

City of Forman, North Dakota  
Regular City Council Meeting  
August 9, 2022

The regular City Council meeting was called to order at 6:10 PM by Mayor Kevin Bopp. Present were council members Al Colemer and Neil Weaving. Luke Anderson arrived about 7:15. John Stenvold was absent. Also attending were Trish Pearson, Sara Dux, Lyle Bopp, Donavon Hajek, Val Bjork from the Sargent County Food Pantry, Damon DeVillers from Interstate Engineering and Gary Syverson from Team Lab.

All stood for the Pledge of Allegiance.

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

Damon DeVillers brought some proposals to replat the remaining lots without utility services in the south addition. We could simply run water and sewer down the existing gravel to the lots as they are platted, however, the layout and design of the lots is not workable for the city. He brought in three options to realign the existing road and make the lots more marketable and usable. The council liked the second option the best, which would realign the road and divide the plat into four lots to the east and two lots to the west. We need to get dimensions for the lots and look for funding opportunities. There is federal infrastructure money coming and possibly the prairie pothole money. The council also asked Damon to have a crew shoot elevations from Lot 12, Block 11, Eastside Addition to the sewer main on Maple Ave E to see if there is enough slope to run a sewer line to the parcel.

There was no report from the sheriff.

Daniel Julson CPA called in to discuss the 2021 with the council. He explained the process his firm goes through in preparing the annual financial statements and audit. The only notes were the lack of separation of duties as we only have one employee and outsourcing the preparation of the financial statements. These comments are on every audit and apply to most small cities. Our financials were in order with no issues. A motion was made by Neil Weaving, seconded by Al Colemer to approve the 2021 audit as presented by Daniel Julson CPA. Motion carried.

Gary Syverson from Team Lab presented the results of the sludge test that was done on the three lagoon cells. Cell 1 has an operation depth of feet with almost 2 feet of that being sludge. Cell 2 has an operation depth of 4.5 feet with 18" of sludge. Cell 3 (or secondary pond 1) has an operational depth of 8 feet with sludge of 1.8 feet. Our capacity loss ranges from 20% to 30% depending on the cell. If we were to dredge the sludge and remove it the cost would be close to half a million dollars. We are already treating cell 1 with bioaugmentation or what we call bugs. It is like a probiotic for sewage. We have not been treating on a regular schedule and need to treat more aggressively. We still have time this summer/fall to do an initial seeding with T195 Mega Bugs Plus Supreme then move to a weekly schedule. We could recover nearly all of our capacity in a few years. The council instructed Donavon to work with Team Lab to set up an appropriate schedule. We need to address this issue as we had two emergency dumps from cell 3 due to overflow of our capacity.

Donavon reported on activities. The stop sign is up by Kwik Stop. We still need to install the westbound stop sign and Donavon suggested ordering some 3-Way Stop signs to add to the stop signs. There was a water break at Dave Jacobson's. They got down to the leak and were able to make temporary repairs but the water line is an odd size and Jacobson has to get some different parts. We will be putting a curb stop in as the current curb stop is at the end of the block. We received the new ORP PH sensors from Wigen and he hopes to install them this week. The council needs to sit down with Anthony and discuss terms for his services after retirement as we need a certified operator II to oversee the water plant and submit reports to the state. Donavon asked about getting a time clock for punching in and out. Trish will look at prices for a time clock or a time clock program. Donavon gave a general set of criteria for determining sidewalk replacement including safety and proximity to churches, schools, and businesses. Donavon talked to Jerry Bohnenkamp about the culvert under Main St but hasn't heard back from him on it. Kevin suggested he get a price from Calvin Jacobson also. We need to get an update from ND Sewage Pump on the status of the equipment ordered for the main lift station. Donavon has not done anything more with the siren. Neil

Weaving said he has someone he can contact to look at the siren but it needs to get off the tower. Lyle Bopp stated that his son-in-law has been working in the area with his crane. We would still need to get up on the tower and remove the bolts. Donavon will see if Russ Boutain is available with his lift or they can use harnesses. The siren needs to be a priority as we do not have a working siren in the main part of town for emergencies.

A motion was made by Al Colemer, seconded by Neil Weaving to approve minutes from the July 12, 2022 regular city council meeting. Motion carried.

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

Attorney Lyle Bopp had no update on the city ordinances. Neil Weaving asked what council members should do if someone is violating ordinances. We had an issue with fireworks recently. If it is an ordinance violation, we should report it to the sheriff's office. That is what our contract is for.

