

# HARWOOD CITY COUNCIL MINUTES

*City of Harwood, North Dakota*

## Regular Meeting

**July 7th 2nd, 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. Others in attendance included City Engineer Andrew Aakre, City Attorney Sarah Wear, and Public Works Supervisor Jeremy Snyder. Absent was Chayla Hansen, City Auditor. Public attendees from the sign-in sheet and observation were Joann Spiesz, Darlene Meyer, Katey Koehn, Josh Diede, Jim Ekren, Ashley, Elsie, and Brock Hansen.

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

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

Board on motion approved the following June bills:

Fund	Begin 2025	Receipts	Disbursements	Payroll Jes	Balance
100 - GENERAL FUND	\$620,278.17	\$1,694,344.57	(\$2,124,038.60)	(\$40,277.49)	150306.65
201 - HIGHWAY DISTRIBUTION	(\$92,065.88)	\$523,880.32	(\$32,659.63)		399154.81
203 - CITY SHARE SPECIAL ASSESSMENTS	\$5,500.51	\$25.95			5526.46
205 - Community Center	(\$39,848.36)	\$88,935.06	(\$109,009.42)	(\$2,204.62)	-62127.34
206 - EMERGENCY FUND	\$403.06				403.06
207 - ARPA FUNDS	\$131,072.19				131072.19
208 - Municipal Infrastructure Funds	\$125,400.06	\$146,120.45			271520.51
210 - Harwood Trust Fund	\$126,326.42				126326.42
220 - CITY SALES TAX FUND	\$788,685.16	\$123,993.27	(\$8,011.00)		904667.43
318 - WATER DISTRIBUTION #98-1	\$46.12		(\$7,363.13)		-7317.01
322 - STREET IMPROVEMENT 2006-1	(\$20,749.72)				-20749.72
324 - URBAN RENEWAL (TIF) 2007-1	\$40,730.23	\$23,185.39	(\$4,399.57)		59516.05
325 - STREET IMPROVEMENT 2011-1	\$74,601.26	\$41,671.37	(\$46,470.00)		69802.63
326 - WATER IMPROVEMENT 2015-1	\$40,477.49	\$92,607.98	(\$7,363.13)		125722.34
327 - STREET IMPROVEMENT 2016-1	\$9,989.74	\$9,879.48	(\$1,032.45)		18836.77
328 - BENDER LANE SEWER PROJ 2020-1	(\$5,240.00)	\$43,450.93	(\$49,705.00)		-11494.07
329 - Freedland Drive 2022-1	(\$79,680.87)	\$110,997.57	(\$112,230.93)		-80914.23
428 - BENDER LANE SEWER CONSTRUCTION	\$52,108.78				52108.78
429 - Street Imp. Dist. 2022-1 Const	\$5,682.47				5682.47
430 - Street Imp. Dist. 2023-1 Const	\$0.00				0
501 - WATER FUND	\$163,418.61	\$64,920.88	(\$40,527.45)	(\$26,997.07)	160814.97
502 - SEWER FUND	\$228,631.63	\$87,785.86	(\$72,099.13)	(\$21,035.33)	223283.03
503 - WASTE FUND	(\$18,209.76)	\$57,912.95	(\$37,287.90)		2415.29
510 - SURCHARGE FUND	\$138,019.89	\$9,175.39	(\$24,636.45)		122558.83
	\$2,295,577.20	\$3,118,887.42	(\$2,676,833.79)	(\$90,514.51)	

CHECK	Vendor Name	Date	Check	
			Amt	Source
000780	AFLAC PAYROLL BILLING	6/30/2025	\$191.88	
000781	Bank North	6/30/2025	\$400.75	
000782	CASS COUNTY ELECTRIC	6/30/2025	\$3,898.00	
000783	CITY OF FARGO	6/30/2025	\$11,813.75	
000784	Column Software PBC	6/30/2025	\$260.68	
000785	DMV	6/30/2025	\$76.88	
000786	EIDE BAILLY LLP	6/30/2025	\$430.00	
000787	FIRST INTERNATIONAL	6/30/2025	\$82.50	
000788	INTERNAL REVENUE SERVI	6/30/2025	\$4,285.27	
000789	LANEYS INC	6/30/2025	\$8,011.00	
000790	Luther Family Ford	6/30/2025	\$1,841.45	
000791	MICROSOFT	6/30/2025	\$128.44	
000792	MIDCONTINENT COMMUNIC	6/30/2025	\$393.62	
000793	ND DEPT. ENIRONMENTAL	6/30/2025	\$75.00	
000794	ND ONE-CALL INC	6/30/2025	\$15.41	
000795	ND RURAL WATER SYSTEM	6/30/2025	\$370.00	
000796	NDLC	6/30/2025	\$275.00	
000797	NDPERS	6/30/2025	\$7,634.07	
000798	OHNSTAD-TWICHELL PC	6/30/2025	\$236.00	
000799	Pace Labs	6/30/2025	\$396.00	
000817	SHELL OIL	6/30/2025	\$70.73	
000818	SHEYENNE GARDENS	6/30/2025	\$155.08	
000819	UNITED STATES POSTAL SE	6/30/2025	\$6.15	
000820	VERIZON WIRELESS	6/30/2025	\$109.34	
000821	Vivint	6/30/2025	\$334.18	
000822	WALMART	6/30/2025	\$35.47	
000823	WASTE MANAGEMENT	6/30/2025	\$7,077.89	
000824	ZOOM	6/30/2025	\$17.62	
023167	CITY OF FARGO	6/2/2025	\$14.00	
023168	JOSH DIEDE	6/2/2025	\$25.00	

