

HARWOOD CITY COUNCIL MINUTES

City of Harwood, North Dakota

Regular Meeting December 1st, 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 Chayla Hansen, City Auditor. Others in attendance included City Engineer Andrew Aakre, City Attorney Sarah Wear, and Public Works Supervisor Jeremy Snyder. Chris Higgins is not in attendance. Public attendees from the sign-in sheet and observation were Darlene Meyer, Dennis & Marge Lonski, Josh Diede, Brad Hansen, Brock Hansen, Marc Mosser, Joann Spiez, and Carin Reisch.

Approved Agenda: Motion to approve the agenda by Sundberg, seconded by Nettum. All in favor voted aye, motion carried.

Approve November Bills, November Meeting Minutes, November Special Meeting and November Executive session Minutes, and Financial Report, Consent Agenda. Motion to approve the consent agenda by Fix, seconded by Nettum. All voted aye, and the motion carried.

Fund	Begin	Receipts	Disbursements	Transfe	Journal F	Payroll JEs	Balance	
11300 - Checking								
100 - GENERAL FUND	\$ 620,278.17	\$ 2,973,323.74	\$ (3,392,523.16)	\$ -	\$ -	\$ (72,807.95)	\$ 128,270.80	In Balance
201- HIGHWAY DISTR	\$ (92,065.88)	\$ 548,553.70	\$ (105,706.15)	\$ -	\$ -		\$ 350,781.67	In Balance
203 - CITY SHARE SP	\$ 5,500.51	\$ 25.95		\$ -	\$ -		\$ 5,526.46	In Balance
205 - Community Cent	\$ (39,848.36)	\$ 102,135.06	\$ (123,195.70)	\$ -	\$ -	\$ (3,845.26)	\$ (64,754.26)	In Balance
206 - EMERGENCY F	\$ 403.06			\$ -	\$ -		\$ 403.06	In Balance
207 - ARPA FUNDS	\$ 131,072.19			\$ -	\$ -		\$ 131,072.19	In Balance
208 - M unicipal Infrast	\$ 125,400.06	\$ 146,120.45		\$ -	\$ -		\$ 271,520.51	In Balance
210 - Harwood Trust Fi	\$ 126,326.42			\$ -	\$ -		\$ 126,326.42	In Balance
220 - CITY SALES TA	\$ 788,685.16	\$ 288,995.27	\$ (39,412.75)	\$ -	\$ -		\$ 1,038,267.68	In Balance
318 - WATER DISTRIB	\$ 46.12		\$ (7,363.13)	\$ -	\$ -		\$ (7,317.01)	In Balance
322 - STREET IMPRO	\$ (20,749.72)			\$ -	\$ -		\$ (20,749.72)	In Balance
324 - URBAN RENEW	\$ 40,730.23	\$ 23,185.39	\$ (8,799.14)	\$ -	\$ -		\$ 55,116.48	In Balance
325 - STREET IMPRO	\$ 74,601.26	\$ 41,966.29	\$ (46,470.00)	\$ -	\$ -		\$ 70,097.55	In Balance
326 - WATER IMPRO	\$ 40,477.49	\$ 95,286.47	\$ (85,089.39)	\$ -	\$ -		\$ 50,674.57	In Balance
327 - STREET IMPRO	\$ 9,989.74	\$ 9,879.48	\$ (9,931.90)	\$ -	\$ -		\$ 9,937.32	In Balance
328 - BENDER LANE	\$ (5,240.00)	\$ 45,474.32	\$ (54,070.00)	\$ -	\$ -		\$ (13,835.68)	In Balance
329 - Freedland Drive	\$ (79,680.87)	\$ 110,997.57	\$ (130,634.85)	\$ -	\$ -		\$ (99,318.15)	In Balance
428 - BENDER LANE	\$ 52,108.78			\$ -	\$ -		\$ 52,108.78	In Balance
429 - Street Imp. Dist.	\$ 5,682.47			\$ -	\$ -		\$ 5,682.47	In Balance
430 - Street Imp. Dist.	\$ -			\$ -	\$ -		\$ -	In Balance
501 - WATER FUND	\$ 163,418.61	\$ 168,077.12	\$ (77,021.03)	\$ -	\$ -	\$ (43,912.10)	\$ 210,562.60	In Balance
502 - SEWER FUND	\$ 228,631.63	\$ 163,384.66	\$ (134,130.20)	\$ -	\$ -	\$ (34,379.90)	\$ 223,506.19	In Balance
503 - WASTE FUND	\$ (18,209.76)	\$ 89,551.59	\$ (63,527.91)	\$ -	\$ -		\$ 7,813.92	In Balance
510 - SURCHARGE EU	\$ 138,019.89	\$ 16,566.11	\$ (24,636.45)	\$ -	\$ -		\$ 129,949.55	In Balance
	\$ 2,295,577.20	\$ 4,823,523.17	\$ (4,302,511.76)	\$ -	\$ -	\$ (154,945.21)		

The board, on motion, approved the following November bills:

856	BankNorth	\$18,403.92
867	NDPERS	\$8,412.05
863	IRS	\$3,711.96
856	Bank North	\$4,399.57
855	Aflac	\$191.88
871	WM	\$13,480.47
865	Midco	\$239.28
858	CITY OF FARGO	\$11,813.75
872	Zoom	\$17.62

