

PUBLIC NOTICES

Underwood City Meeting Minutes

**Monday, APRIL 17, 2025**

The Underwood City Commission met on Monday, April 14, 2025, at 6:00 pm at city hall. Commissioners present; R. Kapanke, D. Fischer, D. Saxberg, P. Cabrera, and B. Sayler, Absent: None.

Fischer, Sayler moved to approve the previous meeting, motion carried.

Auditor informed the commission that she lost all of her work on the computer due to the power outage the previous Friday. She tried to get caught up on the work over the weekend, but was not able to finish everything for December and January financials. Board will wait to approve December 2024, 2024 end of Year Financials, January 2025, February 2025, and March 2025.

Kapanke mentioned they are still waiting for a new meeting date for water advisory board.

Fischer mentioned that crack sealing will begin by the end of this week.

Saxberg arrived at 6:07 pm.

Diane Schell, with UAEDC, was present at the meeting to request approval from the commission to pay out the \$5,000.00 for the grant. Saxberg, Cabrera moved to approve payment for grant, motion carried. Commission would like to inform the owner that possible back filling maybe needed after grounds settles and replacing sidewalk that was damaged when the building wall fell in and demolition.

Schell requested the commission to trim trees along the road inside the cemetery and removed some dirt on the dirt pile. Commission requested Rich to trim the trees at least the height of a pick-up and haul away some dirt.

Tom Klabunde and Mara Boone, with Moore Engineering, was present at the meeting. Klabunde informed the commission that a pump had to be sent back for warranty work. Maguire Iron plans to start hauling portions of the Tower towards the end of May and requested a pay application of \$70,001.57. Saxberg, Cabrera moved to approve pay application for \$70,001.57 to Maguire Iron, motion carried. Commission decided to put a one-inch meter and pit at the Underwood Fair Grounds near the curbstop. Klabunde shared a quote for a hydrant and gate valve exerciser for up to \$6,000.00 that can be included in the project. Fischer, Sayler moved to approve up to \$6,000.00 for hydrant and gate valve, motion carried. Klabunde is working on lift station plans for future projects and informed the commission that lift stations do not need work done immediately and they are applying for funding.

Discussion on the Industrial Park had been tabled

Adams informed the commission that she is still waiting on financing information with Bobcat for the Toolcat with snowblower and mowing attachments.

Rich would like to have a hopper purchased or an attachment made for the bucket to dump the basket from the main lift station. Cabrera will check into hopper costs and other options.

Adams informed the commission that no other applications were dropped off. Commission would like to run the ad for another month with the deadline of May 6, 2025.

Adams informed the commission that she plans to come back to working in office Monday, April 21, 2025 for the regular hours with the baby.

Cabrera informed the commission that he talked to a couple companies to remove the tires but they would only be able to take a portion at a time. He was also looking at putting some of the tires along the back of his lots to make a retaining wall to help level out the ground. Adams mentioned to check with Circle Sanitation about taking tires.

Adams informed the commission that letters have been sent for tree trimming with the deadline of July 1, 2025.

Adams informed the commission she had visited with C-Ram with computer issues prior to Deb coming into the office due to no more storage on the hard drive. Charles Storsved with C-Ram informed her that the current auditor's computer will not work with Windows to process any updates after October 2025 and need to be replaced. Adams received a quote of 899.00 for a new tower. Sayler, Cabrera moved to approve purchasing the new tower with C-Ram for 899.00, motion carried.

Fischer, Saxberg moved to approve Industrial Park 3-year Land Lease for \$4,320.00 a year with Steven Heger, motion carried.

Kapanke mentioned she reviewed

the police coverage from the previous year and plans to meet with neighboring towns mayors about police coverage. Adams reminded the commission that the 2026 police contract will be coming up and any changes, questions, or concerns should be checked into prior.

Fischer, Cabrera moved to approve adding an addition cell phone and accessories with Verizon for Mike Krantz for city use only, motion carried.

Due to power outage, Adams has to repost bills, which was not finished prior to meeting.

Next commission meeting on Tuesday, May 6, 2025, and Tuesday, June 17, 2025 at 6:00 pm. Tax Equalization meeting is set for May 6 before the commission meeting.

Fischer, Sayler moved to adjourn the meeting at 8:51 pm, motion carried. (May 1, 2025)

Turtle Lake-Mercer School Special Minutes

**March 31, 2025**

President Britton called the special meeting of the Turtle Lake-Mercer School Board to order at 7:00 P.M. in the Board Room on Monday, March 31, 2025.

