

October 7th, 2024
City of Gladstone
City Council Meeting Minutes
Gladstone City Hall
6:00pm – 8:36pm

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

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

Mayor Randy Wyatt called the meeting to order at 6:00pm.

The Council reviewed the Budget Hearing Minutes.

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

The Council reviewed the September Council Meeting Minutes.

Motion to approve the Minutes, contingent upon the capitalization of a name, was made by Paul, seconded by Bill, and carried unanimously.

- Wendy Perkins was in attendance and stated the Maintenance Report is incorrect in summarizing the steps leading up to her suspension. Christina suggested Wendy have a conversation with the Council after the meeting to correct what is said in the Minutes as the Minutes were typed based on the notes taken at the last meeting.

The Council reviewed the September 16th Special Meeting Minutes.

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

The Council reviewed the September 23rd Special Meeting Minutes.

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

The Council reviewed the September Bills.

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

Public Meeting:

The Final Passage of the Midco Franchise Ordinance was approved. Motion to pass the ordinance was made by Bill, seconded by Darrell, and carried unanimously.

Sheriff Report:

Deputy Ray Kaylor had no reports. Randy confirmed that animal nuisances should now be directed to the Sheriff Department. The Council agreed the City should continue requesting our Nuisance Complaint Forms be filled out for our records.

Attorney Report:

Condemnation Agreement.

- Christina asked Mr. Parker's attorney to draft an agreement and is waiting to hear back.

Quit Claim Deeds.

- Maria and Randy signed two Quit Claim Deeds; one for Lots 8 & 9 of Block 13 which were sold to Shane Loudan, and the other for the north 25 Feet and the south 95 feet of Lot 25 which were sold to MJZENT Properties LLC. Christina advised both purchasing parties will need to record their deeds with the Stark County Recorder.

Paul asked if a letter was drafted or sent to the Steed's concerning their water meter issue. Maria will work with Christina to draft one. Niki talked to Kevin who stated Tony spoke with him about the meter issue, but it was not replaced due to him discovering that their curb stop is shared.

Engineering Report:

Park resurfacing project.

- Randy requested James put together an approximation of the park's square footage.

Water line size issue.

- Randy requested a rough estimate for replacing the water lines in the problem areas. James will try to get it by the next meeting.
- Mel suggested looking through our old invoices from BEK to utilize the information in their notes to create a picture of what size water lines are in place. Maria stated we can add the information into our ARC GIS map.

Maintenance Report:

Hiring Jim Leintz.

- Randy introduced him to the Council and attendees. Randy stated he is willing to get 1A certification and turn water on/off.

Curb stop repair list.

- The top five needing repair is unknown until we can locate Tony's list.

Maintenance SOP.

- Paul finished the Gladstone specific Standard Operating Procedures Book (SOP). Maria mentioned the NDDEQ drinking water Standard Operating Guidelines Book (SOG) which she printed and will place in the shop along with the Gladstone SOP for the City to reference.

Water Operator certification exam.

- Maria reminded the Council that a deadline of 180 days was given to us in July to get a certified water operator. She spoke with ND Rural Water who helped her apply for a November exam, which was approved by the State. ND Rural Water also provides training the day before the exam in Bismarck.

Motion to approve Maria and Jim to take the 1A Certified Water Operator exam for \$50 each was made by Paul, seconded by Bill, and carried unanimously.

Old Business:

Old City Hall roof repairs.

- Maria spoke with Kolling & Kolling to follow up on a proposal; they said it will be sent over soon.
- Mel confirmed he will still donate some material to cover the leak for the winter.

New water meters.

- Maria explained the process for swapping meters and that Ferguson provided us with five free meters to use. She confirmed we are waiting to find someone qualified to swap the meters; once we do, she can coordinate with them and the homeowners to get them swapped out.

Direct Deposit for payroll.

- Maria spoke with Dakota Community Bank who advised her they offer a direct deposit option for \$10/month which we'd qualify for. They also have an option to manually enter the information which would allow us to bypass purchasing specific software from Banyon to transfer the information.
- The Council agreed it wasn't necessary for two paychecks a month, so they declined approving it.

Rate Review.

