City of Gladstone
City Council Meeting Minutes
Gladstone City Hall
July 6, 2026 - 6pm
Subject to Approval

CALL TO ORDER & ROLL CALL

The regular meeting of the Gladstone City Council was called to order by Mayor Gary Richardson at 6:01 PM. The Pledge of Allegiance was recited.

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

Also Present: Auditor Maria Kolling and City Attorney Christina Wenko. City Inspector Mel Zent joined around 7:30pm.

OATH OF NEWLY ELECTED OFFICIALS

Mayor Gary Richardson and Council Members Dannielle Parkin and Mitchell Kovash participated in a ceremonial verbal Oath of Office. Each had previously subscribed and submitted their signed and notarized Oath to the City Auditor as required by State Code.

PUBLIC COMMENT – None.

PUBLIC HEARINGS AND SECOND READINGS

Public Hearing / First Reading – Floodplain Ordinance Repeal

The State Floodplain Insurance Coordinator informed Maria that Gladstone had been inadvertently included in the mailing list for the floodplain ordinance requirement letters. Because Gladstone is not a member of the National Flood Insurance Program, the City is not required to adopt a Floodplain Ordinance. The State recommended that Ordinance 01-2026 be repealed. Motion by Mitchell to repeal Ordinance 01-2026. Second by Dannielle. Motion carried.

MINUTES

Motion by Bill to approve Meeting Minutes dated June 8, 2026. Second by Mitchell. Motion carried.

BILLS APPROVAL

Motion by Dannielle to approve the June 2026 bills. Second by Niki. Motion carried.

AGENDA REQUESTS

Fireworks Ordinance

The Sheriff's Department recommended to Maria that the City clarify wording in Section 4.0405.

Maria noted the current ordinance is based on a 2008 amendment, but the amended language does not appear in the 2020 Ordinance Book. Christina advised an amendment would be required and recommended reviewing the entire section for any additional updates.

The Council agreed to revise the permitted timeframe for using fireworks to end at 11:59 PM on July 4, and to add an allowance from December 31 at 3:00 PM to January 1 at 2:00 AM.

A Deputy of the Sheriff's Department in attendance recommended including language making the use of fireworks contingent on fire index conditions and burn bans. The council agreed and requested Christina include it in the draft. Maria will post a notice for the First Reading in August.

CONSIDERATION FOR APPROVAL

Resolution 2026-06 to Adopt the Multi-Hazard Mitigation Plan (MHMP)

Motion by Niki to approve Resolution 2026-06. Second by Dannielle. Motion carried.

Resolution 2026-07 Reporting Unclaimed Property

Maria reported finding four closed utility billing accounts with remaining credit balances, including accounts that have been closed for more than five years. She learned that the City must follow North Dakota Unclaimed Property requirements, which include attempting to return funds to the account owner before reporting them to the State. Maria will issue refund checks to the last-known addresses for each account and monitor whether any are returned as undeliverable.

Dannielle asked whether a blanket resolution could be used for these items. Christina clarified that a separate resolution must be passed each time unclaimed property is reported.

Motion by Bill to approve Resolution 2026-07. Second by Niki. Motion carried.

SHERIFF DEPARTMENT

The Deputy in attendance reported 27 records for June (not all within city limits). A scam call and noise complaints were noted.

CITY ATTORNEY

Parker Property Updates

Maria reported receiving an update from the State regarding the Abandoned Auto Grant approval. The State apologized for the delays, confirmed that the paperwork had been routed correctly, and they will provide another update on July 17.

Municipal Court Update

Christina began drafting changes to convert certain civil penalties to criminal. She does not anticipate final readings for several months and wants ample review time. She expects to provide Maria with a draft before the next meeting.

Dannielle asked for an update on the Sorenson trailer. Christina stated she has spoken with Mrs. Sorenson on other matters and noted the criminal penalty changes will address this issue.

CITY ENGINEER

City Engineer (Request for Proposal) RFP Review

Motion by Bill to accept Apex Engineering’s proposal for municipal engineering services. Second by Niki. Motion carried.

Christina requested a Master Service Agreement for review. James will provide a copy to Maria.

CITY MAINTENANCE / PUBLIC WORKS

River Street Curb Stops

Maria will contact a contractor to inquire about the process of locating water lines as a starting point to determine if the River Street curb stops were tied to a water line run from the hydrant rather than the water main in the street. She will also ask the ND Rural Water drone operator scheduled to be in Gladstone this week whether the drone can detect if a water line was run from the hydrant.

The council asked about the leaking frost-free hydrant on River Street. Maria advised that it is still leaking, but very slowly thanks to Jim's efforts in making modifications to control the leak. The Council directed Maria to notify the homeowner that two weeks have passed since we last received an update and the issue must be addressed. The homeowner must provide proof of being on a plumber's schedule at minimum. If the homeowner is unable to secure a plumber, the City will hire one and assess costs.