023169	SANDERS METAL PRODUCT	6/2/2025	\$374.49
023170	BLUE CROSS/BLUE SHIELD	6/7/2025	\$115.95
023171	ND CHILD SUPPORT DIVISIO	6/7/2025	\$184.62
023172	BUSINESS ESSENTIALS	6/2/2025	\$0.00
023173	MENARDS-FARGO	6/2/2025	\$0.00
023174	BUSINESS ESSENTIALS	6/2/2025	\$105.00
023175	MENARDS-FARGO	6/2/2025	\$13.58
023176	Lori Moen	6/4/2025	\$0.00
023177	Ryan & Sherri Anderson	6/4/2025	\$300.00
023178	BUSINESS ESSENTIALS	6/9/2025	\$35.00
023179	PETRO SERVE USA	6/9/2025	\$480.58
023180	RDO EQUIPMENT CO	6/9/2025	\$109.08
023181	WASTE MANAGEMENT	6/9/2025	\$2,013.15
023182	Bank North	6/6/2025	\$100,000.00
023183	BUSINESS ESSENTIALS	6/6/2025	\$49.99
023184	TRISTA AMES	6/6/2025	\$900.00
023185	Lori Moen	6/9/2025	\$325.00
023186	RDO EQUIPMENT CO	6/9/2025	\$80.62
023187	Tiffany Somometo	6/9/2025	\$75.00
023188	DEANS BULK SERVICE INC	6/12/2025	\$458.84
023189	DEPT OF ENVIRONMENTAL	6/12/2025	\$20.39
023190	MENARDS-FARGO	6/13/2025	\$9.58
023191	MINNKOTA ENVIROSERVICE	6/13/2025	\$88.50
023192	ND CHILD SUPPORT DIVISIO	6/21/2025	\$184.62
023193	MENARDS-FARGO	6/18/2025	\$49.72
023194	MIDWEST PEST CONTROL	6/18/2025	\$120.00
023198	HAWKINS INC	6/23/2025	\$10.00
023199	TEAM LAB	6/23/2025	\$1,475.00
<b>CHECK</b>	<b>Vendor Name</b>	<b>Date</b>	<b>Check Amt Source</b>
023200	US Bank	6/23/2025	\$241.35
023201	DEANS BULK SERVICE INC	6/24/2025	\$0.00
023202	MENARDS-FARGO	6/24/2025	\$25.95
023203	BORDER STATES INDUSTRI	6/25/2025	\$0.00
023204	MENARDS-FARGO	6/25/2025	\$330.05
023205	MN Power Co	6/25/2025	\$800.00
023206	Sara & Kameron Hilde	6/25/2025	\$525.00
023207	UNITED STATES POSTAL SE	6/25/2025	\$161.84
023208	KLJ Engineering LLC	6/26/2025	\$6,825.00
023209	first international	6/26/2025	-\$200,000.00
023210	CITY OF FARGO	6/30/2025	\$14.00
023211	NDLC	6/30/2025	\$1,134.00
023212	RAILROAD MANAGEMENT C	6/30/2025	\$1,321.13
500174E	Bi-Weekly ACH	6/7/2025	\$5,535.61
500179E	Bi-Weekly ACH	6/21/2025	\$5,400.03
523145	Bank North		\$100,000.00

**Law Enforcement Report:** No one from law enforcement is present to give a report. 172 calls for service. Discussion about how to handle a 4-wheeler that is destroying yards/fields. The resident would need to file a citizen complaint with the Sheriff's office so that the complaint goes to the District Attorney.

