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North Dakota newspaper also post public notices that are printed in newspapers on www.ndpublicnotices.com at no additional charge to units of government.

GLOSSARY OF TERMS

DEFAULT - Failure to fulfill an obligation to make payments when due to a lender.
ENCUMBRANCE - A right attached to the property of another that may lessen its value, such as a lien, mortgage or easement.
FORECLOSURE - The legal process of terminating an owner's interest in property, usually as the result of a default under a mortgage. Foreclosure may be accomplished by order of a court or by the statutory process known as foreclosure by advertisement, also known as a power of sale foreclosure.
LIEN - A legal claim asserted against the property of another, usually as security for a debt or obligation.
MORTGAGE - A lien granted by the owner of property to provide security for a debt or obligation.
POWER OF SALE - A clause commonly written into a mortgage authorizing the mortgagee to advertise and sell the property by event or default. The process is governed by statute, but is supervised by any court.
PROBATE - The court procedure in which a descendent's liabilities are settled and his/her assets are distributed to his/her heirs.
PUBLIC NOTICE - Notice given to the public or persons affected by regarding certain types of legal proceedings, usually by placing in a newspaper or general circulation. This notice is usually required in matters that concern the public.

Disclaimer - The foregoing terms and definitions are provided merely as a guide for the reader and are not offered as authoritative definitions of legal terms.

BOTTINEAU PUBLIC SCHOOL DISTRICT#1
PUBLIC TAX HEARING MEETING
SEPTEMBER 8, 2025
5:00 P.M .

The Public Tax Hearing Meeting started at 5:00 p.m. The following were in attendance: Stuart Coleman, Meghan Kjelshus, and Katie Tofteland, Superintendent Brian Palmer, Business Manager Deborah Nelson, Ashley Spence, and Matt Semisch. Superintendent Brian Palmer presented the tax levies and dollars for the 2025-26 fiscal year and answered questions.

BOTTINEAU PUBLIC SCHOOL DISTRICT #1
SCHOOL BOARD MEETING – SEPTEMBER 8, 2025

President Katie Tofteland called the meeting to order at 5:31 p.m. Also, present were Stuart Coleman, Meghan Kjelshus, Matt Johnson (Conference), Superintendent Brian Palmer, Business Manager Deborah Nelson, and Assistant Business Manager Ashley Spence. Members Absent: Chuck Neubauer, Shawn Shultz, and Andy Freeman. Others present: Secondary Principal Adam Beyer, Elementary Principal Josh Kitzman, Transportation Supervisor Andy Pederson, Maintenance Supervisor Tom Acheson, Anne Moum, and Matt Semisch. Absent: Technology coordinator Kody Backman and Athletic Director Zach Keller.

Pledge of Allegiance.

President Katie Tofteland called the meeting to order.

Additions, Revisions, or Reorders to the Agenda: None.

Special Recognition: Thank you to Bottineau PTO for the purchase of new folding chairs.

Reports:
A. Finance/Budget Committee: Brian gave this report in the tax hearing.
B. Technology Report: Brian gave this report.
C. Building/Grounds Report: Tom Acheson gave this report.
D. Transportation Report: Andy Pederson gave this report.
E. Elementary Principal Report: Josh Kitzman gave this report.
F. Secondary Principal Report: Adam Beyer gave this report.
G. Athletic Director Report: None.

Superintendent's Report:
(1). Staff Inservice Training (a). Emergency Planning (b). Building Level Training (2). Bus Driver Workshop (8/13/2025) (a). 23 Drivers (b). 5 Drivers completing online (3). Bottineau County Sheriff's Training (9/2/2025) (4). Fire Marshall Inspection (9/3/2025) (a). Fire Drill (8/28/2025) (5). Enrollment (6). Upcoming Dates (a). ND Study Council Meeting (9/19/2025) (7). Other.

A motion made by Coleman and seconded by Kjelshus to approve the following Consent Agenda Items: A-Minutes of August 11, 2025, Regular Meeting. B-Finance/Budget Report, C-Bills and Business Manager's Report, D-Committee Minutes, E-Public Relations. Roll Call Vote: Kjelshus-yes, Coleman-yes, Johnson-yes, Tofteland-yes. Motion passed.

Unfinished Business: None.

New Business:

A motion was made by Johnson and seconded by Coleman to approve 2025-2026 Elementary, High School and District Annual Compliance Reports. Roll Call Vote: Coleman-yes, Johnson-yes, Kjelshus-yes, Tofteland-yes. Motion passed.

