City of Forman Minutes

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City of Forman, North Dakota

Regular City Council Meeting

**January 8, 2018**

The Forman City Council meeting was called to order at 5:35 PM by Mayor Mark Bopp. Present were council members Al Colemer, Luke Anderson and Neil Weaving. John Stenvold was absent. Also attending were Trish Pearson, Jayne Pfau and Paige Cary.

Kevin Bopp, representing the Forman Golf Association and Mike Keiper, representing the Forman Park Board we on hand to request continued funding from the city sales tax. They informed the council of the projects the funding has helped finance. Luke Anderson stated he likes to review the request annually. Anderson then made a motion, seconded by Al Colemer, to keep the same funding in place with the Golf Course receiving ¼ of ½ percent and the Park Board receiving ¾ of ½ percent of the 1½ percent sales tax the city collects for another year. Motion carried unanimously.

A motion was made by Al Colemer, seconded by Neil Weaving, to approve the minutes from the December 11, 2017 council meeting. Motion carried unanimously.

The council reviewed and discussed the Auditor’s report including four budget amendments, one increasing revenue and three increasing expenditures from existing fund balance, and the year-end transfers between funds. A motion was made by Neil Weaving, seconded by Al Colemer to approve the Auditor’s report including the December financial statements, budget amendments, transfers, delinquency report and payment of the bills. Motion carried unanimously.

AMERIPRIDE-$9.49; BCBS ND-$746.54; BOPP LAW OFFICE-$750.00; CITY OF FARGO-$14.00; CITY OF FORMAN PARK BOARD-$1,841.62; DAKOTA PLAINS COOPERATIVE-$1,463.35; DICKEY RURAL NETWORKS-$364.15; FORMAN GOLF ASSOCIATION-$613.87; FORMAN MARKET-$69.29; HAWKINS, INC.-$1,334.20; KJELDEN'S HARDWARE HANK-$178.89; MFOA-$30.00; MID-AMERICA RESEARCH CHEMICAL-$1,108.83; MOORE ENGINEERING, INC-$3,133.08; NATIONWIDE RETIREMENT-$381.31; ND PERS-$130.59; NELSON HOME CENTER, LLC-$13.99; ONE CALL CONCEPTS-$3.00; OTTERTAIL POWER-$3,599.56; PAYROLL-$8,907.70; SARGENT COUNTY AUDITOR-$1,581.25; SARGENT COUNTY BANK-$29.86; SARGENT COUNTY TREAS-$3,598.07; SAW CLEANING-$275.00; SHAY WALDEN CONSTRUCTION-$1,241.92; THE SARGENT COUNTY TELLER-$127.36; US TREASURY-$2,359.70; USDA RURAL DEVELOPMENT-$22,176.32; USPS-$82.25; WASTE MANAGEMENT-$1,455.32; WASTE MANAGEMENT-$929.69

The council reviewed the City Superintendent’s report. Mayor Mark Bopp updated the council on several activities at the water plant. The remaining report stood without comment.

There was no report from the Sheriff’s department this month.

Attorney, Jayne Pfau reported that Bob Dick came to her office the day before the deadline to remove his personal property from the house at 246 Maple Ave E. He said he would have everything out by the following week. It does not appear that there has been any activity at the house, but Mark Bopp will check on it. If it is not cleared out, we will proceed to remove and dispose of the items and prepare the house for demolition.

City Engineer, Jerod Klabunde joined the meeting via telephone conference. The lighting and pathway project through NDDOT will be bid on Friday, February 9, 2018. DOT will review the bids and forward their recommendation to the city. The city will need to vote to approve the bid within a few days of receiving word from the state. A special meeting may be needed for this purpose. Once the bid is approved, the city is required to go through the RFQ process to select a construction engineer. We went through this same process for the design phase of the project.

During the membrane cleaning at the water plant, a few minor problems were detected. Repairs should be completed this week. We are waiting for the final report from Wigen to see what their recommendations are for additional work, if any, before closing the contract with CC Steel. We may want to keep the contract open and run the curb stop work through them in the spring. Otherwise, we will have to get three quotes for the work. More will be discussed at the next council meeting.

Moore Engineering has been assisting with monitoring activity at the water plant during the construction phase. Once the project is closed, they can continue their assistance for a fee if the city desires. Jerod will put a proposal together of the type of work they can provide and the associated costs.

Paige Cary reported on Economic Development activities in the city. She is promoting the new Renaissance Zone on Facebook and our website. Her goal is to have two applications this year. Paige will be submitting the Orchard Grant soon. There is no monetary match required, but she said a monetary contribution is favorable, showing the city’s commitment to the project. The Shade Tree committee has funds available and will contribute $200 to the project should we get the grant. Cary said she is trying to get the Commercial Club back up and running. The use of Forman Bucks would be a great asset to the community. She requested $100 for a Visa gift card prize for the logo contest. A motion was made by Al Colemer, seconded by Luke Anderson to approve the $100 Visa gift card purchase. Motion carried unanimously.

Paige has been posting business profiles on our Facebook page to encourage local support. Most profiles are getting around 700 hits with various comments. She posted the new Wellness Center and it has over 7,000 hits with numerous positive comments. This center is a big boost for our community.

A motion was made by Al Colemer, seconded by Neil Weaving to approve V.A. Nelson, CPA to prepare our 2017 annual audit. Motion carried unanimously.

The City purchased three lots back from the Roger Hom estate last February. The deed was misplaced and not recorded until December so there were taxes assessed to the lots. The city made application for the abatement of the taxes. Since the city is the applicant, they waived the right to a hearing. A motion was made by Luke Anderson, seconded by Neil Weaving to approve the applications. Motion carried unanimously.

The health insurance for the city increased 23% for 2018. We only have one employee taking health insurance and the city has had a cap on their contribution of $525 per month. With the cap in place, the employee would realize the full amount of the increase thusly increasing their contribution 171 percent. We did budget for additional contributions to health insurance, but did not specify an amount. In 2017, the employee paid 13½ percent of the total monthly premium and the city picked up the remaining $525. A motion was made by Luke Anderson, seconded by Al Colemer to set the employee contribution to health insurance at 13½ percent of the 2018 rate with the city picking up the balance. Motion carried unanimously.

2018 is an election year. Candidates may start collecting signatures on their petitions for office. Council members will need 14 signatures. The Mayor’s position will need 8 signatures. Expiring terms are Luke Anderson and John Stenvold, Council, and Mark Bopp, Mayor. Luke Anderson indicated his plan to run again. Mark Bopp does not plan to run for office. John Stenvold was absent and we are unaware of his intentions at this time. We are actively seeking candidates for office.

A motion was made by Luke Anderson, seconded by Neil Weaving to designate Sargent County Bank of Forman, ND as the official depository for city funds per Century Code 21-04-13. Motion carried unanimously.

Monday, January 15, 2018 is a state holiday. The city office and shop will be closed. The auditor is taking a day off Monday, January 22, 2018, so city hall will be closed that day.

The next regular City Council meeting will be Monday, February 12, 2018 at 5:30 PM. Please note the time.

The meeting adjourned at 7:25 PM.

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Mark Bopp, Mayor

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Trish Pearson, City Auditor

City of Forman, North Dakota

Regular City Council Meeting

**February 19, 2018**

The Forman City Council meeting was called to order at 5:30 PM by Mayor Mark Bopp. Present were council members Al Colemer, John Stenvold and Neil Weaving. Luke Anderson was present via telephone conference. Also attending were Trish Pearson, Jayne Pfau and Paige Cary.

City Engineer, Jerod Klabunde attended to report on city projects. With him were Moore Engineering’s Office Manager, Lee Beauvais and Professional Engineer, Cavin Berube. Jerod announced that he will be relocating to the Bismarck area. He will still be available but is turning our city projects over, most likely to Berube. ND DOT had their bid opening for our lighting and pathway project. There were six bids and all came in under projections. Knife River Materials from Bemidji, MN was the low bidder. ND DOT is conducting a compliance review prior to awarding the project. A motion was made by John Stenvold, seconded by Al Colemer to concur with the state in awarding the bid to Knife River Materials upon acknowledgment of compliance with the Disadvantaged Business Enterprise Program. All were in favor. Motion carried. There is a utility pedestal at the campground that will need to be removed prior to the start of the project. Mayor Mark Bopp reported that the electrician has already been contacted. The city will now need to go through the RFQ process for construction engineering. Trish Pearson will work with Ardin Striefel from the DOT to complete this process.

The water plant project is now wrapped up. Wigen spent two days at the plant to oversee the first RO cleaning. All went well with no follow-up requirements. There is still about $80,000 in grant money remaining on the project. The council has been considering replacement of the filter media and believes that would be advisable. They directed Jerod to get a quote from CC Steel to do the work. He will bring that back to the next meeting. There will still be funds to complete the curb stop replacements that have been authorized through the grant.

 A motion was made by Al Colemer, seconded by Neil Weaving to approve the minutes from the January 8, 2018 council meeting. Motion passed unanimously.

A motion was made by John Stenvold, seconded by Al Colemer to approve the city auditor’s report including the January financial statements, delinquency report and payment of the bills. Motion passed unanimously.

A W DIESEL SERVICE INC-$23.35; AMERIPRIDE-$9.49; B & K ELECTRIC-$203.75; BANK OF NORTH DAKOTA-$5,415.00; BANYON DATA SYSTEMS INC-$324.00; BCBS ND-$746.54; BOPP LAW OFFICE-$750.00; CITY OF FARGO-$14.00; CITY OF FORMAN PARK BOARD-$963.28; CITY OF FORMAN PUBLIC LIBRARY-$1,928.79; COMPUTER EXPRESS-$65.00; DAKOTA PLAINS COOPERATIVE-$863.19; DICK JOHNSON-$225.00; DICKEY RURAL NETWORKS-$362.80; FORMAN GOLF ASSOCIATION-$321.10; FORMAN MARKET-$23.86; HAWKINS, INC.-$1,261.48; HENRICKS HEATING AC-$157.00; KJELDEN'S HARDWARE HANK-$21.47; LAKE AGASSIZ WATER AUTHORITY-$250.00; MOORE ENGINEERING, INC-$1,512.50; MUNICIPAL GOVERNMENT ACADEMY-$25.00; NATIONWIDE RETIREMENT-$365.74; ND PERS-$130.59; ND WORKFORCE SAFETY & INS-$1,399.26; NELSON HOME CENTER, LLC-$246.25; OTTERTAIL POWER-$4,840.75; QUILL.COM-$125.40; SAKRY PLUMBING AND HEATI, INC.-$539.81; SARGENT COUNTY BANK-$29.74; SARGENT COUNTY TREAS-$4,669.78; SEMCA-$1,000.00; SOUTHSIDE AUTOMOTIVE LLC-$4.99; STEPHANIE A WOLF-$291.50; SYNCB/AMAZON-$501.60; THE SARGENT COUNTY TELLER-$56.89; US TREASURY-$1,880.52; USPS-$82.60; WASTE MANAGEMENT-$2,720.16; PAYROLL-$6,777.58;

The council reviewed the city superintendent’s report without comment.

