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City of Underwood is accepting applications for part-time **PUBLIC WORKS LABORER**. Work may include but is not limited to mowing, street cleaning, curb and hydrant painting, equipment maintenance, and assisting public works supervisor as designated. Applicants must be at least 18 years of age and possess a valid Driver's License. Applications may be obtained from the city office or by calling 701-442-5481. **Deadline is August 19, 2025 by 6:00 pm.**

HELP WANTED

The City of Mercer is seeking candidates for a part-time City Auditor. This position is a key representative for the City and works under direction of the Mayor. The City Auditor leads and manages the operations in accordance with City Ordinances and state and federal regulations. Excellent communication and interpersonal skills are required, as is a proven understanding and application of accounting procedures and practices. The duties of the Auditor as contained in the North Dakta Century Code Chapter 40-16 <https://ndlegis.gov/cencode/t40c16.pdf>. This is a part-time position with a salary of \$1000/month. Hours are flexible. Qualified candidates should send resumes to City of Mercer, PO Box 118, Mercer, ND 58559 or email to cityofmercer@wrt.com. This position is open until filled. EOE.

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City of Mercer Special Meeting

Friday, August 8, 2025
7:00 pm

Mercer City Hall

- Accept the resignations of Mayor Lori Stute and Council Member Barb Stute
- Set special meeting date for proposed annual budget
- Chester's Tavern permit renewal (Aug. 7, 2025)

Notice of application for Freeman

Notice is hereby given that Josh Freeman has made application for a zoning change on the following: LOTS 7-8-9-10-11-12 BLK 1 Kundert's Addition to the City of Turtle Lake, North Dakota located on Kundert Street.

The zoning is currently RII Two-Family Residential and is proposed to change to RIII Multi-Family Residential. The reason for requesting the zoning change is to allow for the purchase of the property to be renovated to multi family living.

Any testimony for or against the zoning change will be heard at a public hearing of the City of Turtle Lake City Commission at 7:00 p.m. on August 11, 2025, in the Turtle Lake City Hall, Turtle Lake, North Dakota.

Joe Herslip, City Auditor
(July 31 & Aug. 7, 2025)

Underwood School Special Meeting

July 8, 2025

In attendance: Superintendent Todd Benson, Business Manager Jessica Hoffert, Principal Hope Rush, Sarah Ness, Donald Robinson, Brent Charging, Michael Heger, and Tania Eichhorst. Amanda Haseleu was absent.

Meeting was called to order by President Heger at 6:59 a.m. followed by the opportunity to recite the Pledge of Allegiance.

Donald Robinson and Sarah Ness with the Policy Committee presented consequences related to the electronics policy. The policy committee requested that on the third offense students will not be able to participate in school activities for one week after the suspension is served. This coincides with the suspension policy. Charging/Robinson made a motion to adopt modifications to the student handbook regarding the electronic and suspension policies. Roll call vote: Charging-yes, Robinson-yes, Ness-yes, and Heger-yes. MC.

President Heger presented the resignation of Business Manager Jessica Hoffert which was included in the board packet. Ness/Charging made a motion to accept the Business Manager's resignation. Roll call vote: Ness-yes, Charging-yes, Robinson-yes, and Heger-yes. MC.

Superintendent Benson presented information regarding the Music/Band Teacher. Robinson/Ness made a motion to waive the \$1000 penalty from withdrawing from his contract. If the Music/Band Teacher is rehired and is unable to obtain a teaching license he will then be fined \$1000. Roll call vote: Robinson-yes, Ness-yes, Charging-yes, and Heger-yes.

Superintendent Benson discussed staff recruitment, guidelines, and struggles. The School Board requested that administration work together on ways to recruit and retain staff. President Heger requested that the process be cleaned up and he will reach out to NDSBA for guidance. Business Manager Hoffert will reach out to the auditors and legal to compile a letter to Bravera Bank on controls.