North Park Wood Chips

Maria has not yet contacted anyone but will provide an update next month.

ADMINISTRATION AND FINANCE

Three-Month Review – Debbie Rallens

Dannielle and Bill completed the evaluation and reported Debbie is doing excellent work; she is detail-oriented, thorough, and helpful.

Motion by Niki to increase her wage to $20/hour. Second by Mitchell. Motion carried.

Closed Utility Accounts with Unpaid Balances

Maria reported identifying five closed utility accounts with outstanding balances, including accounts that have been closed for more than ten years. Christina recommended having her office send collection letters to the last-known addresses before the Council considers writing off the balances. If no response is received, a resolution can then be approved to proceed with writing off the uncollectible amounts.

Maria asked whether the cost of Christina's office sending collection letters would exceed the total amount owed. Christina advised she'd have her interns do it at a lower cost.

ORGANIZATIONAL BUSINESS

Mayor Appointments

Mayor Gary Richardson appointed Maria Kolling as Auditor, Christina Wenko as City Attorney, and Apex Engineering as City Engineer. Maria and Christina each subscribed to their Oath of Office.

Council Election of President and Vice President

Motion by Mitchell to elect Bill as Vice President. Second by Niki. Motion carried.
Motion by Mitchell to elect Dannielle as President. Second by Bill. Motion carried.

Council Portfolios

Discussion summary: portfolios are not required by City or State code. If the City wishes to establish them formally, a resolution would be required. Without portfolios, the Mayor retains executive authority.

Bank Account Authorizations

Motion to add the newly elected Mayor as an authorized signer on all accounts at Dakota Community Bank and Trust was made by Mitchell. Second by Niki. Motion carried.
No other changes will be made at this time. Authorized signers will be Gary Richardson, Maria Kolling, and Bill O'Connor; two signatures required.

OTHER BUSINESS

Erdman Zoning Violation

Maria reported that Mark Erdman informed her that neither he nor Lorraine would be attending the meeting. Mark stated that the use of the basement as an apartment had previously been discussed with former Mayor Cody. Maria advised Mark that the Council would like to discuss those details during the council meeting so everyone is working from the same information, but Mark stated he would visit with Mayor Gary directly instead.

Christina recommended tabling the zoning violation item until next month and noted that Mark and/or Lorraine need to attend the council meeting to discuss the matter with the full Council. Maria will invite both Mark and Lorraine to attend so the Council can address the issue with all parties present.

CITY COUNCIL COMMENTS

Elected Officials Training

Christina encouraged all elected officials to attend.

The council approved registration for all council members and the mayor to attend the training, with expenses paid from the General Fund. Maria will review the registration details.

Budget Meeting

Maria reminded the Council of the Budget Meeting next Monday at 6pm.

Sewer Televising Sections

Maria asked whether the sewer televising contractor should complete one section this year or two to make up for no sections being completed last year. Council agreed to complete two sections.

ADJOURNMENT

Motion to adjourn made by Bill at 7:45 PM. Second by Mitchell. Motion carried.

END OF MONTH BALANCES:

General Acct:	$248,064.61
Park Acct:	$45,402.30
CD 0832:	$55,149.09
CD 9423:	$112,471.20

JUNE PAYROLL

Employee	Wages
Dean Forster:	$944.00
Maria Kolling:	$6,847.50
James Leintz:	$1,293.00
Don Markwardt:	$1,935.50
Debbie Rallens:	$724.50
Total:	$11,744.50

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

Maria Kolling

Auditor ______ Date ______

Mayor ______ Date ______

JUNE BILLS

Vendor	Amount
A-1 SANITATION	$320.00
BEK CONSULTING	$12,572.85
BRAVERA INSURANCE	$2,039.00
CHS	$345.90
CLARK, ROBBY	$0.11
COLUMN SOFTWARE PBC	$369.36
DAKOTA COMMUNITY BANK	$10.00
DEBRA RIGHTER-RALLENS	$164.63
FIREWORKS BY BRAUN	$5,000.00
GRZADZIELESKI UTILITY SERVICES	$450.00
HONDLE, SHAWN	$0.49
IRS	$2,230.68
MACKOFF KELLOGG LAW FIRM	$1,565.26
MGM SANITATION	$4,569.47
MIDCO	$170.47
MONTANA DAKOTA UTILITIES	$1,468.41
ND LEAGUE OF CITIES	$520.00
NICHOLS, JOHN	$3.92
ONE CALL CONCEPTS	$6.00
PARK ACCOUNT	$106.49
SHEAR, EARL	$12.00
STARK COUNTY AUDITOR	$1,000.00
SW DISTRICT HEALTH	$30.00
SW WATER AUTHORITY	$5,196.58
VISA	$374.28
WILLIAMS, JULIE	$13.36
Total:	$38,539.26