

City of Forman, North Dakota  
Regular City Council Meeting  
March 8, 2022

The regular 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, Sara Dux, Lyle Bopp and Jon Wold.

All stood for the pledge of allegiance.

Luke Anderson asked to have a noise complaint added to the agenda. A motion was made by Al Colemer, seconded by Neil Weaving to approve the agenda as amended. Motion carried.

Deputy Jon Wold reported on policing activities in Forman. There has been an uptick in activity including two criminal investigations, one arrest, four traffic citations, one accident and eleven calls for service.

Mayor Bopp introduced Donavon Hajek, who will be taking over for Anthony Fiala when he retires in October. Donavon said that training was going well. He is making notes of tools and equipment that will need replacing or repairs and gathering ideas to organize the shop.

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

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

Trish Pearson reported that she has been working on the reporting requirements for the ARPA funds. She also learned that the security upgrade the council was considering for the water plant and shop would qualify under the ARPA funds. A motion was made by Al Colemer, seconded by John Stenvold to allocate ARPA funds and move forward with the upgrades as previously quoted by DRN. Roll call vote: Anderson – aye; Colemer – aye; Stenvold – aye; Weaving – aye. Motion carried.

Pearson is also working with North Dakota Public Finance Authority and the North Dakota Department of Environmental Quality to refinance two of the city's bonds. The only cost to the city would be our bond counsel and the savings to the city would be just over \$100,000. The refinance application requires a resolution of the governing body applicant to appoint a representative to submit applications, file reports and accept proceeds from the loans. A motion was made by Luke Anderson, seconded by John Stenvold to approve moving forward with the refinancing of the water plant bond and sewer assessment district bond currently held by NDPFA and to approve Resolution of Governing Body of Applicant No 2022-01. Motion carried.

The consumer confidence report for 2021 is due soon. Trish will be completing that report this month.

The council reviewed the city superintendent's report. Our city was awarded the Safe Drinking Water Certificate of Achievement.

City Attorney, Lyle Bopp presented the second reading of the backflow prevention ordinance. Neil Weaving had a conversation with NDDEQ about the program after several residents expressed concerns. With the city does have to write a containment program, that program is covered by century code and does not require a local ordinance. The city may voluntarily adopt the comprehensive program, which would require an ordinance. The comprehensive program is not something the state is requiring or enforcing at this time. The containment program will require a written document, backflow prevention on all city owned buildings and a survey of commercial businesses to determine sources of possible contamination. A motion was made by Luke Anderson, seconded by John Stenvold to continue work on the containment program and the survey of businesses, but dropping the backflow prevention ordinance. Roll call vote: Colemer – aye; Stenvold – aye; Weaving – aye; Anderson – aye. Motion carried.

Lyle Bopp had reviewed the changes to the employee handbook that Trish Pearson suggested to update employee benefits, business expense reimbursement and add a new section on open records law. Bopp thought the changes were appropriate. Pearson read the changes to the council as they had not been sent out in advance. A motion was made by Al Colemer, seconded by Neil Weaving to approve the changes to the employee handbook as presented. Motion carried.

Lyle and Luke have done some work on updating the city ordinances. North Dakota League of Cities is coming out with an updated version of their sample ordinances. Lyle wants to wait to see what is in the new version before proceeding with further changes to our ordinances.

Sara Dux has been working on a number of projects. Nominations for Citizen of the Year are due soon. She has been putting together ideas for an AARP grant that has no match requirement. Sara sent around a sample of a coupon book she designed for use in the next shop local campaign. City Government Week is April 4 – 8 and she has some ideas for celebrating.

Sara asked the council to choose between two designs for our city signs, which they did. Sara is writing a vibrancy grant that will help defray the cost of the signs.

Our housing market study is complete and the council reviewed the report that was provided. There was insightful information that should help the city determine the direction to take in developing more housing in the community. The council stated that they would like to have a meeting with Visible City to discuss the report in more detail. Sara will arrange that meeting.

Sara went through our semi-annual review of our strategic plan with the council. There were a few changes and a couple of things have been completed. We will review again in six months.

Lyle mentioned a new program by the state to attract attorneys to rural areas. The program requires sponsoring from city and/or county. He will forward the information to Trish.

There was no old business.

In new business, Kevin said that our maintenance worker had been let go and we are looking for a replacement. There is one candidate interested but salary may be an issue. He plans to meet with him this weekend to discuss options. Luke said he wasn't sure about hiring someone right away as we don't have three employees in the budget.

A motion was made by Al Colemer, seconded by John Stenvold to approve the gaming site authorizations submitted by the Rutland Sportsman's Club for the No Name Bar and Deuce's. Motion carried.

Luke Anderson received a complaint from a resident about noise at the elevator. The resident had taken decibel readings as well. This isn't the first time we've had this complaint, but it seems it was better for a while. Mayor Bopp said the best thing to do is sit down with the new management at the elevator and discuss the problem and try to figure out possible solutions.

Mayor Bopp noted that there are some shingles on the townhomes that got blown off and there is a screen door that needs to be replaced. We will need to address these soon.

We need to schedule clean up days. It is usually done the last week of April or the first week of May.

Our next regular council meeting is scheduled for Tuesday, April 12, 2022 at 6:00 pm.

The meeting adjourned at 8:10 PM.

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Kevin Bopp, Mayor

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Trish Pearson, City Auditor