

February 10th, 2025
City of Gladstone
Canvassing Board Meeting Minutes
5:45pm – 5:55pm

Darrell Sadowsky called the meeting to order.

Roll call: Darrell Sadowsky, Bill O'Connor, Niki Larson, Maria Kolling, and Christina Wenko were present.

Each member of the Canvassing Board signed an Oath of Office.

Motion to designate Darrell Sadowsky as Chairman was made by Bill, seconded by Niki, and carried unanimously.

Motion to designate Maria as recorder was made by Darrell, seconded by Niki, and carried unanimously.

One (1) set aside ballot was reviewed.

- Maria stated the voter did not have a North Dakota driver's license and did not intend to provide one before the canvassing meeting.

Motion to reject the ballot was made by Darrell, seconded by Niki, and carried unanimously.

Maria recapped the election results as counted and verified by the election workers:

Mayor Candidate Votes:

Jamie Evenson – 16

Darrell Sadowsky- 29

Write-In: Mayor Doug - 1

Councilmember Candidate Votes:

Danniell Parkin - 32

Write-In: Kalli Tedder - 12

Motion to accept the election results was made by Niki, seconded by Darrell, and carried unanimously.

The Certification of Results Abstract was signed by Maria.

Motion to adjourn was made by Darrell, seconded by Niki, and carried unanimously.

February 10th, 2025
City of Gladstone
City Council Meeting Minutes
Gladstone City Hall
6:00pm – 8:48pm

Darrell Sadowsky resigned as Councilmember via a signed written statement dated February 10, 2025.

Darrell Sadowsky took his Oath of Office as Mayor of Gladstone.

Dannielle Parkin took her Oath of Office as Councilmember of Gladstone.

Mayor Darrell Sadowsky called the meeting to order at 6:00pm.

Present: Darrell Sadowsky, Niki Larson, Dannielle Parkin, and Bill O'Connor.

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

The council reviewed the January Council Meeting Minutes.

Motion to approve the Minutes made by Bill, seconded by Niki, and carried unanimously.

The council reviewed the January Bills.

Motion to approve the Minutes made by Bill, seconded by Niki, and carried unanimously.

Public Meeting:

First reading of the revised chicken ordinance was cancelled as the revisions were found to be unnecessary.

North Dakota Rural Water's Rate Study.

- Jason with ND Rural Water discussed the results of his rate study. The council requested a rate study due to the water fund's expenditure exceeding the revenue, which is heavily due to the water loss issue. Jason provided the council with three suggestions for rate changes that would balance the fund and allow it to start recovering funds from the water loss issue. He recommended the City make a change and stated that rate increases are inevitable. Maria advised a change is necessary with the water fund being negative.
- Jason also discussed the water loss issue and the next step being to determine if the water meters are the source. Based on the data from the water audit him and Maria completed earlier in the year, it points to a significant amount of loss coming from the meters, but it is not guaranteed to be the only source.
- The rebuilt water meter replacement plan was discussed. Maria will send a city-wide letter stating the rebuilt meter cost and different payment options. She will also review the data throughout the process to check for a reduction in water loss, and stated that residents will see their water usage increase if the current water meters are not registering low usage.
- The council discussed each of the three rate change suggestions.

Motion to increase the water rate to \$7.63/1000 gallons and increase the sewer rate to \$6.00/month was made by Bill, seconded by Niki, and carried unanimously.

Sheriff Report:

Sheriff Corey Lee was in attendance and recapped the Sheriff Department's January incident report.

Maria bought up two incidents regarding Haley Winch's Pit Bull that were reported to the Sheriff Department by Niki Larson. Niki discussed the incidents, one of them resulting in damage to her chicken coop and run. Christina is going to check with the State's Attorney to see if they will take this case being Niki's personal property was damaged.

Christina mentioned a State ordinance regarding nuisance animals, specifically dogs, that states a private owner can file a petition with the district court that will basically brand the dog dangerous or a nuisance and if any subsequent petitions are received, then a court order can be obtained to have the animal removed from city limits or put down.

Maria asked if the Sheriff Department is able to cite our city ordinances or just the state ordinances being we're not set up with the district court. Christina confirmed they can only cite state ordinances right now because we don't have our own municipal court. Corey said they can assess a fine that can be processed by the Sheriff Department and paid directly to Maria at City Hall or Christina's office.