There was no report from the Sheriff.

Mike Keiper from the Park Board was on hand to discuss the contract for the new kiddie pool. Attorney Jayne Pfau had reviewed the contract. She noted that the contract states that it is between My Aquatic Services and the City of Forman. Each reference to the City will need to be changed to read that the contract is with the Forman Park Board. The council had a few other questions and recommended that the Park Board have the representative of My Aquatic Service attend the next Park Board meeting. Someone from the council and Pfau will also attend to get clarifications and specifics on the contract. Anderson brought up that the City has adequate funds in its Forman Development Fund to finance the project for the Park Board. This would be a no interest loan, making it easier for the Park Board to pay for the kiddie pool. They have already raised over $20,000 of the nearly $80,000 needed for the project. A motion was made by John Stenvold, seconded by Neil Weaving to finance the project for the Park Board through the Forman Improvement Fund. Motion passed unanimously. A repayment schedule will be established once we have the final figures and payments will go back into the improvement fund. Construction is set to begin in August.

In other business, Pfau reported that the personal property remains in the house at 246 Maple Ave E. The city may now dispose of it as they deem necessary. It was suggested that we wait until spring, move the contents out onto trailers and hold an auction. It was also noted that the power has not been disconnected to the property. Pearson will contact Ottertail Power again.

Paige Cary reported on Economic Development activities. She would like to form an advisory committee to discuss ideas for the city. The committee wouldn’t need to hold meetings. Cary envisions a group of people not already on other boards that she can contact to by different ideas. They in turn could contact her with ideas. The council thought that was a good idea. She would also like to form a beautification committee. This group would be people who have creative ideas to beautify our city. Cary is still looking into painting a mural and has been in contact with a high school student who expressed interest. There is an organization called the ND Economic Development Association that Paige would to join. They have many resources to help cities with their development. Dues are $150 per year. The council said to complete the application. One other area where Paige has had many inquiries is housing. She has started a “For Sale Friday” post on Facebook, which highlights properties for sale. There are not many available. She asked the council if she should contact homeowners of properties that are currently vacant to see if they have any interest in selling or renting. These owners are out of the area and may not realize that we have a good market for selling right now. The council concurred.

There was no new business.

The next regular City Council meeting will be Monday, March 12, 2018 at 5:30 PM.

The meeting adjourned at 7:00 PM.

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Mark Bopp, Mayor

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Trish Pearson, City Auditor

City of Forman, North Dakota

Regular City Council Meeting

**March 12, 2018**

The Forman City Council meeting was called to order at 5:30 PM by Mayor Mark Bopp. Present were council members Luke Anderson, Al Colemer, and Neil Weaving. John Stenvold was absent. Also attending were Trish Pearson, Jayne Pfau and Paige Cary.

Our city engineer was not present but the council reviewed their report. We have not received a quote from CC Steel on the filter media for the water plant. We need to choose a selection committee for the construction engineer process on the trail project. Mayor Mark Bopp indicated he could serve on the selection committee, as did auditor Trish Pearson. Luke Anderson suggested we ask John Stenvold to serve as streets are in his portfolio. The interviews will likely be held the last week in March.

A motion was made by Al Colemer, seconded by Luke Anderson to approve the minutes from the February 19, 2018 council meeting. Motion passed unanimously.

The council reviewed the outstanding taxes report issued by the county. Special assessments on the streets project are very high. If these assessments do not come in, we will not have sufficient funds to make our bond payments from that fund. We will need to watch this closely. An excess debt levy may be necessary when we prepare our 2019 budget.

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

AMERIPRIDE-$9.49; BANYON DATA SYSTEMS INC-$2,385.00; BCBS ND-$746.54; BOPP LAW OFFICE-$750.00; CITY OF FARGO-$14.00; CITY OF FORMAN PARK BOARD-$2,261.82; DAKOTA PLAINS COOPERATIVE-$1,411.84; DEPARTMENT OF THE TREASURY-$363.50; DICKEY RURAL NETWORKS-$369.09; EDND-$150.00; FORMAN GOLF ASSOCIATION-$753.94; FORMAN MARKET-$22.90; HAWKINS, INC.-$262.60; KJELDEN'S HARDWARE HANK-$215.95; MUNICIPAL GOVERNMENT ACADEMY-$25.00; MY TURN PLAYSYSTEMS-$1,125.20; NATIONWIDE RETIREMENT-$404.08; ND PERS-$130.59; NELSON HOME CENTER, LLC-$70.82; NORTH DAKOTA JOB SERVICE-$78.38; NORTH DAKOTA TAX COMMISSIONER-$181.89; OTTERTAIL POWER-$4,678.31; POWERPLAN-$206.83; RAY-MAC INC-$31.00; RITEWAY BUSINESS FORMS-$426.54; SARGENT COUNTY BANK-$29.80; THE SARGENT COUNTY TELLER-$326.57; US TREASURY-$1,944.53; USPS-$81.90; WASTE MANAGEMENT-$1,944.71; PAYROLL-$6,852.76

The council reviewed the city superintendent’s report noting that the guys moved a lot of snow in the last month. They also received a certificate of achievement from the North Dakota Department of Health for satisfying the requirements of the Safe Drinking Water Act.

The Sheriff was unable to attend but had called in earlier. He reported that things have been quiet in the city though they have issued parking tickets from the two snowstorms we had.

Attorney, Jayne Pfau asked that we schedule a public hearing at out May meeting for the rezoning changes proposed for the city. She also asked that we schedule a public hearing at our April meeting for the conditional use permit received from Hanson Farms to use the old Masonic Lodge building for residential. She will take care of sending out the notices and letters required and asked if we could put the hearings on the back of the utility bills.

Paige Cary reported on economic activities. She is working with the school on the possibility of bringing a community smart lab to town. She is revitalizing the commercial club and has the first meeting scheduled. She has started building an advisory council and has three volunteers so far. She is keeping up with addressing housing needs in town.

The park board is meeting with the contractor of the kiddie pool on Wednesday, March 14. Mark Bopp and Luke Anderson will attend that meeting. They will review the contract and discuss financing. The park board has adequate funds to make the required down payment. Pearson stated that they should also have enough funds to cover the expenses outside of the contract such as demolition and electrical. If not, we can always roll those costs into the note. We will have some costs involved in financing the project for the park board including lost opportunity costs. We do not want to burden the park board though. The council determined that a nominal interest rate would be adequate to cover city costs and not burden the park board. A motion was made by Luke Anderson, seconded by Al Colemer to charge 1% interest on the note. Motion passed unanimously. The full principal of the note will be determined based on the cash flow needs of the park board.

A motion was made by Luke Anderson, seconded by Neil Weaving to approve a tax abatement application from the Forman Housing Authority. Motion passed unanimously.

A motion was made by Al Colemer, seconded by Neil Weaving to approve a gaming license application for the Forman Golf Association for pull tabs at the Hole in One Bar and Grill for the coming state fiscal year. Colemer and Weaving voted yes. Anderson recused himself from the vote. Motion carried.

Our Tax Equalization Hearing is scheduled for April 10, 2018 at 5:30 PM. The council decided they will move the next regular meeting to the same date immediately following the hearing.

The deadline for candidates to file for election is April 9, 2018.

Luke reported that Joe and Sandy Anderson wish to purchase lot 7, block 3 in the Klefstad first addition from the city. They are pursuing the purchase of a portion of lot 6 from the Forman Housing Authority. They plan to build a twin townhouse on the lots.

The meeting adjourned at 6:50 PM.

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Mark Bopp, Mayor

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Trish Pearson, City Auditor

City of Forman, North Dakota

**Tax Equalization Meeting**

***April 10, 2018***

Mayor Mark Bopp called to order the meeting of the Tax Equalization Board at 5:30 PM. Present were Mayor Mark Bopp, council members, Luke Anderson, Neil Weaving, and John Stenvold. Al Colemer was absent. Also attending were Trish Pearson, Jayne Pfau, Paige Cary, and Denise Ferderer.

Mayor Bopp had reviewed the assessment books and had no questions. Council members had no questions. There were no residents present.

A motion was made by Luke Anderson, seconded by Neil Weaving to approve the assessment book as presented. Motion carried.

The meeting was recessed at 5:45 and adjourned at 6:00 PM.

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Mark Bopp, Mayor

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Trish Pearson, City Auditor

City of Forman, North Dakota

Regular City Council Meeting

**April 10, 2018**

The Forman City Council meeting was called to order at 5:45 PM by Mayor Mark Bopp. Present were council members Luke Anderson, John Stenvold and Neil Weaving. Al Colemer was absent. Also attending were Trish Pearson, Jayne Pfau and Paige Cary. Guests included Trent Nelson, Brandon Hanson, Casy Bopp and Nathan Schlecht.

Trent Nelson requested water-only service at the building across from the Home Center. It is their plan to have a temporary portable greenhouse there this spring and summer and need water for the plants. He would like a meter installed and just pay for water used without full service. A motion was made by Luke Anderson, seconded by John Stenvold to approve the connection. Anderson and Stenvold voted yes, Weaving abstained. Motion carried.

A motion was made by Neil Weaving, seconded by Luke Anderson to approve the minutes from the March 12, 2018 council meeting and approve the auditor’s report including the March financial statements, delinquency report and payment of the bills. Motion passed unanimously.