Roll Call: Present: Britton, O'Shea, Sparrow, Ravnaas, Wagner  
Absent: None  
Superintendent: Sheila Schlafmann  
Principal: Kurt Ziebarth  
Business Manager: Laura Fiedler  
Recognition of Guests: Sue Wardner and Nicole Wardner  
Pledge of Allegiance  
Action Item:  
Schlafmann presented Recommendation to Contemplate Performance Nonrenewal of Paul Buchholz Teaching Contract. Sparrow moved that a special meeting of the Board be held at Turtle Lake Mercer School District board room on April 7, 2025, beginning at 4:00 PM, at which time the Board will discuss and act upon the contemplated nonrenewal of the current teaching contract of Paul Buchholz for the reason set forth by Supt. Schlafmann. Sparrow also move that the Business Manager provide timely notice to the teacher prior to the hearing. The notice must contain the date, time, and place of the hearing and the detailed reason for contemplated nonrenewal.

Ravnaas second the motion, roll call vote.

Roll Call: Wagner-Yes, Ravnaas-Yes, O'Shea-Yes, Sparrow-Yes, Britton-Yes.

Motion Carried  
Adjourn (May 1, 2025)

Turtle Lake-Mercer School Meeting Minutes

**March 13, 2025**

President Britton called the regular meeting of the Turtle Lake-Mercer School Board to order at 7:00 A.M. in the Board Room on Thursday, March 13, 2025.

Roll Call:  
Present: Britton, O'Shea, Ravnaas, Sparrow, Wagner  
Absent: none  
Superintendent: Sheila Schlafmann  
Principal: Kurt Ziebarth  
Business Manager: Laura Fiedler  
Guests: Sue Wardner, Kailee Wyman, Inia Way, Vivian Schlafmann  
Consent Agenda: Consent agenda reviewed. Ravnaas moved to approve the following consent agenda:  
Minutes of the February 19th Meeting and February 26th Special Meeting Financial Reports  
Payment March Bills as presented.  
Wagner seconded the motion. Motion Unanimously Carried.  
Student Outcomes:  
Student Engagement Survey Data was presented.  
Community Speakers: Speak on Agenda Items – no patrons present.  
Committee Meetings:  
Planning meeting – March 28th at 8:45 AM  
2024-2025 Enrollment - March  
PreK 8  
Kindergarten 9  
1st 7  
2nd 16  
3rd 6  
4th 12

5th 20  
6th 19  
7th 18  
8th 12  
9th 23  
10th 8  
11th 10  
12th 16  
Total 184  
PreK - 6th 97  
7th - 12th 87

Transportation meeting – set up  
Administration Reports  
Principal Report  
February 24th we were able to host Cordell Volson. His foundation is called Small Towns Big Dreams. He spoke to our K-12 students and had some great messages for students to reach their full potential. Huge thank you to Courtney Volochenko for organizing this for our school!

March is reading month. Kelly Voth organized some great activities for the students to celebrate reading. Book Fair is scheduled for March 10th through March 19th.

Various D.E.A.R.(Drop Everything And Read) are planned school wide  
March 3rd – Turtle Talk – Students made bookmarks and had a snack  
Doughnuts with Adults – March 12th  
March 27th – Turtle Talk Scheduled One Book One School  
Students in Grades 4-7 will receive a copy of The Academy by T. Z. Layton  
March 4th was the Academic Olympics Competition hosted in Bottineau. Team members were Cole Makeeff, Andrew Eichhorst, McKenna Faulkner, Kaden Lemm, and Jake Wolf. Mrs. Cullum was very impressed with their performance this year!

We have a new entry into the Million Word Club. Maggie Kinn recently read her 1 Millionth word! We have quite a few students that are over 500,000 words and have a chance to make the Million Word Club by the end of the year.

Parent Teacher Conferences are on March 18th and will go from 1:30 PM to 7:30 PM. The online sign-up portal through PTC Fast is open for parents to sign up.

The TL-M Music Department had some great events in the past month. Students in Grades 5-8 participated in the McLean County Music Festival and high school students participated in the Large Group Competition. Many students received high marks at these performance opportunities.

Mr. Quintane is organizing a trip to the ND Legislative Session on Friday, March 14th. This is a great opportunity for our students to see the process and get to meet our local representatives.

On March 27th some of our 6th grade students will be participating in a Scrubs Camp that allows them opportunities to explore medical related fields.

Superintendent/Activities Director E-Rate Form 471 has been submitted

State bandwidth payment of about \$20,000 – without completion of this form TL-M would have to pay this for internet

Sharon Bassett has been hired for the Salad Bar position, she has been a great addition to the kitchen.

Civil Rights Data Collection for the 2023-24 School Year is complete.

WRT is looking to upgrade our phone system. Our current phones are obsolete.

