

PUBLIC NOTICES

Underwood City January Meeting Minutes

The Underwood City Commission met on January 13, 2025, at 6:00 pm at City Hall. Commissioners present: R. Kapanke, D. Fischer, B. Saylor, D. Saxberg, P. Cabrera, absent. None.

Saylor, Cabrera moved to approve minutes from the regular meeting on December 16, 2025, as well as special meetings held on December 19, 2025, December 30, 2025, and January 6, 2026, motion carried.

Cabrera reported on calls for service from the McLean County Sheriff's office and that the City Library Board will be appointing new members.

Mara Boone, with Moore Engineering, was present to discuss the process to replace the water main on County Rd 14 from Summit St to 1st St with the remaining available grant funds. Fischer, Cabrera moved to approve the Resolution of Governing Body to authorize auditor Jordyn Whebbe to sign documents for the Funding Agency, motion carried. Maguire Iron requested a reduction in retainage from 5% to 1%, which would be the amount of \$120,931.37 to \$24,020.00. Boone reminded the commission that an amount of \$102,900.00 is still being withheld from liquidated damages and recommended that the commission approve this request. Fischer, moved to approve reducing Maguire Irons' retainage from \$120,931.37 to \$24,020.00, motion carried. Moore Engineering is continuing to finish the punch list for completion of the water tower project.

Elizabeth Heinz, with the North Dakota Rural Water Systems Association, was present to discuss the Water Apprenticeship Program for Amy Riddle. The program is a 2 year program that costs \$3,100.00 that will help Riddle get a level 2 water certification. Heinz informed the commission that the city would be required to pay program cost plus a wage agreement with Riddle starting at \$20.00 an hour at the beginning of program, with a \$1.50 raise after each certification is complete, with final pay of \$25.00 an hour after program. Heinz mentioned Riddle will work under a mentor during the program, which the city will need to have a contract agreement with mentor for work and cost of hours expected. Heinz spoke with Neal Repnow, who would be interested in mentoring Riddle after recertifying his certifications. Cabrera, Saylor moved to approve water apprenticeship program for Amy Riddle with the wage agreement provided by ND Rural Water. Commission would like to discuss additional contract agreements with Riddle and Repnow for the program, motion carried.

Commission requested auditor for the costs of employment wages and supplies paid during the emergency that qualify for Emergency Fund use.

Fischer, Cabrera moved to approve on and off beer liquor licenses for Abby Liebel at the Black Nugget, on contingency water bill payment in full, motion carried

The Commission reviewed delinquent accounts and directed the city auditor to send out delinquent notice letters with the next monthly water bills, requiring that 50% of the overdue amount be paid by February 17th, and directed public works employees to turn off curb stops to the delinquent accounts who do not pay on time. Commissioners also advised the city auditor to put this notice on the city website. Any remaining overdue balances can be made up by paying in full or setting up a payment plan by contacting City Hall.

Kapanke expressed her interest in helping the businesses receive sand and salt from NDDot. Commissioners discussed the city does not have any additional space for holding material to sell.

Saxberg, Saylor moved to remove Courtney Adams and add Jordyn Whebbe as an authorized Agent for the J.P. Morgan credit card with a \$10,000.00 daily limit and a \$20,000.00 monthly limit, motion carried.

Cabrera, Saylor moved to approve the 2025 end-of-year transfers, \$23,801.06 from Westridge Fund to Flood Water Fund, \$205,554.52 from 2016 Street Fund to Flood Water Fund, \$80,000.00 from Coal Severance to Equipment Replacement, \$50,000 from City Sales Tax to Water Meter Replacement fund and \$50,000 from Sales Tax to Public Building Fund,\$3,000.00 from Sewer Fund to Wastewater Replacement, \$309,043.90 from Water Meter Replacement to Water Tower Fund, motion carried.

Cabrera, Saylor moved to designate Bravera Bank as the city's official depository, motion carried.