A W DIESEL SERVICE INC-$317.22; AMERIPRIDE-$9.49; BCBS ND-$746.54; BOPP LAW OFFICE-$750.00; CITY OF FARGO-$14.00; CITY OF FORMAN PARK BOARD-$1,372.82; CITY OF FORMAN PUBLIC LIBRARY-$2,632.36; DAKOTA PLAINS COOPERATIVE-$718.98; DICKEY RURAL NETWORKS-$402.04; FCCU-$103.00; FORMAN GOLF ASSOCIATION-$457.60; FORMAN MARKET-$30.26; GREG DONALDSON-$735.00; JACOBSON PLUMBING, HEATING-$240.26; KJELDEN'S HARDWARE HANK-$38.39; MID-AMERICA RESEARCH CHEMICAL-$1,165.35; MUNICIPAL GOVERNMENT ACADEMY-$25.00; NATIONWIDE RETIREMENT-$399.52; ND DEPT OF HEALTH-$298.63; ND PERS-$130.59; NELSON HOME CENTER, LLC-$24.72; ONE CALL CONCEPTS-$1.55; OTTERTAIL POWER-$4,467.21; SARGENT COUNTY BANK-$29.74; SARGENT COUNTY INSURANCE-$7,773.00; SARGENT COUNTY WATER RES DIST-$5,376.00; STEPHANIE A WOLF-$231.00; THE SARGENT COUNTY TELLER-$253.36; US TREASURY-$2,336.08; USPS-$81.20; WASTE MANAGEMENT-$2,674.23; PAYROLL-$9,306.09;

The council reviewed the City Superintendent’s report. Clean-up days are scheduled for April 30 and May 1.

Attorney Jayne Pfau proceeded with the hearing on the conditional use permit application submitted by Brandon Hanson. She read the conditional use permit standard from 11.2.6 of our Land Use Plan and asked the council if they concurred that all the standards had been met. All agreed. She then called for a motion to approve the permit. A motion was made by John Stenvold, seconded by Neil Weaving to approve the conditional use permit for a single-family residential use of a property located within a commercial zone. Roll call vote: Anderson – yes, Weaving – yes, Stenvold – yes, Colemer – absent. Motion carried.

City Engineer, Jerod Klabunde joined us via phone conference. He asked for approval of amendment #2, which will modify the engineering agreement by including the additional engineering services related to the improvements requested by the city. A motion was made by Luke Anderson, seconded by John Stenvold to approve amendment #2. Motion carried.

Klabunde then asked for approval of change order #7 which will provide for CC Steel to perform the requested filter media work and to approve amendment #3 to the engineering contract to allow for engineering services for the filter media work. A motion was made by John Stenvold, seconded by Luke Anderson to approve both change order #7 and amendment #3. Motion carried.

On the trail project, the DOT requested a Scope and Task Hours List for construction engineering. Jerod presented that document and asked for approval. A motion was made by John Stenvold, seconded by Luke Anderson to approve the Scope and Task Hours List. Motion carried. This document will be forwarded to the DOT for review and final approval. Scott’s Electric will be doing all of the lighting on the trail project and Knife River will be doing everything with the pathway. They hope to start and finish within the month of June. Jerod reminded the city that the electric pedestal needs to be disconnected and removed.

Finally, Klabunde reviewed the competed Municipal Water Infrastructure Inventory that was sent out by the League of Cities. They are gathering data on infrastructure needs in the state ahead of the next legislative session.

Casy Bopp and Nathan Schlecht requested approval of a resolution that would authorize Four Season’s Healthcare Center, Inc. to apply for revenue bonds to finance the building of an additional wing on the current facility. The revenue bonds will in no way obligate the city or cause any future liability on the city. A motion was made by Luke Anderson, seconded by Neil Weaving to approve the following resolution along with all recitals and findings and approve of the building permit for the addition at the Four Season’s Healthcare Center contingent upon receipt of the digital plans. All voted yes in a roll call vote. Colemer was absent.

RESOLUTION GIVING PRELIMINARY APPROVAL TO

THE ISSUANCE OF HEALTH CARE FACILITIES REVENUE BONDS

UNDER THE MUNICIPAL INDUSTRIAL DEVELOPMENT ACT,

SUBJECT TO A PUBLIC HEARING

(FOUR SEASONS HEALTH CARE CENTER, INC. PROJECT)

The required public hearing will be held in conjunction with our May 14, 2018 council meeting.

Paige Cary reviewed the Economic Development Coordinator’s report with the council. She went over a schedule of lot prices for city owned lots. A motion was made by Luke Anderson, seconded by John Stenvold to approve the pricing schedule, excluding the lots in the south addition, which will follow the already established pricing schedule. Anderson and Stenvold voted yes. Weaving abstained. Colemer was absent. Motion carried.

Next, Cary asked the council to review the 2 submissions for the city logo contest, labeled submission 1 and submission 2. She asked them to either vote for a winner or reject all submissions. The council unanimously voted for submission 1 but did comment that submission 2 was very good and should receive recognition if not a second place prize. Cary revealed that Trace Hanson had submitted the winning logo. A motion was made by Luke Anderson, seconded by John Stenvold to accept the award and distribute the $100 gift card prize.

The city received the Orchard Grant Cary for which applied. Curt Larson was awarded the Master Gardener grant he applied for also. They will be working together on the project at Central Park this spring/summer. They already have 4-H kids lined up to help.

Cary noted that she is applying for a community improvement grant from AARP. The focus will be on the lot next to the district health unit where our new mural will be painted. This location is across from the senior center. Though the grant is for any project improving the community, there needs to be a focus on the senior population.

The Commercial Club had a reorganizational meeting with eleven business people in attendance. Some of the activities they are considering are reinstituting Forman Bucks, bringing back the first dollar earned recognition for new businesses and possible a shop local sale event.

Deputy Bryan Johnson joined the meeting to report on policing activities. Forman has been fairly quiet. They have continued to issue citations for parking during snow days. It is getting better now that people realize they will be tagged. There is a registered sex offender living in the community and notice went out to the residents. There were no other issues to bring forth.

Lune Anderson reported that he attended the meeting with the Park Board and My Aquatic Services to discuss the changes in the kiddie pool contract. They are working on replacing all references to the City of Forman with the Forman Park Board and will also spell out the warranty. Clarification was made on the specs and they are working on a written list of responsibilities. Pfau also stated that we will need a note and repayment schedule for the Park Board for the financing.

Mayor Mark Bopp reported that one of the three heat pumps at city hall has failed. He received a quote from Henricks Electric to remove the old pump, replace and install a new pump. The quote includes a rebate from Ottertail power. A motion was made by John Stenvold, seconded by Neil Weaving to go ahead with the replacement with Henricks. Motion carried.

A motion was made by John Stenvold, seconded by Neil Weaving to approve the gaming site authorization for the Rutland Sportsman’s Club at the No Name Bar for the state fiscal year July 1, 2018 through June 30, 2019. Motion carried.

The council reviewed a building permit submitted by Joel Anderson to build a twin home on a newly subdivided lot at 6th Street and Antelope Ave. A motion was made by John Stenvold, seconded by Neil Weaving to approve the building permit. Weaving and Stenvold voted yes. Anderson abstained. Colemer was absent. Motion carried.

Mayor Mark Bopp proposed that the city pursue acquisition of Block 3, Lot 6 of the Klefstad First Addition. Joel Anderson already had the property surveyed. The city would still need the title work and partial release from Forman Housing Authority. A motion was made by John Stenvold, seconded by Neil Weaving to pursue acquisition of Block 3, Lot 6 of the Klefstad First Addition for $2,000 from Forman Housing Authority; move forward with the title work and release; and pay half the cost of the survey to Joel Anderson. Stenvold and Weaving voted yes. Anderson abstained. Colemer was absent. Motion carried.

Mayor Bopp brought up the replacement of the old particle board banquet tables with lightweight plastic tables. Trish Pearson found a price of $59.99 each for an 8’ by 30” plastic table with steel frame and 800-pound capacity. Shipping is included. A motion was made by John Stenvold, seconded by Neil Weaving to approve the purchase of the tables. Motion passed unanimously.

Pet Day will be Tuesday, April 24, 2018 from 4:00 – 6:00 at City Hall.

The next regular City Council meeting will be Monday, May 14, 2018 at 6:30 PM. Please note the time change. The meeting will include the public hearing on the revenue bonds for Four Season’s Healthcare and the public hearing on the proposed changes to the City Zoning.

The meeting adjourned at 8:00 PM.

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Mark Bopp, Mayor

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Trish Pearson, City Auditor

City of Forman, North Dakota

Regular City Council Meeting

**May 14, 2018**

The Forman City Council meeting was called to order at 6:45 PM by Mayor Mark Bopp. Present were council members Luke Anderson and Al Colemer. Neil Weaving joined the meeting at 7:30. John Stenvold was absent. Also attending were Trish Pearson, Jayne Pfau and Paige Cary. Guests included Russell Boutain, Casy Bopp and Nathan Schlecht.

The first order of business was a public hearing on the bond resolution for the Four Seasons Healthcare Center, Inc. addition project. There was no public comment. A motion was made by Al Colemer, seconded by Luke Anderson to adopt the bond resolution approving issuance of the bonds. All voted yes in a roll call vote. Stenvold and Weaving were absent. The public hearing was closed.

The public hearing on the proposed zoning changes was opened. After review, it was recommended that the parcel where Forman Lumber and Fireworks is located should be changed to the new C-2 zone. It was further recommended that the parcel on the far northeast part of town that was previously zoned Industrial should be changed to R-2. A motion was made by Luke Anderson, seconded by Al Colemer to incorporate the recommended changes and adopt the remaining zoning changes as presented. All voted yes in a roll call vote. Stenvold and Weaving were absent. The public hearing was closed.

A motion was made by Al Colemer, seconded by Luke Anderson to approve the minutes from the April 10, 2018 Tax Equalization and regular city council meetings. Motion carried.

A motion was made by Al Colemer, seconded by Luke Anderson to approve the City Auditor’s report including the April financial statements, delinquency report and payment of the bills.

