Paul suggests we still move forward with the project and reconsider which surfacing we want to go with after reviewing factual data on the dangers Niki brought up.

Motion to approve moving forward with the north park resurfacing project, which will have James, Tabitha, and Ben working together to gather data, costs, and a plan, was made by Paul, seconded by Darrell, and carried by an all-aye vote.

- James asked if we wanted a topographic study to be included in the task order and the Council confirmed yes.

Maintenance Report:

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

- Maria advised the Council of Tony's concerns with putting in the smaller culvert. Niki is opposed to sharing her driveway with the alley approach.

- Mel said if it's considered a utility easement, then it's strictly for utility companies to utilize, and adding an approach and culvert wouldn't be necessary.
- Maria will research if it's an alley or utility easement.

The road repairs for 8th Ave and West Main were tabled until June when Bill is back as he was researching costs.

Josh Braddock was in attendance and asked if there is something the City can do about all the ATVs and cars driving fast at the west end of Main Street. Randy said we should start informing the Sheriff Department now that we have an agreement in place with them. Niki advised it's not posted for no trespassing and BNSF would be the ones to change it.

Hiring Jamie Evenson for the part-time maintenance position.

- Paul recapped the interview he and Tony had with Jamie, and both agreed his experience and skills would make him a great fit for the position.
- The Council agreed on a starting wage of \$20 per hour for a 90-day training period, which would be reevaluated after the 90 days, and that he can start working any time.
- Maria will contact Jamie to let him know and have him complete the new-hire paperwork.

Motion to approve hiring Jamie Evenson at a starting wage of \$20 per hour for a 90-day training period was made by Darrell, seconded by Niki, and carried by an all-aye vote.

Contract with Unplugged Drains.

- Maria contacted Roughrider Septic to see if they'd be interested in taking over our contract with Unplugged Drains now that they are no longer in business. She is waiting to hear back.

The remaining maintenance agenda items were tabled until June when Tony is present.

Old Business:

Removing the building at 405 Cliff Street and constructing a pump house in its place.

- Maria found a grant in which this project would be eligible but is waiting to hear back. The grant would provide up to \$10K.
- She has not received any quotes yet for taking down the building.
- Mel advised we'll first need to divert the water lines and build the pump house before tearing down the building. Maria will contact BEK for an estimate.

Happy Rock Committee update.

- Tabitha put out feelers on social media but hasn't had anyone confirm their interest yet. She confirmed with the Council that the committee will be a separate entity from the City.

Excessive accumulation of items on private property.

- Maria will be sending out a city-wide letter to announce the city cleanup weekend date, as well as include some reminders regarding cleaning up yards/properties.

The storage container parked at the Sorensen's was discussed.

- Maria spoke with Dana who said he was not able to attend the meeting in person as he is working on the road but is available by phone to discuss his request for an extension.
- Randy recapped the date the container was delivered and that the end of the six-month allotted timeframe was in April. He also noted an extension until today's date was already given. He would like to start assessing fines to apply to the person rather than the property since Dana is not the property owner, but Christina advised we'll have to have it towed rather than go that route.
- Dana joined by phone and was advised by Christina that he has until the end of next week to have it removed or it will be towed by East End Auto. Dana apologized and noted he's had some hardships preventing him from getting his items moved into it, which extended the length of time he estimated needing it.

Motion to have the semi-truck trailer being used as a storage container at Dana Sorensen's property towed by East End Auto was made by Darrell, seconded by Niki, and carried by an all-aye vote.

New Business:

Shane Loudon was in attendance to discuss purchasing the lot next to his property. He also submitted an application for a building permit he'd like the Council to review.

- Shane asked the Council if the City would be willing to sell them the lot next to their property; the Council advised it will have to be put out for public bid.
- Randy asked Christina if we can put multiple lots out for bid as Shane isn't the first person who's asked about purchasing a city lot recently; Christina said we could post one notice for all of them together and people can bid on which parcel they are interested in. She said she'll need a list of all legal descriptions to get it started.
- The Council and Mel reviewed the building permit application he provided to put up a garage on the existing slab where the previous owner's one burned down.
- Mel reviewed the application and site plan drawing and confirmed he's within compliance and the Council can approve it. Once approved, he can issue the building permit tomorrow.

