



108 Main Street
Harwood ND 58042
Phone: 701-281-0314

Mayor

Bill Rohrich

bigwilly1029@msn.com

701-306-5456

Portfolios:

- Media
- Law Enforcement/Security
- Equipment/Vehicles
- Personnel

City Council

Lori Peyerl

lpeyerl@far.midco.net

Portfolios:

- Park Board
- Community Matters
- Forestry
- Planning & Zoning

Dick Sundberg

dscdm@yahoo.com

Portfolios:

- Public Works:
 - Water & Sewer
 - Streets & Drainage
 - Emergency/Flood

Jennifer Spiesz

jjspiesz@msn.com

Portfolios:

- Finance
- Animal Control
- Health & Public Safety
- Fire & Rescue Liaison

Ed Ployhart

jettwayinc@aol.com

Portfolios:

- Buildings & Grounds
- Waste
- Special Assessments

City Auditor

Sherry Morris

auditor@cityofharwood.com

Public Works Superintendent

Bernie Stasch

publicworks@cityofharwood.com

Deputy City Auditor

Cayla Mosser

deputyauditor@cityofharwood.com

- Utility Billing

HARWOOD CITY COUNCIL

-Regular Meeting-
Harwood City Hall

Agenda

Monday, April 4, 2016 – 7:00 p.m.

- A. PLEDGE OF ALLEGIANCE
- B. CALL TO ORDER – ROLL CALL
- C. APPROVE AGENDA – AMENDMENTS
- D. APPROVE CONSENT AGENDA
 - a. MARCH MINUTES
 - i. REGULAR MEETING
 - ii. SPECIAL MEETING
 - b. PAYMENT OF APRIL BILLS
 - c. APPROVE MARCH FINANCIAL
- E. MARTY JOHNSON, DIST. #5 CANDIDATE
- F. LAW ENFORCEMENT REPORT
- G. APPROVE BUILDING PERMITS
 - a. #707 – NEW DECK
 - b. #708 – PICNIC SHELTER (EAGLE SCOUT PROJECT)
- H. ENGINEER REPORT
 - a. CAPITAL IMPROVEMENT PLAN
- I. 2016 VECTOR CONTROL AGREEMENT
- J. OTHER BUSINESS
- K. CORRESPONDENCE
- L. PORTFOLIO REPORTS
- M. ADJOURNMENT

NOTE, all meetings are audio recorded

HARWOOD CITY COUNCIL MINUTES

City of Harwood, North Dakota

Regular Meeting

March 7, 2016

Pledge of Allegiance: Recited.

Call to Order/Roll Call: Mayor Bill Rohrich called the regular meeting to order @ 7:00 p.m. Council Jennifer Spiesz, Lori Peyerl, Richard Sundberg & Ed Ployhart. Also Attorney Sarah Wear, Engineer Stan Hanson, Public Works Superintendent Bernie Stasch, Auditor Sherry Morris and Deputy Auditor Cayla Mosser. In the Audience Jo Ann Spiesz, Peggy Ployhart, Steve & Dianne Olson, Troy Feeken, Darlene Meyer, Ron Holm, Richard Erdmann, Nathan Keller, Keith Ose & Tom Sopp.

Agenda/Amendments: Mayor Bill Rohrich asked for last minute Agenda additions. Residents asked for an open forum under FEMA LOMR and Considering the Street Improvement Project in Dakota Prairie Estates.

Motion by Peyerl to approve February Agenda with additions mentioned above *second* Spiesz.

Consent Agenda: *Motion* by Peyerl to approve February meeting minutes, payment of March Bills/electronic transfers and January and February Financial Reports, *second* Spiesz.

Law Enforcement Report: Deputy Glenn Manning was unable to attend the meeting. No questions asked.

Calls for Service: 11 Harassment: 2 Theft/Burglary/fraud: 5 Traffic Related: 4

Explanation for Calls for Service

<u>Date</u>	<u>Time</u>	<u>Incident</u>	<u>Location</u>
02/01/2016	10:05	Parking Complaint	In Town
02/01/2016	10:54	Fraudulent Charges	(Unknown)
02/01/2016	20:25	Traffic Complaint	In Town
02/02/2016	08:55	Fraud	(Unknown)
02/05/2016	09:10	Harassment	Rural
02/14/2016	17:27	Alarm Call-False alarm	In Town
02/15/2016	01:57	Burglary	Rural
02/18/2016	20:45	Alarm Call-False alarm	Rural
02/20/2016	10:15	Suspicious Activity	Rural
02/23/2016	09:29	Harassment	(Unknown)
02/26/2016	21:16	DUI Arrest	Rural

Fire Department Levy: Mosser opened the discussion by stating Legislature reconfigured the way tax payments were distributed to the City. The City is now receiving a lump payment of taxes and is unable to differentiate what percentage of the income goes to the Fire Department. I am purposing that in April after most of the tax payments are received that the City pay the Fire Department their budgeted amount and in December they get an additional percentage of penalty and interest payments.

Motion by Spiesz to approve a lump sum payment of the total money budgeted in April and give a percentage of penalty and interest accrued in December *second* Peyerl.

Building Permits: Spiesz opened discussion asking if a modular home was ok. Morris stated as long as it has a HUD tag, and the contractor works with the building inspector & Houston Engineering then all should be good to go.

Motion by Spiesz to approve building permits #705 & #706, *second* Ployhart.

2015 Budget Amendments: *Motion* by Spiesz to approve the 2015 Budget Amendments, *second* Sundberg. Upon roll call vote with all in favor, **motion carried.**

CITY OF HARWOOD, NORTH DAKOTA
STATEMENT OF RECEIPTS AND DISBURSEMENTS
BY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2015

	Balance 12/31/2014	Receipts	Transfers In	Transfers Out	Disbursements	Balance 12/31/2015
General Fund	\$13,612.54	\$ 193,229.78	\$58,980.24	(\$8,152.36)	\$ 247,271.81	\$10,398.39
Special Revenue Funds	\$82,036.58	\$ 210,213.71	\$19,284.07	(\$33,363.10)	\$ 142,815.99	\$135,355.27
Debt Service Funds	\$185,158.49	\$ 154,720.82	\$29,773.79	(\$7,000.00)	\$ 194,071.62	\$168,581.48
Capital Projects Funds	\$0.00	\$1,399,425.70	\$0.00	\$0.00	\$963,878.81	\$435,546.89
Enterprise Funds	(\$10,587.92)	\$573,496.08	\$3,000.00	(\$62,522.64)	\$305,708.22	\$197,677.30
Agency Funds	\$0.00	\$31,163.05	\$0.00	\$0.00	\$31,163.05	\$0.00
Total all Funds	\$270,219.69	\$2,562,249.14	\$111,038.10	(\$111,038.10)	\$1,884,909.50	\$947,559.33
CD's	\$90,000.00					\$90,000.00
Grand Totals	\$360,219.69					\$1,037,559.33

HARWOOD 2015 BUDGET AMENDMENTS

	ORIG '15 BUDGET	AMENDED BUDGET	AMENDMENT
General Fund	\$ 266,993	\$ 255,424	\$ (11,569)
Special Revenue Funds	\$ 232,598	\$ 170,466	\$ (62,132)
Debt Service Funds	\$ 180,360	\$ 164,786	\$ (15,574)
Capital Projects Funds	\$ -	\$ 963,879	\$ 963,879
Enterprise Funds	\$ 332,341	\$ 368,231	\$ 35,890
Agency Funds	\$ 31,400	\$ 31,163	\$ (237)
TOTALS:	\$ 1,043,693	\$ 1,953,950	\$ 910,257
	ORIG '14 BUDGET	AMENDED BUDGET	AMENDMENT

Community Center:

Gowan Lease: Sherry opened discussion by talking about the Gowan Lease and what will be charged for the time they are in the building. Spiesz asked if the items listed under the Community Center were not things that could be handled in the office and why they had to come to the meeting. Mosser started off by saying there are a lot of people (employee's, elected officials and residents) who are giving an opinion on the way the things should be handled with the community center and it is becoming hard trying to listen and accommodate to everyone.

Mosser stated she is looking for more structure and guidelines as to what can be done in the office and what needs to come back to the council.

Motion by Spiesz to approve the Gowan lease from April 1st, 2016 to October 31st, 2016 at a monthly rate of \$1,114. 29 *second* Ployhart.

Rentals for March: Ployhart opened discussion by stating the damage/cleaning deposit was too low for renters who are not residents and that we should increase it to cover the cost of the damages. Spiesz noted we should charge a damage/cleaning deposit for each room. Mosser asked for permission to retain a damage/cleaning deposit for an event that was held that violated the rental contract. Councilmembers were in agreement that it could be retained.

Motion by Spiesz to have a damage/cleaning deposit of \$250 for each room rented *second* Ployhart.

Kitchen Hood Vent: Ployhart opened discussion by stating an event was in there on March 4th, that used the kitchen and doing some cooking and propped open all the doors and windows to get the smoke out. Superintendent Stasch commented on the topic by stating the hood vent is not broken, it is just missing the flapper on the outside. He also noted that the vent is currently plugged so that the cold air will not come through as well as a sign over the fan switch letting renters know that they need to call Public Works before using the vent. Spiesz noted it sounds like a communication error and it needs to be better communicated.

Special Liquor License: Mosser introduced the liquor license for a benefit that is being held on April 2nd at the community center. They are having the Harwood Grill & Saloon serve the event.

Motion by Ployhart to approve the Special Liquor License for the Harwood Grill & Saloon *second* Spiesz.

Gaming Permit: Mosser introduced the gaming permit for the event that is going to be held on April 2nd at the Community Center. There is be a silent auction and a raffle event going on.

Motion by Spiesz to approve the gaming permit for the April 2nd 2016 event *second* Ployhart.

Rules for Time/Noise: Mosser introduced that the noise & take down times be changed from 12:30am to coincide with the local bar times of 1:30am last call and shut down at 2am.

Motion by Ployhart to approve the time change from 12:30am to 1:30am last call and shut down at 2am *second* Spiesz.

Own Alcohol: Mosser introduced that renters have not rented because they are unable to bring in their own alcohol. Peyerl mentioned that the Community Center Board had a problem with them when they had the building for insurance purposes. Mosser & Morris asked the City Attorney to see if something could be done to release the City of Harwood from any liability. Sarah responded stating the City could do a one-day liquor permit for the event and have the group sign a liability waiver. Sundberg stated if it would bring more rental income into the Community Center then he would be for the idea. No action taken, item is left as is.

Tae-Kwon-Do: Dan Newland was able to address the topic and give a presentation on why Tae-Kwon-Do is a great kids activity to have at the Community Center. The council discussed the rent portion and Spiesz and Peyerl both brought up this is a for-profit organization, and they love the idea, but agreed there is a grey area when charging rent. Public Works brought up where the mats would be stored or if an event was in there and ruined the mats. After much discussion it was agreed that if Park Board would like to have Tae-Kwon-Do at the community center, they can have a 3-month trial run at no rent charged and then the event can be re-evaluated. Dan will pass the information to the Park Board. Look for more information in Park Board Minutes.

Motion by Ployhart to approve a 3-month trial period with no income to the city as of right now *second* Peyerl

Motion by Peyerl to move \$1,049.48 of a community center fund specified for family events over to the park board account for use of the community center for Tae-Kwon-Do *second* Spiesz.

FEMA LOMRs: Ployhart opened discussion by stating there are a lot of residents who paid a lot of money to get their LOMR forms and are upset with Houston Engineering and they are to blame for the FEMA Map Revisions. Ployhart stated the reason this process is taking so long and additional funds were spent by the residents was because Houston Engineering let the ball drop. Mosser interjected and stated that it was not Houston Engineering's fault. Ployhart said he thinks it is. Mosser stated that once the City Engineer, Stan Hanson, is able to join the meeting he would present correspondence to the City Council and the residents as to why the FEMA map revisions are being dragged out this long. Mosser stated she didn't think it was appropriate to talk about the topic when the City Engineer was not present to discuss the topic as well as defend himself/Houston. Ployhart acknowledged the request and ask everyone (Council and audience) if they wanted to postpone this topic until Stan Hanson was able to attend. Mayor Rohrich acknowledged and agreed it was best to wait for Stan Hanson to be in attendance before any more of this topic was discussed. Stan Hanson arrived at the meeting late. Mayor Rohrich called upon Stan Hanson to talk about the FEMA LOMRs. Stan presented correspondence back from February 2015 showing the map was incorrect. Houston Engineering submitted the map revisions when the maps originally came out because Houston saw it was incorrect. The final maps came out and nothing was changed. Stan has an email stating that FEMA switched companies from Baker to Compass with the Core of Engineers during this process and they are at fault. One of the residents who resides in Dakota Prairie Estates wrote to State Senator John Hoeven and his office then reached out to FEMA to get it corrected. Stan said this was the best thing to happen. Ployhart mentioned that all the residents in Dakota Prairie Estates are paying extra money for flood insurance that isn't needed and that Houston is at fault for not doing their job. Discussion was conducted between the residents and Houston. Morris asked Stan if the City of Fargo and the County are also leaning on FEMA to get this changed and Stan said yes, that is true. Spiesz and Peyerl asked what can the City do for the residents regarding their FEMA LOMRs. Audience members asked Mayor Rohrich to be the voice of the city and reach out directly to the state representatives. Stan asked Mayor Rohrich if he was available for a meeting with Houston Engineering one day this week to go over the FEMA LOMR maps here at the office. Those in attendance are encouraged to come to the meeting on Wednesday March 9th at 10am here at the city office. Curt Skarphol will be here to discuss the LOMR's and the process. An Audience member stated that he feels in his opinion, Houston is not at fault for this entire situation. The only things in his opinion that Houston is possibly at fault for is not pushing hard enough. Spiesz asked the who could she could contact regards the FEMA maps and she was directed to Senator John Hoevens' Office. Mayor Rohrich asked for contact information for the politicians as well to get more information as to what is going on.