A motion was made by Johnson and seconded by Kjelshus to appoint Andy Freeman as the new board member for the remainder of the year. Roll Call Vote: Johnson-yes, Kjelshus-yes, Coleman-yes, Tofteland-yes. Motion passed.

A motion was made by Coleman and seconded by Kjelshus to adjourn the meeting. Roll Call Vote: Kjelshus-yes, Coleman-yes, Johnson-yes, Tofteland-yes. Motion passed.

Meeting adjourned.

THE NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 13, 2025, 5:30 pm. In the Bottineau High School Conference Room with the Finance Meeting at 5:00 pm.

KatieTofteland, President
Deborah Nelson, Business Manager
Bottineau School
September 2025 Bills
Entity Name
Amount
ADMIN PARTNERS, LLC
30.00
AMAZON CAPITAL SERVICES
2,593.09
AMAZON CAPITAL SERVICES
1,495.21
AMAZON CAPITAL SERVICES
381.95
ANDERSON WELDING
50.00
AT & T MOBILITY
235.74
BIOLOGIX SERVICE CORP
224.20
KALINDA BLISS
100.00
BORDER STATES INDUSTRIES INC
1,067.14
BOTTINEAU PLUMBING & HEATING
173.75
BSN SPORTS
1,875.01
CAREERSAFE ONLINE
630.00
CITY OF BOTTINEAU
1,365.19
COLE PAPERS INC
3,510.27
COLUMN SOFTWARE PBC
330.60
CRACTC
607.03
DAKOTA AGRONOMY PARTNERS, LLC
17.80
DIGITAL OFFICE CENTRE
1,486.69
ECOLAB PEST ELIMINATION DIV.
168.77
EVERSPRING INN & SUITES
469.95
KRISTIN GROSGEBAUER
119.25
COLETTE GUARIGLIA
141.02
KARSTEN BARTSCH
1,203.00
INNOVATIVE OFFICE SOLUTIONS LLC
828.54
INSTRUCTIONAL COACHING GROUP
1,995.00
J.W. PEPPER & SON, INC.
983.85
JOCELYN JAHNER
50.00
LEARNING WITHOUT TEARS
594.00
MCGRAW-HILL
9,006.83
ND SCHOOL BUSINESS MANAGER
600.00
CERTIFICATION PROGRAM
NDSBA
409.50
NORTH DAKOTA SAFETY COUNCIL
1,674.00
NOVA FIRE PROTECTION INC.
350.00
OVERDRIVE, INC
500.00
BRIAN PALMER
175.94
POPP BINDING & LAMINATING, INC.
228.24
RADISSON HOTEL BISMARCK
340.50
REMIND101, INC
2,972.79
RUNNING SUPPLY INC.
939.17
RUNNING SUPPLY INC.
43.96
SCHOLA SCIENTIAE LLC
2,200.00
SCHOLASTIC, INC.
1,253.07
SCHOOL SPECIALTY LLC
154.05
SHARE CORPORATION
591.11
KEVIN ST CLAIRE
60.01
STARION BANK MASTERCARD
9,252.39
SYSCO NORTH DAKOTA
1,074.68
JOHN THORSON
398.00
TURNITIN LLC
172.80
TURTLE MT. COMMUNICATIONS
43,150.49
WESTERN AGENCY
11.00
WIDMER ROEL CPA
1,750.00
TURTLE MT. COMMUNICATIONS
42,006.33
TURTLE MT. COMMUNICATIONS
1,144.16
NDPHIT
91,010.13
DISCOVERY BENEFITS
91.00
ND TFFR
1,801.90
FARMERS UNION OIL CO.
3,267.07
GOPHER SPORTS
1,573.26
MYERS PARTS OF BOTTINEAU
815.21
OTTERTAIL POWER CO
75.70
TURTLE MT. COMMUNICATIONS
6,135.02
ND ATTORNEY GENERAL
40.00
BORDER AG AND ENERGY
40.66
OTTERTAIL POWER CO
8,069.44
95 PERCENT GROUP LLC
7,876.00
J-LARK SERVICE AND REPAIR LLC
3,325.81
STARION BANK MASTERCARD
445.75
MEMBEAN, INC.
2,900.00
AT & T MOBILITY
235.74
NDSBA
2,400.00
STARION BANK MASTERCARD
17.39
CENTER FOR THE COLLABORATIVE
237.60
CLASSROOM
ND ATTORNEY GENERAL
120.00
STARION BANK MASTERCARD
587.43
AMAZON CAPITAL SERVICES
2,346.00
TURTLE MT. COMMUNICATIONS
1,393.91
STARION BANK MASTERCARD
263.88
LAKESHORE LEARNING MATERIALS LLC
