

City of Forman, North Dakota
Regular City Council Meeting
September 8, 2020

The Forman City Council meeting was called to order at 6:10 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 Lyle Bopp.

All stood for the pledge of allegiance.

Mayor Bopp opened the public hearing for the budget. There were no residents present. There were no changes from the preliminary budget. A motion was made by Luke Anderson, seconded by Neil Weaving to approve the final 2021 budget. Roll call vote: Anderson – aye; Colemer – aye; Stenvold – aye; Weaving – aye. Motion carried. A motion was made by John Stenvold, seconded by Al Colemer to close the budget hearing.

The regular city council resumed.

A motion was made by Luke Anderson, seconded by Al Colemer to approve the minutes from the August 4, 2020 regular city council meeting. Motion carried.

The sheriff was not present and did not submit a report.

There was no report from Moore Engineering.

A motion was made by John Stenvold, seconded by Al Colemer to approve the city auditor's report including the August financial statements, delinquency report, payment of the bills, city participation in the North Dakota Public Health Insurance Trust and certification of uncollected taxes received from the county. Motion carried.

The council reviewed the city superintendent's report. Paige Cary asked if our third campsite could be reopened. The council agreed that restriction could be lifted.

Attorney Lyle Bopp reported that he sent the easement to Isensee's but has not received the signed copy in return yet. The lot where the Erickson house was torn down is now filled in and level. We received an application for a conditional use permit to have a single apartment in a commercial zone. The council set the public hearing for the next council meeting. Notice will be published in the Teller. We received a petition for rezoning of a parcel from Trent Nelson. There were a number of questions on the petition the council wanted answers to before taking action. A motion was made by Luke Anderson, seconded by Al Colemer to table the petition for rezoning. Roll call vote: Anderson – aye; Colemer – aye; Stenvold – aye; Weaving – aye. Motion carried. Lyle continues to work with Dave Jacobson on quiet title to the cemetery plots he is interested in obtaining. Including all sold but unused cemetery plots is not as viable as we thought. Before we could do that, we would need to measure all the plots to determine if those interred in the cemetery are recorded in the correct plots in our system. We would also need to check if there are other interments that have not been recorded. Lyle will continue to work on this, but it may be best to take it on a case-by-case basis.

Economic Development Coordinator, Paige Cary reviewed her report. We received an application from Central Grocery for our city business incentives requesting free base rate water, sewer and garbage for one year and \$200 cash after one year in business. A motion was made by Luke Anderson, seconded by Al Colemer to approve the business incentive application for Central Grocery. Motion carried.

Luke Anderson gave an update on the JDA spec house. They have chosen a floor plan that will have about 1,200 square feet on the main floor, an unfinished basement and two-car stall garage. The total cost should come in about \$200,000. Anderson said that since this is a smaller house, one of the lots in the south addition other than the lots on the circle might be better suited. We will finalize the lot once the blueprints are drawn up.

Paige went through the review of our strategic plan with the council. Action Step 1.A.1 was to conduct a housing market analysis and needs assessment via a third party contractor. It was ranked a high priority and there are grant funds available for half the cost. The city cost would be between \$3,000 and \$5,000. A

motion was made by Luke Anderson, seconded by John Stenvold to seek out a firm to do the housing market survey utilizing the available grant. Motion carried. Action items completed include creating a code violation complaint system on our website and reopening the grocery store. Paige researched the expansion of natural gas into Forman and determined that it is too costly to pursue. Action items in process include assisting in the financing of building a spec home and activating unused and underutilized spaces along Main Street. The bar is reopening, Ginger's Junk is being converted to a resident and the grocery store is open. The green space on Main Street is a five-year project. Paige is considering adding memorials to assist in funding future improvements. Overall, we have made great progress on our strategic plan. We will review it again in six months.

In old business, the paving patches in town are scheduled to be done toward the end of September.

The city received a special offer good only for August to purchase a new mosquito fogger from the same company we purchased the current fogger. It was \$3,000 less than the original quote so Mayor Bopp approved the purchase.

A while back Neil Planteen asked the city to look at issues with the fire hydrant behind their building. Luke has been working with Neil to determine the best action. We will need to clear brush away from the hydrant and install a hydrant extension. We will need an action plan for winter snow removal to ensure that the hydrant is always clear. Planteen had also asked about the trees in the shelterbelt. Al Colmer had looked at the trees and determined that there are numerous volunteer sapling trees that need to be removed as well as some dead trees. The biggest issue is that the trees are on private property. Planteen does not need city permission to remove any of the brush or dead trees on his property. We looked into the possibility of applying for a tree grant, but the golf course has already requested that grant. It would take precedence since it is city owned property. We are unsure if planting trees on private property would be eligible. Luke will continue to work with Neil to figure out what will best work.

The city received three applications for the Maintenance position. Kevin and Luke interviewed two of the candidates. There was much discussion around salary. Kevin proposed a wage of \$41,000/year to start for the top candidate based on qualifications. A motion was made by John Stenvold, seconded by Neil Weaving to make an offer to the first candidate at a starting salary of \$41,000/year. Roll call vote: Anderson – aye; Colemer – aye; Stenvold – aye; Weaving – aye. Motion carried. Should the candidate decline the offer, we will call a special meeting to discuss our options.

The city received a proposal from Thein Well Company for an annual preventative maintenance contract. The cost is \$275 and includes inspecting both city wells and pumps. A motion was made by John Stenvold, seconded by Al Colemer to approve the annual prevention maintenance contract with Thein Well Company. Motion carried.

Stephanie Wolf submitted an application for a retail liquor license. She purchase the old Little Gold Mine and will open the bar under the name Deuces. A motion was made by Al Colemer, seconded by Luke Anderson to approve the retail liquor license application for Deuces. Motion carried.

It was noted that the General Elections in November would be held at City Hall instead of the Courthouse to allow for social distancing.

Our next regular council meeting is scheduled for Tuesday, October 13, 2020 at 7:00 pm. Note the later time.

The meeting adjourned at 8:10 PM.

Kevin Bopp, Mayor

Trish Pearson, City Auditor