Floodplain Management Ordinance sample was presented to the commissioners to review, prior to first reading at the next meeting.

Saxberg, Cabrera moved to participate in the 2026 Random Drug and Alcohol Program with the ND League of Cities , renewal approved, motion passed.

Diane Schell was present to discuss the 125th City Celebration. An organizational meeting is being held on February 11, 2026, at City Hall Gym, starting at 6:30 pm.

Commission would like to discuss the cost to parcel out the Industrial Park before putting properties out for bid.

Riddle gave public works report.

Use of city equipment tabled.

Adams had not started the ordinance update project, due to training new Auditor.

Saxberg, Saylor moved to remove Courtney Adams and add Jordyn Whebbe as an authorized signer on all accounts at Bravera Bank, motion carried.

Cabrera, Fischer moved to approve Neal Repnows contractor costs to \$18.00/hour starting on 12/29/2025, motion carried.

Daycare sink replacement tabled.

Generator discussion tabled.

Fischer, Saylor moved to approve payment of bills, motion carried.

Commission will meet at 6:00 PM at City Hall on February 3, 2026, and March 16, 2026.

Saylor, Fischer moved to adjourn at 9:14 pm, motion carried.

Report Title Check Register Report Period 12/01/2025 To 12/31/2025

Check # Date Reference Check Amount Void

12/31/2025 NORDAK NORTH PUBLICATIONS \$18.30, 12/31/2025 Adobe \$21.39, 12/31/2025 Amazon \$388.23, 12/31/2025 Amazon \$184.00, 12/31/2025 Amazon \$25.99, 12/31/2025 Amazon \$83.57, 12/31/2025 BLUE CROSS BLUE SHEILD \$3,257.85, 12/04/2025 BLUE CROSS BLUE SHEILD (\$2,284.32) Void, 12/31/2025 BRAVERA BANK \$15.00, 12/31/2025 CIRCLE SANITATION \$5,737.05, 12/31/2025 CITY OF UNDERWOOD (\$180.00) Void, 12/31/2025 CITY OF UNDERWOOD \$247.16, 12/31/2025 DOLLAR GENERAL - REGION 410526 \$15.54, 12/31/2025 EFTPS \$919.86, 12/03/2025 EFTPS \$1,971.85, 12/31/2025 EFTPS \$124.26, 12/31/2025 EFTPS \$1,213.24, 12/03/2025 EFTPS \$2,203.07, 12/29/2025 HR Hub \$250.00, 12/29/2025 HR Hub \$250.00, 12/29/2025 HR Hub \$250.00, 12/31/2025 MCLEAN ELECTRIC COOP INC \$234.34, 12/31/2025 MONTANA-DAKOTA UTILITIES \$130.87, 12/31/2025 ND LEAGUE OF CITIES \$180.00, 12/31/2025 ND ONE CALL \$66.87, 12/30/2025 ND STATE TAX COMMISSIONER \$9.60, 12/30/2025 ND STATE TAX COMMISSIONER \$9.60, 12/31/2025 NDPERS \$2,572.25, 12/01/2025 NDPERS \$12.50, 12/01/2025 NDPERS \$12.50, 12/31/2025 OTTER TAIL POWER CO (\$1,182.86) Void, 12/31/2025 OTTER TAIL POWER CO \$2,544.69, 12/31/2025 OTTER TAIL POWER CO \$154.67, 12/31/2025 OTTER TAIL POWER CO (\$2,577.52) Void, 12/31/2025 PENWORTHY COMPANY \$383.97, 12/31/2025 US Postal Service \$179.34, 12/31/2025 WEST RIVER TELECOMMUNICATIONS \$144.59, 12/31/2025 Zoom \$18.63, 12/31/2025 HR Hub \$8,623.94, 19152 12/12/2025 ND ATTORNEY GENERAL \$15.00, 19153 12/12/2025 ND ATTORNEY GENERAL \$15.00, 19154 12/15/2025 SLETTEN EXCAVATING, INC \$2,295.00, 19155 12/15/2025 NEW VISION SECURITY \$101.25, 19156 12/15/2025 ND DEPT. OF HEATHLH \$27.00, 19157 12/15/2025 MENARDS \$4,971.15, 19158 12/15/2025 MCLEAN COUNTY RECORDER \$20.00, 19159 12/15/2025 LEVEY'S PLUMBING HEATING & AIR \$177.00, 19160 12/15/2025 HOLLESEN, RICHARD L \$188.95, 19161 12/15/2025 H.A. THOMPSON & SONS \$807.00, 19162 12/15/2025 GWORKS \$5,400.00, 19163 12/15/2025 FERGUSON WATER WORKS \$196.39, 19164 12/15/2025 CITY OF RIVERDALE \$8,440.76, 19165 12/15/2025 AMBERWAY INC \$259.33, 19166 12/31/2025 UNDERWOOD PARK DISTRICT \$6,661.42, 19167 12/31/2025 RDO EQUIPMENT CO \$803.71, 19168 12/31/2025 Neal Repnow \$3,871.00, 19169 12/31/2025 MCLEAN COUNTY SHERIFF \$8,055.71, 19170 12/31/2025 FERGUSON WATER WORKS \$196.39, 19171 12/31/2025 SCHELL, DIANE K. \$100.00, 19172 12/31/2025 COTTINGHAM INSURANCE AGENCY \$917.00, Bank Total \$69,749.08