Water Treatment Plant Interior Work: Stan said that we took bids for the interior of the water treatment plant. There is some piping on the interior of the plant that takes water from the current reservoir to the new tank and it's getting worn down. Trying to be proactive on things that need to be replaced versus fixing it as it breaks. Stan presented a bid tabulation with two options. He presented both options to the council and recommended that the Council go with Option #2. The saved money by going with Option #2 could be used towards purchasing a back-up generator. Mayor Rohrich asked if the system that was bid in Option #2 included the injecting system and the answer is yes. Ployhart asked about bids and if we had gotten a bid from Sopp Controls, locally owned in Harwood. Mr. Sopp gave a background on his company. He wanted to know why Preferred Controls from Albany, MN is going to do the work when someone here in Harwood can do all the work. Sopp concluded by stating when Bernie has a problem someone locally can help and closer if something needs to be fixed. Spiesz and Ployhart asked the City Engineer what they needed to do in order to get the bid changed or have Sopp Controls do a bid on the work that is needed to be done. Spiesz brought up again that it was discussed numerous

times that the Council wanted to try and keep things local. Stan said that the best option for going forward is to table the current bids and get an additional bid with Sopp Controls pricing as well as Preferred Controls pricing. Spiesz told Stan that she is appreciative of the money that was saved during this process, however keeping business locally supports the City in the end. Mayor Rohrich doesn't want to delay this project any more. Attorney Sarah Wear recommended that we do a special meeting to review the additional bids and documentation. Council decided to meet at Monday, March 21st, 2016 @ 10:30am here at City Hall to review the additional bid and review prices.

Capital Improvement Plan: Stan started to discuss the Capital Improvement Plan as a handout was provided. Spiesz asked since this was a large topic, if it would be possible to table this item until the April 2016 meeting. Mayor Rohrich acknowledged the request and agreed to table to topic until the next council meeting.

Street Improvement for Prairie Drive: Stan presented the Preliminary Engineering Report and Opinion of Probably Cost for this project. He reviewed the costs with the Council and the audience. Troy Feeken, resident residing in Dakota Prairie Estates, addressed Mayor Rohrich and asked that Councilmember Ployhart not have an immediate response or vote regarding topic because he has a skewed/ambiguous vote. He stated that when lots were purchased among Prairie Drive and Mullhollen Drive the lots were advertised as "special free" and that is what appealed to all the buyers and current homeowners out in Dakota Prairie Estates. Feeken among other residents were under the impression that the resident block was a completed project. Feeken acknowledges that he and the other residents are aware that new assessments will come up in the future; for example, the water project special. However, they are seeing this additional assessment for something they thought was already completed. Feeken and other residents residing in Dakota Prairie Estates want to see the neighborhood completed and want the street improvement. Feeken asked since Mr. Ployhart was the developer that he be responsible for all the additional costs since there were mistakes made when the lots were advertised and the with the contractual agreements. Feeken would like an organized formal special meeting called for the residents in Dakota Prairie Estates to discuss further what the responsibilities are of the home-owner because there is push-back from the developer and to hear out the residents' feelings pertaining to the development since the developer is on the City Council and it has an improper vote. Ployhart stated he won't be voting on the matter but wanted to say there are hundreds of companies that sell lots without specials because the specials on those lots were paid up front and Feeken agreed. Ployhart commented if you would have gone to Fargo and bought the lot it would have been \$60,000 or more in just specials. Feeken stated back that is why he and the other residents bought lots out here. Feeken stated this is why he wants a meeting with the City Council so that the banter from Councilmember Ployhart doesn't interfere with the conversation. Ployhart is tired of people stating that he and his wife cheated the people out in Dakota Prairie Estates and this is why they are not developing anymore lots. Spiesz wanted to know if there is anything that the Council can do or does it fall back on the developers' agreement. Attorney Sarah Wear discussed with Feeken and the other residents present from Dakota Prairie Estates that we have to assess property benefitting from the project not people. For example, the water plant; each property was assessed because it was benefitting them. Feeken was in agreement with that statement but feels that he was wronged by the developer. Ployhart commented that was for a jury and judge to decide. Mayor Rohrich said he doesn't think that there is anything that the city can do personally, but he is more than willing to sit down and have a meeting and discuss any issues that the residents might have. Feeken stated it's not that they won't pay the specials, because they want the streets done; it's that the lots said specifically in bold letters on the lots for sale "no specials". Ployhart commented that the streets in Dakota Prairie Estates can stay the way they are. Discussion among Ployhart, Feeken and Mrs. Ployhart took place. Mayor Rohrich hit the gavel calling the meeting back to

order and for Councilmember Ployhart to cease discussion. Ployhart agreed and left the meeting with his wife who was also in attendance. Attorney Sara Wear stated that in the developer's agreement that it states once the lots are fully developed that the city will do a street improvement district. Feeken also brought up that there are drainage issues that are supposed to be fixed with the 2nd development, but councilmember Ployhart stated earlier during this topic that he and his wife are not developing again, so how will this problem get addressed? Feeken also commented that he and the other residents have tried to talk with the developer and tried to be adults about the situation and they have gotten nowhere with the developer. The Developers Agreement does state that the additional asphalt overlay will be assessed to the properties. Feeken asked if he could get a copy of that page and Mayor Rohrich agreed. Public Works hopes the project will be done before early fall.

Motion by Spiesz to create a resolution creating Street Improvement District No. 2016-1 *second* Peyerl.

Motion by Spiesz to create a resolution directing the Engineer to prepare the report *second* Sundberg.

Motion by Spiesz to approve the resolution approving the Engineer's report *second* Peyerl.

Motion by Spiesz to create a resolution declaring work necessary for an improvement in Street Improvement District No. 2016-1 *second* Peyerl.

Sales Tax Increase: Sherry opened the discussion by stating a resident had an idea about increasing the sales tax by 1% to have the possibility to generate additional income to pay for services/repairs at the community center as well as upkeep public buildings. Spiesz noted this is a good idea and agreed there should be education for the residents as to why this increase would be good for the city. She also noted this increase would be equal to what Fargo and West Fargo are doing. Audience members and council members discussed an increase the sales tax by 1% for a total of 2% with 1% earmarked for capital improvements and updates for Public Buildings. Additional education will be provided (please see Highlites for additional information).

Motion by Spiesz authorizes to create a resolution of for a Sales Tax Increase of 1% for a total of 2% with 1% earmarked to buildings and lease hold improvements and to have the residents vote in the June 2016 election *second* Ployhart. Upon roll call vote with all in favor, *motion* carried.

Other Business: Councilmember Ployhart joined the meeting again at this time.

Motion by Ployhart to terminate Cayla Mosser's employment with the City of Harwood and keep Sherry Morris in the office as the Auditor. Motion *died* due to lack of second.

Mosser asked why this came up and Ployhart said Mosser offended his wife with the comments she made. Spiesz asked for more information and none was given.

Motion by Ployhart to install a time clock system so that we can know when the employees are working and where they are. Motion *died* due to lack of second.

Spiesz noted on the side that that can be evaluated but normally when you have salaried employee's you don't have them punch a clock. Stasch and Mosser agreed to punch the clock but wanted to get paid for the hours they were putting in over 40. Ployhart asked when Bernie was quitting. Stasch said Todd has to be under a licensed operator for 1 year before he can be on his own. Ployhart said he called today and they told him something different. Stasch told Ployhart to ask the council when they want him out. Mosser also asked the council when do they want her out. Peyerl noted that when Todd was hired that Stasch would stay on for 1 year to help with training. Spiesz called for any other business and Mosser asked for an explanation as to why Ployhart made a motion to terminate her employment. Ployhart said because of your comments and my wife took offense to them. Ployhart stated there is a lot of gossip in town lately about certain things. Mosser continued her conversation with Ployhart stating that she has been completely forthcoming with Ployhart and respectable to him. Mosser stated whatever comments he took offense to she apologized for. She also stated that she doesn't like Ployhart's tone and she doesn't like being treated like that as an employee. Mosser continued to say if Ployhart has something to say to her that he brings it to her directly and not go around her back. Ployhart referred back to a comment that was made and Mosser brought up that the comment was made as an overall generalized statement and was not

directed towards Ployhart and he took it personally. Ployhart continued discussing that councilmember portfolios are useless because the councilmember is unable to actually do anything with that portfolio. Spiesz asked if this was referring to the community center. Ployhart then started to talk about people who rent the community center and how they are supposed to clean it but Steve spends all his time cleaning it and he shouldn't be cleaning it. Stasch said Steve is over there cleaning up when he needs to because who else is going to do it. Spiesz acknowledged the discussion and asked why is it an issue. Ployhart said he shouldn't have to be doing it. Peyerl asked if the cleaning lady was still coming and Mosser stated yes but Ployhart doesn't think we need her to clean because Steve is doing it. Sundberg said that none of this is on the agenda and we do not need to discuss this right now. Stasch brought up that a councilmember talked about to his family about his personal life and was talking to city employee's about it. Stasch said that he has vacation time to use and if he wants to use it he should be able to and that they [council members] should not be checking in on him. Ployhart stated Bernie blows up at everything. Spiesz told Ployhart that this is a small office and if you have a problem or an issue with someone, talk to them directly. She continued to say if it is something you can't talk to that person about because it's an HR issues, see Mayor Rohrich since he has that portfolio.

Reviewed Correspondence: Reviewed.

Portfolio Reports: Mosser reported to the council the Utility Bill Report which consisted of 24 non-meter readings and 12 accounts that were 60 days' delinquent and 4 accounts were 90 days' delinquent.

Adjournment: *Motion* by Spiesz to adjourn at 10:08 p.m. to the next regular meeting on April 4th, 2016, *second* Peyerl.

Bill Rohrich, Mayor

Attest: _____
Cayla A. Mosser, Deputy Auditor

Date of Approval _____

March Bills

HARWOOD CITY COUNCIL MINUTES

City of Harwood, North Dakota

Special Meeting

March 21st, 2016

Pledge of Allegiance: Recited.

Call to Order/Roll Call: Mayor Bill Rohrich called the special meeting to order @ 10:43 a.m. Present for roll call: Richard Sundberg, Jennifer Spiesz and Lori Peyerl. Attorney Sarah Wear, Engineer Stan Hanson, Deputy Auditor Cayla Mosser. In the audience Alan Kemmet. Ed Ployhart was not in attendance.

Consent Agenda: Mayor Bill Rohrich asked for last minute Agenda additions.

Motion by Spiesz to approve the Special March agenda *second* Peyerl.

Water Treatment Plant Interior Work: Engineer Stan Hanson opened discussion by introducing Alan Kemmet to the council. Alan presented to the Council 3 options with different contractors bidding work and noting that Sopp Controls bid was \$4,798.64 over the original bid presented on 03/07/2016. Spiesz opened discussion by stating she would go with Sopp Controls because he is local and close if something were to happen. Sundberg countered by stating Houston's opinion is to go with Preferred Controls when doing the interior work with the waterplant. Spiesz argued the only reason Houston bid Preferred Controls is they are a contractor they have worked with on prior projects and feel comfortable around. Spiesz noted the council saying on numerous occasions to keep business local. Spiesz and Sundberg had a discussion about what Preferred Controls/Sopp Control Services offer to do in their bid and what made them different. Sundberg asked what happens when Sopp is out of town or something happens, he (Sopp Controls) has one employee with no back up. Preferred Controls has two locations in Albany, MN and in Minot, ND. Alan interjected to say if there was something going on in the water plant and Bernie called them to fix it; Preferred Controls would walk Bernie through the problem so if it occurred again, Bernie could fix it himself. With Mr. Sopp not at the meeting today, it is hard to ask him those same questions stated Alan. Spiesz wants to know what service(s) is going to be offered at no cost and Sundberg, Engineer Stan Hanson and Alan stated there is nothing in writing from Sopp Controls. Spiesz discussed the bid tabulation sheet was set up to make Sopp Controls Bid look higher than the other bid it was compared to. Alan explained that the bids were interchangeable and the city could elect to choose a different independent contractor to replace a current bid.

Motion by Sundberg to approve Bid Option 2A for the Interior of the waterplant to the lowest bidder, Automatic Systems & Preferred Controls as the independent contractors *second* Peyerl. Upon roll call vote with Sundberg and Peyerl voting all in favor and Spiesz voting against the motion, **motion carried.**

Charter Amendment & Sales Tax: Attorney Sarah Wear started off by discussing the resolution that was passed at the last council meeting. She stated there are 2 things the City needs to consider amending. One of those things is the charter and ordinance have a limit of \$25.00 and she suggests to get rid of it. Spiesz noted this would be the same as Fargo and West Fargo. The second thing is the sales tax was passed with the intention of going to the community center. It is currently stating that it goes towards city buildings, infrastructure, job retention, recruiting and creation and more. Technically the way the charter reads now, sales tax can be used for the community center. Sarah's opinion is to leave the charter vague and create a policy defining what the money is used for. This way the city won't have to do a charter amendment. Education needs to be provided to the Residents.

Motion by Spiesz to amend the resolution approved at the last meeting to put a vote to the people for a charter amendment and an ordinance amendment for city sales tax increase *second* Peyerl.

Adjournment: **Motion** by Spiesz to adjourn at 11:09 a.m., *second* Peyerl.

