

March 4th, 2024  
City of Gladstone  
City Council Meeting Minutes  
Gladstone City Hall  
6:00pm – 8:50pm

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

Also present: City Auditor Maria Kolling, City Attorney Christina Wenko, and City Engineer James Kiedrowski.

Mayor Randy Wyatt called the meeting to order.

The Council reviewed the February Meeting Minutes.

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

The Council reviewed the February bills.

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

## **Public Meeting:**

Ben Rae with Dickinson Parks and Rec joined the meeting to discuss resurfacing options for the north park.

- Ben presented the Council with information on engineered wood fibers (wood chips), synthetic Turf, and poured-in-place rubberized surface. He discussed the cost and maintenance of each option, as well as the funding and grants they used.

North Dakota Rural Water rep Jason Grzadzieleski attended the meeting to discuss the water-loss issue.

- Jason and Maria performed calibration tests on a handful of meters in town earlier that day. The majority of the meters tested did not account for the full amount of water passing through them, which Jason said is typical for older meters. He believes that is the main cause of the water loss we're seeing and recommends we get new ones.
- Jason talked about the meter technology now not using a magnet and accounting for every drop that flows through them. He suggested we request quotes from all three major distributors in the area, which are DSG, Ferguson, and Core and Main.
- The Council also discussed the low water pressure on east Spruce and Walnut which Jason said could be a potential leak and should be investigated further.
- Jason also talked about the GIS Mapping contract with NDRW that Maria received. Jason would come back and help Tony mark the entire town's curb stops, hydrants, manholes, and anything else we want the map to include. Once the markers are in place, Judy with NDRW will come to Gladstone and upload each marker to the Esri ArcGIS Field Maps system. The contract with NDRW would cost the City \$50, which doesn't include the Esri mapping system membership of \$50-\$100.

**Motion to approve the GIS mapping contract with NDRW was made by Darrell, seconded by Bill, and carried by an all-aye vote.**

**Motion to approve the ESRI membership cost of \$50-\$100 was made by Darrell, seconded by Bill, and carried by an all-aye vote.**

**Motion to allow Maria to request bids for new meters was made by Darrell, seconded by Bill, and carried by an all-aye vote.**

## **Sheriff Report:**

Sheriff Corey Lee was in attendance; he had no specifics to report for the City but said they added another detective and are seeing a lot of sex crimes, many involving children.

## **Attorney Report:**

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

- It was observed that there is only one dog at the residence now, which is a pit bull, so the only ordinance violation now is for the fencing requirements for pit bulls. Christina will draft a letter and have it served.

An agreement with the Sheriff Department was discussed.

- The council agreed it would be beneficial to have law enforcement enforce our ordinances rather than us. Christina advised we try it for a time period and reassess. Randy suggested we try it for a year to see what positive and negative impacts it makes.

Motion to approve the Stark County agreement to enforce our ordinances at the cost of \$1,000 per month for one year was made by Paul, seconded by Bill, and carried by an all-aye vote.

Sheriff Corey Lee requested a copy of our ordinances. He also requested we send them notifications if we turn off citizens' water.

An update on Charlie Parker's property and the City's initial request for action was provided.

- No response has been received from Charlie's attorney; Christina will touch base with him.

The Council reviewed the Rezoning Ordinance to change Blocks 21, 22, and 23 from R1 to Mobile Home, with the exception of the south park lots.

- Christina reviewed the changes which were discussed at the initial public hearing.
- Maria will publish a notice in the paper for another public hearing at the April meeting.

The Council reviewed the Rezoning Ordinance

- Christina reviewed the changes which were discussed at the initial public hearing.
- Maria will publish a notice in the paper for another public hearing at the April meeting.

Christina mentioned Steve Josephson, the Stark County Planning and Zoning director, contacted her about the extraterritorial zoning (ETZs) of Gladstone. Maria confirmed he had contacted her and James regarding the same issue. Maria sent him the city zoning ordinance and zoning map.

## **Engineering Report:**

James will get a cost for KLJ to survey the area on the north side of Main and 3<sup>rd</sup> Ave to get an accurate legal description for the Gladstone Senior Citizens' Lease Agreement.

James will assess the north park for the resurfacing project.

## **Maintenance Report:**

Terminating the connection between the city water line and the well water line.

- Maria presented the Council with an estimate from BEK of \$3,500.

Motion to approve the BEK estimate of \$3,500 was made by Bill, seconded by Paul, and carried by an all-aye vote.

Lead and Copper Inventory Survey update.

- Maria reported that AES2 received an 11% response from the community on their online survey. They shut down the survey and will move forward with visual inspections soon.

A cleaning and maintenance plan for the water tank was discussed.