(Feb. 5, 2026)

Underwood School December Meeting Minutes

UNDERWOOD PUBLIC SCHOOL DISTRICT #8

REGULAR SCHOOL BOARD MEETING

December 19, 2025

Present: Superintendent Todd Benson, Principal Kyle Hunt, Brent Charging, Michael Heger, Amanda Haseleu, Donald Robinson, Sarah Ness, Brenda Schantz, Stacey Haraseth and Skyla Heger.

Absent: Principal Hope Rush

President Michael Heger called the meeting to order at 7:00 am followed by the Pledge of Allegiance.

ADDITIONS TO THE AGENDA

1. Split up the Consent Agenda into individual items.

2. Add Business Manager to committee reports.

3. Add school checking accounts to discussion items.

Ness/Haseleu made a motion to approve the additions to the agenda. Roll Call Vote: Heger-yes, Charging-yes, Robinson-yes, Ness-yes, Haseleu-yes. MC.

CONSENT AGENDA

Approval of November 25, 2025 Regular Board Meeting Minutes

Discussion took place regarding the wording of a motion made at the November board meeting resulting in amending the motion to the following: Charging/ Robinson made a motion to approve the addition of Amanda Haseleu to the following financial accounts; Alumni Association, Prom, UEA, Business Alumni at Bravera Bank.

Haseleu/Charging made a motion to approve the amended November 25, 2025 Regular Board Meeting Minutes. Roll Call Vote: Heger-yes, Charging-yes, Robinson-yes, Ness-yes, Haseleu-yes. MC.

Approval of Bills as follows:

General Fund (01):