28.49
VENTRIS LEARNING LLC
82.50
ND TFFR
83,671.60
DISCOVERY BENEFITS
3,599.00
STATE TAX COMMISSIONER
1,139.00
UNUM LIFE INSURANCE COMPANY UNUM
214.58
CREA-CENTRAL REGIONAL EDUCATION
15.00
ASSOCIATION
AMPLIFY EDUCATION INC.
847.59
AMAZON CAPITAL SERVICES
189.47
AMAZON CAPITAL SERVICES
15.83
AMAZON CAPITAL SERVICES
294.24
325,201.78
325,201.78
Hot Lunch
Entity Name
Amount
JESSICA ALLARD
25.15
AMAZON CAPITAL SERVICES
235.25
PATRICIA GRABER
50.96
JAMES LINDQUIST
321.98
LAURA PETTIE
16.76
PRIDE DAIRY INC
3,599.00
RUNNING SUPPLY INC.
41.23
STARION BANK MASTERCARD
644.66
SYSCO NORTH DAKOTA
18,910.49
VESTIS
390.66
NDPHIT
6,212.94
BOTTINEAU P.S.D. #1
126.00
DISCOVERY BENEFITS
488.88
UNUM LIFE INSURANCE COMPANY UNUM
17.08
31,081.04
31,081.04
Activity
Entity Name
Amount
DEVILS LAKE PUBLIC SCHOOLS
240.00
TIMOTHY PFEIFER
175.00
GREG FOSTER
110.00
DAN FAGERLUND
133.00
SCOTT GROCHOW
110.00
MAGGIE HUFF
387.20
DUSTEN CHARBONNEAU
282.00
SHERRY CARLSON
288.00
CHRISTIN DEMERS
284.00
JENNA HUDSON
333.60
SAVANNAH STRINGER
284.00
LYNDA BERTSCH
288.00
WHITNI PECK
288.00
MACEY CHASE
284.00
NEDROSE PUBLIC SCHOOL
200.00
WILDWOOD COUNTRY CLUB
100.00
MARK LACROIX
125.00
GABRIEL NERO
125.00
MICHAEL NERO
125.00
BRAYDEN HAACK
125.00
LARIMORE PUBLIC SCHOOL
150.00
AMAZON CAPITAL SERVICES
100.00
ANDERSON'S
78.88
BOTTINEAU COUNTRY CLUB
1,060.00
BSN SPORTS
19,757.50
COCA-COLA BOTTLING COMPANIES
2,010.50
DISTRICT 3 FFA
50.00
EZ FLEX SPORT MATS
634.03
KAIA HENNINGS
250.00
JB VENDING LLC
4,450.48
NORTHERN BOTTLING
3,328.80
RUNNING SUPPLY INC.
79.94
STARION BANK MASTERCARD
247.62
SYSCO NORTH DAKOTA
1,417.99
TRAINING ROOM, INC.
1,898.51
COURTNEY VANDAL
45.00
ALLARD TROPHY
191.00
RYLEE BRENNAN
200.00
ANGELA BARTHOLOMAY
200.00
LOGYN SIMPSON
200.00
MARK LACROIX
125.00
GABRIEL NERO
125.00
MICHAEL NERO
125.00
CODY HORN
125.00
CODY HORN
70.00
GRYPHON MULKEY
70.00
ND FFA ASSOCIATION
30.00
GROUP TRAVEL PLANNERS
7,300.00
JENNA HUDSON
209.00
MACEY CHASE
261.00
ROGER MERTENS
252.00
MIKE SHOCK
115.50
ERIC KUNTZ
115.50
MARK ELFMAN
115.50
KENT BROWN
115.50
LANGDON HIGH SCHOOL
150.00
RUGBY PUBLIC SCHOOLS
200.00
GRYPHON MULKEY
140.00
CODY HORN
70.00
GRYPHON MULKEY
70.00
DEVILS LAKE PUBLIC SCHOOLS
175.00
OUR REDEEMERS CHRISTIAN SCHOOL
150.00
UNITED #7 SCHOOL DISTRICT
100.00
SERINITY SOLAND
80.00
GRAND FORKS PUBLIC SCHOOLS
300.00
KEVIN ST CLAIRE
90.00
TAYLEN STRAND
90.00
KEVIN ST CLAIRE
240.00
PHEASANT COUNTRY GOLF COURSE
270.00
DECA, INC.
12.00
ND FBLA FISCAL AGENT
175.00
MARK LACROIX
75.00
GABRIEL NERO
75.00
MICHAEL NERO
75.00
CHRIS LOSEY
75.00
LUKE WEGNER
70.00
GRYPHON MULKEY
70.00
LUKE WEGNER
70.00
GRYPHON MULKEY
70.00
TIMOTHY PFEIFER
175.00
DENNIS LAGASSE
105.00
GREG FOSTER
110.00
MARK LACROIX
105.00
SCOTT GROCHOW
110.00
MARK LACROIX
70.00
GRYPHON MULKEY
70.00
GRYPHON MULKEY
105.00
CODY HORN
105.00
LUKE WEGNER
105.00
LOGAN BECK
105.00
LUKE WEGNER
105.00
BERTHOLD ATHLETICS
75.00
RUGBY HIGH SCHOOL
200.00
54,123.05
54,123.05
410,405.87