- Maria provided a quote from USG Water Solutions (USG) to clean and inspect the water tank, which the American Water Works Association (AWWA) recommends be done every 4-years at minimum. USG stated the type of tank we have typically does not have maintenance issues in the first 10 years, but preventative maintenance is much cheaper than reactive maintenance.
- The Council questioned how long the cleaning would take, if the city would have to cease supplying water while the tank is down, and where/how we can provide their crew with access to potable water when onsite.
- Maria will ask USG to attend the April meeting to discuss the process in more detail and answer all questions before they decide on a maintenance plan.

## Old Business:

Lease Agreement with the Gladstone Senior Citizens.

- Christina presented the Council with a draft of the lease and advised the only thing left to include is the legal description of the adjacent lot.
- James said KLJ can survey the area to get an accurate legal description.
- The draft will be reviewed again at the April meeting.

The part-time office helper's wage was discussed.

- The Council agreed the starting wage will be \$20 per hour for a three-month probationary period, then increase to \$22 per hour.

**Motion to approve a starting wage of \$20 per hour for a three-month probationary period, then increase to \$22 per hour, was made by Bill, seconded by Paul, and carried by an all-aye vote.**

Maria had no updates on the potential Happy Rock Committee. It will be discussed again at the April meeting.

The 2022 & 2023 audit proposal was discussed.

- Maria asked Jordan for her opinion and Jordan highly recommends we continue with an audit every two-years as it's our chance to learn about best practices as they change, as well as ensure our financials are in order. If we go with a longer time frame between audits, mistakes will go unnoticed for too long.
- The Council advised Maria to accept the proposal to have the 2022 & 2023 audit completed this year.

## New Business:

Banyon quote for cemetery management and pet licensing software was discussed.

- Maria and Bill attended a demo of both software programs. They both agree that cemetery management software is needed now that the city has taken over managing it. The software allows for record keeping, plot mapping, contact information, and also generates deeds for plots when they're purchased, which the city is not currently doing and should be. They both also agreed we should purchase the support option for the first year while we learn the program, get things set up, and transfer our records into it.
- Maria recommended the City purchase the pet licensing software, as well, because it is currently tracked in an excel with no official way of tracking the money received. She suggested we do not go with the extra cost for support as the software is very basic and similar to the other Banyon programs we use.

**Motion to approve the software for both programs, plus the one-year support option for cemetery management, which totals \$1,785.00, was made by Paul, seconded by Bill, and carried by an all-aye vote.**

A building permit and variance application were reviewed.

- Randy Wyatt presented the Council with a building permit and variance application. The Council reviewed both applications, as well as before and after photos of the three lots that have been cleared out and ready to have mobile homes placed.

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

**Motion to approve the variance application to allow the mobile home age to be no earlier than 2012 was made by Bill, seconded by Niki, and carried by an all-aye vote.**

The Council discussed a report received that someone is living in a camper parked on private property.

- Randy went to the residence and was allowed to look inside the camper and verified it was not being lived in. He contacted the person back who made the report to advise of his findings.

Maria reminded the Council that the Board of Equalization meeting will be held at 5:45p on April 1<sup>st</sup>, right before the Council meeting.

**Motion to approve \$500 worth of prizes to be donated to the Gladstone Easter Egg Hunt was made by Niki, seconded by Darrell, and carried by an all-aye vote.**

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

**End of Month Account Balances for February:**

|                   |               |
|-------------------|---------------|
| General Checking: | \$ 367,762.46 |
| Park Checking:    | \$ 48,488.64  |
| CD #0832:         | \$ 50,298.18  |
| CD #9423:         | \$ 100,000.00 |
| ARPA Funds:       | \$ 24,091.88  |

**End of Month Payroll for February:**

|                |             |
|----------------|-------------|
| Jordan:        | \$ 700.00   |
| Tony:          | \$ 934.01   |
| Maria:         | \$ 3,388.00 |
| Chris:         | \$ 200.00   |
| Total Payroll: | \$ 5,222.01 |

**February Bills for Council Approval**

|                    |            |   |
|--------------------|------------|---|
| Banyon             | \$195.00   | Email billing support                           |
| CHS                | \$37.49    | City fuel                                       |
| Forum              | \$419.70   | Jan Minutes                                     |
| In-Home Computer   | \$56.25    | Brian Kopp fixing sharing issues                |
| Mackoff            | \$390.00   | 1/23/24 - 2/14/24 service                       |
| MGM                | \$4,226.08 | Feb service                                     |
| Midco              | \$169.06   | Feb service                                     |
| Runnings           | \$207.36   | Shop supplies: tire gauge, batteries            |
| SW District Health | \$25.00    | Feb water testing                               |
| SW Water           | \$5,785.47 | Feb service                                     |
| Visa - Maria       | \$163.89   | Printer ink, Xmas tree bag & tote, email bills. |
| Visa - Tony        | \$16.32    | George's tire                                   |

