

City of Forman, North Dakota
Regular City Council Meeting
November 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 Donavon Hajek.

All stood for the pledge of allegiance.

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

Donavon Hajek reviewed the superintendent's report and updated the council on projects and concerns around the city. The culver under Main Street has been repaired. They were able to slide a 12" PVC pipe inside the existing culvert. They dug out dirt and debris from around the inlet and reshaped the landscaping at the end of the pipe. We need to cultivate the surface and plant grass seed but will wait till spring to see how it settles. The repairs at the Main Lift Station have not been scheduled yet. We are still waiting for North Dakota Sewage Pump to get the spare pump back that they want to use temporarily until they install the new pumps next spring. We will follow up as there is considerable capacity loss through the hole in the base. There are a number of manholes and gate valves under the asphalt in the south addition. We will need to cut those out and put in risers for access next spring. We also have six to eight gate valves throughout town that do not work. Landon Carlbloom estimated \$3,500 - \$5,000 each to replace. We should start budgeting to replace a couple each year. Al Carton has extra tools in his shop that he would like to offer for sale to the city. Donavon asked that one or two council members go look at them and estimate their value and worth to the city. People have been using the dike behind Olafson's house as a road. This was never intended as a road. It was built up for flood control and graveled for city access only. We are ordering signs for each end noting that the road is closed to all unauthorized vehicles. Damon DeVillers from Interstate Engineering brought a grant to the city's attention. Applications are due December 7. Generators to power water plants and lift stations are eligible for the grant. Our 60kw generator was built in 1952. It has a bad radiator and we've been unable to find a replacement. It is sufficient to run the lift stations. It would also be enough power to run one of our wells or to run the pump from the ground storage to the water tower. Our lift stations are set up for generator power, but our water plant is not. We will look at writing a grant to cover a new 60kw generator and the wiring necessary to run the wells and pump house on generator power. A generator for the water plant will be a future project as it will require a permanently placed 250kw generator to run the plant. Trish will be writing the grant application. Donavon is working to get the light at the back of the library either repaired or replaced before the food pantry opens. He also suggested installing a wireless three-way switch for the library main lights. Currently we must walk from the front of the library in the dark to the light switches in the back. It would only cost about \$80. The spring broke on the west overhead door of the shop. Donavon has called for pricing, but everyone is two to three months out on getting the parts. Most companies don't want to travel this far to do the repair. Shane Swanson said he and another guy would be able to replace the springs when we get them if the council is okay with that. Trish will call Automatic Systems to see what the delay is on the PLC Controller for the water tower. The siren is repaired and back in town. Donavon has someone to install it and it may go up Saturday or Sunday, depending on the weather.

A motion was made by Al Colemer seconded by John Stenvold to approve minutes from the October 11, 2022 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 October financial statements, delinquency report and payment of the bills. Motion carried.

City Attorney Lyle Bopp presented a contract for the city to approve to retain Anthony Fiala as an independent contractor for \$500 per month. The city needs Anthony's services with his Class II Water Plant Operator certification and Wastewater certification until Donavon can complete the requirements to attain that degree of certification. Anthony will also assist with other areas in the city as needed. A motion was made by John Stenvold, seconded by Luke Anderson to approve the contract between the city and Anthony Fiala to retain his services as an independent contractor for \$500 per month. Motion carried.

Lyle informed the council that the sale of the townhomes is complete. He is waiting on the statement from the county for the special assessments so we can pay off the city portion for 2022, then he will distribute the proceeds to the Forman Housing Authority. Luke asked how the funds could be used. Lyle said they could be used for further housing projects, infrastructure to support housing projects or transferred to the city general fund.

Sara Dux reported that the food pantry was starting on the floor preparations tonight. They hope to have the flooring complete and get moved in within a couple of weeks. Sara helped them apply for a \$2,500 grant to assist with relocation expenses and that grant was awarded. She will be starting a shop local campaign at the end of the month. It will run for five weeks. Sara asked if we could take the centennial sign down for the winter. Craig Lombardi volunteered to work on the sign over the winter at no cost to the city. The council was fine with that. Next spring Sara will be looking to do some low maintenance landscaping around the three welcome signs and the centennial sign. Sara said that we have not had any response to the maintenance position ad and suggested that the city consider offering a sign-on bonus payable after a set time. Neil Weaving suggested we all a fitness center membership as an added benefit for employees. The council will take both suggestions into consideration. Rutland has shirts with their town and logo on them. Sara asked if Forman would like something similar. They would be offered on a pre-order basis through the company that created the items for our welcome bag. There would be no cost or risk to the city. Sara thinks the program is set up where we would receive a small amount from each sale. The council said to go ahead and get it set up.

John Stenvold met with Trish Pearson regarding options for our garbage service. The option to have Waste Management do the residential service was rejected as there would not be enough savings to pay for the cost of the contract. Storbakken is interested in taking over the service of both residential and commercial and would be interested in purchasing dumpsters. They would do their own billing as well. We still have salaries budgeted in the garbage fund and without any revenue to cover the cost, that expense would have to be shifted to other funds. The budgets for the other funds have already been set for the coming year. We put a 15% revenue increase in the garbage fund budget for 2023, but did not specify how those funds would be attained. It was further discussed on what level of service we could offer our residents if we contract our garbage services. We have dumpster rental for projects, cleanup days and our compost lot services to consider. Discussion expanded to include the water and sewer funds. We budgeted a 6% increase in the water fund revenue, which was still a \$10,000 deficit in the fund. Trish explained that because of our bonding obligations, we cannot have a deficit budget. After working through a number of scenarios, the council decided it would retain the garbage service, cut the amount of funds transferred to capital reserves and increase rates. A motion was made by John Stenvold, seconded by Neil Weaving to increase water, sewer, and garbage rates by 10% each for 2023. Roll call vote: Anderson – aye; Colemer – aye; Stenvold – aye; Weaving – aye. Motion carried. We will review rates and garbage services again next year.

In new business, Mayor Bopp said he spoke with Trevor Dekker about the building permit application submitted to fence his back yard. He approved the permit.

The house at 375 Main Street never finished their fence and they are using pallets and plywood to close off the front. We will draft a letter letting them know those materials are not allowed and they need to complete the fence per the original building permit. The elevator has an old building permit for a rails project they never completed. We need to speak with the manager to see if they plan to re-apply for that project.

Interstate Engineering completed the CWSRF forms for two sanitary sewer projects to keep us on the list for state funding. They have been signed and returned.

The water resource district is holding an informational meeting on Drain 4 assessments on Wednesday, November 30. Lyle will be at the meeting. Someone from the council should plan to attend.

The council had some further discussion on the ND Department of Emergency Service grant and agreed that we need to complete an application for a 60kw generator and electrical wiring of the wells and pumphouse. We are not obligated to spend the money if we do receive the grant award.

The state is expected to distribute funding to cities under 1,000 in the first quarter of 2023. Those funds can be used towards additional infrastructure.

Neil Weaving thought of a possibility for future expansion. The county owns property adjacent to the fairgrounds and ball field that is not being utilized. Neil suggested we approach the county commissioners

to see if there would be any interest in selling some of that property to the city for residential expansion. Lyle said he could bring it up.

The city shop is closed on Friday, November 11. Garbage pickup will be one day early. The city office and shop are closed Thanksgiving Day, November 24.

Our next regular council meeting is scheduled for Tuesday, December 13, 2022 at 6:00 PM

The meeting adjourned at 7:40 PM.

Kevin Bopp, Mayor

Trish Pearson, City Auditor