BOTTINEAU PUBLIC SCHOOL DISTRICT #1
SCHOOL BOARD SPECIAL MEETING – SEPTEMBER 29, 2025

The meeting was called to order by President Katie Tofteland at 7:35 a.m. Also present were Matt Johnson, Meghan Kjelshus, Shawn Shultz, Chuck Neubauer, and Stuart Coleman (Conference). Member Absent: Andy Freeman. Others: Superintendent Brian Palmer, Business Manager Deborah Nelson, and Assistant Business Manager Ashley Spence.
President Katie Tofteland called the meeting to order.
A motion was made by Johnson and seconded by Neubauer to approve the transfer of special reserve funds as presented. Roll Call Vote: Neubauer-yes, Shultz-yes, Coleman-yes, Johnson-yes, Kjelshus-yes, Tofteland-yes. Motion passed.
A motion was made by Neubauer and seconded by Kjelshus to approve the budget adjustments as presented. Roll Call Vote: Shultz-yes, Coleman-yes, Johnson-yes, Kjelshus-yes, Neubauer-yes, Tofteland-yes. Motion passed.
A motion was made by Johnson and seconded by Shultz to approve the following Levy Adjustments and approve the final budget. General Fund $2,465,349.32 (56.10 Mills); Miscellaneous Fund $493,069.87 (11.22 Mills); Special Reserve Fund $123,267.48 (2.80 Mills); Building Fund $410,891.55 (9.35 Mills); Sinking & Interest Bond Fund $500,000 (11.38 Mills) based on the revised taxable evaluation from the Bottineau County Auditor. Roll Call Vote: Coleman-yes, Johnson-yes, Kjelshus-yes, Neubauer-yes, Shultz-yes, Tofteland-yes. Motion passed.
A motion was made by Neubauer and seconded by Johnson to adjourn the meeting. Roll Call Vote: Johnson-yes, Kjelshus-yes, Neubauer-yes, Shultz-yes, Coleman-yes, Tofteland-yes. Motion passed.
Meeting adjourned.
Katie Tofteland, President
Deborah Nelson,
Business Manager

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Employment Opportunity
City Auditor, City of Bottineau
Bottineau, ND's Four Season's Playground is looking to hire a Full-Time City Auditor.
Job Description: (partial) Financial Manager, HR, attending City Council Meetings & Committee Meetings (taking minutes) & management of the City Office. Auditor is required to be a member of the Planning Commission & possibly other committees. Oversee 2 employees & the management of the City Armory. Follow laws pertaining to City government as per NDCC. For a full job description go to our website at www.bot¬tineau.govoffice.com search under employment. Applications are available on the web site too. Would train under current auditor for appx. 18 months before taking over.
Salary: DOE. City Auditor position is a salaried position with benefits.
Qualifications: Financial & HR experience, computer skills, people skills, hardworking, willing to attend evening meetings, organizational skills, banking experience. Willing to work with a Board of Directors (Council). CPA-not required but would be an advantage. College degree also not required but would be an advantage. Job experience needed.
Looking to have this position filled by February 1, 2026. Deadline to apply is December 31, 2025.

Border Ag and Energy job openings
Border Ag and Energy is a north central North Dakota Grain & Oil Cooperative and is looking to fill the following position at it's shop in Newburg, ND
•Experienced Diesel/Heavy Duty Mechanic: Job duties include inspect, diagnose, and repair heavy duty equipment with diesel motors. Mostly trucks and trailer, but also some Agricultural and Industrial. Associate's degree or certificate in Diesel Mechanics and 7+ years of experience. Candidates will be involved in helping schedule work for the shop and assisting customers one on one as needed, as well as billing work out at completion of job.
If interested, call Brandon Burbidge at Border Ag and Energy 701-228-2294 or stop by and fill out an application, email resume to: bburbidge@borderag.coop. Also visit our website www.borderag.coop under the careers page.
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