A W DIESEL SERVICE INC-$192.63; AMERIPRIDE-$18.98; ANDERSON SEED FARMS INC-$943.67; B & K ELECTRIC-$162.56; BCBS ND-$746.54; BOPP LAW OFFICE-$750.00; CC STEEL LLC-$59,071.69; CITY OF FARGO-$57.00; CITY OF FORMAN PARK BOARD-$641.24; CITY OF FORMAN PUBLIC LIBRARY-$142.70; COMPUTER EXPRESS-$75.00; DAKOTA PLAINS COOPERATIVE-$281.84; DICKEY RURAL NETWORKS-$1,209.82; EKSTROM REPAIR SHOP-$474.49; FARGO TRACTOR-$61.42; FORMAN GOLF ASSOCIATION-$213.74; FORMAN HOUSING AUTHORITY-$2,000.00; FORMAN MARKET-$52.81; GENESIS ART & DESIGN-$357.40; GREG DONALDSON-$58.50; HAWKINS, INC.-$1,663.70; HENRICKS HEATING AC-$7,400.00; INTERSTATE BILLING SERVICE INC-$20.00; KJELDEN'S HARDWARE HANK-$25.74; MID-AMERICA RESEARCH CHEMICAL-$350.32; MOORE ENGINEERING, INC-$14,775.00; MY TURN PLAYSYSTEMS-$1,687.80; NATIONWIDE RETIREMENT-$380.54; ND DEPT OF HEALTH-$148.30; ND PERS-$130.59; ND PUBLIC FINANCE AUTHORITY-$237,383.75; ND SEWAGE PUMP LIFT STATION-$917.50; NELSON HOME CENTER, LLC-$90.55; ONE CALL CONCEPTS-$3.60; OTTERTAIL POWER-$3,721.01; POWERPLAN-$375.82; QUILL.COM-$20.98; SARGENT COUNTY BANK-$29.92; SARGENT COUNTY TREAS-$20.00; THE SARGENT COUNTY TELLER-$264.00; THILL TRACK & TRACTOR SERVICE-$1,200.00; TRISH PEARSON-$23.59; US TREASURY-$2,015.57; USPS-$84.00; WASTE MANAGEMENT-$2,879.56; PAYROLL-$7,498.89

The council reviewed the city superintendent’s report noting that the filter media replacement project went very well. Manganese levels continue to be monitored, but are within the normal range.

There was no report from the Sheriff’s office.

City Attorney Jayne Pfau had no additional items to report.

Economic Development Coordinator, Paige Cary reviewed her report. She will be submitting the AARP Grant for Main Street space this week. She had two Renaissance Zone applications to submit.

A Building permit was presented by Russell Boutain for improvements on his building including a 5 foot extension on the back side of the building. A motion was made by Al Colemer, seconded by Neil Weaving to approve the permit. Motion carried.

The council reviewed the Renaissance Zone application for Russell Boutain for the proposed improvements to his building at 200 Maple Ave W. Cary explained the approval process and the council review the criteria for approval. All necessary criteria were met. Cary said there was a form she submitted to the state. They will review that form and issue a certificate of good standing. She asked that the council approve the application pending receipt of the certificate. A motion was made by Luke Anderson, seconded by Neil Weaving to approve the application pending receipt of the certificate of good standing from the state. All voted yes in a roll call vote. John Stenvold was absent.

Cary then presented a Renaissance Zone application on behalf of Scott Smith, who is currently active duty military stationed in Japan. Smith is seeking to renovate the lower level of the old church at 231 2nd St. He is turning it into residential property. He has met all the criteria for approval. A motion was made by Al Colemer, seconded by Neil Weaving to approve the application pending receipt of the certificate of good standing from the state. All voted yes in a roll call vote. John Stenvold was absent.

City Auditor, Trish Pearson stated that the old particleboard tables have been replaced with plastic tables. Also, as brought up in previous discussions, the city has numerous glass cups, plates and glasses that are never used. She recommended the council approve selling the items. A motion was made by Luke Anderson, seconded by Al Colemer to offer the tables for sale at $10 each and to authorize Pearson and Cary to assess the value of the dinnerware to be sold for whatever they decide they are worth. Motion carried.

Mayor, Mark Bopp reported that he was approached by a resident from Rutland who is interested in purchasing the contents of the condemned house at 246 Maple Ave E. He wants to see the contents then will make an offer. Mark will arrange to let him inside the property.

City Engineer, Jerod Klabunde joined the meeting via phone conference. We are still waiting for a date for the pre-construction meeting for the Trail Project. Before construction can begin, the city has several trees that need to be removed or relocated. After the pre-con meeting, Klabunde will have a survey crew flag the trees and the property lines.

When the filter media was replaced, the contractor recommended replacing all the PVC tubes as they were in poor condition. The council had agreed. The additional work necessitates a small change order for less than $1,000. A motion was made by Luke Anderson, seconded by Neil Weaving to approve change order #8. Motion carried.

CC Steel has completed all contracted work and has requested that their contract be closed. A motion was made by Al Colemer, seconded by Neil Weaving to close the contract and pay out the $5,000 retainage. Motion carried.

There are still funds remaining on the grant. The city plans to utilize these funds to replace curb stops. We will prepare a scope of work that Jerod will review. We will need three quotes.

The next regular City Council meeting will be Monday, June 11, 2018 at 6:00 PM. Please note the time change.

The meeting adjourned at 8:10 PM.

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Mark Bopp, Mayor

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Trish Pearson, City Auditor

City of Forman, North Dakota

Regular City Council Meeting

**June 11, 2018**

The Forman City Council meeting was called to order at 6:00 PM by Mayor Mark Bopp. Present were council members Luke Anderson, John Stenvold and Neil Weaving. Al Colemer was absent. Also attending were Trish Pearson, Jayne Pfau and Paige Cary.

Moore Engineering was not present, but sent in a written report. The pre-construction meeting for the Trail Project will be held at City Hall, Tuesday, June 12 at 10:30 AM.

A motion was made by Luke Anderson, seconded by Neil Weaving to approve the minutes from the May 14, 2018 council meeting, the May financial statements, delinquency report and payment of the bills. Motion carried.

AMERIPRIDE-$9.49; B & K ELECTRIC-$80.00; BCBS ND-$746.54; BEADLE FLORAL AND LANDSCAPING-$877.95; BOPP LAW OFFICE-$750.00; BRIANS REPAIR & AUTO PARTS-$40.00; CASH-$84.67; CITY OF FARGO-$14.00; CITY OF FORMAN PARK BOARD-$1,644.56; CITY OF FORMAN PUBLIC LIBRARY-$24.10; COMPUTER EXPRESS-$75.00; DAKOTA PLAINS COOPERATIVE-$504.70; DEPARTMENT OF THE TREASURY-$406.56; DICKEY RURAL NETWORKS-$406.78; EDND-$150.00; FARGO TRACTOR-$88.12; FORMAN GOLF ASSOCIATION-$548.19; FORMAN MARKET-$38.31; HAWKINS, INC.-$2,596.67; INTERSTATE BILLING SERVICE INC-$49.59; JACOBSON PLUMBING, HEATING-$2,835.12; KJELDEN'S HARDWARE HANK-$22.01; MOORE ENGINEERING, INC-$1,642.76; MUNICIPAL GOVERNMENT ACADEMY-$25.00; NATIONWIDE RETIREMENT-$409.78; ND DEPT OF HEALTH-$628.51; ND PERS-$130.59; NELSON HOME CENTER, LLC-$10.28; NORTH DAKOTA JOB SERVICE-$88.03; NORTH DAKOTA TAX COMMISSIONER-$184.72; ONE CALL CONCEPTS-$16.25; OTTERTAIL POWER-$2,604.39; ROUGH RIDER INDUSTRIES-$53.42; SARGENT COUNTY BANK-$29.92; SYNCB/AMAZON-$942.80; THE SARGENT COUNTY TELLER-$186.38; US TREASURY-$2,279.35; USPS-$84.35; WASTE MANAGEMENT-$2,302.58; WASTE MANAGEMENTRECYCLING-$929.69; PAYROLL-$9,346.71;

The council reviewed the city superintendent’s report. Mayor Mark Bopp noted that we had to replace the cylinder on the grader. We obtained an used cylinder and Anthony worked with RDO to replace it.

There was no report from the Sheriff. Mayor Bopp reported that we did have some issues arising from clearing out the contents of the property at 246 Maple Ave E. Bob Dick showed up and demanded that the city get off his property. He had been duly notified and given more than adequate time to remove any contents from the property, which has been declared a public health nuisance. Though Mr. Dick has been paying the taxes on the property and storing personal property in the house, he is not the owner of record. The property will be demolished soon.

Attorney Jayne Pfau held the second reading of the update to the tree ordinance. A motion was made by John Stenvold, seconded by Luke Anderson to approve the revised ordinance. Motion carried.

Attorney Pfau said that the city had been contacted by a resident asking that chickens be allowed in the city on a limited basis. Neil Weaving asked that we contact other cities and gather more information on the subject before making any recommendations for changes in the ordinance.

District court sent the city any updated court services contract. Pfau asked that the council approve the contract. A motion was made by Luke Anderson, seconded by John Stenvold to approve the contract. Motion carried.

Economic Development Coordinator, Paige Cary reported on activities for the month. She attended the county JDA meeting where they approved paying half the conference fees for Paige and her Milnor counterpart, Carol Peterson, as they bring valuable information back to the JDA. Cary noted that she is gathering a list of privately owned vacant property that the current owners would be willing to sell. She gets a number of inquiries about available lots in town. Paige informed the council that the city is in great need of daycare. Little Rockets Daycare is full and has a waiting list. We do not have a facility that could be used as a daycare, but she is hoping that a few individuals in town may consider doing daycare from their homes to ease some of the burden. Paige then asked the council to consider funding a new website for the city as ours is very difficult to keep up without the aid of the developer and is not easy to use. Luke Anderson suggested she bring a proposal to the council at the next meeting for consideration. Lastly, Paige asked the council to approve an amendment to the Renaissance Zone, which will add a clarifying paragraph concerning residential rental property. Such property is considered commercial by the state and has different rules and benefits. A motion was made by Luke Anderson, seconded by Neil Weaving to approved the amendment. Motion carried.

The council discussed the sale of a city owned lot on Main Street. They determined that the lot is too narrow to accommodate construction of a new house, but they do want to see it built upon. David Reuer owns the property adjacent to the vacant lot. He approached the city about purchasing it. He intends to build a shed on the lot, which would increase the value of his property. A motion was made by Luke Anderson, seconded by John Stenvold to approve the sale of the lot to David Reuer subject to building on the lot within 18 months and that the structure be in keeping with his current dwelling. Motion carried.

The council reviewed two county tax lien foreclosure notices it received. The property owners have until October 1, 2018 to pay the back taxes.

The council discussed nuisance properties in town. They will be looking at properties that have failing structures, unlicensed vehicles, junk and long grass and weeds. They will pass along information to city auditor, Trish Pearson, who will send out letters to abate the nuisance. It was noted that Dylan Eckstrom has numerous vehicles parked on the lot across the road from his property. Jayne will send a letter to the owners of that lot and ask that the vehicles be removed.

