

# HARWOOD CITY COUNCIL MINUTES

*City of Harwood, North Dakota*

## Regular Meeting

**June 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, Chris Higgins. Chayla Hansen, City Auditor. Others in attendance included City Engineer Andrew Aakre and City Attorney Sarah Wear. Absent was Public Works Supervisor Jeremy Snyder. Public attendees from the sign-in sheet and observation were Joann Spiesz, Darlene Meyer, Dennis Lonski, Josh Diede, and Mike Peterson.

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

**Approve May Bills, May Meeting Minutes, and Financial Report, Consent Agenda.** Motion to approve the consent agenda by Sundberg, seconded by Fix. 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 May bills:

000600	AFLAC	\$191.88
000601	AMAZON	\$11.71
000602	BANK NORTH	\$4718.65
000603	BANK OF ND	\$112,230.93
000604	CASS CO ELECTRIC	\$3,324.00
000605	CITY OF FARGO	\$11,813.75
000606	COLUMN SOFTWARE PBC	\$1,122.64
000607	DUANES PIZZA	\$37.60
000608	EIDE BAILLY LLP	\$430.00
000609	FED EX	\$107.89
000610	FIRST INTERNATIONAL BANK	\$135.00
000611	IRS	\$3,701.21
000612	JDP ELECTRIC	\$514.00
000613	LABOR MASTERS	\$1,253.30
000614	MICROSOFT	\$128.44
000615	ND ONE CALL	\$22.91

000616	NDPERS	\$7,623.03
000617	OFFICE DEPOT	\$46.46
000618	PETRO SERVE USA	\$48.34
000619	VERIZON	\$284.93
000620	VIVINT	\$334.18
000621	WASTE MANAGEMENT	\$6,729.39
000622	ZOOM	\$17.62
023129	BANK NORTH	\$250,000.00
023130	RDO	\$375.53
023131	TEAM LAB	\$1,700.00
023132	TRISTA AMES	\$1,000.00
023133	JOSH DIEDE	\$25.00
023134	ND CHILD SUPPORT	\$184.62
023135	AGASSIZ SEED & SUPPLY	\$155.00
023136	NORTH CENTRAL INTERNATIONAL	\$109.22
023137	OK TIRE	\$714.16
023142	CORE & MAIN	\$3,552.00
023143	MENARDS-FARGO	\$26.94
023144	RDO	\$484.10
023145	ND CHILD SUPPORT	\$184.62
023146	RDO	\$328.07
023147	USPS	\$160.72
023148	CORE & MAIN	\$335.80
		\$4,072.64
023149	GLACIER DUST	
023150	HAWKINS	\$2,620.27
023151	MENARDS	\$7.50
023152	PRO SWEEP	\$1,381.25
023153	US BANK	\$241.35
023154	ALESH GRESETH	\$225.00
023155	HARWOOD FIRE & RESCUE	\$225.00
023156	JEN KRAITER	\$225.00
023157	MELISSA & JASON OLHEISER	\$187.50
023158	SARA & KAMERON HILDE	\$112.50
023159	HAZERS	\$370.00
023165	MENARDS	\$177.19
023166	OHNSTAD-TWITCHEL	\$1,054.06
023167	BANK NORTH	\$250,000.00
Total		\$675,062.90

**Law Enforcement Report:** No one from law enforcement is present to give a report. 146 calls for service.

**New Business:**

**Flock System Discussion:** Motion to approve the installation of the flock system by Higgins, seconded by Nettum. All voted aye, motion carried.

**Lake Shure Annexation-2<sup>nd</sup> Reading of Annexation Ordinance-** Motion to approve the 2<sup>nd</sup> reading of the annexation ordinance by Fix, seconded by Sundberg. All voted aye, motion carried. The City Attorney and City Engineer will work on the final plat map to submit to the state.

**Chicken Ordinance Fee-** Motion to approve the fee of \$25 annually by Fix, seconded by Nettum. All voted aye, motion carried.

**109 Rivershore Dr Building Permit-** Motion to approve the building permit by Nettum, seconded by Higgins. All vote aye, motion carried.

**111 Holland Ct Building Permit:** Motion to approve the building permit by Fix, seconded by Nettum. All voted aye, motion carried.

**128 Riverwood Dr Building Permit:** Motion to approve the building permit by Fix, seconded by Nettum. All voted aye, motion carried.

**Old Business:** None

**Engineer Report:**



**ENGINEER'S AGENDA**  
**City of Harwood Council Meeting**  
**Monday, June 2, 2025**

**1. North Water Main Loop**

- a. DWSRF funding requires a Public Information meeting, so we'll use this opportunity to provide Information for minutes.
  - i. Project Scope
    1. Connect the existing water mains on either side of the Interstate 29 at the north end of the City of Harwood from Holland Court/Interstate Boulevard to Prairie Drive/Nelson Drive.
  - ii. Purpose & Need
    1. The purpose is to improve the circulation of the water distribution system to reduce the water age to the end user.
    2. Improves the resiliency of the water distribution system by adding a third water distribution crossing of Interstate 29. This will provide better service to the residents in terms of maintenance on the crossings or other portions of the system.
    3. Additional benefit of increasing available fire flow to the north end of the city.
  - iii. Schedule
    1. Targeting a bid date of late fall/early winter.
    2. Construction scheduled for 2026.
  - 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).
- b. We also need the council to pass a resolution directing the engineer to prepare the Engineer's Report.

**2. FEMA**

- a. Basement Exception
  - i. Main report & justification – ongoing
  - ii. Ordinance – proposed changes sent to FEMA for review 5/29
  - iii. Floodproofing Code – KLJ & Braun ongoing
  - iv. History of successful floodproofing – complete
  - v. 44 CFR 60.6 (b) – complete
  - vi. Interior Drainage & Maps – ongoing
  - vii. Flood depths, velocities, and warning times data & maps – ongoing
  - viii. BIA Affordability Report – to be provided by BIA by mid-June
  - ix. Structural – KLJ & Braun ongoing
  - x. Solicitation of Views – letters sent mid-May; responses should be received by next week.
    1. Have received from Senator Hoeven, NRCS, and Cass County to date

**Motion to approve for Moore Engineering to prepare the Engineering Report by Sundberg, seconded by Fix. All voted aye, motion carried.**

**Public Works Report:** None

**Auditor Report:** July will be on vacation, and I will miss the July meeting. I will either phone or listen to the recording when I return. Budget items needed by June 30<sup>th</sup>. NDPERS increased health insurance rates by around \$15-25 a check. The employees feel as though they have lost their COLA. Will have to review at budget times.

**Correspondence/Open Forum:** Josh Diede, Community Center Manager, explained a request by Mike from Red Dragon to store a storage container on the property year-round. The council decided not to approve that. Josh is working with the auditor on the WM setup for the rental time for Red Dragon.

**Portfolio Reports: Sundberg-** Will be working with the City Engineer more to get an update on the Sales Tax Diversion application. **Higgins- Discussion** on a situation in his neighborhood and how the FEMA basement exemption would work. **Nettum-FEMA meeting next Monday-** House that may be used as a multi-family or rental situation-Ruud home meeting with City Attorney, Ruud Lawyer to go over the property situation. **Fix-**Glad Flock System passed, as it is a good thing for our community. **Hankey-** Set up a special budget meeting for July 21<sup>st</sup> 6 pm.

**Announcements:** Next Council meeting, Monday, July 7<sup>th</sup> 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 7:17 pm.

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

Attest: \_\_\_\_\_  
Janet Mindt, Auditor

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