

PUBLIC NOTICES

Notice of Sale

Notice is hereby given that the City of Turtle Lake will offer for sale parcel 79020100022000, legal description lot twenty-two (22), Bicentennial Addition to the City of Turtle Lake, North Dakota. The sale will occur through sealed bids submitted to the Turtle Lake City Commission through the city auditor's office located at PO Box 338, 107 Eggert Street, Turtle Lake, ND 58575. Minimum bid amount is \$7,400.00 with bid submissions due by 5:00 p.m. on December 19, 2025. Bids will be presented to the Turtle Lake City Commission at the regular commission meeting in January 2026. (Nov. 20 & 27, 2025)

City of Mercer Sept. Special Meeting

Friday, September 12, 2025
Mercer City Hall
The meeting was called to order by Council Vice President, Randy Zinke at 6:00 pm and the Pledge of Allegiance was recited .
Present: Gary Volochenko, Erika Lorenz, Randy Zinke, Ken Thomsen Erika Lorenz made a motion to appoint Ken Thomsen to the position of mayor for the term ending in June 2026, Randy seconded. Zinke, Thomsen, Volochenko, and Lorenz votes aye. The motion carried.
Ken Thomsen took the oath of office for the position of mayor.
Gary Volochenko made a motion to adjourn, Erika Lorenz seconded . Zinke, Thomsen, Volochenko, and Lorenz al l voted aye.
The meeting adjourned at 6:05pm. (Nov. 27, 2025)

City of Mercer Sept. Special Meeting

Friday, September 26, 2025
Mercer City Hall
The meeting was called to order by Mayor, Ken Thomsen at 12:00 pm and the Pledge of Allegiance was recited.
Present: Gary Volochenko, Randy Zinke, Ken Thomsen, Dan Gardiner
Absent: Erika Lorenz
The minutes from the September 12, 2025, meeting were read.
Gary Volochenko made a motion to approve the minutes, Randy Zi nke seconded.
Volochen ko and Zinke votes aye. The motion carried .
Appoint council member to fill vacant seat for the remainder of term :
Gary Volochenko made a motion to appoint Dan Gardiner to fill the remaining term vacated by Barb Stute's resignation. The term ends June of 2026. Randy Zinke seconded. Zinke and Volochenko voted aye. The motion carried. Mr. Gardiner took the oath of office.
Grant Mayor ability to use on line banking:
Dan Gardiner made a motion to allow the Mayor the ability to use online banking, including bill pay, Gary Volochenko seconded. Gardiner, Zinke, and Volochenko voted aye. The motion carried.
Approve calendar raffle for Our Saviors/St. Olaf LYO:
Gary Volochenko made a motion to approve the calendar raffle permit for the Our Saviors/St. Olaf LYO, Dan Gardiner seconded. Gardiner, Volochenko, and Zinke voted aye. The motion carried. Approve final budget:
Gary Volochenko made a motion to approve the draft budget as the City's final budget for 2026, Randy Zinke seconded. Volochenko, Gardiner and Zinke voted aye. The motion carried.
Dan Gardiner made a motion to adjourn, Randy Zinke seconded. Zinke, Gardiner, and Volochenko voted aye. The motion carried. The meeting adjourned at 12:23 pm. (Nov. 27, 2025)

City of Mercer September Meeting

Wednesday, October 22, 2025
Mercer City Hall
The meeting was called to order by Mayor Ken Thomsen at 7:00 pm and the Pledge of Allegiance was recited.
Present: Gary Volochenko, Erika Lorenz, Randy Zinke, Dan Gardiner, and Mayor Ken Thomsen
Minutes from September 26, 2025, special meeting
Dan Gardiner made a motion to approve the minutes from the September 26, 2025, special meeting Randy Zinke seconded. Gardiner, Volochenko, Lorenz, and Zinke voted aye. The motion carried.
Financial Report- No report
Bills to be Paid
Erika Lorenz Made a motion to approve the bills as presented, Randy Zinke seconded.
Gardiner, Volochenko, Lorenz, and Zinke voted aye. The motion carried.
Water Bills
Past due accounts were discussed.
Park Report
Account balances
Maintenance fund: \$5080.60
Project fund: \$5,695.42
The Park Committee recognized and thanked Willa Murray for all her hard work and dedication to the park. Willa has retired from the park.
Mercer Community Center Report
A saving account was opened for the new community center. A check will be given to the City to be deposited in the new account from the LLC group. Mayor Thomsen suggests that the effort now needs to be community driven. Mayor Thomsen suggested naming the new community center the Mercer Veteran's Memorial Center. It may help with the fund-raising effort. A \$50,000 matching grant was received from Garrison Diversion. Jim Wilson is working on the deed for the lot donated by the McClusky elevator.
Old Business
Curb stop repairs:
Mayor Thomsen stated the City will