Attorney Report:

Condemnation agreement.

- Charlie Parker called City Hall and spoke with Maria. He wanted to know if the City would follow through with the condemnation process now that Randy isn't mayor. Maria stated that the council is still planning to proceed with it. He told Maria that he'd like until September to get everything done as his health isn't good and he's unable to work over the winter. Maria told Charlie she would relay that to the council. Charlie said he'd prefer to work together with the City.
- Christina will draft an agreement and Maria or his attorney can give it to Charlie to sign.
- Mel suggested giving Charlie until September to get the property in compliance, but to also state that we expect general maintenance to be done during that timeframe, as well.

Councilmember vacancy after Darrel resigned his councilmember position to take office as mayor.

- Christina reminded the council of the process to fill the vacant council seat. The City may call a special election to fill the vacancy or choose to appoint if no petition for a special election is received by Tuesday, February 25th. If a petition is received, the City will need to hold another special election.
- If no petition for a special election is received by 4pm on February 25th, the council can appoint a councilmember at the March 3rd meeting, or later if they need more time to review Interest Forms.
- Christina recommends the City provide an Interest Form to those who are interested in being appointed. The council can then review and consider all Interest Forms prior to appointing.

Engineering Report:

Waterworks Project.

- James said they are still working to put together an agreement and scope of work.

Maintenance Report:

River Street curb stops.

- Mel suggests the City try locating the curb stops as the first step.
- Christina agrees with Mel and suggests we evaluate the situation based on how many curb stops we can locate, then testing those curb stops to confirm exactly which property or properties they control. Once the City has a clear picture, we can look at the total cost of installing however many curb stops are needed and determine who bears the costs and how to coordinate the work.
- Mel stated an average water curb stop installation is about \$8-10K.
- Jim and Mel questioned if the sewer lines are set up correctly or if they may be shared, too.
- Mel also noted that the homes are sitting on concrete slabs so trenching under them will not be possible.
- Jim will investigate this spring, and we can move forward from there.

Darrell suggested we take time this spring or summer to check everyone's curb stop cap to make sure each one is accessible and able to be opened should an emergency require it.

Lagoon issues reported.

- Maria advised that several golf balls have been found at the lagoon and would like to remind residents not to hit golf balls or anything else into the lagoon area.
- Brian Neurohr reminded the City to monitor the lagoon level as he does not want it to overflow into his field again as it didn't several years back. He also reported an issue with plastic tampon applicators blowing off the surface of the lagoon on windy days and into his field. He would like to City to put up a barrier to stop them from blowing through the lagoon fence. The council agreed to look into material options that can be affixed to the fence and put it up this spring.

Old Business:

Repairs of MDU's three-phase line in old City Hall.

- No estimates have been received yet.

Accuracy testing of existing water meters.

- Maria has not heard back from Ferguson with the test results yet.

Delinquent account notification and shut-off policy, continued discussion from January's meeting.

- The council agreed to make changes to the Resolution.

Motion to revise the Resolution was made by Bill, seconded by Dannielle, and carried unanimously.

- The policy now states that delinquent accounts will receive a letter when the account is thirty days past due, and if full payment is not received within forty-five days of the account becoming delinquent, the water service shall be canceled.
- The council agreed that 'full payment' means the combined total of the current amount due and the overdue balance.
- Christina drafted Resolution 2025-02 which was signed by Darrell and Maria.

New Business:

Roll-off schedule.

- Maria mentioned the idea of changing the roll-off schedule to be delivered in May and removed in August, or to extend it beyond the three-month timeframe. She stated a few residents have mentioned wishing the roll-off was at the landfill longer.
- The council suggested creating a poll to get the citizens' input and then reviewing it at the March meeting.

Jim's three-month evaluation.

- Darrell and Niki had met with Jim prior to the meeting for his evaluation. The council reviewed the completed evaluation form and overall score.
- The council agreed Jim has been doing an excellent job with the tasks he's been given, as well as the unexpected issues he's had to work through. Also, the State performed an unscheduled inspection of the landfill in October that we passed with no areas of concern.

Motion to increase Jim's hourly maintenance wage to \$25 per hour was made by Bill, seconded by Niki, and carried unanimously.

Defining the new Public Works fund.