860	EIDE BAILLY	\$461.072
857	CASS CO ELECTRIC	\$3,649.00
866	ND ONE-CALL	\$35.40
862	Home Depot	\$20.45
861	FIBT	\$65.00
864	Microsoft	\$128.44
869	USPS	\$7.85
868	NDLC	\$140.00
870	Vivint	\$334.18
23343	City of Fargo	\$14.00
23350	Petro Serve	\$237.68
23349	OK Tire	\$1,416.34
23348	Northern Truck Equip	\$29.98
23344	Eide Bailly	\$1,005.52
23346	Menards-Moorhead	\$16.57
23351	RDO	\$256.94
23345	Hubert Oye & Sons	\$1,960.00
23282	Business Essentials	\$49.99
23352	Hawkins	\$641.00
23347	Moore Engineering	\$17,242.35
23353	Menards-Fargo	\$28.89
23354	Mlasi Juma	\$800.00
23357	3D Specialties	\$273.30
23358	Todd Halle	\$5,425.00
23359	RDO	\$159.99
23360	Todd Halle	\$425.00
23361	Clifford Grainn	\$289.00
23363	Hawkins	\$10.00
23362	Dept. Of Environmental Quality	\$611.73
23364	Moore Engineering	\$2,485.40
23366	Utility Services Co	\$2,000.00
23365	US Bank	\$283.29
23368	USPS	\$172.63
23367	Core & Main	\$82.00
23333	ND Child Support	\$184.62
23355	ND Child Support	\$184.62
23336	Josh Diede	\$25.00
23334	Business Essentials	\$79.00
23340	Team Lab	\$8,482.63
23338	Monica Longtine	\$75.00
23337	MN Power Co	\$800.00
23335	Fargo Glass & Paint	\$57.16
23341	Trista Ames	\$900.00
23339	RDO	\$24.65

Law Enforcement Report: Corporal Beckius was not in attendance, and no report was given to the auditor.

New Business:

- a) **Cass County Engineer Kyle Litchy provided maps and plans for the county for years ahead—lots of discussion on issues and ideas for our community. Examples of flashing lights at off-ramps of oncoming cross traffic, stop signs, and problems with school crossing signs.**
- b) **Community Center Floor Scrubber-The options were presented by Josh Diede, Community Center Manager- Motion to approve the \$4,500 Kodiak K12 and use sales tax by Sunberg, seconded by Nettum. All in favor voted aye, motion carried.**
- c) **COLA/Annual Raises Amounts-The mayor stated that the 5% COLA was discussed early in the budget meetings, and the 2.5% annual raise amount, and he feels that, after all the extra work and how people have treated the employees in the last year, this level of increase is appropriate. Motion to do the 5% COLA and 2.5% annual raise by Nettum, seconded by Fix. All in favor voted aye, motion carried.**
- d) **Harwood American Legion Liquor Licenses Renewal. Motion to approve the renewal by Sundberg, seconded by Fix. All in favor voted aye, motion carried.**
- e) **Lake Shure Utility Billing Setup-aerialn the aerial spraying, otherwise charged for sewer, surcharge, garbage, and possibly the aerial spraying.**
- f) **Ridley Building Permit-Further investigation needed and will be put on the January Agenda.**
- g) **Fire Protection Ordinance-Will keep as is, and if appropriate, the resident can get a permit for**

burning from the fire department and/or contact regional dispatch.

Public Comment:

Carin Reisch, Dennis Lonske, Darlene Meyer, and Brock Hansen.

Old Business: None

Engineer Report:



ENGINEER'S AGENDA
City of Harwood Council Meeting
Monday, December 1st, 2025

1. Floodplain Administration

- a. Was on a call with Tyler Spomer on 11/13 regarding SB 2027 related to floodplain management. Harwood will need to approve the attached ordinance amendment. Motion made for 1st reading of the amendment to the ordinance by Sundberg, seconded by Nettum. All in favor voted aye, motion carried.
- b. Each year by March 31, the city will also need to send in the attached certification. This basically says that the city is performing its own floodplain administration (and not delegating it to the county).
- c. Looking at changes with the flood map and what might be possible for Harwood.

2. North Water Main Loop

- a. Schedule-looking at a late spring bid with summer construction.
- b. Did pickup topo survey right before snowfall.
- c. Will be working through permitting with NDDOT, Cass County, BNSF, and an easement with Newman.

3. a. Items to consider for next year: Development standards and Capital Improvement Plan & priorities

Public Works Report: Christmas Tree pickup will be in the second week of January. Fixed the curb stop by the pool, snowmobiles need to go where appropriate, people slow down, and the first layer of water in the ice rink.

Auditor Report: 1. Corporate Technology proposal-council isn't interested. 2. 63 Lind Lane utility bill-decision to let it increase till you can apply to his taxes. 3. WM/Matts' transition is being set up, and cans are staged at city shops.

Portfolio Reports: **Sundberg:** None **Higgins:** Not in attendance **Nettum:** None **Fix:** Will talk to Corporal Beckius regarding school crossing speed enforcement **Hankey:** Birthday party for Hankey, Nettum & a friend on the 11th at Legion, asked to post as an open meeting since could be more than three council members in attendance, and same with tree lighting on the 13th. The auditor will post these notices.

Announcements: Next Council meeting, Monday, January 5th, at 6:30 pm at the City Hall.

Adjourn: Motion to adjourn by Sundberg, seconded by Nettum. All in favor voted aye, motion carried. Meeting adjourned at 8:37 pm.

Blake Hankey, Mayor

Attest: _____
Chayla Hansen, Auditor

Date of Approval _____