Bill Rohrich, Mayor

Attest: _____
Cayla A. Mosser, Deputy Auditor

Date of Approval _____

City of Harwood

***Check Reconciliation©**

Checking

11300 CASHBANK

March 2016

Account Summary

Beginning Balance on 4/1/2016	\$1,149,280.73	Cleared	\$1,218,862.08
+ Receipts/Deposits	\$202,463.35	Statement	\$1,218,862.08
- Payments (Checks and Withdrawals)	\$132,882.00	Difference	\$0.00
Ending Balance as of 4/1/2016	\$1,218,862.08		

Check Book Balance

Active	G 100-11300	GENERAL FUND	\$92,532.59
Active	G 201-11300	HIGHWAY DISTRIBUTION	\$25,111.38
Active	G 203-11300	CITY SHARE SPECIAL ASS	-\$2,270.99
Active	G 204-11300	SPECIALS DEFICIENCY F	\$0.00
Active	G 206-11300	EMERGENCY FUND	\$6,494.90
Active	G 215-11300	CAPITAL IMPROVEMENT/	\$1,707.39
Active	G 220-11300	CITY SALES TAX FUND	\$107,389.33
Active	G 318-11300	WATER DISTRIBUTION #9	\$151,516.75
Active	G 320-11300	STREET IMPROVEMENT 2	\$0.00
Active	G 321-11300	REFUNDING IMPROVEME	\$0.00
Active	G 322-11300	STREET IMPROVEMENT 2	\$97,548.84
Active	G 324-11300	URBAN RENEWAL (TIF) 20	\$14,089.21
Active	G 325-11300	STREET IMPROVEMENT 2	\$95,699.74
Active	G 326-11300	WATER IMPROVEMENT 20	\$42,498.09
Active	G 425-11300	CONSTRUCTION FUND	\$392,050.11
Active	G 501-11300	WATER FUND	-\$3,174.79
Active	G 502-11300	SEWER FUND	\$176,709.80
Active	G 503-11300	WASTE FUND	-\$1,002.37
Active	G 510-11300	SURCHARGE FUND	\$15,920.47
		Cash Balance	\$1,212,820.45

Beginng Balance	\$1,149,280.73		
+ Total Deposits	\$202,463.35		
- Checks Written	\$138,923.63		
		Check Book Balance	\$1,212,820.45
		Difference	\$0.00

City of Harwood

04/02/16 10:27 AM

Page 2

*Check Reconciliation©

Checking
11300 CASHBANK

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
Deposit	03/07/16 REC	3/7/2016		(\$680.21)
Deposit	03/08/16 REC	3/8/2016		(\$1,365.00)
Deposit	03/09/16 REC	3/10/2016		(\$162,439.89)
Deposit	03/10/16 REC	3/10/2016		(\$450.00)
Deposit	03/18/16 REC	3/18/2016		(\$9,597.40)
Deposit	03/23/16 REC	3/23/2016		(\$325.00)
Deposit	03/30/16 REC	4/2/2016		\$3.97
Deposit	030216UB2PSN	3/3/2016		(\$150.00)
Deposit	030216UBCHK	3/3/2016		(\$4,269.02)
Deposit	030216UBPSN	3/3/2016		(\$267.96)
Deposit	030316UBCHK	3/3/2016		(\$1,312.24)
Deposit	030316UBPSN	3/3/2016		(\$450.91)
Deposit	030816UBCHKKS	3/9/2016		(\$4,217.65)
Deposit	030816UBPSN1	3/9/2016		(\$605.77)
Deposit	030816UBPSN2	3/9/2016		(\$200.00)
Deposit	030816UBPSN3	3/9/2016		(\$730.67)
Deposit	030816UBPSN4	3/9/2016		(\$415.90)
Deposit	030916UBCHKKS	3/9/2016		(\$2,883.07)
Deposit	030916UBPSN	3/9/2016		(\$627.56)
Deposit	031016UB1PSN	3/10/2016		(\$87.45)
Deposit	031016UB2PSN	3/10/2016		(\$823.22)
Deposit	031016UBCHKKS	3/10/2016		(\$4,523.23)
Deposit	031116UBCKS	3/18/2016		(\$2,124.79)
Deposit	031116UBPSN	3/18/2016		(\$135.75)
Deposit	031116UBPSN1	3/18/2016		(\$338.38)
Deposit	031416UBCKS	3/18/2016		(\$2,129.24)
Deposit	031416UBPSN	3/18/2016		(\$98.31)
Deposit	031616UBPSN	3/18/2016		(\$153.35)
Deposit	031816UBCKS	3/18/2016		(\$924.47)
Deposit	031816UBF&R	3/18/2016		(\$52.00)
Deposit	20160322UB0	3/22/2016		
Deposit	20160402UB0	4/2/2016		(\$88.88)
000034E	NDPERS	2/26/2016		\$62.50
000035E	NDPERS	2/26/2016		\$1,905.54
000044E	HARWOOD STATE BANK	3/7/2016		\$1,231.02
000045E	CASS COUNTY ELECTRIC	3/21/2016		\$3,554.00
000046E	THE UPS STORE	3/8/2016		\$103.77
000047E	RAMADA BISMARCK HOTEL	3/9/2016		\$97.46
000048E	CITY OF FARGO	4/5/2016		\$7,822.10
000049E	NDPERS	3/11/2016		\$2,900.26
000050E	FEDERAL RESERVE BANK TAX DEPT	3/2/2016		\$3,375.00
000051E	THE UPS STORE	3/22/2016		\$46.77
000052E	US AWARDS	3/21/2016		\$179.98
000053E	FEDERAL RESERVE BANK TAX DEPT	3/25/2016		\$3,332.81
000054E	THE UPS STORE	3/28/2016		\$19.36
000055E	THE UPS STORE	3/23/2016		\$66.66
000056E	MILLS FLEET FARM	3/29/2016		\$27.61
000057E	NDPERS	4/1/2016	\$62.50	

City of Harwood

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*Check Reconciliation©

Checking
11300 CASHBANK

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
000058E	NDPERS	4/1/2016	\$1,905.55	
000059E	ND STATE TAX COMMISSIONER	4/1/2016	\$409.09	
000060E	NDPERS	4/2/2016		\$0.01
000062E	MICROSOFT.com	3/28/2016		\$72.00
018261	BRAUN INTERTEC CORPORATION	2/22/2016		\$540.93
018262	CENTURYLINK	2/22/2016		\$42.79
018264	GRAINGER	2/22/2016		\$205.84
018266	METROPOLITAN COMPOUNDS INC	2/22/2016		\$1,925.50
018267	W.S.I.	2/22/2016		\$2,151.58
018269	DAWSON INSURANCE	2/24/2016		\$5,771.00
018270	FORUM COMMUNICATIONS	2/24/2016		\$179.82
018271	HARWOOD POSTMASTER	2/24/2016		\$100.45
018272	ND ONE-CALL INC	2/24/2016		\$13.20
018273	LANG, TODD MICHAEL	2/27/2016		\$1,319.48
018278	BLUE TARP FINANCIAL INC	3/3/2016		\$67.63
018279	CENTURYLINK	3/3/2016		\$260.86
018280	DAKOTA HERITAGE BANK OF ND	3/3/2016		\$13,387.50
018281	DAKOTA SUPPLY GROUP	3/3/2016		\$86.43
018282	GREAT AMERICA FINANCIAL SRVS	3/3/2016		\$320.20
018283	HARWOOD STATE BANK	3/3/2016		\$13,387.50
018284	HOUSTON ENGINEERING INC	3/3/2016		\$411.75
018285	MACS INC	3/3/2016		\$140.61
018286	NARDINI FIRE EQUIPMENT	3/3/2016		\$232.95
018287	ND INSURANCE DEPARTMENT	3/3/2016		\$47.61
018288	NORTHERN TRUCK EQUIPMENT COR	3/3/2016		\$16.04
018289	OHNSTAD-TWICHELL PC	3/3/2016		\$450.00
018290	WASTE MANAGEMENT	3/3/2016		\$82.16
018291	CITY OF FARGO	3/8/2016		\$14.00
018292	HUNTER GRAIN COMPANY	3/8/2016		\$301.31
018293	MIDWEST PEST CONTROL	3/8/2016		\$85.00
018294	NDLC	3/8/2016		\$100.00
018295	PETERSON, PATTY	3/8/2016		\$110.00
018296	RDO EQUIPMENT CO	3/8/2016		\$286.36
018297	WASTE MANAGEMENT	3/8/2016		\$3,963.45
018298	WEST CENTRAL AG SERVICES	3/8/2016		\$228.36
018299	LANG, TODD MICHAEL	3/11/2016		\$1,319.48
018300	MORRIS, SHERRY A	3/11/2016		\$1,156.02
018301	MOSSER, CAYLA ANN	3/11/2016		\$872.29
018302	OLSON, STEPHEN T	3/11/2016		\$489.32
018303	STASCH, BERNIE J	3/11/2016		\$1,390.53
018304	DIAMOND VOGEL	3/10/2016		\$30.85
018305	MORRIS, SHERRY	3/10/2016		\$216.00
018306	BUSINESS FORMS AND ACCOUNTING	3/18/2016		\$282.70
018307	CASS COUNTY TREASURER	3/18/2016		\$1,101.07
018308	FORUM COMMUNICATIONS	3/18/2016		\$26.73
018309	LOCATORS & SUPPLIES, INC.	3/18/2016		\$76.00
018310	MENARDS-FARGO	3/18/2016		
018311	MENARDS-FARGO	3/18/2016		\$359.43

City of Harwood
***Check Reconciliation©**

Checking
11300 CASHBANK

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
018312	METROPOLITAN COMPOUNDS INC	3/18/2016		\$1,453.57
018313	STARION BOND SERVICES	3/18/2016		\$46,765.00
018314	USA BLUE BOOK	3/18/2016		\$543.57
018315	CENTURYLINK	3/18/2016		\$50.77
018316	FORUM COMMUNICATIONS	3/23/2016		\$6.48
018317	GRAINGER	3/23/2016		\$139.80
018318	GRAINGER	3/23/2016		\$235.36
018319	HARWOOD POSTMASTER	3/23/2016		\$100.45
018320	MENARDS-FARGO	3/23/2016	\$79.70	
018321	VOID	3/24/2016		
018322	VOID	3/24/2016		
018323	VOID	3/24/2016		
018324	VOID	3/24/2016		
018325	VOID	3/24/2016		
018326	LANG, TODD MICHAEL	3/24/2016		\$1,319.48
018327	MORRIS, SHERRY A	3/24/2016		\$1,156.02
018328	MOSSER, CAYLA ANN	3/24/2016		\$872.29
018329	OLSON, STEPHEN T	3/24/2016		\$501.10
018330	STASCH, BERNIE J	3/24/2016		\$1,390.53
018331	OHNSTAD-TWICHELL PC	3/24/2016	\$3,250.00	
018332	BLUE CROSS/BLUE SHIELD	4/1/2016	\$334.79	
	Receipts/Deposits		\$0.00	(\$202,463.35)
			Total Deposits	(\$202,463.35)
	Payments/Withdrawal		\$6,041.63	\$132,882.00
	Outstanding + Cleared Checks = Total Checks Written			\$138,923.63

*NM Next Month items not included in Total Checks Written and Total Deposits



Permit not valid until Council review

CITY OF HARWOOD
BUILDING PERMIT APPLICATION

PERMIT # 707

TODAY'S DATE: 3-15-2016

APPROX. START DATE: _____

ESTIMATED COST: \$ 1800

(Labor, Materials, Wiring, Htg, Plumbing)

ZONE: _____

SPECIAL FLOOD HAZARD: IN _____ OUT _____ FLOOD PROTECTION. ELEV: _____ FIRST FLOOR

ELEVATION _____ ELEVATION CERTIFICATE: YES _____ NO _____

CLASS OF WORK: NEW _____ ADDITION _____ ALTERATION _____ MOVE _____ FEMA HOME _____
REPAIR _____ DEMOLISH _____

LEGAL: LOT NO. _____ BLOCK NO. _____ ADDITION _____

JOB ADDRESS, NAME & PHONE NUMBER 308 Prairie Dr Harwood ND 58042
Josh Holm 701-318-5199

OWNER/CONTRACTOR (Name/Address): Josh Holm 308 prairie dr Harwood
Phone No(s): 701-318-5199

DESCRIBE WORK/TYPE HOME/USE OF CONSTRUCTION (Attached Plot & Drainage Plans):

Deck

CONTRACTORS: LICENSE NO. _____

GENERAL: _____ EXCAVATOR: _____

ELECTRICAL: _____ MECHANICAL: _____ PLUMBING: _____

COMPLETE IF APPLICABLE:

HOME TYPE/STYLE: _____ GARAGE SIZE: _____ ACCESSORY BLDGS: _____
HOUSE SIZE: _____ sq ft (FLOOR AREA: UPPER _____ MAIN: _____ LOWER: _____) LOT SIZE: _____ sq ft
CULVERT SIZE _____ *(18" MIN-F.E.) DRIVEWAY WIDTH: _____ RAFTERS: _____ JOISTS: _____
DECK/SIZE: _____ SET BACK: SIDE _____ FRONT _____ REAR _____ FIREPLACE? _____
FINISHED BASEMENT? _____ FOUNDATION TYPE: _____ FOOTINGS: _____ AIR: _____
HEATING TYPE: _____ WATER HEATER: _____ SIDING: _____
BEDROOMS: _____ # BATHROOMS: _____

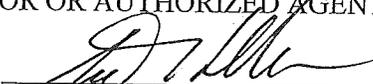
* DRIVEWAYS MUST BE PROPERLY COMPACTED WITH A 20' MAX - 30' MAX WIDTH & MIN 3:1 SLOPE.
** PERMIT CONDITIONED UPON ANY ROAD WEIGHT RESTRICTIONS.