Meeting adjourned at 8:18 a.m.
Next board meeting: Wednesday, at 8:00 a.m. Jul 30, 2025
(Aug. 7, 2025)

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Underwood School Meeting Minutes

June 26, 2025

Present were: Superintendent Todd Benson, Business Manager Jessica Hoffert, Donald Robinson, Sarah, Ness, Amanda Haseleu, Mike Heger, and Brenda Schantz. Brent Charging, Principal Hope Rush, and Principal Kyle Hunt were absent.

Meeting was called to order by Mike Heger at 7:02 followed by the Pledge of Allegiance.

ADDITIONS TO THE AGENDA

Teacher Resignation

CONSENT AGENDA

Haseleu/Robinson made a motion to approve the consent agenda follows:

Approval of May 28, 2025 Regular Board Meeting Minutes

Approval of June 22, 2025 Canvassing Result Board Meeting Minutes

Approval of June 22, 2025 Special Board Meeting Minutes

Approval of Financial Reports

Approval of Bills as follows: General Fund (01): Abdo \$1,064.60, ACT \$69.00, Aflac \$2,798.60, Amazon.com \$1,485.27, Amberway, Inc (Grimsley's) \$2,249.00, Amplify \$46,990.98, Applebee's \$32.70, AVI Systems Inc \$422.81, Bakken Area Skills Center \$300.00, Bearscale Bakehouse \$138.00, Best Buy \$928.78, Bismarck State College \$218.40, Bismarck Tribune \$14.99, Capital Trophy \$192.00, Central Dakota Library Network \$324.60, Circle Sanitation \$1,900.40, City of Underwood \$220.66, Comfort Inn Bismarck \$495.00, Connect Therapy \$14,000.00, Cottingham Insurance Agency \$30.00, D & E Supply Company \$1,240.38, Dakota Boys & Girls Ranch \$4,984.56, Dakota Dust-Tex, Inc \$178.50, Dakota Supply Group Inc \$341.02, Dan's Supermarket \$106.45, Delta Dental of Minnesota \$1,685.22, Diffely's Repair \$85.95, Dollar General Store #20785 \$24.65, ETSysystems Inc \$596.00, Heger, Katherine \$64.95, Highway 83 Lawn Leisure & Supply \$380.55, Hoffert, Jessica \$226.80, Innovative Office Solutions, LLC \$1,305.38, Janse Van Rensburg, Charlene \$389.00, Johnson, Paula \$840.00, Jones School Supply Co, Inc \$112.32, Jostens Inc \$40.49, LeRoy, Debra \$197.19, Library Ideas LLC \$43.96, Magic-Wrighter, Inc \$39.45, Marco \$1,598.28, McLaughlin Auctioneers \$957.00, Montana Dakota Utilities \$1,077.20, Napa Auto Parts \$175.95, North Dakota Child Support \$95.00, North Dakota Health Insurance Trust \$29,298.01, North Dakota United \$704.02, Otter Tail Power Company \$4,725.11, Panera Bread \$75.96, Pearce Durick PLLC \$712.50, Plunkett's Pest Control, Inc \$134.14, Progressive Maintenance Inc \$4,195.00, Pye Barker Fire & Safety \$514.00, Rath & Mehrer \$9,000.00, Record Keepers LLC \$79.70, Rush, Hope \$974.87, Sam's Club \$455.23, SHare Corporation \$1,730.83, Sickie's Garage \$27.86, Software Unlimitd Inc \$7,850.00, Souris Valley Special Services \$42,208.52, State Chemical Solutions \$638.25, Student Treasures \$25.95, Tlme Management Systems \$2,713.20, Two Trees Technologies \$2,453.00, Underwood Farm Supply LLC \$144.15, Utey, Christina \$679.47, Village Family Service Center \$7,228.00, Vision Service Plan \$534.77, Wagon Wheel Lumber \$106.26, Wal-Mart \$98.49, Washburn Public School District \$1,019.68, West River Telecommunications \$489.83, Westlie Truck Center-Minot \$3,178.27, Wex-Discovery Benefits \$405.53 Hot Lunch Fund (05): Belgarde, Haleigh \$10.00, Bjorge, Curtiss \$7.25, Blotske, Jodi \$8.27, DPI \$137.40, Eng, Amy \$37.35, Fischer, Missy \$98.54, Kemps \$233.14, Kjelstrup, Taryn \$63.65, Krause's Market \$913.27, Pan-O-Gold Baking CO \$66.18, Stein's Inc \$183.38, Sysco North Dakota Inc \$956.86, US Food Service \$3,218.36 Activity Fund (06): Amazon.com \$125.00, Amberway, Inc (Grimsley's) \$221.34, Benson, Todd \$40.00, Bose Corpotation -\$1,312.99, Culver's

