

# HARWOOD CITY COUNCIL MINUTES

*City of Harwood, North Dakota*

## Regular Meeting

**August 4th, 2025**

**Call to Order/Roll Call:** At 6:30 pm, Mayor Blake Hankey called the meeting to order. Roll call included Jamie Nettum, Chris Fix, Dick Sundberg, and Chris Higgins. Chayla Hansen, City Auditor. Others in attendance included City Engineer Andrew Aakre and City Attorney Sarah Wear, and Public Works Supervisor Jeremy Snyder. Public attendees from the sign-in sheet and observation were Joann Spiesz, Darlene Meyer, Dennis & Marge Lonski, Josh Diede, Tom Linnertz, and Brock Hansen.

**Approve Agenda:** Motion to approve the agenda with addition by Fix, seconded by Higgins. All in favor voted aye, motion carried.

**Approve July Bills, July Meeting Minutes, July Special Meeting Minutes, and Financial Report, Consent Agenda.** Motion to approve the consent agenda by Sundberg, seconded by Nettum. All voted aye, and the motion carried.

Fund	2025 Begin	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
100 - GENERAL FUND	\$620,278.17	\$1,475,342.17	(\$1,649,085.57)	0	\$0.00	(\$30,560.51)	\$ 415,974.26	In Balance
201 - HIGHWAY DISTRIBUTION	(\$92,065.88)	\$519,783.47	(\$277,770.14)	0	\$0.00		\$ 149,947.45	In Balance
203 - CITY SHARE SPECIAL ASSESSMEN	\$5,500.51	\$9.49		0	\$0.00		\$ 5,510.00	In Balance
205 - Community Center	(\$39,848.36)	\$87,335.06	(\$105,080.69)	0	\$0.00	(\$1,759.41)	\$ (59,353.40)	In Balance
206 - EMERGENCY FUND	\$403.06			0	\$0.00		\$ 403.06	In Balance
207 - ARPA FUNDS	\$131,072.19			0	\$0.00		\$ 131,072.19	In Balance
208 - Municipal Infrastructure Funds	\$125,400.06	\$146,120.45		0	\$0.00		\$ 271,520.51	In Balance
210 - Harwood Trust Fund	\$126,326.42			0	\$0.00		\$ 126,326.42	In Balance
220 - CITY SALES TAX FUND	\$788,685.16	\$105,558.25		0	\$0.00		\$ 894,243.41	In Balance
318 - WATER DISTRIBUTION #98-1	\$46.12		(\$7,363.13)	0	\$0.00		\$ (7,317.01)	In Balance
322 - STREET IMPROVEMENT 2006-1	(\$20,749.72)			0	\$0.00		\$ (20,749.72)	In Balance
324 - URBAN RENEWAL (TIF) 2007-1	\$40,730.23	\$23,185.39	(\$4,399.57)	0	\$0.00		\$ 59,516.05	In Balance
325 - STREET IMPROVEMENT 2011-1	\$74,601.26	\$41,671.37	(\$46,470.00)	0	\$0.00		\$ 69,802.63	In Balance
326 - WATER IMPROVEMENT 2015-1	\$40,477.49	\$92,274.06	(\$7,363.13)	0	\$0.00		\$ 125,388.42	In Balance
327 - STREET IMPROVEMENT 2016-1	\$9,989.74	\$9,879.48	(\$1,032.45)	0	\$0.00		\$ 18,836.77	In Balance
328 - BENDER LANE SEWER PROJ 2020-	(\$5,240.00)	\$43,450.93	(\$49,705.00)	0	\$0.00		\$ (11,494.07)	In Balance
329 - Freedland Drive 2022-1	(\$79,680.87)	\$110,997.57	(\$112,230.93)	0	\$0.00		\$ (80,914.23)	In Balance
428 - BENDER LANE SEWER CONSTRUCT	\$52,108.78			0	\$0.00		\$ 52,108.78	In Balance
429 - Street Imp. Dist. 2022-1 Const	\$5,682.47			0	\$0.00		\$ 5,682.47	In Balance
430 - Street Imp. Dist. 2023-1 Const	\$0.00			0	\$0.00		\$ -	In Balance
501 - WATER FUND	\$163,418.61	\$53,807.57	(\$36,486.69)	0	\$0.00	(\$21,555.88)	\$ 159,183.61	In Balance
502 - SEWER FUND	\$228,631.63	\$72,712.14	(\$58,834.25)	0	\$0.00	(\$16,682.50)	\$ 225,827.02	In Balance
503 - WASTE FUND	(\$18,209.76)	\$51,501.96	(\$30,770.75)	0	\$0.00		\$ 2,521.45	In Balance
510 - SURCHARGE FUND	\$138,019.89	\$7,365.66	(\$22,623.30)	0	\$0.00		\$ 122,762.25	In Balance
	\$2,295,577.20	\$2,840,995.02	(\$2,409,215.60)	\$0.00	\$0.00	(\$70,558.30)	\$2,656,798.32	