The council began work on the 2019 budget, reviewing the revenue accounts. They will continue work on the budget at the next council meeting and plan to hold a special meeting in July to complete the budget work.

Tuesday, June 12, 2018 is Election Day. The city is supposed to hold a reorganization meeting on the fourth Tuesday in June. Due to conflicts in schedules, the reorganization meeting will be immediately prior to the July council meeting.

Mayor Mark Bopp said he received a request from Al Colemer to appoint a replacement for him as the council representative to the Sargent County JDA. Luke Anderson volunteered to fill that position. A motion was made by John Stenvold, seconded by Neil Weaving to approve the appointment. Motion carried.

The next regular City Council meeting will be Monday, July 9, 2018 at 6:00 PM.

The meeting adjourned at 8:15 PM.

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Mark Bopp, Mayor

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Trish Pearson, City Auditor

City of Forman, North Dakota

Regular City Council Meeting

**July 9, 2018**

The Forman City Council meeting was called to order at 6:00 PM by Mayor Mark Bopp. Present were incoming mayor, Kevin Bopp, council members Luke Anderson, Al Colemer, John Stenvold and Neil Weaving. Also attending were Trish Pearson, Jayne Pfau, Paige Cary, Lynn Leslie from Moore Engineering and Trent Nelson.

The first order of business was to administer the Oaths of Office for council members Luke Anderson and John Stenvold and mayor Kevin Bopp. The gavel was passed to Kevin and he thanked outgoing mayor Mark Bopp for his service. Kevin announced his appointed positions as follows: City Auditor – Trish Pearson; City Assessor – County Assessor Denise Ferderer; City Attorney – Jayne Pfau; City Engineer – Moore Engineering. A motion was made by John Stenvold, seconded by Neil Weaving to accept the appointments. Roll call vote: Anderson-aye; Weaving-aye; Stenvold-aye; Colemer-aye. Motion carried.

The council members were assigned portfolios. Anderson: Finance and debt service, Ordinances, Planning, zoning and development. Colemer: Beautification, Parks, Cemetery. Stenvold: Water, Sanitation, Public Safety. Weaving: Library, Personnel, Streets and buildings. A motion was made by Luke Anderson, seconded by Al Colemer to approve the portfolio assignments. Motion carried.

Lynn Leslie from Moore Engineering presented the engineer’s report. The trail project will not begin until mid-August. They have a completion date of October 13. Mayor Kevin Bopp voiced a concern that school begins August 21st and asked if they could begin at the school end of the trail. Lynn will pass that information on to the contractor. He will also verify that the contractor will dig out the stumps from cut trees. The water plant project is complete. Rural Development performed there final inspection on June 12, 2018. Lynn asked the council to approve Final Balancing Change Order #9. A motion was made by Al Colemer, seconded by John Stenvold to approve the change order. Motion carried. There is about $20,000 remaining in grant funds to complete work to the curb stops. The city will obtain bids and submit them to Rural Development for approval.

Trent Nelson addressed the council asking that the culvert that runs under Antelope Ave at Highway 32 be cleaned out. He said he spoke with Troy Gilbertson at ND DOT who told him the city signed a maintenance agreement on the culverts in March of 2013. He would also like the culvert extended 60 feet to the north and buried as the ditch is too steep to mow. Mayor Bopp stated that we would speak with Troy Gilbertson. The city will clear the culvert if it is our responsibility. An extension would be up to the DOT.

Nelson also turned in a bill for cost share on a section of sidewalk he replaced. As the item was not on the agenda, it was tabled until the next meeting.

A motion was made by Luke Anderson, seconded by Neil Weaving to approve the minutes from the June 11, 2018 city council meeting. Motion carried.

City auditor, Trish Pearson presented her report. There were no questions on the financial statements or the bills. We recently went through an ADA compliance review for USDA-RD. We passed the review pending receipt of the inspection report and a transition plan. We will need to address these issues in the future. Pearson also reported that the city Shade Tree Board was awarded a $10,000 tree grant they applied for. It is a 50/50 grant with the city’s contribution as in-kind. A motion was made by Al Colemer, Neil Weaving to approve the city auditor’s report including June financial statements, delinquency report and payment of the bills. Motion carried.

A W Diesel Service Inc-$49.97; Ameripride-$9.49; Arntson Stewart Wegner Pc-$910.00; BCBS ND-$746.54; Bopp Law Office-$750.00; City Of Fargo-$14.00; City Of Forman Park Board-$1,393.60; Dakota Plains Cooperative-$280.99; Dickey Rural Networks-$406.98; Forman Golf Association-$464.54; Forman Market-$8.72; Genesis Art & Design-$12.50; Greg Donaldson-$1,330.00; Hawkins, Inc.-$3,057.02; Henricks Heating Ac-$463.75; Ken Forster-$280.00; Kirks Ag Repair-$45.00; Kjelden's Hardware Hank-$43.54; Mid-America Research Chemical-$705.70; Nationwide Retirement-$392.69; ND Dept Of Health-$71.79; ND Insurance Department-$3,865.63; Nd Pers-$130.59; Nelson Home Center, LLC-$1.68; North Dakota League Of Cities-$736.00; One Call Concepts-$7.20; Ottertail Power-$2,662.67; Powerplan-$4,482.31; Sargent County Bank-$34.84; Schumacker, Jerry-$200.00; The Sargent County Teller-$161.65; Us Treasury-$2,498.87; USPS-$84.00; V. Nelson CPApa, Ltd-$2,950.00; Valley City Auditor-$0.00; Waste Management-$2,970.68; Payroll-$10,233.55;

The council reviewed the city superintendent’s report. Council members asked that we have the city fog for mosquitoes and spray weeks around Lake Lithia. Mark Bopp also noted that the city will need to contact Jetway to clean out the culvert that goes across Main St near Nelson’s house. That culvert is rusted and collapsing. We should be able to insert a 10” or 12” culvert inside the old 14” culvert to maintain the water runoff and avoid tearing up the road.

There was no report from the sheriff.

City attorney, Jayne Pfau handed out two options for an ordinance on chickens in the city. After much discussion, the council decided to hold off on any action. Pfau then reported that she will be on maternity leave and will not be at the August meeting. While she is on leave, Lyle Bopp will handle any immediate needs. She will also be available via phone, text or email.

Paige Cary reviewed her activity report for the month. She attended a conference on economic development that had many good takeaways for the city. She has been working on the issue of day care availability in the city. She also continues to work with the local businesses.

Old business was tabled until after the new business.

A motion was made by Al Colemer, seconded by John Stenvold to approve a building permit for David Reuer to construct a shop/garage building on the lot he purchased from the city. Motion carried.

The council discussed reports of grass being sprayed out around the trees at the cemetery, fairgrounds, south addition and school. Steve McLaen is responsible for the spraying. He spent many years on the shade tree board planting and caring for the trees in town. The council said that though his actions were well intended, he should have sought out permission before spraying. The city has no jurisdiction on the fairgrounds or school so our only concerns are with city public areas. The council chose not to take any action at this time.

The council continued with work on the 2019 budget. Luke Anderson made a motion the motion was made pursuant to NDCC Section 44-04-19.1 (9) to go into executive session to discuss salaries, seconded by John Stenvold. Roll call vote: Weaving-aye, Colemer-aye, Stenvold-aye, Anderson-aye. Motion carried. An executive session was called at 8:10 PM.

The regular council meeting resumed at 8:19 PM. There were no decisions requiring action on the part of the council. Work on the budget resumed.

The next regular council meeting was changed to Thursday, August 9, 2018 at 6:00 PM. The council will complete the budget preparation and adopt the preliminary budget at that meeting.

The meeting adjourned at 9:20 PM.

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Kevin Bopp, Mayor

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Trish Pearson, City Auditor

City of Forman, North Dakota

Regular City Council Meeting

**August 9, 2018**

The Forman City Council meeting was called to order at 6:00 PM by Mayor Kevin Bopp. Present were council members Al Colemer, John Stenvold and Neil Weaving. Luke Anderson was absent. Also attending were Trish Pearson and Paige Cary.

All stood for the Pledge of Allegiance.

A motion was made by Al Colemer, seconded by Neil Weaving to approve the agenda. Motion carried.

Dave Jacobson addressed the council with a request to replace his father’s military marker at the cemetery. Jacobson claims the marker was nicked and scratched by the lawn mower. He received a quote of $1,561 from Price Funeral Home to replace the marker. Mayor Bopp said the council would take the request under advisement and do some further research. They will make a decision at the next council meeting.

Cavin Berube from Moore Engineering attended to report on city projects. There was one bill from Moore Engineering for contracted work on the water plant. There are funds available on the grant to proceed with the curb stop work. A scope of work has been sent to USDA-RD for approval prior to bidding the work. A motion was made by John Stenvold, seconded by Neil Weaving to move forward with the curb stop work pending approval by USDA-RD. Roll call vote: Stenvold-yes; Weaving-yes; Colemer-yes; Anderson-absent. Motion carried. Braun Intertec increased their cost for material testing per NDDOT requirements making an amendment to the DOT contract on the trail project necessary. This will increase the City’s cost by $1,080.17 but still leaves the project under budget. A motion was made by John Stenvold, seconded by Al Colemer to approve CE Supplementary Agreement No. 1. Roll call vote: Stenvold-yes; Weaving-yes; Colemer-yes; Anderson-absent. Motion carried.

A motion was made by, Al Colemer, seconded by Neil Weaving to appoint Luke Anderson as president and John Stenvold as vice president of the council. Roll call vote: Stenvold-yes; Weaving-yes; Colemer-yes; Anderson-absent. Motion carried.

A motion was made by Al Colemer, seconded by Neil Weaving to change the signers on the City’s bank accounts. The City’s main checking account, debit card account and JDA account shall have the following signers: Trish Pearson, Kevin Bopp, Luke Anderson, John Stenvold. The Shade Tree checking account shall have the following signers: Trish Pearson, Al Colemer and Kevin Bopp. Roll call vote: Stenvold-yes; Weaving-yes; Colemer-yes; Anderson-absent. Motion carried.

A motion was made by Neil Weaving, seconded by Al Colemer to approve the minutes from the July 9, 2018 regular council meeting. Motion carried.

A motion was made by John Stenvold, seconded by Neil Weaving to approve the city auditor’s report including the July financial statements, delinquency report and payment of the bills. Motion carried.