Sara Dux said it has been a slow month. She has not wanted to start anything new as "conference season" is starting. She will be attending several conferences this fall and hopes to bring some new ideas and projects back to the city. She did say that she had put out a survey on Facebook about adding a dog park. While the responses were generally positive, people weren't willing to invest in the maintenance and upkeep of the park. Unless we have community involvement or additional city resources, she does not want to move forward with the dog park at this time.

Paul Kalibabky from Waste Management called in to review the proposal to provide residential garbage service to the city. The service would include a 96-gallon tote, weekly pickup and all removal fees. Residents would have to fit all trash into one tote. They would be able to have a second tote for an additional fee. The contract would increase 5% per year and includes a fuel guarantee up to a cap. After the cap, there would be a fuel surcharge as there is on our recycling. The council said they would further review this in our budget deliberations.

In old business, Travis Paeper talked to Trish Pearson and let her know that he brought the policing contract to the county auditor to have revisions brought to the next commissioner's meeting.

In new business, prior to the meeting, Val Bjork came and talked with Mayor Bopp and Council Member Weaving about using the back room of the library for the food pantry. They like the location, size and access though the space would need some renovations including pulling out the old carpeting and putting some kind of new flooring or concrete coating; keyless lock for the back door; painting; vinyl base molding. She asked the city to share in the costs estimated between \$2,350 and \$3,500. The council reviewed the cost sheet she left with us. They agreed that we could contribute to the renovations as it is our city building. Sara Dux said that she had already applied for grants totally around \$3,500. We do not yet know the outcome of those grants. The council also discussed rent or compensation. The food pantry will have a deep freeze and refrigerator that will be drawing electricity. A motion was made by Neil Weaving, seconded by Al Colemer to draft a two-year contract with the food pantry for the use of the back room at the library. The city will pay for the flooring and the paint provided the food pantry pays for the keyless lock and the labor to do the painting. The city already has the vinyl cove base molding available. The food pantry will be responsible for the electricity for the library for the first year and will be reviewed after that. Motion carried.

The Park Board had submitted a building permit application to install the new basketball hoops at the tennis courts. Mayor Kevin Bopp had approved the permit but did have reservations as they used Ton Construction for the installation.

A motion was made by Luke Anderson, seconded by Neil Weaving to approve a building permit application submitted by Brent Johnson to extend his current cement slab 12 feet. Motion carried.

Brenda Schreiner submitted a request to purchase Lots 11 and 12, Block 11, Eastside Addition. She offered \$500 for the lots. She also submitted a building permit application to put a manufactured home on those lots. The council discussed both requests. There are four lots on the parcel that she acquired for almost \$2,000. We need to recover our purchase price. There is not sewer or water directly to the lots. We would have to run lines about 300 feet. City Superintendent, Anthony Fiala had advised the council to get the elevations checked to see if there was adequate slope for a sewer line to reach the main. That request was made of Interstate Engineering earlier in the meeting. The building permit that was submitted had no building specifications. Brenda had sent a floor plan of the home to Luke Anderson earlier, but there was no

diagram for the foundation work. Mayor Bopp said Brenda had told him she planned to put the home on piers. Attorney Lyle Bopp said that our ordinances require manufactured housing to be permanently affixed to the ground. That means it needs a cement slab with proper footings and needs to be affixed to that slab.

A motion was made by Luke Anderson, seconded by Neil Weaving to offer to sell Lots 11 and 12, Block 11, Eastside Addition to Brenda Schreiner for \$500 each lot provided we can get utilities to the lots to meet her needs. Motion carried.

A motion was made by Luke Anderson, seconded by Al Colemer to table the building permit application submitted by Brenda Schreiner until she can provide a building plan for new construction. Motion carried.

The council continued work on the preliminary budget. There was considerable discussion on garbage and water rates. The budget includes increases for each of these services though we will need to pass a resolution to actually increase any rates. We can discuss more before we finalize the budget. The council decided on a preliminary budget that has a levy increase of about 2.5%. A motion was made by Al Colemer, seconded by Neil Weaving to approve the preliminary budget. Roll call vote: Anderson – aye, Weaving – aye, Colemer – aye, Stenvold – absent. Motion carried.

Our next regular council meeting is scheduled for Tuesday, September 13, 2022 at 6:00 pm.

The meeting adjourned at 9:35 PM.

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Kevin Bopp, Mayor

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Trish Pearson, City Auditor