NOTICE: Separate permits are required for electrical, plumbing, and mechanical (HVAC). Work under this permit must commence within 180 days of permit issuance and once commenced, work may not be suspended for more than 60 days. **Permittee must comply with all codes, ordinances and restrictive covenants applicable to the work.** Issuance of this permit does not grant any authority to erect, modify or use any structure in violation of any code or ordinance. All required inspections, including a final inspection, must be requested by the Permittee. In consideration for connection to City utilities, Permittee agrees to pay all applicable utility fees and charges pursuant to City Ordinance. This permit creates no warranties with regard to construction or code compliance. The inspections under this permit are for the benefit of the public and not the Permittee and the inspections do not create a duty to the Permittee, the owner or to a subsequent purchaser with regard to quality of construction or code compliance. I hereby certify that I have read and examined this application and know the same to be true and correct.

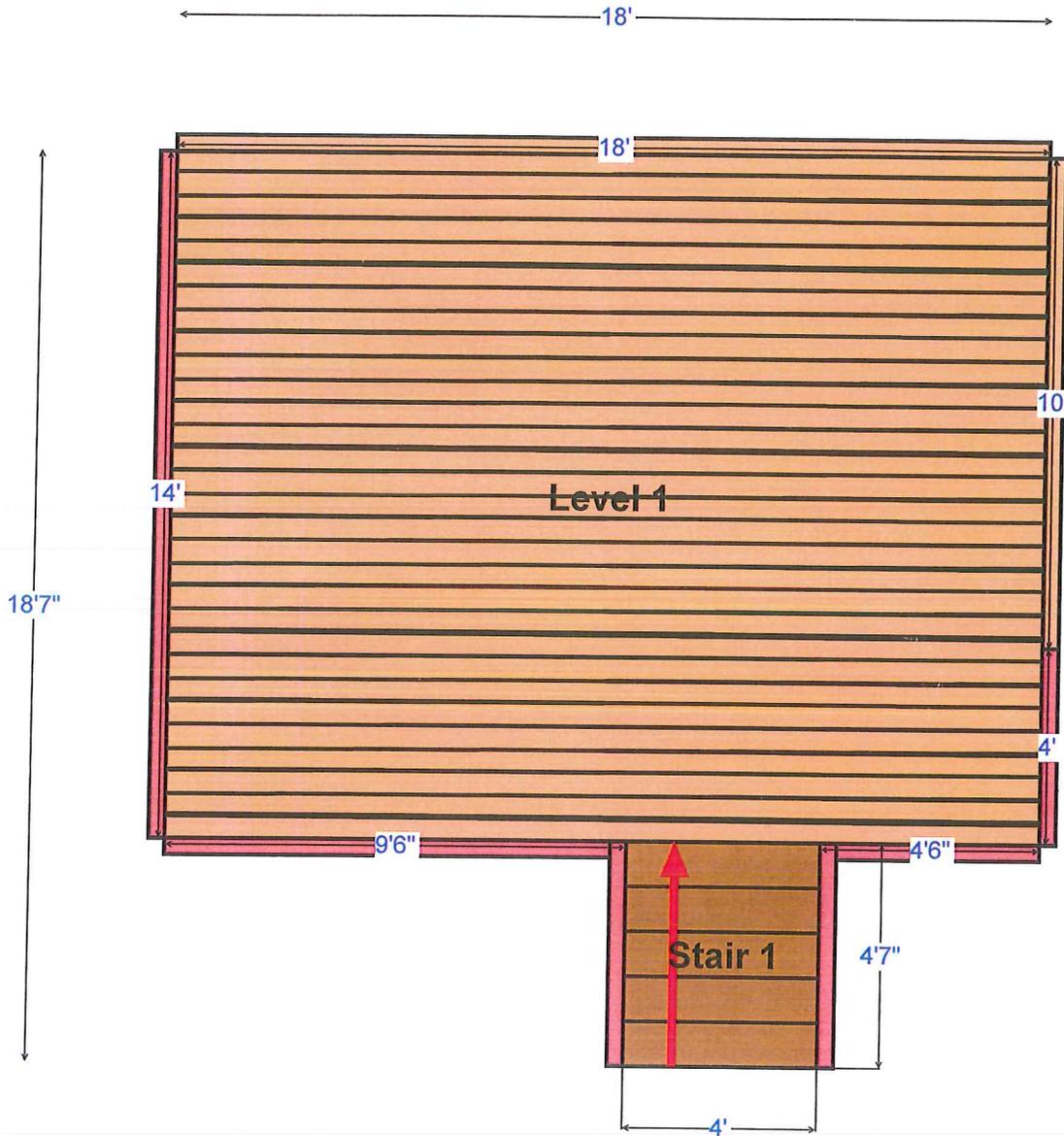
DATE APPROVED _____
REC'D DRAINAGE/BLDG PLANS _____

OWNER, CONTRACTOR OR AUTHORIZED AGENT

FEES PAID: _____
REPORTED: _____

BUILDING OFFICIAL 

Todd Halle, Building Inspector
(701) 793-3022 (Cell) or 281-0314 (City Office)



	Wall Attached		Railing
--	---------------	--	---------

Estimated Price:

\$1,802.12

*Today's estimated price, future pricing may go up or down. Tax, labor, and delivery not included.

Base Price:

\$1,685.20

**The base price includes: 40 PSF deck live load, AC2 5/4x6 deck boards in horizontal direction, AC2 4x4 framing posts, precast concrete (1 bag) footing, AC2 joists and beams with two feet cantilever, galvanized framing fasteners and joists hangers, and premium deck board screws.

Final design should be performed by a registered professional engineer to ensure all applicable building codes and regulations are met.

CITY OF HARWOOD
BUILDING PERMIT APPLICATION

PERMIT # 708

TODAY'S DATE: 3/16/15
APPROX. START DATE: 5/5/16

ESTIMATED COST: \$ 2000.00
(Labor, Materials, Wiring, Htg, Plumbing)

ZONE: _____
SPECIAL FLOOD HAZARD: IN _____ OUT FLOOD PROTECTION. ELEV: _____ FIRST FLOOR
ELEVATION _____ ELEVATION CERTIFICATE: YES _____ NO _____

CLASS OF WORK: NEW ADDITION _____ ALTERATION _____ MOVE _____ FEMA HOME _____
REPAIR _____ DEMOLISH _____

LEGAL: LOT NO. _____ BLOCK NO. _____ ADDITION _____

JOB ADDRESS, NAME & PHONE NUMBER Curtis Klomstad, (701)-371-9174, North
Acres Park

OWNER/CONTRACTOR (Name/Address): Curtis Klomstad 316 Main St. Harwood, ND 58041
Phone No(s): (701)-371-9174

DESCRIBE WORK/TYPE HOME/USE OF CONSTRUCTION (Attached Plot & Drainage Plans):
Building a picnic shelter that is 20x10

CONTRACTORS: LICENSE NO. _____
GENERAL: _____ EXCAVATOR: _____
ELECTRICAL: _____ MECHANICAL: _____ PLUMBING: _____

COMPLETE IF APPLICABLE:

HOME TYPE/STYLE: _____ GARAGE SIZE: _____ ACCESSORY BLDGS: _____
HOUSE SIZE: _____ sq ft (FLOOR AREA: UPPER _____ MAIN: _____ LOWER: _____) LOT SIZE: _____ sq ft
CULVERT SIZE _____ *(18" MIN-F.E.) DRIVEWAY WIDTH: _____ RAFTERS: _____ JOISTS: _____
DECK/SIZE: _____ SET BACK: SIDE _____ FRONT _____ REAR _____ FIREPLACE? _____
FINISHED BASEMENT? _____ FOUNDATION TYPE: _____ FOOTINGS: _____ AIR: _____
HEATING TYPE: _____ WATER HEATER: _____ SIDING: _____
BEDROOMS: _____ # BATHROOMS: _____

* DRIVEWAYS MUST BE PROPERLY COMPACTED WITH A 20' MAX - 30' MAX WIDTH & MIN 3:1 SLOPE.
** PERMIT CONDITIONED UPON ANY ROAD WEIGHT RESTRICTIONS.

NOTICE: Separate permits are required for electrical, plumbing, and mechanical (HVAC). Work under this permit must commence within 180 days of permit issuance and once commenced, work may not be suspended for more than 60 days. Permittee must comply with all codes, ordinances and restrictive covenants applicable to the work. Issuance of this permit does not grant any authority to erect, modify or use any structure in violation of any code or ordinance. All required inspections, including a final inspection, must be requested by the Permittee. In consideration for connection to City utilities, Permittee agrees to pay all applicable utility fees and charges pursuant to City Ordinance. This permit creates no warranties with regard to construction or code compliance. The inspections under this permit are for the benefit of the public and not the Permittee and the inspections do not create a duty to the Permittee, the owner or to a subsequent purchaser with regard to quality of construction or code compliance. I hereby certify that I have read and examined this application and know the same to be true and correct.

DATE APPROVED _____
REC'D DRAINAGE/BLDG PLANS _____

Curtis Klomstad
OWNER, CONTRACTOR OR AUTHORIZED AGENT

BUILDING OFFICIAL Todd Halle
Todd Halle, Building Inspector

FEES PAID: _____
REPORTED: _____

(701) 793-3022 (Cell) or 281-0314 (City Office)

CITY OF HARWOOD
FENCE PERMIT APPLICATION

Site Address North Acres Park

Owner Information:

Name City of Harwood

Address _____

Phone #'s: _____

Installer Information:

Company Name Eagle Scout project by Curt's Klemstad

Address 310 Main St. Harwood, ND 58042

Contact Person Curt's Klemstad

Fence Information:

Property Type: () Residential () Commercial

Describe Type & Height of Fence to Be Constructed:

Chainlink fence that is 4 feet high with a 10 feet
and a 4 feet wide fences.

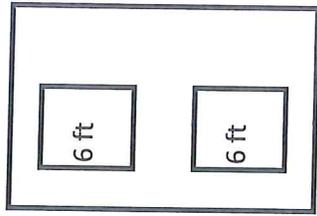
Please include a drawing of the proposed fence on the lot as it relates to the property lines, buildings, sidewalks, utility boxes, etc. (Use the back of this sheet if you need more space)

Please call North Dakota One-Call @ 1-800-795-0555 to have utilities located on your property prior to beginning construction.

Certification: I hereby certify that I have read and understand the regulations for fences as governed by Chapter 4-01 of the Ordinances of the City of Harwood and that I have read and examined this application and know it to be true and corrected.