ALBERT CARTON-$1,032.00; AMERIPRIDE-$9.49; BANK OF NORTH DAKOTA-$33,395.00; BCBS ND-$746.54; BOPP LAW OFFICE-$750.00; CITY OF FARGO-$14.00; CITY OF FORMAN PARK BOARD-$592.02; CITY OF FORMAN PUBLIC LIBRARY-$217.40; COMPUTER EXPRESS-$65.00; DAKOTA PLAINS COOPERATIVE-$1,344.32; DICKEY RURAL NETWORKS-$404.86; FORMAN DRUG-$5.63; FORMAN GOLF ASSOCIATION-$197.34; FOUR SEASONS HEALTH CARE-$75.00; HAWKINS, INC.-$1,356.22; MILNOR FABRICATION-$395.00; MOORE ENGINEERING, INC-$1,960.00; MUNICIPAL GOVERNMENT ACADEMY-$30.00; NATIONWIDE RETIREMENT-$390.04; ND PERS-$130.59; NORTH DAKOTA STATE AUDITOR-$165.00; NORTHERN TRUCK EQUIPMENT CORP-$3,836.00; ONE CALL CONCEPTS-$21.60; OTTERTAIL POWER-$2,712.33; PAYROLL-$7,863.60; QUILL.COM-$322.74; SARGENT COUNTY AUDITOR-$541.02; SARGENT COUNTY BANK-$133.34; SOUTHSIDE AUTOMOTIVE LLC-$35.88; SYNCB/AMAZON-$182.61; TEAM LABORATORY CHEMICAL CORP-$1,189.00; THE SARGENT COUNTY TELLER-$162.84; TODD CHRISTIANSEN-$123.00; TRENT NELSON-$867.50; US TREASURY-$2,093.13; USPS-$84.70; WASTE MANAGEMENT-$3,160.79;

The council reviewed the city superintendent’s report. They discussed the 85’ section of sewer that was replaced on 7th Street. There will be further discussion at the next meeting. Clean-up days are scheduled for September 10 and 11.

The Sheriff submitted a report on policing activities. There was increased activity with the Sargent County Fair including an incident with a couple of juveniles. The snake incident was resolved and the snake re-homed. Another snake was reported at a different residence in town and that too has been re-homed.

There was no report from the city attorney who is out on maternity leave.

Paige Cary reviewed her report on economic development activities in the city. The snake incident took a lot of her time. She has also been working on daycare and housing issues. Residents have posted on our Facebook page that they would like to see yards and weeds addressed, junk removed, and mosquitos fogged. Mosquito fogging was done the previous evening. There are three apple trees from our orchard grant that need to be replaced. Paige will contact Beedle’s Nursery.

The council reviewed some changes to the 2019 preliminary budget. A motion was made by Al Colemer, John Stenvold to approve the preliminary budget. Motion carried.

The council reviewed Trent Nelson’s request for cost sharing on the sidewalk he replaced in front of his house. Previous sidewalk cost share projects in the city have been prior authorized by council vote. This one was not. However, Mayor Bopp stated he would be open to reimbursing ½ of the cement and ½ of the labor, as was done on previous projects. The cost to the city would be $867.50. A motion was made by Al Colemer, seconded by John Stenvold to approve a payment of $867.50 for cost sharing on the sidewalk. Roll call vote: Stenvold-yes; Weaving-abstain; Colemer-yes; Anderson-absent. Motion carried.

Mayor Bopp reviewed an item of legislation that would provide grant funding for infrastructure for non-oil producing counties, cities and townships. He suggested contacting your legislators asking them to support this bill.

A motion was made by John Stenvold, Neil Weaving to approve the 2017 audit as prepared by V. Nelson, CPA. Motion carried.

The council will hold a public hearing on the final budget on Monday, September 10, 2018 at 6:00 at city hall. The next regular council meeting will follow immediately after the hearing.

The meeting adjourned at 7:00 PM.

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Kevin Bopp, Mayor

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Trish Pearson, City Auditor

City of Forman, North Dakota

Regular City Council Meeting

**September 10, 2018**

The Forman City Council meeting was called to order at 6:00 PM by Mayor Kevin Bopp. Present were council members Luke Anderson, Al Colemer, John Stenvold and Neil Weaving. Also attending were Trish Pearson, Paige Cary and Cavin Berube from Moore Engineering. Guests in attendance were Dave Jacobson, Al Carton, Rachael Hoistad and Mike Keiper.

The council found out from our insurance that the damage to Dave Jacobson’s father’s military marker would be covered. A motion was made by John Stenvold, seconded by Neil Weaving to file a claim for the damage. Motion carried.

Rachael Hoistad addressed the council to give them an update on the progress of the baby pool. The old splash pad has been removed and construction on the baby pool is scheduled to begin September 17. The Park Board also replaced the old boiler, which was requiring regular extensive maintenance, with 3 new heat pumps. The Park Board received a 20% discount on the heat pumps from My Aquatic Services because of all the issues with the old splash pad. The council thanked the Park Board for the hard work they have put in on this project. It will be a great asset to the community.

Cavin Berube updated the council on projects in process. The trail project has been delayed several times but should be in full swing the middle of this week. There is an issue obtaining the light poles from the manufacturer. The contractor submitted change order no. 1 requesting and extension of the contract deadline to November 17, 2018 for the lights only. The council would like to see the work started and assurances that the trail will be done by the original contract date before approving any extension. A motion was made by John Stenvold, seconded by Al Colemer to table the change order request. Berube presented one invoice for work on the trail project. A motion was made by Luke Anderson, seconded by Al Colemer to authorize payment of the invoice.

There are still grant funds available for the work on the curb stops. However, requests for bids were sent out to seven contractors, posted on our web site and Facebook page and advertised in the Teller. We received no bids. Some contractors were willing to do the work on a time an materials basis. The city is waiting for a response from USDA-RD for direction on the project.

Some issues have arose regarding the sewer on 7th St SW that services two residents. Last month, 85’ of pipe was replace, removing a dip in the line. Unfortunately, the sewer continues to back up into the resident’s home. Berube stated that a sewer main servicing more than one resident needs to be 8 inches. There is an 8” stub off the manhole to connect. Al Carton stated that he installed a new cleanout where the sewer from the resident’s home meets the city sewer. The council will look into costs for upgrading the line to 8 inches.

Mayor Kevin Bopp recessed the regular meeting at 6:45 to call the budget hearing to order. The council reviewed the final draft of the budget. Mayor Bopp brought one potential issue to the council’s attention. Our debt service fund for the 2015 Streets Project has a deficit projection. Because a number of property owners are choosing not to pay their streets assessments and a few have deeded property back to the city, the certified assessments are not adequate to cover the bond payments. If we are unable to fund the bond payments fully, we will be required to issue a deficit debt levy on property taxes. We are receiving 1% of our sales tax funds into the Drain #4 debt service fund. The sales tax has more than adequately covered the bond payments on the drain. Mayor Bopp proposed allocating ¼% sales tax revenue to the Streets Project debt fund. A motion was made by John Stenvold, seconded by Al Colemer to reallocate ¼% of our sales tax revenue to fund 420 – 2015 Streets Project Debt Service. Motion carried.

A motion was made by Luke Anderson, seconded by Neil Weaving to adopt the 2019 budget with the sales tax reallocation and to close the budget hearing. Motion carried.

The budget hearing closed at 6:52 pm and the regular council meeting was reconvened.

A motion was made by Al Colemer, seconded by Neil Weaving to approve the minutes from the August 9, 2018 council meeting. Motion carried.

A motion was made by Luke Anderson, seconded by John Stenvold to approve the city auditor’s report including the August financial statements, delinquency report and payment of the bills. Motion carried.

ALBERT CARTON-$1,312.50; BCBS ND-$746.54; BOPP LAW OFFICE-$750.00; CITY OF FARGO-$14.00; CITY OF FORMAN PARK BOARD-$3,005.24; CITY OF FORMAN PUBLIC LIBRARY-$202.47; DAKOTA PLAINS COOPERATIVE-$354.79; DAKOTA SUPPLY GROUP-$74.40; DICKEY RURAL NETWORKS-$405.82; FORMAN GOLF ASSOCIATION-$1,001.75; FORMAN MARKET-$41.04; HANSON SANITATION-$150.00; HAWKINS, INC.-$373.73; JACOBSON PLUMBING, HEATING-$300.00; KIRKS AG REPAIR-$75.99; MID-AMERICA RESEARCH CHEMICAL-$803.85; NATIONWIDE RETIREMENT-$377.51; ND DEPT OF HEALTH-$223.63; ND PERS-$130.59; NELSON HOME CENTER, LLC-$23.07; NORTH DAKOTA JOB SERVICE-$88.02; NORTH DAKOTA TAX COMMISSIONER-$182.20; ONE CALL CONCEPTS-$32.40; OTTERTAIL POWER-$2,434.89; RAY-MAC INC-$50.00; SARGENT COUNTY BANK-$30.34; SARGENT COUNTY WATER RES DIST-$5,376.00; SOUTHSIDE AUTOMOTIVE LLC-$405.36; SYNCB/AMAZON-$660.85; THE SARGENT COUNTY TELLER-$268.50; US TREASURY-$2,015.91; USPS-$86.45; WASTE MANAGEMENT-$2,449.41; PAYROLL-$7,696.36;

The council reviewed the city superintendent’s report. There have been issues with the garbage truck that have not been entirely resolved. We had a sensor replaced and the main computer, but still had issues with it today. The landfill has been cleaned up from the concrete and piping that was dumped without permission. The cost of the cleanup was $441.00.

There was no report from the sheriff.

Attorney Jayne Pfau received an email from the Sargent County Water Board asking that the city take back a parcel of land they acquired during the Drain #4 litigation. A motion was made by Neil Weaving, seconded by Luke Anderson to deny the request. Motion carried.

Paige Cary reported on various activities. She is still working on finding both a location for day care and a person willing to run the facility. She has been working with Forman Market to find possible solutions to their financial concerns. Grocery stores in small towns across the country are facing similar hardships. She will work with them to design a survey and will post on Facebook to try to get more community support. Paige then presented several website options for the council to consider. She may have a couple more options by next meeting. The council directed her to choose her top two companies and they will vote on it next month.

The council reviewed two applications for appropriation of water. They had no objections.

The council appointed Al Colemer to represent the city at the Trees Bowl once again.