\$188.61, Dakota Zoo \$174.00, Dick, Brandt \$250.00, Dollar General Store #20785 \$111.05, Dollywood Foundation \$9.36, Driessen, Julie \$100.00, Eichhorst, Tania \$200.00, Eichhorst, Taylor \$200.00, Group Travel Planners \$3,500.00, Heger, Christian \$120.00, Heger, Parker \$40.00, Heidelberger, Vancy \$160.00, Hunt, Kyle \$300.00, Jangula, John \$60.00, Jangula, Whitney \$1,066.60, Jones School Supply Co, Inc \$13.45, Lee, Dawnae \$25.00, Little Caesars \$33.27, Midwest Sports \$318.50, Minot Family YMCA \$56.00, Minot Park District \$55.00, North Hill Bowl \$270.00, Pizza Ranch-Bismarck \$218.40, Robinson, Brianna \$200.00, Sem, Brandon \$80.00, Super Slide LLC \$376.98, Totten Trail Bar and Grill \$311.04, Transfer Express \$169.23, UPS Store \$40.44, Wirtz, Kim \$100.00 Trust & Agency Fund (CMC)(07): Amazon.com \$15.99, Bismarck Public Schools \$45.00, Buffalo Wild Wings \$355.67, Candlewood Suites \$654.00, Capital Trophy \$140.00, Carrington Public School \$300.00, Central Dakota Frontier Cooperative \$1,739.00, Exxon Express \$125.84, Glenburn Lions \$200.00, Harlow's School Bus Service Inc \$313.34, Hazen Public School \$150.00, Hewlett-Packard \$17.27, Marathon Petro \$139.16, North Dakota Softball All Stars \$300.00, Panera Bread \$401.13, Parshal Public School District #3 \$480.00, Pizza Ranch-Mandan \$392.29, Subway-Fargo \$146.59, Texas Roadhouse \$650.67, Trinity High School \$150.00, Underwood Public School District \$140.62, Westridge Golf Course \$1,700.00

Roll call vote: Haseleu-yes, Robinson-yes, Ness-yes, and Heger-yes. MC.

REPORT AGENDA:

Business Manager Hoffert presented the Financial Report Summary.

Superintendent Benson presented the Executive Report Summary.

COMMITTEE REPORTS

N/A

DISCUSSION ITEMS

Superintendent Benson discussed the Certificate of Levy and upcoming changes regarding total mills allowed. Benson reported the budget is still in a work in progress as we are waiting on numbers from the County Auditor.

Superintendent Benson presented the CMC Cooperative Agreement and changes that were discussed. Benson will gather information from the Co-operative Committee and will present additional information to support the 25-26 budget increase at the next board meeting.

Superintendent Benson presented parking lot repair quotes to the Board and requested approval to move forward with the project. Robinson/Haseleu made a motion to authorize administration to transfer funds from the Special Reserve fund to repair the parking lot so long as withdrawal fees are minimal. Roll call vote: Robinson-yes, Haseleu-yes, Ness-yes, and Heger-yes. MC.

Superintendent Benson presented the resignation of Gregory Janick. Ness/Haseleu made a motion to accept the resignation with a \$1,000 fee for dropping the contract. Roll call vote: Ness-yes, Haseleu-yes, Robinson-yes, and Heger-yes. MC.

Meeting adjourned at 09:01 a.m.

Next Meeting:

Regular School Board Meeting
Wednesday, July 30, 2025 at 8 a.m.
(Aug. 7, 2025)

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