need to buy more parts for additional curb stops to have on hand.
Curb stop location app:
Erika Lorenz would like to revisit having access to an app that maps the curb stops and hydrants. At one time there was an app available through ND Rural Water for approximately \$100. She would like to see if that is still available. If so, sign up to be included in the app.
New Business
Tractor lease:
Mayor Thomsen said a letter of intent has been sent to John Deere to lease a tractor again this year.
Erika Lorenz made a motion to approve the lease of a tractor for October of 2025 to June 2026, Dan Gardiner seconded. Gardiner, Volochenko, and Zinke voted aye. The motion carried.
Auditor position:
Mayor Thomsen said that he has interviewed all four candidates for the position of Mercer City Auditor. His recommendation is that Katherine Volochenko be hired for the position.
Katherin Volochenko presented a proposal to the council and talked about her qualifications.
Dan Gardiner would prefer to hire Debbie Hausauer. Randy Zinke would prefer to hire Amy Ones.
Erika Lorenz made a motion to hire Katherin Volochenko for the position of City Auditor, Dan Gardiner seconded. Gardiner and Lorenz voted aye. Zinke voted nay. Volochenko abstained. The motion carried.
Erika Lorenz made a motion to add Katherin Volochenko to all bank accounts for the City of Mercer, Dan Gardiner seconded. Gardiner and Lorenz voted aye. Zinke voted nay.
Katherin Volochenko took the oath of office for the position of Auditor.

Snow removal:
Mayor Thomsen, Dan Gardiner, Gary Volochenko, and Randy Zinke will all help move snow.
Gary Volocheneno made a motion to adjourn, Randy Zinke seconded. Gardiner, Volochenko, Lorenz, and Zinke. The motion passed.
The meeting adjourned at 8:15pm.
Bills
1. Wild Prairie Solution (curb stop repairs) \$3360.50
2. Otter Tail - \$769.48
3. ND North Publications \$163.61
4. McLean Sheridan Rural Water \$1508.19 (September water billing and software charge)
5. WRT \$188.18
6. McLean Sheridan Rural Water \$1900.55 (Water usage)
7. McLean Sheridan Rural Water \$369.55(August billing and sampling)
7. ND Dept of Health (Testing) \$27
8. Waste Management \$1190.25 (Nov. 27, 2025)

Underwood City November Meeting

The Underwood City Commissioners met on Monday, November 17, 2025, at 4:58 pm for a special meeting to discuss the City Auditor Position and Public Works Supervisor. Commissioners present: R. Kapanke, P. Cabrera, and B. Saylor, Absent: D. Fischer and D. Saxberg.
Auditor Krantz has submitted her two-week resignation due to extenuating circumstances on November 17, 2025. Last day of employment will be

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Help Wanted: Auditor

The City of Underwood is accepting applications for a full time Auditor position. Position is outlined in the ND Century Code Chapter 40-16. Applicants need to be self-motivated, have good customer service skills, ability to multi-task, and knowledge of account, payroll, and Microsoft office.
Compensation is negotiable depending on experience and education. Benefits include medical insurance, retirement, vacation, holiday, and sick leave.
Resume and application need to be sent to the city hall.
For more details regarding this job position and requirements, please contact: Courtney Adams, Auditor for City of Underwood, PO Box 168, Underwood, ND 58576, phone: 701-442-5481, Fax: 701-442-5482, email ctyunder@westriv.com.

THE DEADLINE IS
DECEMBER 9, 2025,
BY 4:00 PM.

Public Works Supervisor

The City of Underwood is seeking a qualified applicant for a Public Works Supervisor position. The city is looking for applicants who have experience with mechanical work, heavy equipment operating, and leadership.
Public Works Supervisor will primarily be responsible for the maintenance and repair of the City's water distribution system, storm, wastewater mains, lift stations, wastewater lagoon system, streets, public cemetery, landfill, and all city grounds.
Compensation is negotiable depending on experience and education. Benefits include medical insurance, retirement, vacation, holiday, and sick leave.
For more details regarding this job position, please contact: Courtney Adams, Auditor for City of Underwood, PO Box 168, Underwood, ND 58540, phone: 701-442-5481, Fax: 701-442-5482, email ctyunder@westriv.com.

THE DEADLINE IS
DECEMBER 9, 2025,
BY 4:00 PM.

NOW HIRING
HR Assistant



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Duties for the HR Assistant include:

- Providing administrative support to the HR department
- Assisting with day-to-day operations of HR functions and duties
- Facilitating HR processes
- Maintaining employee records and generates reports
- Supporting recruitment, onboarding and employee communications
- Responding to employee inquiries regarding HR policies, benefits and Company procedures
- Assisting with payroll and timekeeping administration as needed
- Assisting with employee engagement initiatives and the Company's wellness program
- Assisting with the Company store
- Supporting compliance efforts by maintaining documentation and assisting with audit, employment verifications, background and motor vehicle record checks, drug and alcohol testing, corporate compliance, and other processes
- Assisting with the employee coverall and company rug program
- Assisting with career fairs and company tours
- Maintaining policy and procedures manual on the Company Homepage
- Maintaining a strong working relationship with all North American Coal employees and vendors
- Maintaining confidentiality and handling sensitive information with discretion
- Performing job duties in accordance with MSHA law and regulations, established company safety procedures, employment law regulations, and state and federal environmental regulations

An associate's degree in human resources, business or similar degree program is preferred. At least three years of relevant work experience in human resources or a similar department can be substituted for an associate's degree.

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