

January 6th, 2025
City of Gladstone
City Council Meeting Minutes
Gladstone City Hall
6:00pm – 7:21pm

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

Also present: City Auditor Maria Kolling.

The Council reviewed the December Council Meeting Minutes.

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

The Council reviewed the December Special Meeting Minutes.

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

The Council reviewed the December Bills.

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

Sheriff Report:

Deputy Kaylor had no significant incidents to report, but mentioned they hired a new School Resource Officer who is training.

Attorney Report:

Christina was not in attendance and had no updates to relay in advance of the meeting.

Engineering Report:

James was not in attendance and had no updates to relay in advance of the meeting.

Maintenance Report:

Water meter chamber replacements.

- The Council discussed having the citizens pay for their meter to be replaced with a rebuilt one. The rebuilt one will have new internal components and will have been verified for accuracy through testing prior to being installed. The cost will be \$55 per meter and can be paid in payments as low as \$5 per month.

Motion to approve a city-wide water meter upgrade in which citizens will be charged \$55 to have their existing water meter exchanged for a rebuilt one, was made by Bill, seconded by Niki, and carried unanimously.

Steed's water meter and curb stop concerns.

- Maria and Tabitha spoke with Kevin who is willing to have his plumbing redone to accommodate his water meter being installed horizontally as specified but would like to wait until spring. He also voiced his concerns about not having a designated curb stop, which he believes is the responsibility of the City to provide.
- The Council agreed it is the homeowner's responsibility to establish a curb stop, which should have been in place prior to them purchasing the property. Niki said she knows there are three curb stops for all the trailers brought in by Nelson International, and two of them are near her house. Jim will investigate further to find the third one.
- Mel said he believes it was set up to have one meter and curb stop when initially developed, but when it was subdivided and sold, new curb stops were not added as they should've been. He estimates the cost of adding one to be \$8K-\$10K per unit.
- Niki will reach out to Nelson International for more information.

Old Business:

MDU meter for well-water pump repair requirements.

- Maria stated she was not able to contact an electrician. She and Bill will both work to find an electrician to provide an estimated cost for the changes MDU suggested.

Accuracy testing of existing water meters.

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

New Business:

Annual Rate Adjustment Resolution (City Fee Schedule).

- The Council discussed adding a Rebuilt Water Meter cost of \$55.
- Mel requested we lower the building permit fee to \$125 per inspection for the three lowest valuation ranges.

Motion to add the Rebuilt Water Meter cost of \$55 to the City Fee Schedule, as well as updating the building permit inspection costs for the three lowest valuation ranges per Mel's request, and to approve Resolution 2025-1 adopting the revised Fee Schedule, was made by Bill, seconded by Niki, and carried unanimously.

Street Light Rate Review.

- Maria reminded the Council it was discussed during the Budget Meetings to increase the Street Light rate from \$5 per month to \$6 per month. The current rate of \$5 no longer covers the expense as the City has not raised the rate despite MDU's rates increasing.

Motion to increase the Street Light rate from \$5 to \$6 was made by Bill, seconded by Niki, and carried unanimously.

Garbage Rate Review.

- Maria completed an audit of the garbage fund and provided the Council with the data which showed an overall loss of 9.4%. She also stated she spoke with Mark from MGM who she works with to confirm our container counts match each month, and because they do, he believes the loss is coming from the tonnage and fuel charges rather than the container charges. It's possible our 10% increase is no longer enough to cover those costs.
- It was also discussed that the City is charged \$71 per month for having a 1.5-yard metal container in the Yellow Shop which is not being used. Jim will pull the dumpster out of the shop to have MGM pick it up.

Motion to increase the Garbage Service rates by 10% for each container size was made by Niki, seconded by Bill, and carried unanimously.

Late Fee update per North Dakota Century Code 13-01-14.

- Maria was informed during an auditor training that North Dakota Century Code limits late fees to being no more than 1.75% of the amount due. She said about 50% of the auditors in the training were aware of this and had already implemented the changes in their City.
- The Council discussed increasing the disconnect and reconnect fees to impose a more substantial penalty for delinquent accounts in the absence of a significant penalty.

Motion to add a Delinquent Account Disconnect Fee of \$120 and a Delinquent Account Reconnect Fee of \$120 to the City Fee Schedule was made by Niki, no second, motion died.

- Discussion continued and included the idea to change the Delinquent Account Disconnect Notification and Shut-off Policy to state the bill is due 15-days after being processed and on the 16th the water will be disconnected.
- The Council agreed to continue the discussion at the February meeting when Christina is present as a new Resolution will need to be drafted.
- The Council and citizens in attendance discussed different amounts for the delinquent account disconnect and reconnect fees.

Motion to revise the City Fee Schedule to include a Delinquent Account Disconnect Fee of \$75 and a Delinquent Account Reconnect Fee of \$70 was made by Bill, seconded by Niki, and carried unanimously.

Depository Account Motion.