Applicant's Signature Curt's Klemstad Date: 3/16/15

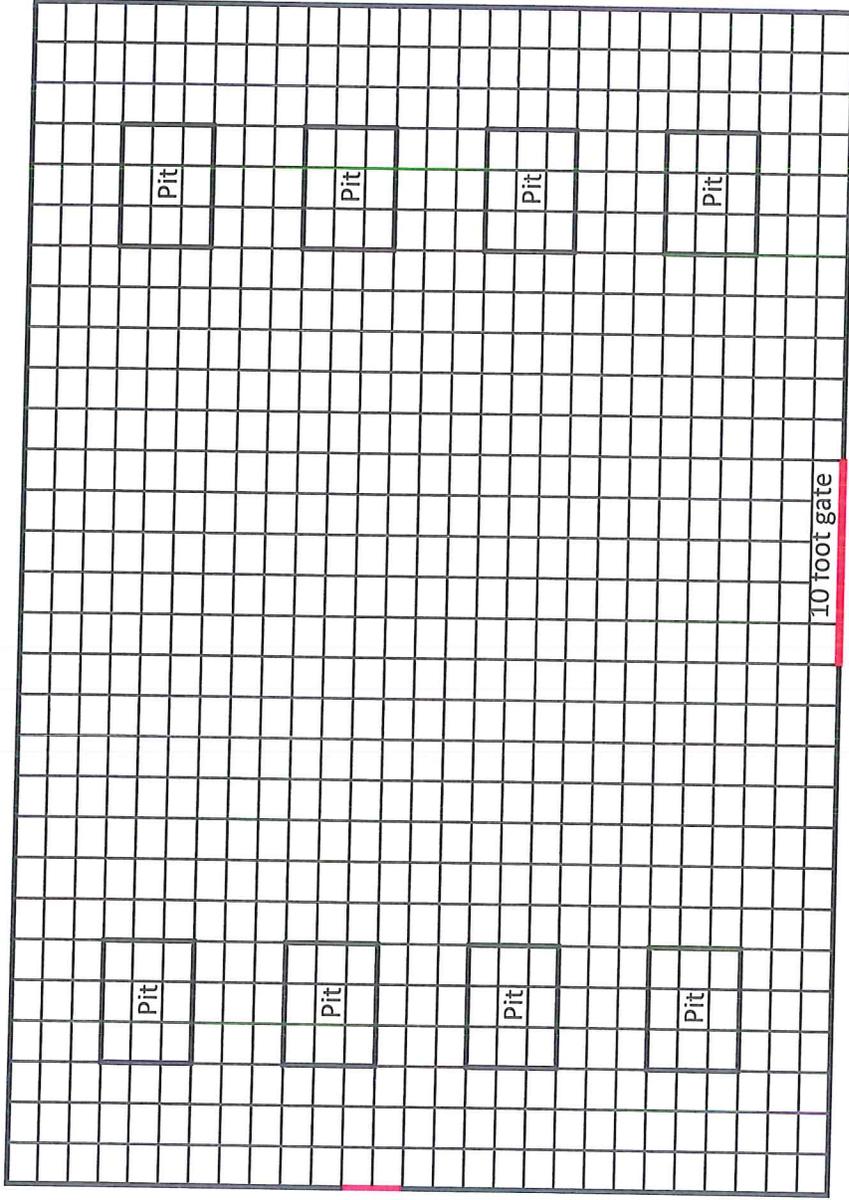
Picnic Shelter
w/2 picnic tables



20 feet

10 feet

4 ft gate

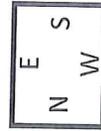


54 feet

10 foot gate

58 feet

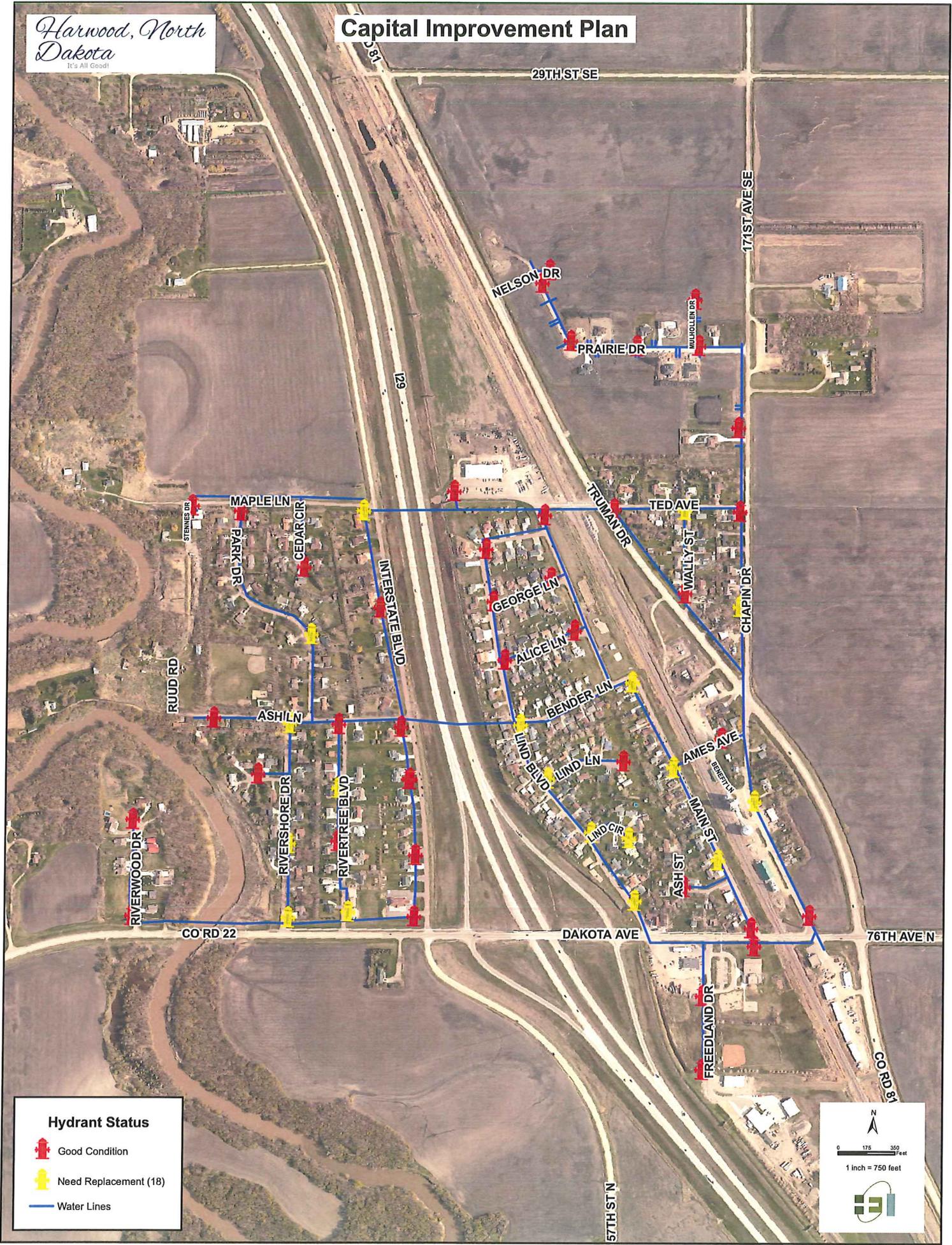
Legend



2 ft

Note: my Eagle Scout Project is fully funded by the Harwood Park Board

Capital Improvement Plan



Hydrant Status

-  Good Condition
-  Need Replacement (18)
-  Water Lines

N

0 175 350 Feet

1 inch = 750 feet



Engineer's Opinion of Probable Cost
Hydrant w/Gate Valve Install (Option A)
Harwood, ND

Item	Unit	Est. Quantity	Unit Price	Cost
Mobilization	L.Sum	1	\$5,000.00	\$5,000.00
Remove and Dispose Fire Hydrant	Each	18	\$250.00	\$4,500.00
6" Gate Valve w/Box	Each	18	\$1,900.00	\$34,200.00
6" C900 DR-18 PVC Water Main	L.F.	90	\$70.00	\$6,300.00
Fire Hydrant Assembly	Each	18	\$5,000.00	\$90,000.00
Hydro-Mulch Seeding	S.Y.	1,000	\$3.00	\$3,000.00
12" Fiber Roll	L.F.	360.00	\$4.50	\$1,620.00
Total Construction Cost				\$144,620.00
Engineering and Administration Cost(20%)				\$28,924.00
Contingency (15%)				\$21,693.00
Total Project Cost				\$195,237.00

Engineer's Opinion of Probable Cost
Gate Valve Install (Option B)
Harwood, ND

Item	Unit	Est. Quantity	Unit Price	Cost
Mobilization	L.Sum	1	\$5,000.00	\$5,000.00
6" Gate Valve w/Box	Each	18	\$2,000.00	\$36,000.00
Reset Hydrant W/Rock & Blocking	Each	18	\$1,500.00	\$27,000.00
Hydro-Mulch Seeding	S.Y.	1,000	\$3.00	\$3,000.00
12" Fiber Roll	L.F.	360	\$4.50	\$1,620.00
Total Construction Cost				\$72,620.00
Engineering and Administration Cost(20%)				\$14,524.00
Contingency (15%)				\$10,893.00
Total Project Cost				\$98,037.00

Capital Improvement Plan

I-29 South Watermain Loop Option A

I-29 South Watermain Loop Option B

Legend

-  Fire Hydrants
-  Gate Valve
-  Proposed Water
-  Water Lines

N



0 75 150 Feet

1 inch = 300 feet

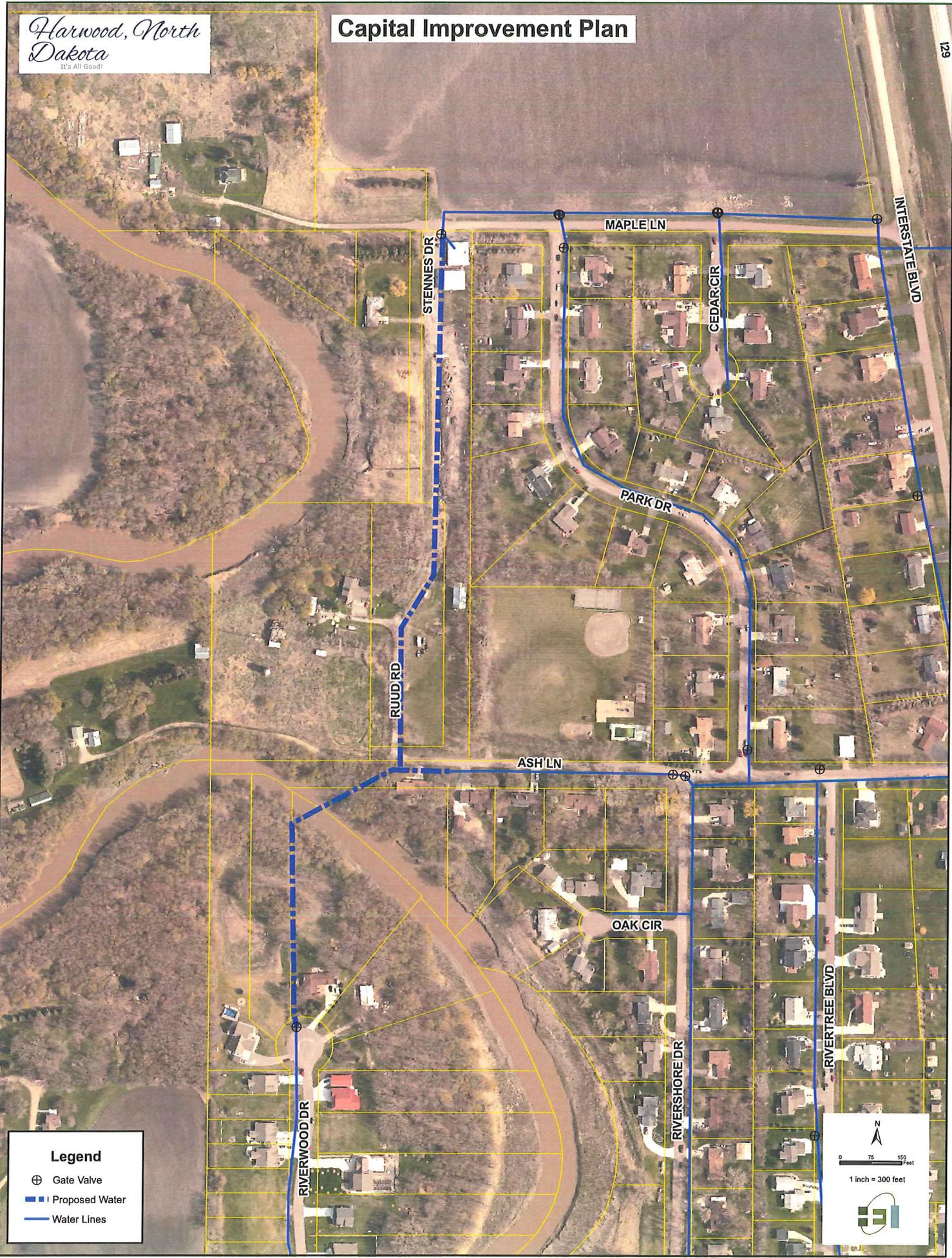


Engineer's Opinion of Probable Cost
 I29 South Watermain Loop (Option A)
 Casing from ROW to ROW

Item	Unit	Est. Quantity	Unit Price	Cost
Mobilization	L.Sum	1	\$5,000.00	\$5,000.00
16" Steel Casing Bored & Jacked (8" Water Main PVC)	LF	1,200	\$475.00	\$570,000.00
8" C900 DR-18 PVC Water Main	L.F.	200	\$80.00	\$16,000.00
8" Gate Valve w/Box	Each	2	\$2,200.00	\$4,400.00
Sawcut Pavement	L.F.	100	\$7.00	\$700.00
Pavement Removal	S.Y.	181.00	\$5.00	\$905.00
Class 5 Gravel Base	S.Y.	225.00	\$4.30	\$967.50
Bituminous Pavement (4")	S.Y.	181.00	\$78.00	\$14,118.00
Connect to Existing Water Main	Each	2	\$10,000.00	\$20,000.00
Hydro-Mulch Seeding	S.Y.	1,249.94	\$3.00	\$3,749.82
Silt Fence	L.F.	250	\$4.50	\$1,125.00
12" Fiber Roll	L.F.	350	\$4.50	\$1,575.00
Total Construction Cost				\$638,540.32
Engineering and Administration Cost(20%)				\$127,708.06
Contingency (15%)				\$95,781.05
Total Project Cost				\$862,029.43

Engineer's Opinion of Probable Cost
 I29 South Watermain Loop (Option B)
 Casing from Toe to Toe

Item	Unit	Est. Quantity	Unit Price	Cost
Mobilization	L.Sum	1	\$5,000.00	\$5,000.00
16" Steel Casing Bored & Jacked (8" Water Main PVC)	L.F.	550	\$475.00	\$261,250.00
8" C900 DR-18 PVC Water Main	L.F.	2,000	\$80.00	\$160,000.00
8" Gate Valve w/Box	Each	2	\$2,200.00	\$4,400.00
Sawcut Pavement	L.F.	100	\$7.00	\$700.00
Pavement Removal	S.Y.	181.00	\$5.00	\$905.00
Class 5 Gravel Base	S.Y.	225.00	\$4.30	\$967.50
Bituminous Pavement (4")	S.Y.	181.00	\$78.00	\$14,118.00
Connect to Existing Water Main	Each	2	\$10,000.00	\$20,000.00
Hydro-Mulch Seeding	S.Y.	4,722.00	\$3.00	\$14,166.00
Silt Fence	L.F.	250	\$4.50	\$1,125.00
12" Fiber Roll	L.F.	350	\$4.50	\$1,575.00
Total Construction Cost				\$484,206.50
Engineering and Administration Cost(20%)				\$96,841.30
Contingency (15%)				\$72,630.98
Total Project Cost				\$653,678.78



Legend

- ⊕ Gate Valve
- Proposed Water
- Water Lines

N

0 75 150 Feet

1 inch = 300 feet

Engineer's Opinion of Probable Cost
Riverwood Drive Loop Watermain

Item	Unit	Est. Quantity	Unit Price	Cost
Mobilization	L.Sum	1	\$5,000.00	\$5,000.00
Directional Drill Water Main (6")	L.F.	300	\$425.00	\$127,500.00
6" C900 DR-18 PVC Water Main	L.F.	1,950	\$70.00	\$136,500.00
6" Gate Valve w/Box	Each	3	\$1,900.00	\$5,700.00
6" Bend	Each	4	\$750.00	\$3,000.00
6"x6"x6" Tee	Each	1	\$900.00	\$900.00
Sawcut Pavement	L.F.	50	\$7.00	\$350.00
Pavement Removal	S.Y.	56.00	\$5.00	\$280.00
Class 5 Gravel Base	S.Y.	2,400.00	\$4.30	\$10,320.00
Bituminous Pavement (4")	S.Y.	56.00	\$78.00	\$4,368.00
Connect to Existing Water Main	Each	3	\$10,000.00	\$30,000.00
Hydro-Mulch Seeding	S.Y.	6,500.00	\$3.00	\$19,500.00
Silt Fence	L.F.	250	\$4.50	\$1,125.00
12" Fiber Roll	L.F.	250	\$4.50	\$1,125.00
Total Construction Cost				\$345,668.00
Engineering and Administration Cost(20%)				\$69,133.60
Contingency (15%)				\$51,850.20
Total Project Cost				\$466,651.80

