

HARWOOD CITY COUNCIL MINUTES

City of Harwood, North Dakota

Regular Meeting

January 5th, 2026

Call to Order/Roll Call: At 6:30 pm, Mayor Blake Hankey called the meeting to order. Roll call included Jamie Nettum, Chris Fix, Chris Higgins, Dick Sundberg, and Chayla Hansen, City Auditor. Others in attendance included City Engineer Andrew Aakre, City Attorney Sarah Wear via Zoom, and Public Works Supervisor Jeremy Snyder. Public attendees from the sign-in sheet: Mark & Katy Kerkvliet, Josh Diede, Brad Hansen, Josh Podliska, Shane Husar, Char-Marie Flood, Cairn Reisch, Mike Blevins, Tom & Carol Grieve, Joann Spiez, Darlene Meyer, Alex Stremick, Kyle Litchy, Nic Johnson, and Brock Hansen.

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

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

Fund	Begin	Receipts	Disbursements	Transfers	Journal Entries	JE's	Balance	
100 - GENERAL FUND	\$620,278.17	\$3,986,795.35	-\$4,288,902.43	\$0.00	\$0.00	-\$89,924.71	\$228,246.38	In Balance
201 - HIGHWAY DISTRIBUTION	-\$92,065.88	\$554,593.33	-\$114,627.76	\$0.00	\$0.00		\$347,899.69	In Balance
203 - CITY SHARE SPECIAL ASSESSMENTS	\$5,500.51	\$25.95	-\$27,358.08	\$0.00	\$0.00		-\$21,831.62	In Balance
205 - Community Center	-\$39,848.36	\$102,360.06	-\$131,194.51	\$0.00	\$0.00	-\$4,185.70	-\$72,868.51	In Balance
206 - EMERGENCY FUND	\$403.06			\$0.00	\$0.00		\$403.06	In Balance
207 - ARPA FUNDS	\$131,072.19			\$0.00	\$0.00		\$131,072.19	In Balance
208 - Municipal Infrastructure Funds	\$125,400.06	\$146,120.45		\$0.00	\$0.00		\$271,520.51	In Balance
210 - Harwood Trust Fund	\$126,326.42			\$0.00	\$0.00		\$126,326.42	In Balance
220 - CITY SALES TAX FUND	\$788,685.16	\$320,769.54	-\$39,412.75	\$0.00	\$0.00		\$1,070,041.95	In Balance
318 - WATER DISTRIBUTION #98-1	\$46.12		-\$7,363.13	\$0.00	\$0.00		-\$7,317.01	In Balance
322 - STREET IMPROVEMENT 2006-1	-\$20,749.72			\$0.00	\$0.00		-\$20,749.72	In Balance
324 - URBAN RENEWAL (TIF) 2007-1	\$40,730.23	\$23,185.39	-\$8,799.14	\$0.00	\$0.00		\$55,116.48	In Balance
325 - STREET IMPROVEMENT 2011-1	\$74,601.26	\$41,966.29	-\$46,470.00	\$0.00	\$0.00		\$70,097.55	In Balance
326 - WATER IMPROVEMENT 2015-1	\$40,477.49	\$95,286.47	-\$85,089.39	\$0.00	\$0.00		\$50,674.57	In Balance
327 - STREET IMPROVEMENT 2016-1	\$9,989.74	\$9,879.48	-\$9,931.90	\$0.00	\$0.00		\$9,937.32	In Balance
328 - BENDER LANE SEWER PROJ 2020-1	-\$5,240.00	\$45,474.32	-\$54,070.00	\$0.00	\$0.00		-\$13,835.68	In Balance
329 - Freedland Drive 2022-1	-\$79,680.87	\$110,997.57	-\$130,634.85	\$0.00	\$0.00		-\$99,318.15	In Balance
428 - BENDER LANE SEWER CONSTRUCTION	\$52,108.78			\$0.00	\$0.00		\$52,108.78	In Balance
429 - Street Imp. Dist. 2022-1 Const	\$5,682.47			\$0.00	\$0.00		\$5,682.47	In Balance
430 - Street Imp. Dist. 2023-1 Const	\$0.00			\$0.00	\$0.00		\$0.00	In Balance
501 - WATER FUND	\$163,418.61	\$187,985.22	-\$99,466.07	\$0.00	\$0.00	-\$50,711.34	\$201,226.42	In Balance
502 - SEWER FUND	\$228,631.63	\$179,572.56	-\$146,833.37	\$0.00	\$0.00	-\$39,516.01	\$221,854.81	In Balance
503 - WASTE FUND	-\$18,209.76	\$96,419.96	-\$70,894.28	\$0.00	\$0.00		\$7,315.92	In Balance
510 - SURCHARGE FUND	\$138,019.89	\$18,155.21	-\$24,636.45	\$0.00	\$0.00		\$131,538.65	
	\$2,295,577.20	\$5,919,587.15	(5285684.11)	\$0.00	\$0.00	\$184,337.76	\$2,745,142.48	

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

23370	Josh Diede	\$25.00
23372	Pye-Barker Fire & Safety	\$615.00
23369	City of Fargo	\$14.00
23373	Trista Ames	\$900.00
23371	Ohnstad-Twitchell	\$1,887.26
23374	Jeremy Snyder	\$250.00
23375	Mathias Zitzow	\$250.00

