

City of Forman, North Dakota
Regular City Council Meeting
October 12, 2021

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

All stood for the pledge of allegiance.

Luke Anderson asked that a building permit for Forman Lumber be added to the agenda under new business. A motion was made by John Stenvold, seconded by Neil Weaving to approve the agenda with the additional item. Motion carried.

Deputy Rick Bryant gave a report on policing activities. There were 53 patrol hours with 13 school zone hours, 17 calls for service, one traffic citation and 7 warnings. They have been helping some folks out with scam calls that seem to be on the uptick and have taken some calls about internet harassment. Animal complaints have been down. Deputy Bryon Johnson had asked Trish Pearson if the council could look at lowering the speed limit in front of the school on 5th Street to 15 mph. Deputy Bryant said 15 mph is standard for school zones. The council will review this further and decide at the next meeting.

Dan Fawcett presented a Renaissance Zone project application to the city council. Sara Dux stated that the project does meet the 20% threshold and verified that he is within the zone. The project will include all new windows, steel siding, new soffits, and gutters. The process is to approve the project and send it to the state for their approval. A motion was made by Luke Anderson, seconded by John Stenvold to approve the Renaissance Zone project for Dan Fawcett pending approval by the state. Roll call vote: Anderson – aye, Colemer – absent, Stenvold – aye, Weaving – aye. Motion carried.

A motion was made by John Stenvold, seconded by Neil Weaving to approve minutes from the September 14, 2021 regular city council meeting. Motion carried.

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

The council reviewed the city superintendent's report.

There was no report from the city attorney.

Sara Dux reviewed her activities as city coordinator. She presented a business incentive application for Chad Skog for the No Name Bar for the \$500 grant for an expanding business. A motion was made by John Stenvold, seconded by Luke Anderson to approve the business incentive application for Chad Skog. Motion carried. Sara will continue to work with Chad to see if he is eligible for the city's two-year property tax incentive for business expansion.

Sara contacted several companies regarding a housing market study. A full study runs about \$15,000. There are options to reduce that cost if we want to limit the scope of the study. There is a 50-50 grant available from the state with a \$5,000 cap. Luke Anderson said if we could find a scope that would be closer to \$5,000, it would be worth pursuing. We might look at focusing on multi-family housing for now. Sara will continue working on this.

There are three "Welcome to Forman" signs in town that need repairs. The wood structures are still solid, but the letters or signage need replacing. There is also a centennial sign that needs to be repaired and have landscaping tended to. She will work on options and quotes to present the council.

Brandon Pankow and Kevin Pankow joined the meeting to discuss the boundaries of our pocket park on Main Street. They recently purchased the vacant lot behind the grocery store and have future plans for the parcel. Our pocket park extends into their property, but they are fine with that. They said not to worry about moving any of the planter boxes now. We did plant a tree this fall that needs to be moved. They don't want us to have to cut down a new tree when they are ready to build their project. It is easily relocated now.

John Stenvold said he purchased the trail camera, SD card and lock box for the compost lot. He needs to activate the account and get it installed. The cellular data plan will be about \$10 per month.

Luke Anderson received a quote from Dakota Fence to replace the bent post at the tennis courts and add an 8' wide gate to improve access for flooding and maintaining the skating rink. The quote was for \$4,600. We have funds available in the Forman Improvement Fund that are not taxpayer dollars. A motion was made by John Stenvold, seconded by Luke Anderson to approve the quote from Dakota Fence for \$4,600 to replace one fence pole and install an 8' wide double drive gate at the tennis courts to be paid out of the Forman Improvement Fund. Motion carried.

Mayor Kevin Bopp said he received work from Bobcat of Gwinner that our Bobcat, that was originally scheduled for delivery in November, is delayed until January due to component supply issues.

Luke Anderson spoke with Troy Gilbertson at North Dakota DOT. They want us to close Elm Avenue at Highway 32 for safety reasons. We have a contract with NDDOT that states that the city is responsible for maintaining the number of feet openings along Highway 32 and cannot create a new opening without DOT permission. Forman Lumber and Fireworks put in a new approach creating the need to close off another area. We have applied for a permit to install our radar speed signs, however, the DOT will not approve the permit unless the city complies with our current contract. After considerable discussion the council decided to put the decision off until the next meeting. A motion was made by Neil Weaving, seconded by John Stenvold to table the discussion. Motion carried.

The city received a building permit application from Susan Parrow to build a fence. She will be just inside her property line to the west, but is asking the city to build the fence on the property line to the north, where it backs up to FEMA land and to the east where it is next to an unvacated, but unused alley. The council was willing to grant permission for the fence to be on the property line to the north, but said she needed to abide by setback requirements on the alley side. The requirements are to be six feet from any alleyway. A motion was made by Luke Anderson, seconded by John Stenvold to approve the building permit for Susan Parrow to build a fence per the applications but moving the east fence line to the six-foot setback according to city ordinances. Motion Carried.

Josh Stewart submitted a building permit to construct a 10' x 18' lean addition to his garage. Mayor Bopp checked the boundaries, and he is within setbacks. A motion was made by John Stenvold, seconded by Luke Anderson to approve the building permit for Josh Stewart to construct a 10 x 18' lean addition to his garage. Motion carried.

Luke Anderson presented a building permit request on behalf of Forman Lumber and Fireworks. Russ Boutain wants to extend the back of one section of the building about two feet to align with the rest of the building. He will be pouring a concrete floor with in-floor heat and installing an overhead door. A motion was made by John Stenvold, seconded by Luke Anderson to approve the building permit for Forman Lumber and Fireworks to extend a portion of their building to align with the rest of the building, pour concrete and install an overhead door. Motion carried.

Both heat pumps in the main hall went out earlier this month. We relaced the main control board on the rear pump and it is now working. The front pump also needed a new control board, which Henrick's was able to procure. It is in and will be installed this week.

The three-door cooler in the kitchen went out again. It appears that a capillary tube is clogged, but they could not be certain without tearing it apart. They were unable to get freon to circulate through the system. Jeff Henricks recommended replacing the unit. He was unable to locate one from his suppliers and said the city should check with online suppliers. A motion was made by Luke Anderson, seconded by Neil Weaving to purchase a new three-door refrigerator keeping the cost under \$7,000. Trish Pearson will look for available units.

The council briefly discussed door issues at the townhouses. They will meet as a Forman Housing Authority Board following the city council meeting.

Our next regular council meeting is scheduled for Tuesday, November 9, 2021 at 6:00 pm. – returning to our normal time.

The meeting adjourned at 8:00 PM.

Kevin Bopp, Mayor

Trish Pearson, City Auditor