Capital Improvement Plan



Option A
Forcemain

Option B
Sanitary Sewer

Legend

- Proposed Sewer
- Sewer Lines
- Water Lines

N

0 75 150 Feet

1 inch = 300 feet

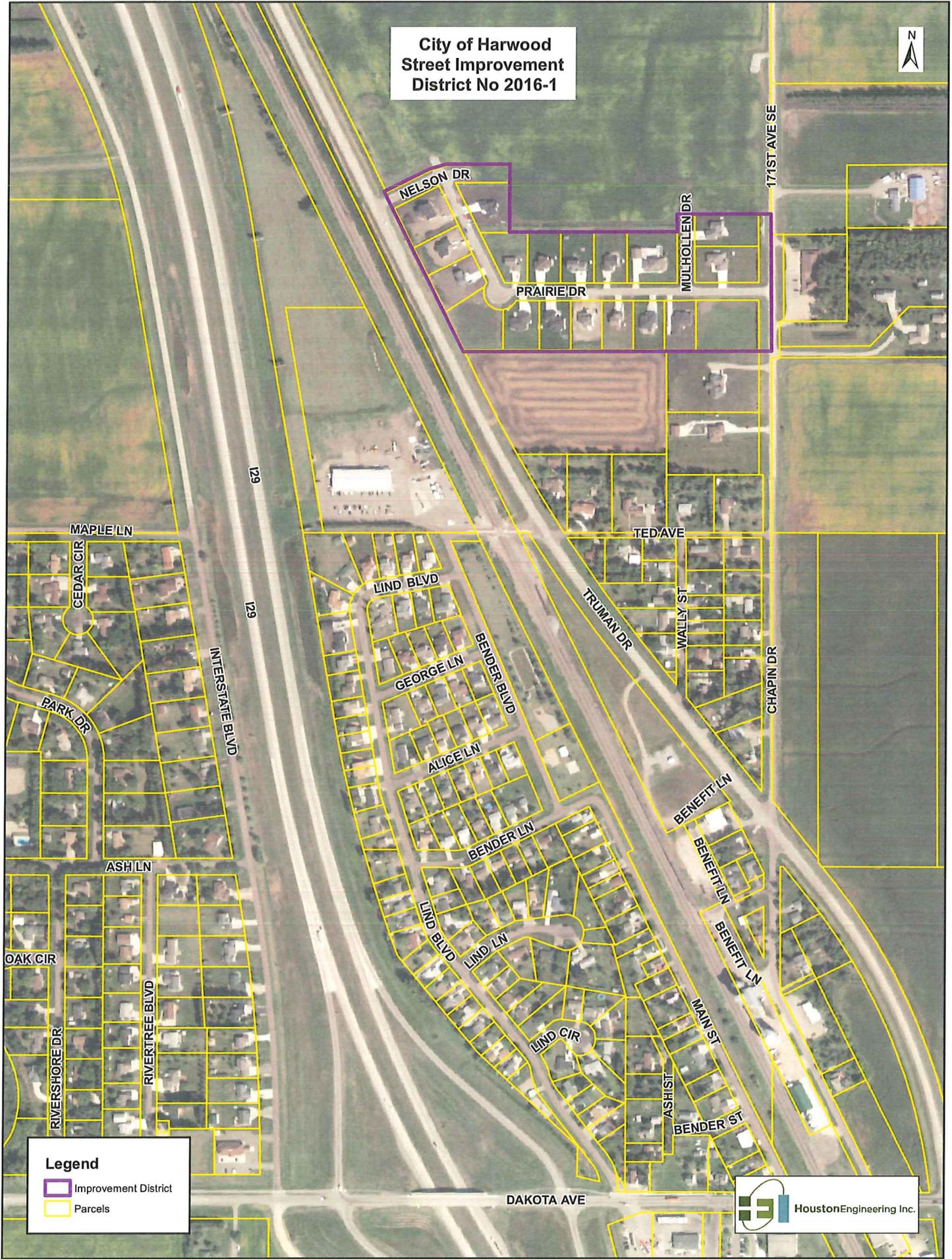
Opinion of Probable Cost
 Bender Lane Sanitary Sewer Force Main (Option A)
 Harwood, ND

Item	Unit	Est. Quantity	Unit Price	Cost
Mobilization	L SUM	1	\$ 5,000.00	\$ 5,000.00
8" HDPE DR 17 (Bore) Saitary Sewer Force Main	LF	1,265	\$ 54.00	\$ 68,310.00
12" Steel Casing Bored & Jacked (8" RR Cossing)	LF	200	\$ 325.00	\$ 65,000.00
48" Sanitary Sewer Lift Station	EA	1	\$ 125,000.00	\$ 125,000.00
Sanitary Connection to Existing Manhole	EA	2	\$ 1,500.00	\$ 3,000.00
Sawcut Pavement	LF	50	\$ 7.00	\$ 350.00
Pavement Removal	SY	277.78	\$ 5.00	\$ 1,388.90
Class 5 Gravel Base	SY	300.44	\$ 4.30	\$ 1,291.89
Bituminous Pavement Repair (4")	SY	277.78	\$ 78.00	\$ 21,666.84
Hydro-Mulch Seeding	SY	1,000.00	\$ 3.00	\$ 3,000.00
Silt Fence	LF	200	\$ 4.50	\$ 900.00
12" Fiber Roll	LF	200	\$ 4.50	\$ 900.00
Total Construction Cost				\$ 295,807.63
Engineering and Administration Cost (20%)				\$ 59,161.53
Contingency (15%)				\$ 53,245.37
Total Project Cost				\$ 408,214.53

Engineer's Opinion of Probable Cost
 Bender Lane Sanitary Sewer (Option B)
 Harwood, ND

Item	Unit	Est. Quantity	Unit Price	Cost
Mobilization	L SUM	1	\$ 35,000.00	\$ 35,000.00
Remove Excising Sanitary Sewer	L SUM	1	\$ 50,000.00	\$ 50,000.00
10" SDR 35 PVC Sanitary Sewer Main	LF	1,265	\$ 95.00	\$ 120,175.00
16" Steel Casing Bored & Jacked (10" RR Cossing)	LF	200	\$ 375.00	\$ 75,000.00
48" Sanitary Sewer Manhole	EA	5	\$ 3,500.00	\$ 17,500.00
Sanitary Connection to Existing Manhole	EA	2	\$ 1,500.00	\$ 3,000.00
Sanitary Sewer Service Connections	EA	14	\$ 500.00	\$ 7,000.00
Sanitary Sewer Bypass Pumping	LS	1	\$ 10,000.00	\$ 10,000.00
Sawcut Pavement	LF	100	\$ 7.00	\$ 700.00
Pavement Removal	SY	3,611.00	\$ 5.00	\$ 18,055.00
Class 5 Gravel Base	SY	3,900.00	\$ 4.30	\$ 16,770.00
Bituminous Pavement Repair (4")	SY	3,611.00	\$ 78.00	\$ 281,658.00
Hydro-Mulch Seeding	SY	2,811.11	\$ 3.00	\$ 8,433.33
Silt Fence	LF	200	\$ 4.50	\$ 900.00
12" Fiber Roll	LF	500	\$ 4.50	\$ 2,250.00
Total Construction Cost				\$ 646,441.33
Engineering and Administration Cost(20%)				\$ 129,288.27
Contingency (15%)				\$ 96,966.20
Total Project Cost				\$ 872,695.80

City of Harwood
Street Improvement
District No 2016-1



Legend

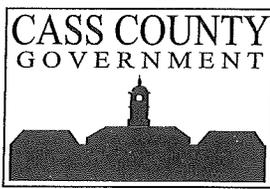
-  Improvement District
-  Parcels



HoustonEngineering Inc.

**Engineer's Opinion of Probable Cost
Prairie Drive Overlay**

No.	Item	Unit	Est. Quantity	Unit Price	Cost
1	Mobilization	L. Sum	1	\$5,000.00	\$5,000.00
2	Street Sweeping	L. Sum	1	\$1,000.00	\$1,000.00
3	Asphalt Pavement (2")	TON	750	\$95.00	\$71,250.00
4	Bituminous Tack Coat	GAL.	674	\$7.00	\$4,718.00
5	Adjust Casting to Grade	Each	8	\$750.00	\$6,000.00
6	Compact Around Manhole	Each	5	\$1,000.00	\$5,000.00
7	Manhole Casting	Each	2	\$750.00	\$1,500.00
8	Adjust Valve Box to Grade	Each	6	\$350.00	\$2,100.00
9	Compact Around Gate Valve	Each	3	\$500.00	\$1,500.00
10	Valve Box	Each	1	\$200.00	\$200.00
11	Curb Replacement	L.F.	150	\$36.00	\$5,400.00
12	Edge Milling (4' wide)	L.F.	4,660	\$2.50	\$11,650.00
13	Traffic Control	L. Sum	1	\$1,000.00	<u>\$1,000.00</u>
Total Construction					\$116,318.00
Engineering					\$15,000.00
Publishing & Administration					\$1,000.00
Legal Services & Bond					\$5,000.00
Testing					\$1,000.00
Contingency					<u>\$10,000.00</u>
Total Project Cost					<u>\$148,318.00</u>



Vector Control Board

Dr. Tim Mahoney
Clay Whittlesey
Keith Berndt

Ben Prather
Director

Sherry Morris
City of Harwood
PO Box 65
Harwood, ND 58042-0065

SUBJECT: 2016 ENHANCED Mosquito Control Agreement between

Dear Sherry Morris,

We appreciate your support in controlling mosquitoes in your city over the past few summers. I also hope many of your residents also appreciate the additional focus on eliminating pests around their homes. You may recall that your city has elected to sign an "enhanced larval control" contract in the past few years. I am writing you again today to encourage your city officials to sign an agreement for the upcoming season.

Prior to enhanced contracts we struggled to find balance between resident's expectations and the realities of revenues. This agreement helps us provide consistent control across the metropolitan area and hopefully meet your homeowner's expectations and needs.

Last year's taxes yielded \$2040.49 to be used for mosquito control activities in City of Harwood's jurisdiction.

Pesticides and labor alone totaled \$11651.81 in the City of Harwood last year. When the additional costs of fuel, vehicles, equipment and administration are also considered; the need for additional funds is clear.

State laws prohibits mosquito control districts, such as Cass County Vector Control, from levying funds greater than 1 mill per year. However, entities such as your city can elect to provide for enhanced mosquito control efforts in order to meet both the safety and comfort needs requested by citizens.

Statewide and even here in Cass County, cities and political subdivisions already have tools in place to be used to raise supplemental funds for mosquito control. If you value mosquito control efforts and have not already secured a methodology for funding enhanced mosquito control practices, I recommend that you research mechanisms to secure revenue for operations. Popular tools for funding are a monthly charge included on enterprise services billed to residents and businesses and general fund item budgeting or any reasonable method to secure funds as you see fit.

These funds can be utilized three ways:

- 1.) Contracting with vector control agencies or private contractors for truck mounted adulticiding.
- 2.) Contracting with vector control agencies or private contractors for enhanced "ground based" larval and adult control efforts
- 3.) Contracting with an aerial applicator for adult mosquito control applications

1201 Main Avenue West
West Fargo, North Dakota
58078-1301

701-298-2382
Fax: 701-298-2395

Enclosed is a mosquito control service contract for you and other officials to review.

Cass County Vector Control offers enhanced contracts to several other peri-urban jurisdictions in the area. The aforementioned contracts are based upon a formula historically used in Cass County Cities.

Your contract is formulated on a per household fee of \$12 per year. Although in some instances this enhanced contract will still not fully satisfy current activities in all areas, officials of Cass County, the Vector Control Board and I feel that this is the best middle of the road approach. We will continue to monitor expenditures throughout the county to ensure we are providing as much service as can be afforded.

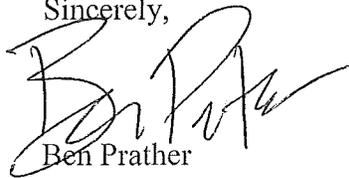
If you and your community are agreeable to the terms, please sign the contract and return the original to Vector Control prior to May 1st. Retain a copy for your own records.

I would gladly meet with you and members of your community to discuss these matters and prepare for the upcoming season. Additionally, there is a Vector Board Meeting upcoming where you can address the board with questions. Please contact me for further details about the meeting time and date and if you are interested in attending.

After May 1st and in absence of a signed enhanced service contract, you will then receive a standard adult control contract.

If you have any questions, please do not hesitate to call. You may contact us at 701.298.2382. Again, thank you for your patronage. We look forward to serving you.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Prather". The signature is stylized and cursive.

Ben Prather
Director
Cass County Vector Control

Enclosure

2014 Mosquito Control Agreement
City of Harwood and Cass County Government

This is an agreement to formalize the partnership for mosquito control between the City of Harwood whose office is at PO Box 65 , ND 58042-0065 hereinafter CITY, and the Cass County Commission, whose office is at 211 Ninth Street, Fargo, North Dakota 58108. Mailing address is Box 2806 Fargo, ND 58108 hereinafter COUNTY.