The city auditor will be ad the League of Cities conference Sept 13-15 and on vacation Sept 18-21.

Mayor Bopp noted that we received a complaint about noise from the elevator. They put in new larger fans in the bunkers facing south. They are supposed to have all fans facing north. They directed Trish to contact Full Circle Ag to address the complaint.

Virginia Litchfield contacted Mayor Bopp about demolishing her garage. She said that a number of years ago, the city volunteered to take it down, but her husband would not allow it. She would like the city to take it down. We are uncertain that we are in a financial position to do that, but will inquire about the cost.

Mayor Bopp asked if we could move our next council meeting as he has a conflict with the second Monday. The council scheduled the meeting for Wednesday, October 10, 2018 at 6:00 PM.

The meeting adjourned at 7:45 PM.

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Kevin Bopp, Mayor

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Trish Pearson, City Auditor

City of Forman, North Dakota

Regular City Council Meeting

**October 10, 2018**

The Forman City Council meeting was called to order at 6:00 PM by Mayor Kevin Bopp. Present were council members Luke Anderson, Al Colemer, John Stenvold and Neil Weaving. Also attending were Trish Pearson, Paige Cary and Cavin Berube from Moore Engineering.

All stood for the Pledge of Allegiance. A motion was made by John Stenvold, seconded by Luke Anderson to approve the agenda. Motion carried.

Brett and Sheila Anderson attended to address the council regarding the ongoing issue with their sewer. It has now reached an emergency level as they can no longer use any sewer without it backing up in their basement. Mayor Bopp informed them that we lined up the work to replace the existing 4” sewer main with an 8” line, bringing it up to code. The Anderson’s thanked the council then left the meeting. The council reviewed the quote and scope of work received by Carton Excavating jointly with Sakry Plumbing. The cost for the work is $16,500. A motion was made by Al Colemer, seconded by Neil Weaving to approve the quote and begin work. Roll call vote: Stenvold – aye; Anderson – aye; Weaving – aye; Colemer – aye. Motion carried.

Cavin Berube from Moore Engineering updated the council on the trail project. Knife River was supposed to start work Monday, pushed it off to Wednesday and now due to the snow the start date is unknown. They have been notified that they face possible liquidated damages of $1,100/day past the contract completion date of October 13, 2018. Berube as the council to review and approve two intermediate progressive estimate payments from ND-DOT for work completed to date. The first is for $4,264.47 with the city share approximately $426.45. The second is for $40,546.13 with the city share approximately $4,054.13. The work is for silt fence, fiber rolls, traffic control signs, conduit and cable trench for the lights and portions of the feed points for the lights. A motion was made by Luke Anderson, seconded by Neil Weaving to approve ND-DOT pay estimates as submitted Roll call vote: Stenvold – aye; Anderson – aye; Weaving – aye; Colemer – aye. Motion carried. Berube then requested a motion to approve Moore Engineering Invoice #19438. For $23,034.54. DOT cost $20,731.09 with the city share $2,303.45. Anderson asked what the percent of engineering costs have been billed to date. Berube said he would get that information to the council when he is back in the office. A motion was made by Al Colemer, seconded by Luke Anderson to approve invoice # 19438 from Moore Engineering. Roll call vote: Stenvold – aye; Anderson – aye; Weaving – aye; Colemer – aye. Motion carried.

A motion was made by Al Colemer, John Stenvold to approve the minutes from the September 10, 2018 regular city council meeting. Motion carried.

A motion was made by John Stenvold, seconded by Neil Weaving to approve the September financial statements, delinquency report and payment of the bills. Motion carried.

BCBS ND-$746.54; Bopp Law Office-$750.00; City Of Fargo-$14.00; City Of Forman-$201.89; City Of Forman Park Board-$1,371.45; City Of Forman Public Library-$5,013.33; Computer Express-$50.00; Dakota Plains Cooperative-$638.29; Department Of The Treasury-$362.76; Dickey Rural Networks-$409.81; Fargo Tractor-$50.99; Forman Golf Association-$457.15; Forman Market-$13.98; Genesis Art & Design-$40.00; H&H Coatings, Inc-$3,350.00; Harrington Industrial Plastics-$590.98; Hawkins, Inc.-$1,758.37; Jet-Way Multiple Services, Inc-$1,545.00; Jp Cooke Co-$60.15; Ken Forster-$60.00; Kjelden's Hardware Hank-$1.99; Nationwide Retirement-$394.97; Nd Pers-$130.59; Nelson Home Center, Llc-$19.96; North Dakota League Of Cities-$240.00; One Call Concepts-$19.20; Ottertail Power-$2,531.63; Paige Cary-$37.00; Quill.Com-$9.30; Sargent County Bank-$30.34; Southside Automotive Llc-$5,090.88; Syncb/Amazon-$190.80; The Sargent County Teller-$157.86; Us Treasury-$2,265.78; Usps-$284.35; Waste Management-$2,978.80; Payroll-$8,884.46;

Trish Pearson gave a summary of the ND League of Cities conference she attended. The theme of the conference was technology. The main take-aways were preparing for electric vehicles, fully automated vehicles and drones. Pearson asked Paige Cary to research the possibility of putting in an electric car charging station in Forman. She asked the council to direct attorney, Jayne Pfau to research ordinances and laws pertaining to drones and fully automated vehicles. Pearson asked the council to approve selecting and setting up a system for accepting credit/debit cards. There would be no cost to the city to implement the program and there are several companies that offer the service. There is a demo with one company scheduled for next Tuesday. The council agreed that we should offer the service as many younger people look to this type of technology for paying bills. Pearson then reported that she met with our state forester, Mary O’Neill regarding our community tree grant. It was decided that we would wait until spring to plant our trees since the trail has been delayed.

The council reviewed the city superintendent’s report noting that the garbage truck had ongoing issues that we now believe are corrected. There was no report from the Sheriff or City Attorney.

Paige Cary presented her report. She received 230 responses to her survey regarding the grocery store and she has shared those results with the store’s owner. She would like to start a shop local campaign, possible by the end of the month. Daycare is still an issue. Cary is working with FCDC to address this. They are collecting a list of children and ages to determine the building and staffing requirements to meet the daycare demand.

Cary presented her choice for a new website company. She showed a design the company put together for a demonstration. The startup cost would be $788.45 with an annual cost of $439. A motion was made by John Stenvold, seconded by Al Colemer to approve switching to Immense Impact for our website design and hosting. Roll call vote: Stenvold – aye; Anderson – aye; Weaving – aye; Colemer – aye. Motion carried.

The governor’s Main Street Initiative program will be held at City Hall on Tuesday, October 30 at 10:00 am. There will be a 25 minute tour of Forman followed by a 90 minute listening session. An on-your-own dinner at the Hole in One will follow the session. There will be 8 – 10 people from the governor’s office, a group of students from the school, business representatives, FCDC and city council in attendance.

Mayor Bopp spoke with Berube’s regarding a new Bobcat. We typically purchase a new Bobcat and sell to old one every year. Since it is late in the season, Berube’s recommended we wait until next spring. Our warranty is good until April or May of 2019. A motion was made by John Stenvold, Al Colemer to delay purchase of the Bobcat until spring. Motion carried.

Sargent County Emergency Management requested the city approve a resolution to be a participant in the Sargent County Emergency Management Agency so they may receive grant funds to update the multi-hazard mitigation plan. A motion was made by Luke Anderson, seconded by Neil Weaving to approve the attached resolution as submitted. Motion carried.

Luke Anderson commented on the response the council received from Ehren Grupe of Full Circle Ag regarding the noise complaints received by several residents. He went to random spots in town and recorded the noise, which he played for the council. Those living closest to the elevator are subject to significant noise levels. He said we have tolerated the noise levels without taking any action for long enough. His recommendation is we invite Full Circle to a council meeting every year to discuss concerns by residents and have them update the city on their plans for the coming year. Anderson will extend the invitation for a future meeting.

Our next regular council meeting is scheduled for Monday, November 12, 2018 at 6:00 pm.

The meeting adjourned at 7:50 PM.

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Kevin Bopp, Mayor

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Trish Pearson, City Auditor

City of Forman, North Dakota

Regular City Council Meeting

**November 7, 2018**

The Forman City Council meeting was called to order at 6:00 PM by Mayor Kevin Bopp. Present were council members Luke Anderson, Al Colemer, and Neil Weaving (via teleconference). John Stenvold was absent. Also attending were attorney Jayne Pfau, Trish Pearson and Paige Cary.

All stood for the Pledge of Allegiance.

Cavin Berube from Moore Engineering joined via teleconference to update the council on the trail project. Berube presented change order #1 to replace the culvert under Green Ave. The change order adds $30,695 and four workdays to the contract. The city is responsible for 10% of the cost or $3,065. A motion was made by Luke Anderson, seconded by Al Colemer to approve Change Order #1. . Roll call vote: Anderson – aye; Colemer – aye; Weaving – aye; Stenvold – absent. Motion carried. Berube presented change order #2 to install reinforced concrete at the State Ave crossing because State Ave is gravel. The change order adds $1,532 and five workdays to the project. The city is responsible for $153. A motion was made by Neil Weaving, seconded by Al Colemer to approve Change Order # 2. Roll call vote: Anderson – aye; Colemer – aye; Weaving – aye; Stenvold – absent.. Motion carried. The council was asked to approve payment of intermediate progressive estimate #2 to Knife River totaling $307,818.37, and Moore Engineering invoice #19663 for $17,388.59. All line items billed to date are at or below the total budgeted. The DOT pays the bills and will bill the city for their 10% cost share at the end of the project. A motion was made by Al Colemer, Luke Anderson to approve intermediate progressive estimate #2 to Knife River totaling $307,818.37, and Moore Engineering invoice #19663 for $17,388.59. Roll call vote: Anderson – aye; Colemer – aye; Weaving – aye; Stenvold – absent.. Motion carried.

A motion was made by Al Colemer, seconded by Neil Weaving to approve the agenda. Motion carried.

A motion was made by Luke Anderson, seconded by Al Colemer to approve the minutes from the October 10, 2018 council meeting. Motion carried.

A motion was made by Al Colemer, Neil Weaving to approve the city auditor’s report including the October financial statements, delinquency report and payment of the bills. Roll call vote: Anderson – aye; Colemer – aye; Weaving – aye; Stenvold – absent.. Motion carried.