- Maria asked for clarification on what falls under the Public Works fund as she was not at the budget meeting when the decision to add it was made.
- After some discussion, it was decided that Maria will bring items in question to the council meetings to be discussed until everyone has a better understanding of what will fall under the Public Works fund.

Tech Service proposal from Josh Braddock.

- Maria explained that her computer is running very slow and the memory is 90% full. She consulted with In-Home Computer Services where we purchased the computer, and they recommended upgrading to one with more memory and quoted the cost to be \$500. She also consulted with Josh Braddock as he is experienced in IT. He volunteered to look at her computer to see how everything is set up. He found her laptop to be undersized for the number of programs it holds. In addition, when Tabitha is working, her computer accesses Maria's in order to use the utility billing program which contributes to the heavy workload on Maria's computer and causes Tabitha's computer to run slowly, as well.
- Josh recommends the City have one main computer with all the programs on it that Maria and other employees can access via a secure network to use the programs. This would also allow councilmembers to use their personal computers to access the City's online database. Bill stated this would benefit him and any future councilmember that oversees cemetery maintenance because the records will be kept in the cemetery management program, which is currently only assessable on Maria's computer. Josh advised he has access to a State Inventory and can get us an adequately sized computer for around \$200.
- Josh presented the council with a proposal for 60 hours a year of his services in exchange for the City paying his water bill. Christina recommended against the City entering into an agreement that accepts his services in lieu of his water bill payment and instead pays him directly. The council requested that he update his proposal and bring it to the March meeting to be reviewed again.

Motion to adjourn made by Bill at 8:40pm, seconded by Niki, and carried unanimously.

End of January Account Balances:

January Payroll:

General Account:	\$ 310,103.10	CD #0832:	\$ 52,060.34	Maria:	\$ 3,357.76	119.92 hours
- Prairie Dog Fund:	\$ 40,870.13	CD #9423:	\$ 105,414.79	Timothy:	\$ 90.00	4.50 hours
- Legacy Hwy Fund:	\$ 5,181.88			Jim:	\$ 560.00	28.00 hours
Park Account:	\$ 51,752.82			Tabitha:	\$ 759.00	34.50 hours
ARPA Account:	\$ 24,091.88			Poll Workers:	\$ 502.50	33.50 hours
				Total:	\$ 5,269.26	220.42 hours

January Bills:

Banyon Data	\$1,705.00	Payroll & Fund Accounting Yearly Support
CHS	\$31.18	11.14g gas in city pickup
Column	\$332.12	January legal notices: public notices and Minutes
Linde Gas & Equipment	\$49.29	Compressed oxygen refill, 88.7lb
Mackoff Kellogg	\$114.00	January legal services
MDU City Hall	\$511.40	December service (paid)
MDU City Hall	\$656.48	January service
MDU North Park	\$60.29	December service (paid)
MDU North Park	\$59.51	January service
MDU Old City Hall	\$106.52	December service (paid)
MDU Old City Hall	\$126.46	January service
MDU Skating Rink	\$9.26	December service (paid)
MDU Skating Rink	\$8.92	January service
MDU Street Lights	\$777.22	December service (paid)
MDU Street Lights	\$753.90	January service
MDU Water Tank	\$36.05	December service (paid)
MDU Water Tank	\$36.05	January service
MDU Well Pump	\$79.08	December service (paid)
MDU Well Pump	\$121.98	January service
MDU X-mas Lights	\$2.78	December service (paid)
MDU X-mas Lights	\$0.21	January service
MDU Yellow Shop	\$248.56	December service (paid)
MDU Yellow Shop	\$318.10	January service
MGM Sanitation	\$4,149.02	January service; 158 containers
Midco	\$167.14	January data and phone service
One Call	\$1.50	1 ticket @ \$1.50
Runnings	\$64.99	Battery for the street sander.
Stark County	\$1,000.00	January policing by Sheriff Dept.
SW District Health	\$50.00	December & January water analysis
SW Water	\$4,938.44	841,300g purchased; 466,535g sold. 45% loss
Visa	\$624.26	Adobe yearly subscription, election worker food/supplies, office shelving (WSI Grant), shop tools: torch, pick axe, diesel fuel conditioner.

--- Meeting Minutes Approvals ---

Auditor

Date

Mayor

Date