CMC Activities  
TLM ABC Activities Banquet – Sunday, April 27th  
Girls' Basketball – Won Region qualifier to go to State Tournament where they took 4th place.  
Boys' Basketball – District 8 Champs. Playing in Region Championship.  
TL-M FFA Banquet – Sunday, April 13th  
9th – 12th grade Small Music Contest – April 10th  
Prom – Saturday, April 5th  
Spring Concerts –  
High School - Tuesday, April 15th  
Elementary – Thursday, May 8th  
Positive Reflection/Sharing:  
Congratulations to all of the 5th – 8th graders who performed at the McLean County Music Festival in Washburn - Of the 42 groups (38 students), 36 of them received a top rating of 1-Superior. Many judges shared how impressed they were at how well-prepared the students were and what great sounds they were making on their instruments.

Congratulations to the 9th – 12th grade band and choir at Large Group Music Festival! Choir received two different ratings from the judges. They got a STAR=Superior Performance and a 1=Excellent Performance. Band received a 1=Excellent Performance.

Discussion/Action  
Open Enrollment Application(s) - Board reviewed an open enrollment application for a student from the Underwood School District to open enroll into the Turtle Lake-Mercer School District at the beginning of the 2025-26 school year.

Ravnaas moved to accept the open enrollment individual application for a Underwood Grade 11 student to attend the Turtle Lake-Mercer School at the beginning of the 2025-26 school year. O'Shea seconded the motion.

Roll Call: Sparrow-Yes, O'Shea-Yes, Ravnaas-Yes, Wagner-Yes, Britton-Yes. Motion Unanimously Carried.

Review Pledge of Assets - Board Reviewed the pledge of assets. Wagner moved to approve the following pledge of assets in the amounts of \$3,350,847.26, at Tru Community Bank and \$416,645.07 at Dakota West Credit Union. Ravnaas seconded the motion.

Roll Call: Ravnaas-Yes, Sparrow-Yes, Wagner-Yes, O'Shea-Yes, Britton-Yes. Motion Unanimously Carried.

Review Petition from TLMEA for Recognition of Representative Organization – O'Shea moved that the School Board has investigated the petition filed by the Turtle Lake-Mercer Education Association requesting that the association be recognized as the representative organization for the negotiating unit and has determined that the Education Association does represent a majority of the teachers within that unit. The Board recognized the Turtle Lake-Mercer Education Association as the representative organization for a minimum of one year beginning on March 13, 2025. Ravnaas seconded the motion.

Roll Call: Wagner-Yes, O'Shea-Yes, Sparrow-Yes, Ravnaas-Yes, Britton-Yes. Motion Unanimously Carried

Central McLean Governance Clause Sparrow moved to approve clause as presented. Ravnaas seconded the motion.

Roll Call: Ravnaas-Yes, Wagner-Yes, O'Shea-Yes, Sparrow-Yes, Britton-Yes.

Motion Unanimously Carried  
2025-2026 PreK Fees  
Ravnaas moved to approve fees without and increase from previous year. Wagner seconded the motion.

Roll Call: Sparrow-Yes, Wagner-Yes, O'Shea-Yes, Ravnaas-Yes, Britton-Yes. Motion Unanimously Carried

Review and Update Policy KAB Family and Community Engagement Ravnaas moved to rescind KAB policy. O'Shea seconded the motion.

Roll Call: O'Shea-Yes, Sparrow-Yes, Ravnaas-Yes, Wagner-Yes, Britton-Yes. Motion Unanimously Carried  
Wagner moved to adopt KAB.2 policy and on first reading and waive second reading to expedite the adoption process per Board Policy BDA Procedure for Adopting Board Policy. Ravnaas seconded the motion.

Roll Call: Ravnaas-Yes, Wagner-Yes, O'Shea-Yes, Sparrow-Yes, Britton-Yes.

Motion Unanimously Carried  
Appoint Foster Care Liaison Sparrow moved to appoint Superintendent Sheila Schlafmann as the Foster Care Liaison. O'Shea seconded the motion.

Roll Call: Ravnaas-Yes, Wagner-Yes, O'Shea-Yes, Sparrow-Yes, Britton-Yes.

Motion Unanimously Carried  
Appoint Homeless Liaison Ravnaas moved to appoint Principal Kurt Ziebarth as the Homeless Liaison. Wagner seconded the motion.

Roll Call: Sparrow-Yes, Wagner-Yes, O'Shea-Yes, Ravnaas-Yes, Britton-Yes. Motion Unanimously Carried  
Staffing Updates  
7-12 History – Jordan Sundquist Ravnaas moved to approve contract. O'Shea seconded the motion.