- Maria reached out to ND Rural Water to request their services in providing a rate study for the City of Gladstone. They have a couple of forms she'll need to complete with our current information. Once they have completed the study, the ND Rural Water representative will attend a Council Meeting to discuss his findings.

New Business:

Conex boxes in town.

- A new Conex box was placed in town without prior approval. The Council requested the owner follow the appropriate steps to get it approved, with the first step being to get signatures from neighbors indicating their approval for it to be placed on their property, then to bring the signatures and pictures of the box to the next meeting.
- The Council requested Maria send a letter to Josh Braddock to advise him that the six-month allotted timeframe for having a Conex box at his property is about to expire and it will need to be removed.

Utility Billing part-time position.

- Randy expressed wanting Maria to do utility billing, meter replacements, and all auditor duties. He stated the South Heart auditor does it all.
- Maria stated it wasn't included in the auditor roles and responsibilities that were confirmed at the last special meeting, nor does it support hiring a part-time utility billing position which was decided and approved at the special meeting. Maria said it can be discussed further, but she's not comfortable with the idea of doing meter replacements as she's not experienced in doing them, nor does she feel comfortable going into homes by herself.
- Maria said she's willing to reach out to the South Heart auditor to get an idea of what tasks she does.

Selling lots to the Pub.

- The Pub expressed interest in buying the east 17ft of Lot 7 and all of Lot 8 of Block 14 from the City.
- Maria provided the Council with a document showing what the City paid for the lots, which was \$50,000. When broken down into cost per square footage, the City paid about \$2.98 per square foot. The east 17ft of Lot 7 and all Lot 8 are a total of 2,006 square feet which equals \$14,768 of the \$50,000.
- Tasha was not in attendance; the Council requested Maria ask her to attend the November meeting to discuss further.
- Maria will confirm if the cost to demolish the building was included in the \$50,000 or if it was an additional cost.

Stark County Small Cities Funding.

- The Council reviewed the funding specifics. Maria recommends the City look into utilizing the funds for a waterworks project which could include replacing the problem water lines, repairing the broken curb stops, and/or replacing the meters.

Motion to approve moving forward with the application process was made by Darrell, seconded by Niki, and carried unanimously.

2022-2023 Auditor Report.

- Maria provided the Council with a copy of the 2022-2023 auditor report.

Maria provided the Council with quarterly financial reports for fund accounting and the budget. She also provided them with a copy of a garbage fund audit she put together to determine why the fund is negative. She spoke with MGM about it, as well, and they suggested it's likely due to us not factoring in the cost of fuel and tonnage charges.

Additional Items Brought by the Council:

The KC Club has a dumpster with a broken lid; Maria will create a work order for maintenance to replace their dumpster with the dumpster by the baseball diamonds.

Bill mentioned seeing some dead trees in the boulevard which could cause potential issues. He suggests we have them removed. Bill requested the rest of the Council look at the trees, as well, to see if they agree they should be removed. If so, we can request a quote from Affordable Tree Service to remove them.

Motion to adjourn was made by Paul at 8:36pm, seconded by Darrell, and carried unanimously.

End of September Account Balances:

September Payroll:

General Account:	\$ 329,568.84	CD #0832:	\$ 52,060.34	Tabitha:	\$ 735.00	35.25 total hours
- Prairie Dog Fund:	\$ 40,870.13	CD #9423:	\$ 105,414.79	Maria:	\$ 2,919.00	104.25 total hours
- Legacy Hwy Fund:	\$ 5,181.88			Timothy:	\$ 195.00	12.2 total hours
Park Account:	\$ 47,725.73			Total:	\$3,849.20	151.7 total hours
ARPA Account:	\$ 24,091.88					

September Bills:

A-1 Sanitation	\$270.00	9/5 Rental and cleanout
A-1 Sanitation	\$270.00	9/26 Rental and cleanout
Boss Office	\$144.91	10 reams of paper, stapler, staples, pens
Butler	\$3,118.37	loader maintenance, hydraulic leak
CHS	\$173.58	August fuel
CHS	\$59.00	September fuel
Column	\$694.64	Minutes, meeting & reading notices
Ferguson	\$135.00	Meter repair parts
Forum	\$740.73	Two two-week job postings
Int. League of Cities	\$475.00	Annual membership
Mackoff	\$2,286.50	Service thru Sept 23
MDU City Hall	\$138.61	September service
MDU North Park	\$56.95	September service
MDU Old City Hall	\$68.02	September service
MDU Skating Rink	\$8.98	September service
MDU Street Lights	\$756.19	September service
MDU Water Tank	\$114.76	September service
MDU Well Pump	\$177.70	September service
MDU X-mas Lights	\$0.00	September service
MDU Yellow Shop	\$63.72	September service
MGM	\$4,220.41	Sept service
Midco	\$1,774.94	Sept Service
One Call	\$4.50	3 tickets
Runnings	\$28.28	Motor oil and tire pressure gauge
Stark County	\$1,000.00	Policing
Stark County	\$446.73	Primary election cost
Stark County	\$1,000.00	October policing
SW District Health	\$25.00	Sept water sample
SW Water	\$4,617.93	786,700g purchased; 540,309 sold. 31% loss
Three Angels Diesel Repair	\$672.00	Street Sweeper repairs
Visa	\$500.78	Paper towels, batteries, mouse traps, 1yr Microsoft sub, Adobe sub, email bills.

October 14th, 2024
City of Gladstone
Special Meeting Minutes
Gladstone City Hall
6:00pm – 6:40pm

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

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

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

Resignations of the Mayor and Vice President were discussed, as well as vacancy and appointment procedures.

Christina started the discussion by reading the codes; City code is identical to the Century Code.

Christina summarized the procedure and requirements for the Mayor vacancy.

- The Council may elect from within the ranks to fill the seat through the remainder of Randy's term.
- If a petition is received within 15 days of Randy's resignation, a Special Election will need to be called.
- If a petition is not received within 15 days of the Mayor's resignation, the Council can choose to appoint.
- If the Council would like a Special Election regardless, one of the remaining councilmembers will need to be appointed president until someone is elected.
- October 23rd is the deadline to receive a petition for the Mayor vacancy.

Christina summarized the procedure and requirements for the Councilmember vacancy.

- The Council has the ability to appoint someone to fill the spot through the remainder of Paul's term.
- If a petition is received within 15 days of Paul's resignation, a Special Election will need to be called.
- If a petition is not received, the Council can choose to appoint someone. They can request interest from citizens and potentially hold a round-table discussion with interested candidates to help decide who to appoint. Interested citizens can submit an initial letter or email stating their name and why they are interested in being on the City Council.
- October 24th is the deadline to receive a petition for the Councilmember vacancy.

Motion to appoint Darrell as President of the City Council was made by Niki, seconded by Bill, and carried unanimously.

Christina suggested anyone interested in applying for the Councilmember position should no petition be received is welcome to visit with the existing Councilmember one on one to answer questions about the position.

At the November 4th Council meeting, the City will know if we received any petitions and can make decisions on how to move forward.

Motion to adjourn was made by Bill at 6:40pm, seconded by Niki, and carried unanimously.

October 18th, 2024
City of Gladstone
Special Meeting Minutes
Gladstone City Hall
2:00pm – 2:22pm

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

Also present: City Auditor Maria Kolling.

President Darrell Sadowsky called the meeting to order at 2:00pm.

Motion to approve adding Darrell Sadowsky to the bank account as an authorized signer was made by Bill, seconded by Niki, and carried unanimously.

Darrell stated Tony offered to assist with lagoon maintenance in preparation for winter. Discussion followed.

Motion to approve a \$20/hour wage for Timothy while doing maintenance work, and backdate it to Monday, October 14th so it applies to the maintenance work he's done this week, was made by Bill, seconded by Niki, and carried unanimously.

Darrell asked if he's able to vote; Maria will confirm with Christina, but for this meeting, he will refrain from voting unless there is a tie.

Motion to amend the resignation notice of Paul and Randy to include the resignations were accepted was made by Bill, seconded by Niki, and carried unanimously.

The Council approved Bill to purchase floor dry, a push broom, a battery charger, and a washer fluid reservoir for the City truck.

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