THE PARTIES STIPULATE AND AGREE AS FOLLOWS:

- 1) COUNTY agrees to provide mosquito control activities throughout the Vector Control District commensurate with the funding available. For the 2014 season, approximately \$530,000 in County funds has been designated for the Countywide Vector Program. County funds will be used within the City of Harwood and in surrounding areas with the objective being to distribute services commensurate with revenue. Activities include, but are not limited to, treating water for larvae, spraying for adult mosquitoes, and public information activities.
- 2) In addition to services provided in paragraph 1, COUNTY employees will be utilized within and around the City of Harwood for additional mosquito control activities. These activities include the use of off-highway vehicle for treatment of right of ways, treatment of larval mosquito habitat on all land within City of Harwood, residual spraying for adult mosquitoes, and adult mosquito surveillance activities. The Vector Director will provide coordination of activities and employees. The Vector Director will work in cooperation with City of Harwood officials to provide technical assistance as necessary.
- 3) Based upon a standard formula of \$1 per residential household per month, the CITY agrees to pay \$3144 on an annual basis to supplement the control efforts of COUNTY referred to in paragraph 2.
- 4) CITY agrees to fund all contract costs for aerial spraying within the City limits. The CITY will make the decision(s) to use or not use an aerial applicator. County will coordinate the spray operation upon the City's approval.
- 5) CITY agrees to fund the cost of city-wide evening truck mounted adult mosquito spraying at \$95.00 per application when requested by CITY. Estimate between 3 and 15 applications per season dependent upon conditions. Adult mosquito control spraying will be billed monthly.
- 6) COUNTY agrees to assume all liability and agrees to indemnify and defend the CITY from all direct and indirect, present and future claims or causes of action, which in any way result from the activities of the COUNTY in completion of the tasks stated herein or may result from the decisions, recommendations, actions, omissions of actions or other errors on the part of COUNTY, its employees or contractors and any part from which COUNTY may obtain information or services for the completion of the same. This assumption of liability and agreement to hold harmless is intended to cover any present or future activities undertaken by COUNTY in furtherance of this agreement.
- 7) CITY agrees to assume all liability and agrees to indemnify and defend the COUNTY from all direct and indirect, present and future claims or causes of action, which in any way result from the activities of the City in completion of the tasks stated herein or may result from the decisions, recommendations, actions, omissions of actions or other errors on the part of CITY, its employees or contractors and any part from which CITY may obtain information or services for the completion of the same. This assumption of liability and agreement to hold harmless is intended to cover any present or future activities undertaken by CITY in furtherance of this agreement.

Chair, Cass County Commission

Date:

Mayor, City of Harwood:

Date:

MEMORANDUM

TO: Mr. Mayor and Harwood City Auditor
FROM: Sarah M. Wear
DATE: March 15, 2016
RE: Maintaining order at City Council meetings



I. BACKGROUND

Our office was asked to provide guidance regarding maintaining order during City Council meetings.

II. QUESTION PRESENTED

Does North Dakota law establish a procedure to reprimand a City Council member who is out of order or disruptive during a City Council meeting?

III. SHORT ANSWER

The Mayor may assert control in addressing Council Member' actions during a City Council meeting in order to maintain the decorum of the meeting.

IV. LAW AND ANALYSIS

North Dakota Century Code 40-06-05 sets forth the rules of procedure stating:

The governing body of a municipality shall determine its rules of procedure, punish its members or persons present for disorderly conduct by fine, and with the concurrence of two-thirds of its members may expel a member from a session but may not expel the member a second time for the same offense. The governing body may fine or expel any member for neglect of duty or for unnecessary absence from its sessions.

North Dakota law also states that the Mayor is the chief executive office of the city. See N.D.C.C. 40-08-14. The Mayor, as the presiding officer at the meetings of the city council, has the authority to suppress disorder and keep the peace within city limits, and shall perform all duties prescribed by law or by the city ordinances and shall see that the laws and ordinances are faithfully executed. See N.D.C.C. 40-08-18, 40-08-20, and 40-08-22.

MEMORANDUM
March 15, 2016
Page 2

Attorneys general and courts in other states have recognized the authority of a public body to adopt reasonable rules and policies to ensure the orderly conduct of a public meeting, including the orderly behavior of those attending. 2007 N.D. Op. Att'y Gen. No. O-11 (2007) citing Florida Attorney General AGO 2004-53; see also *Jones v. Heyman*, 888 F.2d 1328, 1333 (11th Cir. 1989), stating that “to deny the presiding officer the authority to regulate irrelevant debate and disruptive behavior at a public meeting-would cause such meetings to drag on interminably, and deny others the opportunity to voice their opinions.”

Robert’s Rules of Order, (the rules of order for City Council meetings) also provides guidance as to what steps to take when a City Council member is out of order or disruptive or inappropriate during a meeting. Robert’s Rules state that “all persons present at a meeting have an obligation to obey the legitimate orders of the presiding officer.” Robert’s Rules of Order Newly Revised 10th Edition, (Da Capo Press, 2000), Chapter XX § 61, p. 625. If a member commits a breach of order, the chair of the meeting should point out the fault and advise the member to avoid it. That member may then continue speaking, as long as the member does not continue to breach the order of the meeting. Id. at 626. If the member continues to breach the order, the chair normally should first warn the member, but is not required to do so. The chair or any other member may “call the member to order.” If the chair calls the member to order, they do so by stating “The member is out of order and will be seated.” Id. If another member makes the call, they would state “Mr. President, [*here the Mayor*] I call the member to order.” Id. (Bracketed text added)

If the chair [*here the Mayor*] finds this point of order well taken, he declares the offender out of order and directs him to be seated... If the offender had the floor, then (irrespective of who originated the proceeding) the chair should clearly state the breach involved and put the question to the remainder of the members: “Shall the member be allowed to continue speaking?”. This question is undebatable... In cases of obstinate or grave breach of order by a member, the chair can, after repeated warnings, “name” the offender, which amounts to preferring charges and should be resorted to only in extreme circumstances. Before taking such action, when it begins to appear that it may become necessary, the chair should direct the secretary to take down objectionable or disorderly words used by the member...

Id. at 626, 627. (Bracketed text added)

Robert’s Rules further provide that, if the member continues to be disorderly and ignore the statements of the chair, a motion can be made as to penalty, such as requiring the offender to make an apology, that the offender be censured, or that the offender be required to leave the meeting. Id. at 627, 628.

For our purposes, the most applicable City Council power under North Dakota statutes is preserving order during city council meetings. The Mayor and the city council have the power to preserve order during the meeting. In most instances, it is a member of the public causing the disorder, however, another City Council member could also be responsible for disorder of a meeting. In the case where

MEMORANDUM
March 15, 2016
Page 3

a fellow City Council member is not conducting himself or herself in an orderly and proper manner, the Mayor and the City Council have the power to stop those actions for the purpose of preserving the order of the meeting. The Mayor, as the presiding officer at City Council meetings, should address and stop the behavior of the disorderly city council member in order to maintain order during the meeting. As the presiding officer, it is the duty of the Mayor to ensure the meetings proceed in an orderly and respectable manner. If someone at the meeting, City Council member or not, is acting disorderly or disrespectful, it is the duty of the Mayor to put an end to the disruptive behavior so the meeting may proceed in an orderly and respectable fashion. In extreme cases, the City Council member could be ordered to leave the meeting if they refuse to comply with requests to cease their disorderly behavior. If the City Council member refuses to leave, the Mayor can instruct law enforcement to escort the City Council member(s) out of the chambers.

J & J Recycling
James Theuer
701-226-1675

I found a recycler who will take all electronics at no cost to the City. TV's, microwaves, computers, monitors, etc.

Main yard is in Elgin



P.O. Box 65
108 Main Street
Harwood, ND 58042-0065

(701) 281-0314 (Phone)
(701) 282-0543 (Fax)
Email: cityauditor@cityofharwood.com
www.cityofharwood.com

March 23, 2016

UNICO
C/O Anthony Wehyee
5032 Amber Valley Parkway
Apt#109
Fargo ND 58104

COPY

Re: Harwood Community Center
Event Rental: 03/26/2016

Dear Anthony,

It has been brought to my attention that your rental contract has not been finalized with the City of Harwood and remains incomplete.

At the time of the rental contract signing, you and your party agreed to pay the remaining fees of \$500 (\$200 for 2nd ½ of the rental & \$300 for a damage/cleaning deposit) **NO LATER THAN 14 DAYS** prior to the event. As of today, 03/23/2016 we have received no additional payments towards your rental.

Enclosed you will find a copy of the rental contract outlining your responsibilities as a lessee (renter)

In conclusion, the City of Harwood is cancelling the UNICO event on Saturday, March 26th, 2016 due to lack of payment. The City of Harwood is retaining a \$200.00 down payment (half of the rental) that was paid on January 14th, 2016.

Feel free to call if you have any questions.

Sincerely,

City of Harwood

Cayla A. Mosser
Harwood Deputy City Auditor

/cam

CC: City Council

Enclosure(s)

Cayla Mosser

From: Cayla Mosser
Sent: Thursday, March 17, 2016 4:39 PM
To: Lori .
Cc: Sherry Morris
Subject: RE: Trees

Hi Lori,

Sherry and I spoke with Bernie this morning and regarding the trees he suggested Dean Larson might do it. Otherwise he didn't know of anyone. As far as your corner goes, Bernie would prefer you not do pavers or rock because it wrecks the plow blade and gets sucked up the snow blower. He said that he will put something on that corner so that the trucks will hit the yard stick rather than drive on the grass.

Let me know if you need anything else.

Cayla A. Mosser

Harwood Deputy Auditor
P. O. Box 65
Harwood, ND 58042-0065
Office: 701.281.0314
Cell: 701.261-7176
Fax: 701.282.0543
deputyauditor@cityofharwood.com
www.cityofharwood.com

From: Sherry Morris
Sent: Wednesday, March 16, 2016 3:35 PM
To: Lori . <luck21@hotmail.com>
Subject: RE: Trees

Hi Lori:

I will ask Bernie about this and get back to you. Appreciate you asking.

From: Lori . [<mailto:luck21@hotmail.com>]
Sent: Wednesday, March 16, 2016 12:50 PM
To: Sherry Morris <cityauditor@cityofharwood.com>
Subject: Trees

Hello

I was wondering if you know if anyone in town I can contact to cut down a free dead trees I have in my yard. Also if I can put something along the corner of road (main and Bender)like paver bricks or something. so the the Ellingson trucks keep driving on lawn with they r turn the corner. Makar it hard to mow with the ruts there

Thanks

March 21, 2016

CITY OF HARWOOD
108 MAIN ST
HARWOOD, ND 58042

With the construction season approaching, Cass County Electric would like to remind you to have all underground utilities located prior to any excavation. North Dakota Century Code 49-23 requires that, except in an emergency, the North Dakota One-Call notification center be notified **at least 48 hours** in advance of any excavation; excluding weekends and holidays.

When you submit an underground locate request, it is important to provide as much information about the project as possible. The more detailed information you can provide as part of your locate request, the better area utilities will be able to serve you. Having the excavation site or route marked prior to the locators visit will improve the efficiency and accuracy of the underground utility locate. It is recommended the excavator mark the proposed work area with **white** paint, stakes, or **white** flags prior to the underground locate request. In addition to white marking, detailed drawings or maps of the work site or excavation route are also helpful when the excavation is too large or complex to be clearly described in the locate request. If additional location information is needed, it can be attached as part of the locate request, or the information can be emailed or faxed directly to the utilities in the area. When referring to a particular locate request, be sure to reference the assigned locate ticket number you received from the notification center. This ticket number will be used for verification and tracking purposes. If necessary, utilities can arrange to have a locator meet you at the job site to review the project with you. When contacting the notification center to arrange an on-site meet, request a date and time to meet. If the requested time slot is not available, the utility will notify you for rescheduling.

When excavating near underground facilities, conduct the excavation in a careful and prudent manner to ensure the safety of workers and the integrity of the utility system. Assume ownership of materials used to mark the facilities and use reasonable efforts to maintain locate markings during excavation. When underground facilities are exposed, it is very important no one handles or moves these facilities. If underground facilities are nicked or damaged, or need to be moved, supported, protected, or repaired, the appropriate utility should be notified and a crew will be dispatched to the site as soon as possible. By having all underground facilities located before you dig, you will ensure that your employees and company will have a safer and more profitable year.

If you would like to request an underground locate, call North Dakota One-Call at **811** or **800-795-0555**, or submit your locate requests on-line at **ndonecall.com**. If you would like to confirm a meet or need assistance with underground facilities, contact Cass County Electric (CCEC) at **701-356-4471** or **800-248-3292**, fax number **701-356-4503**, e-mail **power@kwh.com**.

Call us if you have any questions, and please distribute copies of this letter to anyone in your organization that needs to be aware of this information.

Thank you for your cooperation and have a safe construction season.



Federal Emergency Management Agency

Washington, D.C. 20472

Date: March 15, 2016

Study Name: Cass County, North Dakota
Study ID: 38017C

Notice to Flood Insurance Rate Map (FIRM) and FIRM Database User

It has come to our attention that the January 16, 2015, Cass County, North Dakota (All Jurisdictions) FIRM and FIRM Database show an incorrect Base Flood Elevation (BFE) on FIRM Panel 38017C0557G.

Please replace the copy of the FIRM and FIRM Database you previously received with the corrected copy enclosed with this letter.

Note: The Cass County Flood Insurance Study report is unaffected by this error.

If you have questions or concerns, please do not hesitate to contact the FEMA Map Information eXchange (FMIX) at (877) 336-2627.