Roll Call: O'Shea-Yes, Sparrow-Yes, Ravnaas-Yes, Wagner-Yes, Britton-Yes. Motion Unanimously Carried  
7-12 Math – Raul Miral O'Shea moved to approve contract. Sparrow seconded the motion.

Roll Call: Ravnaas-Yes, Wagner-Yes, Sparrow-Yes, O'Shea-Yes, Britton-Yes.

Motion Unanimously Carried  
1st Grade – Darcy Christensen Ravnaas moved to approve contract. Wagner seconded the motion.

Roll Call: Wagner-Yes, O'Shea-Yes,

Ravnaas-Yes, Sparrow-Yes, Britton-Yes. Motion Unanimously Carried  
Summer Drivers Education – Diane Cullum  
O'Shea moved to approve contract. Wagner seconded the motion.

Roll Call: Sparrow-Yes, O'Shea-Yes, Ravnaas-Yes, Wagner-Yes, Britton-Yes. Motion Unanimously Carried  
Annual School Board Election-Call for the Annual School Board Election to be held on Tuesday, June 10th, 2025. One At-Large 3-year term is up for election. Deadline for filing is April 7th, 2025 by 4:00 P.M. Polls will be open at 7:00 AM and close at 7:00 P.M. CST. Polling place will be located in the Turtle Lake – Mercer Public School Lobby Door #2. Superintendent Spring Evaluation - Board reviewed the following results from the superintendent evaluation process.

Goal and Vision Setting-Area 1  
Board President stated the following ratings with 6.0 score average:  
Brent Ravnaas Satisfactory 6  
Megan Sparrow Satisfactory 6  
Rick Britton Satisfactory 6  
Brian O'Shea Satisfactory 6  
Julie Wagner Satisfactory 6  
Board President stated that there is no disagreement in this area.

Board President asked for discussion on Area 1. Each Board Member was given the opportunity to state their reasoning for their rating.

Wagner moved to approve the rating of Satisfactory in Area #1 Goal and Vision Setting; O'Shea seconded the motion.

Roll Call: O'Shea-Yes, Sparrow-Yes, Ravnaas-Yes, Wagner-Yes, Britton-Yes. Motion Unanimously Carried.

Board Relations-Area 2  
Board President stated the following ratings with 33.8 score average:  
Brent Ravnaas Satisfactory 35  
Megan Sparrow Satisfactory 39  
Rick Britton Satisfactory 34  
Brian O'Shea Satisfactory 30  
Julie Wagner Satisfactory 31  
Comments: Sparrow stated "Mrs. Schlafmann has reduced minutia within our agenda and meetings – recently changing admin reports to questions only. Board members need to respect this effort and not continue to bring topics unnecessarily to the table. Admin is unnecessarily tolerant of this."

Board President stated that there is no disagreement in this area.

Board President asked for discussion on Area 2. Each Board Member was given the opportunity to state their reasoning for their rating.

Sparrow moved to approve the rating of Satisfactory in Area #2 Board Relations; Wagner seconded the motion.

Roll Call: Ravnaas-Yes, Wagner-Yes, Sparrow-Yes, O'Shea-Yes, Britton-Yes.

Motion Unanimously Carried.

Human Resource Management-Area 3  
Board President stated the following ratings with 29.0 score average:  
Brent Ravnaas Satisfactory 30  
Megan Sparrow Satisfactory 33  
Rick Britton Satisfactory 33  
Brian O'Shea Unsatisfactory 23  
Julie Wagner Satisfactory 26  
Comments: O'Shea stated "There are some issues throughout the building that I feel do not get handled promptly or at all and it causes moral problems. Which one teacher informed us by writing it in her resignation letter. As well as getting some teachers to apply more effort into teaching and disciplining students. Save extra curricular for when they are done teaching."

Board President stated that there is no disagreement in this area.

Board President asked for discussion on Area 3. Each Board Member was given the opportunity to state their reasoning for their rating.

Ravnaas moved to approve the rating of Satisfactory in Area #3 Human Resource Management, Wagner seconded the motion.

Roll Call: Wagner-Yes, O'Shea-Yes, Ravnaas-Yes, Sparrow-Yes, Britton-Yes. Motion Unanimously Carried.

Curriculum and Student Support Services-Area 4  
Board President stated the following ratings with 28.6 score average:  
Brent Ravnaas Satisfactory 28  
Megan Sparrow Satisfactory 32  
Rick Britton Satisfactory 31  
Brian O'Shea Satisfactory 27  
Julie Wagner Satisfactory 25  
Board President stated that there is no disagreement in this area.

Board President asked for discussion on Area 4. Each Board Member was given the opportunity to state their reasoning for their rating.