23377	Deans Bulk	\$75.00
23376	Business Essentials	\$159.98
23150	FIBT	\$5,000.00
23378	Business Essentials	\$418.00
23381	Municipal Gov Academy	\$40.00
23382	Petro Serve	\$158.86
23380	Menards-MHD	\$12.42
23379	Business Essentials	\$69.48
23383	Harwood Park Board	\$425.00
23385	Deans Bulk	\$920.81
23385	General Equipment	\$1,013.71
23386	Laney's	\$381.00
23387	Hubert Oye Sons	\$1776.25
23392	Midwest Inspection	\$850,762.19
23393	Midwest Pest Control	\$120.00
23394	NDWUA	\$125.00
23402	Nathan Keller	1\$50.00
23401	Hubert Oye Sons	\$2,205.00
23400	BNSF	\$771.42
23390	Brenco	\$4,300.00
23404	USPS	\$167.75
23403	Hawkins	\$10.00
23405	US Bank	\$241.35
23408	Randalls Excavating INC	\$19,729.12
23407	Ohnstad-Twitchell	\$5,388.52
23409	Deans Bulk Service	\$1,829.79
23395	ND Child Support	\$184.62
23388	ND Child Support	\$184.62
23389	ND Child Support	\$184.62
00916	Verizon	\$418.04
00914	Ohnstad-Twitchell	\$513.00
00913	NDPERS	\$8,402.39
00908	IRS	\$6,756.73
00905	Column	\$240.92
00906	Eide Bailly	\$430.00
00918	Waste Management	\$7,927.11
00911	ND One-Call	\$55.41
00919	Zoom	\$17.62
00910	Midco	\$304.41
00903	Cass County Electric	\$4,458.00
00914	City of Fargo	\$11,813.75
00915	UPS	\$7.85
00907	FIBT	\$65.00
00901	Microsoft	\$128.44
00900	Adobe	\$253.07
00901	AFLAC	\$416.96

Law Enforcement Report: Corporal Beckius was not in attendance. Nov report 168 Dec 167 calls.

New Business:

- a) **Second Reading Floodplain Amendment-** Motion to approve the second reading by Sundberg, seconded by Nettum. All voted aye, and the motion carried.
- b) **Cass County Engineer Kyle Litchy-**Discussed how to improve the signage to help students crossing the crosswalk and vehicles to slow down. Motion to approve modifications of the signage of no more than \$5,00 by Sundberg, seconded by Higgins. All voted aye, and the motion carried.
- c) **Ridley Building Permit-**Table to Februarys meeting
- d) **Employee Handbook Updates-** Motion made to allow 1 ½ pay on holiday worked and to allow overtime that week by Sundberg, seconded by Higgins. All voted aye, and the motion carried. Motion to approve updates by Fix, seconded by Higgins. All voted aye, and the motion carried.
- e) **Fire Contract:** Annual review and approval of 2026 Fire Protection Services. Motion to approve by Sundberg, seconded by Nettum. All voted aye, and the motion carried.
- f) **Lee Allen-**Certified Letter sent regarding the violation of ordinance 04-0801. He will have until the February meeting to request an appeal, or the City will take legal proceedings.
- g) **Northern Cass Giving Hearts Day-**Shane Hussar presented a project at Northern Cass School.
- h) **Reed Township-**Discussion regarding possible petitions from Reed Township to request annexation.

Public Comment: Char-Marie Flood, Alex Stremick

Old Business: None

Engineer Report:



ENGINEER'S AGENDA
City of Harwood Council Meeting
January 5, 2026

1. North Water Main Loop

- a. Schedule-no change, looking at a late spring bid with summer construction.

2. 200 Park Drive (Ridley) Building Permit

- a) Will be meeting with one of my floodplain managers later this week to start figuring out how to handle these applications with flood elevation issues.

3. Cass County 22

- a. Spoke with Kyle Litchy (Cass County) in December.
 - 1. He suggested a joint request from MetroCOG to ask for a corridor study of County 22.
- b. Spoke with Dan Farnsworth at MetroCOG
 - i. West Fargo School District Safe Routes to School Study is ongoing
 - 1. Scheduled to be completed at the end of 2026
 - 2. Includes looking at the pedestrian crossing at Harwood School and County 22.
 - 3. Study is evaluating options for that crossing, which may entail:
 - a. Improved beacon
 - b. Tunnel
 - ii. West Metro Perimeter Highway Study
 - 1. Scheduled to be completed by mid-2026
 - 2. There will be some discussion of County 22 through Harwood in that study
 - 3. Suggestion is to wait until that study is completed, then, depending on the recommendations, ask for a corridor study to be completed by MetroCOG for the County 22 corridor through Harwood.

Public Works Report: Parked cars on the road need to be on one side if they are going to be there and working on the Christmas tree pickup, and cars need to slow down.

Auditor Report: 1. Requested approval to purchase a new UB billing tablet for \$111.97. Motion made to approve purchase by Fix, seconded by Sundberg. All in favor voted aye, motion carried. 2. APLD annexation is complete. 3. Wondering about Mathias taking water certifications. If he is interested in taking them council will approve.

Portfolio Reports: **Sundberg:** None **Higgins:** Working with Josh to do some repairs at the Community Center.

Nettum: None. **Fix:** Working to have a portable radar quote next month. **Hankey:** None

Announcements: Next Council meeting, Monday, February 2nd, at 6:30 pm at the City Hall.

Adjourn: Motion to adjourn by Higgins, seconded by Sundberg. All in favor voted aye, motion carried. Meeting adjourned at 8:07 pm.

Blake Hankey, Mayor

Attest: _____
Chayla Hansen, Auditor

Date of Approval _____