**New Business:**

- a. **Farmers Bulk Water Rate-**Bruce Brandt requested a lower bulk water rate. Dakota Ag. reportedly increased their rates to cover the reduced water rates. Sundberg feels it is the farmers to work this out with Dakota Ag. The city gave Dakota Ag. a lower rate as they feel under the Ag business requirements. It was decided to leave the rates as they are.
- b. **Park board Questions:** Ashley Hansen, Park board President, is requesting a permit to have Mike from Red Dragon Fireworks shoot off fireworks at the ribbon cutting of the splash pad. Motion to approve the fireworks request by Sundberg, seconded by Nettum. All in favor voted aye, motion carried. Reminder that Public Works will be placing a culvert at Centennial Park as approved last fall. Lastly, August 2<sup>nd</sup> is Harwood-A-Rama, and I hope the city participates.
- c. **Governor Armstrong's Letter:** The Governor sent out a letter following the shootings of lawmakers in MN. He recommended removing all addresses from websites. This information is not on our website.
- d. **Pest & Rodent Problem:** Discussion about skunk problems & rabbit problems, and some information on options.
- e. **Digital Speed Sign Information:** Councilman Fix explained some of the packet and will try to have more

information at the next meeting.

- f. **Axness Building Permit:** Motion to approve the building permit by Nettum, seconded by Higgins. All voted aye, motion carried.
- g. **Martin Building Permit:** Motion to approve the building permit by Nettum, seconded by Sundberg. All voted aye, motion carried.
- h. **Public Comment Policy:** City Attorney Sarah Wear explained new legislation that requires city council meetings to allow 30 minutes of public comment. 1<sup>st</sup> reading of the policy. Motion to approve the 1<sup>st</sup> reading of the policy by Sunberg, seconded by Fix. All voted aye, motion carried.
- i. **Fireworks Ordinance:** Jennifer Spiez would like to see the allowed fireworks from 9-3 days within city limits. The council will discuss it further.

**Old Business: Ruud Property Clean-up:** City Attorney per city policy still non-compliant. The City Attorney will send an email to the Ruud lawyer.

**Engineer Report:**



**ENGINEER'S AGENDA  
City of Harwood Council Meeting  
Monday, July 7th 2025**

**1. North Water Main Loop**

Schedule-unchanged

- i. Project Scope
  - 1. Targeting a bid date of late fall/early winter.
  - 2. Construction schedule for 2026.
  - 3. Anticipating facility plan approval and authorization to prepare plans and specifications at the August meeting.
- ii. Facility plans and environmental report are planned to be completed by August 1.
- iii. Geotechnical quotes for soil borings to provide information to bidders as well as design information to be incorporated into the plans.
  - 1. The work includes 3 soil borings, recommendations on jacking/boring considerations, as well as backfill recommendations.
  - 2. AET provided the lowest quote (\$5,000) as well as the quickest timeframe (6 weeks) to perform the work.
  - 3. Braun quoted \$15,000 and a three-month timeframe.
- iv. Funding
  - 1. The city has obligated ARPA dollars (grant) to this project.
  - 2. The city has acquired NDDWR cost-share dollars (grant) to assist in engineering design. The plan is to apply for construction cost share dollars once the project has been bid.
  - 3. The remainder of the project is expected to be funded through the Drinking Water State Revolving Fund (loan).
- j. Asking for approval of the AET proposal for geotechnical services for \$5,000. Motion to approve AET quote by Sundberg, seconded by Higgins. All voted aye, motion carried. This could be paid out of ARPA funds.

**2. FEMA**

- a. Basement Exception
  - i. Main report & justification – ongoing, report 80%, mapping is being prepared.
  - ii. Ordinance – attached updates incorporated FEMA comments for 6/10/25. 1<sup>st</sup> reading

completed. Motion to approve 1<sup>st</sup> reading by Sundberg, seconded by Nettum. All voted aye, motion carried.

- iii. Structural-KLJ & Braun ongoing.
  - 1. West Fargo is drafted and being reviewed
  - 2. Harwood is ongoing or 2 and will be completed.
  - 3. Targeting the draft by the end of the month.

**3. East Side Flood Protection**-Reached out to Commissioner Grindberg on 6/19 and have not heard back. Work on further.

**4. Water Service Line Inventory**

a. Residents have been extremely cooperative in self-documenting and/or allowing our team to verify the material types. There are not too many unknowns remaining on the customer side of the service lines.

- i. Total Service Lines 281
- ii. Total Remaining Unknown Public 31
- iii. Total Remaining Unknown Customer 19

**Public Works Report:** Flagpoles are being installed. JDP installed lights. We had a tractor fire but repaired.

Heading to Bismarck to drop samples off at the lab.

**Auditor Report:** None.

**Correspondence/Open Forum:** Request to have CCR report mailed to each resident.

**Portfolio Reports: Sundberg-** None. **Higgins-** Josh requesting extension time to midnight for a wedding. Motion to approve the extended time by Higgins, seconded by Fix. All voted aye, motion carried.

**Nettum-**Working with Ellingson and the Roth family on some tree issues. **Fix-**Wondering if any updates on the Flock System -Mayor will contact Sheriff for update. **Hankey-** None.

**Announcements:** Next Council meeting, Monday, August 4th at 6:30 pm at City Hall. A Special Budget meeting will be held at 6 pm on July 21<sup>st</sup>.

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

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

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

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