Board on motion approved the following July bills:

7005	IRS	\$3,660.94
7011	NDPERS	\$8,381.33
7010	NS STATE TREASURE	\$101.34
7015	ZOOM	\$17.62
7008	MIDCO	\$506.17
7007	MICROSOFT	\$128.44
7006	MENARDS	\$25.73
7002	CITY OF FARGO	\$11,813.75
7004	FIRST INTERNATIONAL BANK	\$80.00
7003	EIDE BAILLY	\$130.00
7001	CASS CO ELECTRIC	\$3,745.00
7009	ND ONE-CALL	\$17.76
7000	AFLAC	\$191.88
7012	OFFICE DEPOT	\$91.48
7013	USPS	\$156.00

7014	VIVINT	\$334.18
23213	ND CHILD SUPPORT	\$184.62
23216	ND CHILD SUPPORT	\$184.62
23215	ASP OF MOORHEAD	\$255.50
23231	PRO SWEEP	\$262.50
23232	USPS	\$169.58
23234	MENARDS-FARGO	\$105.07
23233	JDP	\$2944.80
23256	BANK NORTH	\$100,000.00
23236	US BANK	\$241.35
23240	MENARDS-FARGO	\$23.49
23241	VDCI	\$3203.49
23222	JOSH DIEDE	\$25.00
23223	KLJ	\$13,650.00
23226	MENARDS-FARGGO	\$6.96
23227	MENARDS-MOORHEAD	\$25.74
23217	ACME TOOLS	\$156.92
23229	RDO EQUIPMENT	\$443.67
23219	CHRISTINE ROSE	\$1,000.00
23225	MARSH & MCLENNAN	\$3,581.00
23218	BLACK MTN	\$11,565.00
23220	CLIFFORD GRAIN	\$263.33
23228	PETRO SERVE	\$174.29
23230	WASTE MANAGEMENT	\$118.28
		\$436.00
23221	HAWKINS	

**Law Enforcement Report:** 128calls for service. He then gave us information on the new speed limit fees.

**New Business:**

**Fireworks Ordinance:** Discussion of the ordinance at the changes that should be made. The city attorney will update and bring it to the next meeting.

**Speed Sign Update-** No information yet.

**2025-43 Ordinance:** This is an update to the ordinance relating to the International Building Codes. It was recommended by Cass County Public Health and the City Building Inspector to make these changes. Motion to approve the 1<sup>st</sup> reading of the ordinance by Nettum, seconded by Fix. All vote aye, motion carried.

**Burgard Building Permit:** Motion to approve the building permit by Nettum, seconded by Higgins. All voted aye, motion carried.

**2<sup>nd</sup> Reading of Flood Ordinance:** Motion to approve the building permit by Sundberg, seconded by Nettum. All voted aye, motion carried.

