

City of Forman, North Dakota
Regular City Council Meeting
December 13, 2022

The regular City Council meeting was called to order at 6:00 PM by Mayor Kevin Bopp. Present were council members Luke Anderson, John Stenvold and Neil Weaving. Al Colemer was absent. Also attending were Trish Pearson (via phone conference), Sara Dux and Donavon Hajek.

All stood for the pledge of allegiance.

A motion was made by John Stenvold, seconded by Neil Weaving to approve the agenda for regular council meeting. Motion carried.

Donavon reported on city activities. There are several candidates for the city maintenance position. Two are being considered first and Donavon has asked that Kevin and Luke interview them. There is a light out on the west end of old #11. It has bad wiring and Ottertail will be able to dig it up and repair it until spring. Donavon is ordering a solar light to mount on the pole as a temporary solution. There are no updates on the mail lift station work or installation of the siren. The new PLC controller is ready. Automatic Systems hopes to be out before the end of the month to install it. Our maintenance contract with Thein Well is going up from \$275 to \$315 annually. Shane and Derek installed the overhead door springs at the shop. It took them 4 hours. Shane asked that his pay for the job go to Derek. Kevin said to pay Derek \$575 and give Shane one extra hour. The sanding truck is rusted out at the frame and cross members. We need to look at other options.

There was no report from the Sheriff. This is the 3rd month without a the written report.

A motion was made by John Stenvold, seconded by Neil Weaving to approve the minutes from the November 8, 2022 regular city council meeting. Motion carried.

A motion was made by Luke Anderson, seconded by Neil Weaving to approve the city auditor's report including the November financial statements, delinquency report and payment of the bills. Motion carried.

A motion was made by John Stenvold, seconded by Luke Anderson to approve budget amendment resolution 12-31-2022 and the year end transfers. Motion carried.

We did not apply for the BRIC grant as generators are not typically funded through that program. There will be other funding available this spring that does cover generators.

There is a cybersecurity grant coming up. The notice of intent to apply is due December 20. Trish has discussed options with Neil who offered some suggestions. She is working with Jamie at Computer Express to get additional ideas and pricing on items that will benefit the city and qualify under the grant.

City attorney, Lyle Bopp was not present. Trish Pearson noted that we still have not received the settlement statement or proceeds from the sale of the townhomes. The settlement statement is needed before she can complete the November financial statements for the Forman Housing Authority. The proceeds need to be distributed before year-end.

City Coordinator Sara Dux reviewed her report. She was asked by Sargent County Fair Board if we could add a page on our website for the Fair. The city council was fine with that. The ND Main Street Initiative will be in Lisbon next week. They are scheduling for next year and Sara plans to ask them to come to Forman. There was an RFP put out by the ND Department of Commerce seeking a site for a Nutritional Supplement company. We don't have everything they are looking for, but Sara wants to put in a bid and see what happens. Sara applied for and received a \$500 Vibrancy grant that is being used to host the Holiday on Ice with the Park Board and Community Club. We do have a \$500 match, but part of that can be in-kind.

There is a \$20,000 accessibility grant opportunity for libraries. She thought we could include an automatic opener for the front door, ramp to the back building and an accessible restroom. The state library requires our library to give an annual report to the city council. Sara reported that she applied for and received the Pelco grant where the library will receive \$1,200 in books for \$400. She obtained a \$2,500 grant to help with the upgrades to the back room for the food pantry. She has applied for a grant for Seniors training Seniors where we hold an event for senior high students to assist senior citizens with technology needs. Sara received a \$250 Thrivent grant to hold a Lego event at City Hall. The state library has a program that you can enter figures in and it calculates the value added to the community. So far this year, the Forman Library has a value of services to the community of over \$11,000.

The city council discussed year end bonuses for employees. A motion was made by Neil Weaving, seconded by John Stenvold to give \$100 in Forman Bucks to Jamie, Al, Shane and Anthony and \$250 in Forman Bucks to Sara, Trish and Donavon. Motion carried.

The council reviewed year end salaries. They noted that Shane had just received a bump in pay, Trish received a mid-year increase and Donavon was brought on at a higher pay rate. Trish asked for \$18/hour for Sara based on her excellent performance review. A motion was made by Luke Anderson, seconded by Neil Weaving to increase Jamie and Al by \$1/hour, leave Shane the same; increase Sara to \$18/hour and give Trish and Donavon a 3% increase. Motion carried.

Our next regular council meeting is scheduled for Tuesday, January 10, 2023 at 6:00 PM

The meeting adjourned at 7:15 PM.

Kevin Bopp, Mayor

Trish Pearson, City Auditor