Items Corrected	Description of Correction
FIRM Panel 38017C0557G and FIRM Database 38017C	The BFE value of 892 ft NAVD for the flooding effects from the Red River of the North, in the City of Harwood (north of Ted Avenue between Cass County Highway 81 and 171 st Avenue SE) was corrected to 891 ft NAVD on the FIRM and in the FIRM Database.

We apologize for any inconvenience this has caused and thank you for your cooperation.

Sincerely,

Patrick "Rick" F. Sacbbit, P.E., Branch Chief
Engineering Services Branch
Federal Insurance and Mitigation Administration

Enclosures: Corrected FIRM Panel 38017C0557G, Effective January 16, 2015
Corrected January 16, 2015 FIRM Database 38017C

Sherry Morris

From: James Hausauer <JHausauer@cityoffargo.com>
Sent: Thursday, March 31, 2016 2:58 PM
To: 'mharolds@nd.gov'; Waldron, Sarah E.
Cc: Don Tucker; Bruce Grubb; Sherry Morris; Erik Johnson
Attachments: Harwood NDPDES Permit Transfer.pdf

Marty/Sarah

Attached is a fully executed NDPDES Permit transfer form for the City of Harwood to the City of Fargo. If you have any questions feel free to give me a call

*Jim Hausauer, REHS
Utility Director
Division of Wastewater
3400 North Broadway
Fargo, ND 58102*

*Office: 701-476-6692
Cell: 701-793-2085
Fax: 701-241-8159*

jhausauer@cityoffargo.com



Statement of Transfer and Acceptance
North Dakota Pollutant Discharge Elimination System (NDPDES) Permit

Please complete the following items for transfer and acceptance of an NDPDES permit. Direct any questions to the Permits Program at 701.328.5210. Make a copy of this document for your records and send the original to:

North Dakota Dept of Health
Attn: **Sarah Waldron**
Division of Water Quality Permits Program
918 E Divide Ave
Bismarck ND 58501-1947

The NDPDES permit for transfer was initially issued to:

Previous Facility Name: **Harwood City of**

Previous Facility Owner/Administrator: **Harwood City of-Sherry Morris**

NDPDES Permit Number: **NDG224562**

I am the new owner/administrator of the facility described above. All correspondence concerning this facility should be sent to the address below:

Facility Name: City of Fargo Wastewater Utility

Owner/Administrator's Name: City of Fargo / Jim Hausauer

Facility Address: 3400 N. Broadway

Facility City: Fargo

Facility State: ND Facility Zip Code: 58102

Facility Phone Number: 701-241-1454

Date of Ownership: Oct 23/2015

I have reviewed and will assume, the responsibility of meeting all the requirements and conditions of the above stated NDPDES permit.

Date: 3/31/16

Signature: 

Name (Please Print): James Hausauer

Title: Wastewater Utility Director

City of Harwood
Receipt Distribution©
2016031000

COPY 03/22/16 10:41 AM
Page 1

Charge	Amount	FA Acct Code	FA Cash Acct Code	Pen	Unallo
1 Water	\$8,437.89	R 501-34603-3470	501-11300	No	No
1 Water Pen	\$175.55	R 501-34603-3471	501-11300	Yes	No
10 Sewer	11,557.15	R 502-34603-3441	502-11300	No	No
10 Sewer Pen	\$210.59	R 502-34603-3471	502-11300	Yes	No
2 Water Mtr 2	\$27.68	R 501-34603-3470	501-11300	No	No
2 Water Mtr 2 Pen	\$0.17	R 501-34603-3471	501-11300	Yes	No
20 Garbage	\$4,458.01	R 503-34603-3442	503-11300	No	No
20 Garbage Pen	\$85.64	R 503-34603-3471	503-11300	Yes	No
30 City Surcharge	\$1,697.62	R 510-34603-3400	510-11300	No	No
30 City Surcharge Pen	\$33.71	R 510-34603-3471	510-11300	Yes	No
-meter reading penalty	\$23.82	R 501-34603-3479	501-11300	No	No
45 Vector Control	\$283.83	R 201-36003-3489	201-11300	No	No
46 2nd sewer charge	\$39.94	R 502-34603-3441	502-11300	No	No
UR	\$71.38	G 501-20100	501-11300	No	Yes
	<u>27,102.98</u>				

COPY

City of Harwood Delinquency 60 DAYS OR MORE

Account	Undist Rec	Balance	Cur Charges	1 Per Overdue	2 Per Overdue	3 Per Overdue	Level	Total Level	Full Billing Name	Billing Address1	Serv Addr
00-00000372-00-4	\$0.00	\$160.34	\$0.00	\$0.00	\$0.00	\$160.34	0	17	LADUCER, LAURIE	PO-BOX-11	405-TRUMAN-DRI
01-00000249-00-6	\$0.00	\$720.99	\$83.48	\$346.84	\$133.58	\$157.09	7	12	MATTHYS, TYLER	35 LIND CIRCLE	35 LIND CIRCLE
01-00000323-00-1	\$0.00	\$273.73	\$78.45	\$96.01	\$87.38	\$11.89	5	21	NANNENGA, RYAN	424 LIND BOULEV	424 LIND BOULEV
01-00000329-00-7	\$0.00	\$182.39	\$78.49	\$70.84	\$33.06	\$0.00	6	10	GOODMANSON, M	435 LIND BOULEV	435 LIND BOULEV
01-00000335-00-6	\$0.00	\$557.99	\$178.80	\$277.57	\$70.60	\$31.02	3	27	MILLER, JERRY	204 MAIN STREET	204 MAIN STREET
01-00000360-00-0	\$0.00	\$204.40	\$83.10	\$94.00	\$27.30	\$0.00	28	28	SWIFT, BRENT &	230 ALICE LANE	230 ALICE LANE
01-00000383-00-9	\$0.00	\$385.11	\$104.40	\$133.39	\$78.46	\$68.86	7	26	HANSEN, BRAD	208 LIND BOULVA	208 LIND BOULVA
01-00000395-00-4	\$0.00	\$605.15	\$370.58	\$99.56	\$104.09	\$30.92	4	18	BONDERSON, AAR	316 LIND BLVD	316 LIND BLVD
01-00000408-00-7	\$0.00	\$219.55	\$84.23	\$96.39	\$38.93	\$0.00	3	20	BUCK, ROSS & LO	316 MAIN STREET	316 MAIN STREET
01-00000420-00-5	\$0.00	\$147.52	\$65.03	\$75.14	\$7.35	\$0.00	3	17	LIPPERT, CHARLE	110 ASH STREET	110 ASH STREET
02-00000394-00-4	\$0.00	\$161.05	\$44.50	\$54.91	\$51.41	\$10.23	9	13	RS PAINTING	3255 EVERGREEN	121 COUNTY RD
	\$0.00	\$3,618.22	\$1,171.06	\$1,344.65	\$632.16	\$470.35					

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City of Harwood
No Readings

Account	Billing Name	Full Property Address	Billing Address1	Prev Read	New Read	Cur Read Date	Cur Read Est
01-00000042-00-5	HINNENKAMP, ROBERT & JONELL	105 RIVERSHORE DR	105 RIVERSHORE DR	30526		02/23/16	Yes
01-00000103-00-1	MEYER, PETE & DOLLY	506 CHAPIN DRIVE	506 CHAPIN DRIVE	115124		02/03/16	No
01-00000117-00-8	SINNER, ERIC	31 LIND CIRCLE	31 LIND CIRCLE	169760		02/10/16	No
01-00000129-00-3		111 AMES AVENUE		57913		01/15/16	No
01-00000131-00-8	SCHULTZ, CRAIG & AMY JO	117 RIVERSHORE DR	117 RIVERSHORE DRIVE	98768		02/22/16	No
01-00000142-00-2	SCHOENHEIT, DELBERT	104 TED AVENUE	104 TED AVENUE	38109		02/22/16	No
01-00000150-00-3	LEASE, JOEY & AMY	56 LIND BOULEVARD	56 LIND BOULEVARD	173183		02/10/16	No
01-00000151-00-4	BERG, STEVEN	313 PRAIRIE DRIVE	313 PRAIRIE DRIVE	4032		02/16/16	No
01-00000157-00-0	OLSON, CAYLER & LINDSAY	116 LIND BLVD	116 LIND BLVD	123904		02/03/16	No
01-00000160-00-6		114 OAK CIRCLE		149633		12/10/15	No
01-00000165-00-1	GREENLUND, TROY	13 LIND BOULEVARD	13 LIND BOULEVARD	88688		02/03/16	No
01-00000170-00-9	FEE, PAUL & MARGE	222 MAIN STREET	220 16TH AVE SW	4431		02/22/16	No
01-00000171-00-0	WATSON, RICHARD	9 LIND BOULEVARD	9 LIND BOULEVARD	84096		02/05/16	No
01-00000196-00-1	DOW, MICHAEL	438 LIND BLVD	438 LIND BLVD	70119		02/03/16	No
01-00000217-00-5	ANDERSON, RYAN & SHERRI	43 LIND BLVD	43 LIND BLVD	74525		02/12/16	No
01-00000240-00-7	LENDE, VERNON & DONNA	504 CHAPIN DRIVE	504 CHAPIN DRIVE	112262		02/05/16	No
01-00000271-00-7	KOOB, JUSTIN & DANIELLE	330 GEORGE LANE	330 GEORGE LANE	37888		02/16/16	No
01-00000285-00-4	FIX, CHRIS & BECKY	207 ALICE LANE	207 ALICE LANE	161771		02/09/16	No
01-00000295-00-7	DERHEIM, TROY	331 GEORGE LANE	331 GEORGE LANE	31142		02/22/16	No
01-00000323-00-1	NANNENGA, RYAN & ANGIE	424 LIND BOULEVARD	424 LIND BOULEVARD	22795		02/23/16	Yes
01-00000336-00-7	SWENSON, ERIC & HEATHER	324 RIVERTREE BLVD	324 RIVERTREE BLVD	73171		02/23/16	Yes
01-00000339-00-0	SNYDER, SHELDON	204 PARK DRIVE	204 PARK DRIVE	1036		02/11/16	No
01-00000340-00-4	SAMSON, DUKE & PAT	105 RIVERWOOD DRIVE	105 RIVERWOOD DRIVE	4651		02/23/16	Yes
01-00000360-00-0	SWIFT, BRENT & TINA	230 ALICE LANE	230 ALICE LANE	35366		02/09/16	No
01-00000366-00-6	GRESETH, MIKE	428 LIND BOULEVARD	428 LIND BLVD	16696		02/16/16	No
01-00000368-00-8	SWENSON, ERIC	516 CHAPIN DRIVE	516 CHAPIN DRIVE	58805		02/23/16	Yes
01-00000369-00-9	LAFONTAINE, CLARENCE	104 MAIN STREET	104 MAIN STREET	40497		02/23/16	Yes
01-00000382-00-8	DAVENPORT, JOE	330 RIVERTREE BLVD	P O BOX 43	20352		02/04/16	No
01-00000383-00-9	HANSEN, BRAD	208 LIND BOULEVARD	208 LIND BOULEVARD	4114		02/16/16	No
01-00000388-00-4	HOVDENES, MATT & HILARY	128 BENDER LANE	128 BENDER LANE	195668		02/11/16	No
01-00000408-00-7	BUCK, ROSS & LORI	316 MAIN STREET	316 MAIN STREET	24927		02/11/16	No
01-00000409-00-8	HUSAR, SHANE & ABBY	307 PRAIRIE DRIVE	307 PRAIRIE DRIVE	29368		02/03/16	No
01-00000418-00-0	SIMMS, ROBIN	509 WALLY STREET	509 WALLY STREET	42391		02/22/16	No
01-00000461-00-8	MARTIN, RORY	317 LIND BLVD	317 LIND BLVD	19323		02/03/16	No
01-00000571-00-8	MATHISON, AARON	135 BENDER LANE	135 BENDER LANE	178115		02/03/16	No
02-00000059-00-6	DAKOTA AG COOPERATIV E	228 CHAPIN DRIVE	P O BOX 265	181720		02/11/16	No
02-00000394-00-4	RS PAINTING	121 COUNTY RD # 81 N.	3255 EVERGREEN ROAD	9107		02/03/16	No



City of Harwood
Delinquency 90 DAYS OR MORE

COPY

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Balance Account	Undist Rec	Cur Charges	1 Per Overdue	2 Per Overdue	3 Per Overdue	Level	Total Level	Full Billing Name	Billing Address1	Serv Addr
\$160.34	\$0.00	\$0.00	\$0.00	\$0.00	\$160.34	0	17	LADUCER, LAURIE	PO BOX 11	405 TRUMAN DRI
\$720.99	\$0.00	\$83.48	\$346.84	\$133.58	\$157.09	7	12	MATTHYS, TYLER	35 LIND CIRCLE	35 LIND CIRCLE
\$273.73	\$0.00	\$78.45	\$96.01	\$87.38	\$11.89	5	21	NANNENGA, RYAN	424 LIND BOULEV	424 LIND BOULEV
\$557.99	\$0.00	\$178.80	\$277.57	\$70.60	\$31.02	3	27	MILLER, JERRY	204 MAIN STREET	204 MAIN STREET
\$385.11	\$0.00	\$104.40	\$133.39	\$78.46	\$68.86	7	26	HANSEN, BRAD	208 LIND BOULVA	208 LIND BOULVA
\$605.15	\$0.00	\$370.58	\$99.56	\$104.09	\$30.92	4	18	BONDERSON, AAR	316 LIND BLVD.	316 LIND BLVD
\$161.05	\$0.00	\$44.50	\$54.91	\$51.41	\$10.23	9	13	RS PAINTING	3255 EVERGREEN	121 COUNTY RD
\$2,864.36	\$0.00	\$860.21	\$1,008.28	\$525.52	\$470.35					