**Public Comment:** Kathy Johnson, 510 Chapin Dr, is concerned about the skunk problems. She is also concerned about the Shopp's development not keeping up with the lawn. The mayor will send them a letter to keep the development mowed and cleaned up, or the city will mow and bill them.

**Old Business:** None

**Engineer Report:**



**ENGINEER'S AGENDA**  
**City of Harwood Council Meeting**  
**Monday, August 4th, 2025**

**1. North Water Main Loop**

- a. Schedule-unchanged
- b. Facility Plan and environmental report have been completed and are ready to submit to NDDEQ for approval. Motion to approve to submit the report by Fix, seconded by Higgins. All voted aye, motion carried. Motion to approve the plans by Sundberg, seconded by Higgins. All voted aye, motion carried.

**2. FEMA**

- a. Basement Exception
  - i. The report is attached and ready to submit.
  - ii. Takeaways are:
  - iii. Basement shall be constructed with a 125-foot setback to a river or legal drain.
  - iv. Grade adjacent to the basement shall be one foot above BFE.
  - v. Parameters outlined in the Lateral Earth Pressures section shall be met. (Biggest thing here is having 15 feet of setback from the BFE, which is consistent with other communities that I have seen)
  - vi. Drain tile or other approved subsurface drainage shall be provided around the interior and exterior basement perimeter and tied into an appropriately sized sump pit with a functioning sump pump.
  - vii. The basement shall be dampproofed with the products included in this report (or approved equivalents).
  - viii. In the event overtopping is eminent or the sump pump fails and is not able to be reinstated in a timely manner, it is recommended the basements be filled with clean water to minimize structural damage that may result from hydrostatic pressure and uplift.
  - ix. Basements are limited to a depth of 9 feet below BFE.

**3. East Side Flood Protection**

- a. Met with Jason Benson, Executive Director of the Diversion Authority on 7/31. He intends to meet with Commissioner Grindberg in order to make sure that the Authority and Committee are on the same page.
- b. It appears the direction will still be submitted to the Sales Tax Committee for this study.

**Public Works Report:** None

**Auditor Report:** None.

**Portfolio Reports:** Sundberg- None **Higgins:** None **Nettun-** Meet with a neighbor regarding some trees. **Fix-** Hopefully, have the rest of the Stalker equipment information received. **Hankey-** None

1. City of Harwood/Ruud Property
  - Executive Session

The executive session is authorized by NDCC 44-04-19.1 for the purpose of attorney consultation related to threatened litigation related to the property located at or around 292 Stennes Drive.

- Action related to the City of Harwood/Ruud property, if necessary.

**Motion:** Enter the Executive Session held pursuant to N.D. C.C. 44-04-19.1 (9) to discuss negotiating strategy or provide negotiating instructions to its attorney or other negotiator regarding the contract by Higgina, seconded by Sundberg at 9:01 pm and ended at 9:21.

2. Real Estate Matters in the City's ET

- Executive Session

The executive session is authorized by NDCC 44-04-19.1 for the purpose of attorney consultation related to negotiation strategy or instructions regarding property in the City's extraterritorial zoning jurisdiction.

- Action related to real estate matters, if necessary.

**Motion:** Enter the Executive Session held pursuant to N.D. C.C. 44-04-19.1 (9) to discuss negotiating strategy or instructions regarding property in the City's extraterritorial zoning jurisdiction. The motion to start executive session by Nettum, seconded by Fix, was made at 8:06 pm and ended at 8:59 pm.

**Announcements:** Next Council meeting, Tuesday, September 2nd at 6:30 pm at City Hall.

**Adjourn:** Motion to adjourn by Fix, seconded by Higgins. All in favor voted aye, motion carried. Meeting adjourned at 9:21 pm.

\_\_\_\_\_  
Blake Hankey, Mayor

Attest: \_\_\_\_\_  
Chayla Hansen, Auditor

Date of Approval \_\_\_\_\_