ALBERT CARTON-$7,569.25; BCBS ND-$746.54; BOPP LAW OFFICE-$750.00; CITY OF FARGO-$14.00; CITY OF FORMAN PARK BOARD-$20,400.74; CITY OF FORMAN PUBLIC LIBRARY-$31.83; DAKOTA PLAINS COOPERATIVE-$278.88; DAKOTA SUPPLY GROUP-$263.14; DICKEY RURAL NETWORKS-$408.17; FANTASY FURNITURE-$974.00; FERGUSON WATERWORKS #2516-$2,601.01; FORMAN GOLF ASSOCIATION-$405.20; FORMAN MARKET-$175.19; HAWKINS, INC.-$4,545.10; IMMENSE IMPACT, LLC-$788.45; MID-AMERICA RESEARCH CHEMICAL-$1,307.80; NARDINI FIRE EQUIPMENT-$72.00; NATIONWIDE RETIREMENT-$388.13; ND PERS-$130.59; ND PUBLIC FINANCE AUTHORITY-$59,058.75; ONE CALL CONCEPTS-$20.40; OTTERTAIL POWER-$2,952.00; RAY-MAC INC-$125.05; SAKRY PLUMBING AND HEATI, INC.-$4,160.25; SARGENT COUNTY BANK-$30.10; SARGENT COUNTY BANK-$17,098.19; SCOTTS ELECTRIC-$406.60; SOUTHSIDE AUTOMOTIVE LLC-$1,020.14; SYNCB/AMAZON-$167.11; THE SARGENT COUNTY TELLER-$204.05; UPS-$78.51; US TREASURY-$1,920.95; USPS-$86.45; Void-$0.00; WASTE MANAGEMENT-$3,211.74; PAYROLL-$6,839.99;

Pearson presented several budget amendments for approval. Two were for offsetting increases to both revenue and expenditures. The rest were for approved expenditures from fund balance. A motion was made by Luke Anderson, seconded by Neil Weaving to approve the budget amendments. Roll call vote: Anderson – aye; Colemer – aye; Weaving – aye; Stenvold – absent. Motion carried. These will be reflected in the November financial statements.

 We have had issues with the appliances in the kitchen at city hall malfunctioning. All stoves and cooktops have been thoroughly cleaned now, but one of those units needs to be replaced. The small refrigerator is not working properly either. The refrigerator portion is seldom used, but the freezer section is used often. The council suggested replacing the malfunctioning refrigerator with a small upright freezer. A motion was made by Al Colemer, seconded by Luke Anderson to replace on stove and replace the refrigerator with a freezer up to $1,000. Roll call vote: Anderson – aye; Colemer – aye; Weaving – aye; Stenvold – absent.. Motion carried.

The city has been exploring replacing the locks at city hall with a key code entry system. We received quotes from Electro Watchman out of Fargo and Dickey Rural Networks. DRN’s bid was considerably lower, though they do have recurring fees. Their proposal would tie in to our existing camera security and they are a local company. The new system would provide for individual coded access to city hall. People renting the hall would not need to arrange to pick up a key. They would receive a code that would be valid only for the duration of the rental contract. Al Colemer said this is the same system the museum uses and they are very happy with it. The locks on city hall have not been changed since the hall was built and there have been numerous keys lost or not returned. Neil weaving pointed out that there will be no place in town to have keys made either. A motion was made by Al Colemer, seconded by Luke Anderson to approve the quote from DRN. Roll call vote: Anderson – aye; Colemer – aye; Weaving – aye; Stenvold – absent.. Motion carried. Both the appliance replacements and the coded access entry system will be funded out of the general fund capital reserves.

The council reviewed the city superintendent’s report without comment.

There was no report from the Sheriff.

Attorney Jayne Pfau reported that Trent Nelson retained an attorney to protest the invoice received for cleaning up materials dumped at the landfill without authorization. He made a counter offer to pay for a portion of the costs, but not the labor by the city’s employees. The council rejected that proposal stating they expect the invoice to be paid in full. She had no other business to report.

Paige Cary reported that she had a follow-up conversation with Emily from the Main Street Initiative. They will be working with us regularly as part of the state project. Paige is still working on daycare issues. We may be getting closer. If things don’t work out with the private provider coming to town, the school has expressed interest in running a daycare program through the school. Paige started a shop local campaign. It is in its first week.

There was no old business.

Neil Weaving reported on some repairs needed at the library. He has a quote from a contractor and believes we can take care of all the repairs and minor restructuring for $2,500 or less. A motion was made by Neil Weaving, seconded by Luke Anderson to approve the work at the library.

There are numerous properties in the city that are coming up on the annual sale of forfeited lands to the county for unpaid taxes. Paige reported that FCDC redeemed many of the lots in the industrial park that were on the list. A motion was made by Al Colemer, seconded by Luke Anderson to purchase the remaining industrial park lots prior to the sale. Roll call vote: Anderson – aye; Colemer – aye; Weaving – aye; Stenvold – absent.. Motion carried. The council discussed the remaining properties and determined that they were not interested in purchasing any of them.

Our next regular council meeting is scheduled for Monday, December 10, 2018 at 6:00 pm. Council members and spouses are invited to come a half hour beforehand for a small holiday gathering of appetizers and sweet treats.

The meeting adjourned at 8:25 PM.

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Kevin Bopp, Mayor

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Trish Pearson, City Auditor

City of Forman, North Dakota

Regular City Council Meeting

**December 10, 2018**

The Forman City Council meeting was called to order at 5:00 PM by Mayor Kevin Bopp. Present were council members Luke Anderson, Al Colemer, and Neil Weaving. John Stenvold was absent. Also attending were attorney Jayne Pfau, Trish Pearson and Paige Cary.

All stood for the Pledge of Allegiance.

A motion was made by Luke Anderson, seconded by Neil Weaving to approve the agenda. Motion carried.

Cavin Berube from Moore Engineering reported on the status of the trail project. All construction is halted for the season. There are 37 days of liquidated damages so far and they will continue to accrue throughout the winter. Partial payments have been withheld from the contractor for incomplete or improper work. Berube asked the council to approve Construction Engineering Supplement No. 2 which would increase allowable engineering fees by 30,508.00. After some deliberation and voiced concerns of the services, A motion was made by Luke Anderson, seconded by Al Colemer to table approval of Construction Engineering Supplement No. 2 for one month. Roll call vote: Anderson – aye; Colemer – aye; Weaving – aye; Stenvold – absent. Motion carried. Mayor Kevin Bopp asked that the DOT be invited to a meeting to discuss the issues with the project.

Forman resident Tyler Olson addressed the council requesting that city ordinances be changed to allow chickens. He cited several large cities allow chickens and he couldn’t understand why they are not allowed in our rural city. He wants to know from where his food is coming and feed his family healthier foods. He said the chickens would be in an enclosed coop and not allowed to free range. His request was for 5 hens and one rooster. The council quickly denied the rooster. Attorney Jayne Pfau shared a few ordinances from cities that do allow chickens. The council directed her to draft an ordinance for the next meeting. A new ordinance would require two readings and publication to allow residents to respond.

A motion was made by Luke Anderson, seconded by Neil Weaving to approve minutes from the November 7, 2018 regular city council meeting. Roll call vote: Anderson – aye; Colemer – aye; Weaving – aye; Stenvold – absent. Motion carried.

A motion was made by Al Colemer, seconded by Neil Weaving to approve the city auditor’s report including the November financial statements, delinquency report and payment of the bills. Roll call vote: Anderson – aye; Colemer – aye; Weaving – aye; Stenvold – absent. Motion carried.

The council reviewed the city superintendent’s report. Luke Anderson stated that the sand truck is in very poor condition and asked what the current status of operation was. He suggested the city look into options for either a sanding unit to mount on a pickup or a sanding attachment for the Bobcat.

There was no report from the Sheriff.

City Attorney Jayne Pfau stated that she still needs to work on the easements for curb stop repair work. There was no other business to report.

Economic Development Coordinator Paige Cary reported on her activities. The new city website is almost ready. She still needs to transfer the email addresses over. She contacted some people about the Home Center and directed a couple of interested parties to Vold Auctioneers, who have the listing. Wurth stated they are willing to be a UPS drop off location. For now, all packages must be prepaid and labeled. They will work with UPS to allow point of sale shipments. Lewis’s house on Main St has been sold and will be made into a new daycare facility. The new owner takes possession this month and should have the daycare ready this spring.

Auditor Trish Pearson informed the council that our subscription to Sonic Wall is expiring and the unit itself is 3 years old. She asked the council’s direction if she should extend the subscription for one year or replace the unit and get a new 3 year subscription. The council recommended going with a new unit. There is a greater cost savings to upgrade to a new unit now, which will also ensure we have the greatest cyber security benefit.

Pearson also asked if she should look at purchasing Bingo for the city. The council thought it was a good idea and asked her to bring pricing back to the next meeting.

A motion was made by Al Colemer, seconded by Neil Weaving to reappoint Luke Anderson to the County JDA Board for the term January 1, 2019 to December 31, 2021. Roll call vote: Anderson – abstain; Colemer – aye; Weaving – aye; Stenvold – absent. Motion carried.

Mayor Kevin Bopp asked the council to review the regular council meeting day and time. There have been multiple conflicts with Mondays in the past. A motion was made by Al Colemer, seconded by Neil Weaving to set the regular council meeting day and time for 2019 to the second Tuesday of the month at 6:00 pm. Roll call vote: Anderson – aye; Colemer – aye; Weaving – aye; Stenvold – absent. Motion carried.

The council reviewed the salaries for 2019. A motion was made by Luke Anderson, seconded by Neil Weaving to approve a 3% salary increase for the auditor, economic development coordinator, public works director, and city maintenance worker. Roll call vote: Anderson – aye; Colemer – aye; Weaving – nay; Stenvold – absent. Motion carried. The salaries for all other positions and council members shall remain unchanged.

Mayor Bopp noted that he would like to meet with the Sargent Central superintendent to discuss changing the rules at the school to allow large groups to rent the activity center. Currently, there is no allowance for alcohol to be served, but there is a need in the community to accommodate groups larger than the city hall capacity, particularly wedding receptions. The activity center has a capacity of about 50 people more than city hall.

The city hall and shop will be closed December 24 & 25, 2018 and January 1, 2019.

Our next regular council meeting is scheduled for Tuesday, January 15, 2019 at 6:00 pm.

The meeting adjourned at 6:30 PM.

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Kevin Bopp, Mayor

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Trish Pearson, City Auditor