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

The Council discussed a date for the city-wide cleanup weekend.

- A tentative date of June 7-9 was set, contingent on Wendy and Tony's schedules. Once confirmed, Maria will send out a letter to the residents.
- The Council confirmed we'll do the same as we did last year by having the dump open all day over the weekend rather than having residents put items on the curb to be collected. Maria suggested offering those that may need assistance in hauling things to the dump to contact her and she'll create a list of folks that the city can help.

A new ordinance for vacant mobile homes 30+ years old was discussed.

- Randy suggested the city create an ordinance which would force action to be taken by the property owners of the old vacant mobile homes around town.
- Maria asked about grandfathering and if a new ordinance would apply to existing homes. Mel said grandfathering only applies when the properties are used, not vacant.

- Christina thinks we likely have something in our existing code that could be utilized rather than creating something new.
- Mel said when we adopted our building code, we also adopted the international property maintenance code, which covers every dilapidated structure we have in Gladstone, but it is a long process similar to condemnation. The costs are all absorbed by the City, then go back on the property as special assessments, but likely will end up going back to the county due to back taxes. Usually, the county will sell them back to the city for a nominal amount, but the potential to sell the lots with a large special assessment which make the lots unappealing to potential buyers.
- Randy asked if we could use grant money; Mel said only if the owner gives us the title.

NDIRF Commercial Auto Policy review.

- Maria presented the Council with the policy information and asked them to review it for accuracy. They confirmed all vehicles and equipment are included so no changes need to be made.

Motion to approve the NDIRF Commercial Auto Policy renewal was made by Paul, seconded by Darrell, and carried by an all-aye vote.

Rhinestone Rhonda is scheduled to be in Gladstone.

- Tabitha scheduled Rhinestone Rhonda to be in Gladstone with her Reading Roundup event; she will have her book bus parked at the north park from 10am to 11:30am for three consecutive Wednesdays starting May 29th. Tabitha advised Reading Roundup is great for kids as it includes story time, arts and crafts, yard games, and the opportunity to bring books from home to exchange in a book swap. She will also be posting notices to inform the community.

Zoning Ordinance Book review.

- Mel went through the zoning book with Maria as a training session and noted some sections that could be changed, updated, excluded, and/or included. He offered to do a thorough review and then sit down with the Planning and Zoning Committee to review it page by page as a training session and to go over his recommended changes. Once approved by the Planning and Zoning Committee, a motion will need to be made to bring it to the Council for approval.
- Christina recommends scheduling a separate meeting to go through Mel's draft. She also noted it will be an ordinance change which requires two readings.
- Mel advised the cost will be based on his hourly rate and estimated the total cost to be \$3,000-\$3,500.

Motion to approve Mel to complete a thorough review of the Zoning Ordinance Book and then notify Maria will it is ready to be reviewed by all, was made by Darrell, seconded by Niki, and carried by an all-aye vote.

Newspaper designation resolution.

- Maria advised the Council needs to designate the City's official newspaper as we do each year.

Motion to approve Resolution 2024-1 designating the Dickinson Press as the official newspaper of the City of Gladstone was made by Darrell, seconded by Paul, and carried by an all-aye vote.

Fireworks donation.

-Maria confirmed we budgeted \$5,000 from the Park Account to be donated to the Firefighters for the July Fourth fireworks show.

Motion to donate \$5,000 from the Park Account was made by Darrell, seconded by Niki, and carried by an all-aye vote.

Allowing vendors to set up for the fireworks show.

-Darrell expressed concern with vendors that could potentially hurt the bar's business.

-Paul suggested we open it up to vendors which wouldn't hurt the bar, such as ones selling popcorn or ice cream.

-Darrell confirmed the date of the fireworks show is Tuesday, July 2nd this year.