- Maria advised Dakota Community Bank is our current Depository Account.

Motion to designate Dakota Community Bank as our Depository Account was made by Bill, seconded by Niki, and carried unanimously.

Gladstone KC Gaming License Application.

- The Council reviewed the application for a restricted event permit which was submitted by Pat Meyer on behalf of the Gladstone KC.

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

ND League of Cities Grant Finder renewal.

- Maria advised our subscription to the Grant Finder database is set to expire and the cost to renew for another year is \$80.

Motion to approve renewing our subscription to the Grant Finder database as made by Niki, seconded by Bill, and carried unanimously.

Shelving for the office area.

- Maria requested a shelving unit for the back office, so the yearly file boxes are not sitting on the floor. She said the WSI Ergonomic Grant will cover 75% of the cost and she was able to find one online for \$100, which means the cost to the City will be \$25 once reimbursed by WSI.

Motion to approve purchasing shelving for the office was made by Niki, seconded by Bill, and carried unanimously.

Midco contract renewal and addition of second phone.

- Maria advised that she reached out to Midco to inquire about having her desk phone changed to a cordless phone with two handholds so Tabitha can have one on her desk. Midco stated it would be an additional cost of \$2.50 each month and suggested they can make the change and renew our contract with them at the same time.
- Bill offered to donate his old cordless phone set as it has two handholds. The Council agreed to try Bill's phones first before updating the contract.

Motion to adjourn made by Bill at 7:40pm, seconded by Niki, and carried unanimously.

End of December Account Balances:

December Payroll:

General Account:	\$ 312,001.93	CD #0832:	\$ 52,060.34	Maria:	\$ 5,068.00	181.00 hours
- Prairie Dog Fund:	\$ 40,870.13	CD #9423:	\$ 105,414.79	Timothy:	\$ 145.00	7.50 hours
- Legacy Hwy Fund:	\$ 5,181.88			Jim:	\$ 1,938.00	97.50 hours
Park Account:	\$ 51,130.34			Tabitha:	\$ 643.50	29.25 hours
ARPA Account:	\$ 24,091.88			Total:	\$ 7,878.50	321 total hours

December Bills:

Bierschbach	\$194.00	Trailer lift rental for Xmas decorations.
Boss Office Supply	\$109.97	2024 Tax Forms: W-2s & 1099s with env's, and manilla file folders.
Butler	\$1,509.50	Snowplow cutting edges
Central Mechanical	\$1,126.47	Well pump piping repairs.
Column	\$316.92	Nov Minutes & Dec Special Meeting Notice.
CHS	\$175.81	December Fuel Gallons: 32: loader, 2: generator; 19: pick up.
Dakota SignWerks	\$1,747.50	Welcome Sign plus installation (already approved).
Dakota West Inspections	\$1,558.75	Statement for inspection fees and meeting attendance.

Display Sales	\$147.00	ND State flag and Gladstone city flag.
Ferguson Waterworks	\$299.27	Replacement hydrant rod coupling for well-water hydrant.
Fisher Sand & Gravel	\$545.93	Salted sand for roads.
Forum Communication	\$486.04	Utility Billing position posting in Dickinson Press & JobsHQ.
Mackoff Kellogg	\$141.00	December legal services.
MDU City Hall	\$416.08	November service (paid).
MDU North Park	\$62.53	November service (paid).
MDU Old City Hall	\$104.97	November service (paid).
MDU Skating Rink	\$9.19	November service (paid).
MDU Street Lights	\$771.81	November service (paid).
MDU Water Tank	\$38.33	November service (paid).
MDU Well Pump	\$79.08	November service (paid).
MDU X-mas Lights	\$0.74	November service (paid).
MDU Yellow Shop	\$196.69	November service (paid).
MGM Sanitation	\$4,200.41	December service. 155 containers.
Midco	\$165.04	December phone and internet.
Quality Quick Print	\$75.00	2025 council room calendar.
Stark County	\$1,000.00	Sheriff's agreement.
Stark County	\$2,000.00	Assessor Fees.
SW District Health	\$25.00	November's water sample analysis.
SW Water	\$8,659.43	1,475,200g total. ~672,350g used to fill lagoon and 802,850g used by citizens. We sold 313,814g which is a 61% loss.
Visa	\$71.80	Email bills, computer memory cleaning software, doorknob for old city hall which will be returned.
Visa	\$173.65	Christmas parade float candy. Total amount donated by Maria with a check deposited into the general account.
Visa	\$700.00	Christmas parade gift cards for the three winners. Full amount donated by the Firefighters via a check paid directly to Visa.
Visa	\$492.00	Christmas float supplies, treat bag favors for 2024 & 2025, hot cocoa, popcorn, marshmallows. Total amount covered by remaining donations in Park Acct. from last year.
Visa	\$58.04	Christmas parade glow-in-the dark and light up party favors for the kids Amount not covered by donations, out of the budget.

--- Meeting Minutes Approvals ---

Auditor

Date

Mayor

Date