-Randy suggested charging to rent space, and that we'll also have to verify all vendors are licensed to sell their products.

-Maria suggested creating an application for interested vendors to submit that would need to be approved by the Council.

-Tabitha knows of someone in Dickinson who works specifically with finding and scheduling vendors for events and suggested we consider utilizing her.

-The Council agreed to discuss this more at the June meeting.

Tony's wage review was tabled until June when he is present.

Mike Hermanson was in attendance to discuss a special use permit to operate his business out of his shop.

-Mike confirmed he sold his business a couple years ago, but if he decides to start it up again, he'll submit the application we provided.

Jonah Nelson was in attendance to discuss his plans to demolish and build new. He said he'd like to use it as a learning opportunity for his high school students and would have them push the old house into the basement and then have the materials excavated and removed. Then, he would start the rebuilding process. Mel advised him there's a federal law requiring a certified contractor to sign off on there being no asbestos in the house. If there is, it would have to be abated first. He said the City will need a copy of the report confirming there's no asbestos prior to him starting work, which he can provide to Maria. Mel also said he'll have to remove the water meter from the basement and ensure the public sewer line is cemented shut. Jonah asked for Mel's contact information and will reach out to him with any questions.

Joshua Braddock was in attendance to discuss his plans for the storage container placed on his property.

-Maria said he would need to apply for a special use permit to keep it permanently, otherwise it will have to be removed after 6 months. She advised a resident who applied for one in the past was required to make it look like a shed with an A-frame roof.

-Mel said this is something he'd like to see addressed in the updated zoning book, but for the time being, he can submit the application to Maria and be added to the June agenda to determine the specific requirements for him to keep it permanently.

Motion to adjourn was made by Darrell at 9:48pm, seconded by Paul, and carried by an all-aye vote.

End of April Account Balances:

End of April Payroll:

General Checking:	\$ 368,994.56	Jordan:	\$ 700.00
Park Checking:	\$ 48,647.19	Tony:	\$ 1,795.24
CD #0832:	\$ 50,298.18	Maria:	\$ 3,619.00
CD #9423:	\$ 100,000.00	Tabitha:	\$ 883.20
ARPA Funds:	\$ 24,091.88	Total Payroll:	\$ 7,337.44

Approved bills:

BEK	\$6,967	7th Ave water main break & water line disconnect
Central Mechanical	\$667.83	Fix leak at old city hall and toilet at city hall
CHS	\$585.20	
Column	\$18.24	Midco Franchise post, 1st & 2nd readings
Ferguson	\$3.41	March service charge
Gooseneck	\$138.68	lawnmower blades
In Home Computer	\$262.50	Brian Kopp support
JP Steel & Supply	\$3,342.99	Culvert for 1st and
Mackoff	\$2,243.83	3/21-4/8 service
MDU City Hall	\$455.29	March usage
MDU City Hall	\$294.35	April usage
MDU North Park	\$60.33	March usage
MDU North Park	\$58.10	April usage
MDU Old City Hall	\$135.59	March usage
MDU Old City Hall	\$91.71	April usage
MDU Skating Rink	\$9.13	March usage
MDU Skating Rink	\$0.00	April usage
MDU Street Lights	\$768.88	March usage
MDU Street Lights	\$794.77	April usage
MDU Water Tank	\$124.71	March usage
MDU Water Tank	\$130.92	April usage
MDU Well Pump	\$0.00	Account deactivated
MDU Well Pump	\$0.00	Disconnected
MDU X-mas Lights	\$0.00	March usage
MDU X-mas Lights	\$9.42	
MDU Yellow Shop	\$194.89	March usage
MDU Yellow Shop	\$194.89	
MGM	\$4,424.20	April service
Midco	\$169.26	March service
One Call	16.50	11 tickets @ \$1.50
SW District Health	\$25.00	March water testing
SW Water	\$4,681.34	April usage of 797,500g
Visa - Maria	\$1,065.58	\$521.02 Egg hunt donations; \$544.56: Wix yrly subs,
Visa - Tony	\$394.91	Bobcat glass door, fuel.