AdminPartners \$100.00, AFLAC \$2,490.20, Amazon \$1,165.49, Amberway Inc. \$1,537.00, Benson Todd \$168.00, Bravera \$27.60, Central Dakota Library Network \$23.94, CREA \$36,598.50, Circle Sanitation \$548.00, City of Underwood \$401.41, Connect Teletherapy \$7,893.75, D & E Supply Company \$1,623.11, Dakota Dust-Tex Inc. \$178.50, Department of Homeland Security \$3,765.00, Eckrot Music Co. \$1,719.00, Efunds Fees \$95.03, ET Systems Inc. \$794.00, Family Fare \$43.28, Fed Ex \$130.00, Global Industrial \$1,494.50, Grimsley's Arco \$31.60, Hagen Nadine \$212.00, Home Depot \$199.22, Law Offices of Elaine O. San Juan \$3,000.00, Lindtech Services Inc. \$10,304.00, Magic-Wrighter Inc. \$37.95, Main Street Market \$77.71, Migrant Workers Office \$120.00, Montana Dakota Utilities \$1,147.06, ND All-State Music Additions \$80.00, ND Board of Nursing \$140.00, NDCEL \$790.00, ND Health Insurance Trust \$28,223.00, Nordak North Publications \$1,571.61, Otter Tail Power Company \$4,326.79, Overdrive Inc. \$255.00, Popplers Music, Inc. \$125.31, Praxis \$288.40, Rusted Rail Bar & Grill \$15.96, S & J Hardware \$190.42, Sam's Club \$173.66, Small PDF.com \$120.00, Turtle Lake-Mercer Public School District \$168.00, US Postal Service \$30.23, Valuations Northwest \$125.00, Vision Service Plan \$497.45, Voyager Sopris \$1,021.90, Wagon Wheel Lumber \$107.34, Walmart-Minot \$129.53, Walmart-Bismarck \$81.17, West River Telecommunications \$412.86, WEX-Discovery Benefits \$85.75, White Cap \$428.40, Wolf Creek Welding \$3,625.00.

Food Service Fund (05):

Amazon \$73.53, Dollar General Store \$7.65, DPI \$754.82, Efund Fees \$282.22, Kemps \$715.07, Krause's Market \$110.33, Pan-O-Gold Baking Co. \$182.34, Sam's Club \$1,351.84, Sysco ND \$904.96, US Foodservice \$3,592.56, Walmart-Bismarck \$116.40.

Student Activity Fund (06):

Auck Ashley \$30.00, Bismarck Career Academy \$242.00, Brunelle Deann \$30.00, Bulkapparel.com \$132.50, Capital City Restaurant Supply \$61.29, Capital Trophy \$453.00, Center-Stanton Public School District \$264.71, Central Mclean Cougars \$1,852.00, Coca-cola Bottling Co. \$1,146.50, Comfort Inn-Bismarck \$510.00, Dollar General \$28.89, Driessen Julie \$137.50, Efunds Fees \$5.01, Eichhorst Tania \$30.00, Eichhorst Taylor \$897.38, Flasher Public School District \$264.71, Fransen Renee \$125.00, Garrison Public School District \$264.71, Gordon Chris \$119.60, Heger Elizabeth \$100.00, Heidelberger Gary \$275.00, Heidelberger Vancy \$275.00,

Helmuth Sarah \$100.00, Hennessy Luke \$165.70, Hunt Kyle \$100.00, J. Arthur's Flowers and Gifts \$32.40, Jangula John \$300.00, Kramer Benjamin \$239.80, Kramer Toby \$550.00, Main Street Market \$100.00, Mandaree Public School \$264.71, Mehlhaff Jeremy \$165.70, ND FFA Association \$50.00, ND High School Activities Association \$1,180.50, New Salem-Almont Public School District \$264.71, Nordak North Publications \$81.00, Papa Murphy's \$56.00, Papa's Pumpkin Patch \$108.00, Peterson Julia \$50.00, Rugby Public School District \$200.00, Rush Hope \$37.50, Sam's Club 651.96, Sanford Health \$1,020.00, Schantz Brenda \$50.00, Scheels \$1,075.10, Skachenko Michael \$398.80, Slavik Samantha \$75.00, Standing Rock Community School \$264.71, Vanderwal Austin \$119.60, Von Eschen Amanda \$30.00, Washburn Public School District \$264.71, Weiand Alicia \$75.00, White Shield Public School District \$264.71, Wilton Public School District \$264.71, Trust & Agency Fund-CMC Coop (07): Anderson Joi \$60.00, Cashwise \$72.61, Central Dakota Frontier Cooperative \$1,175.57, Hewlett-Packard \$17.27, Horizon Financial Bank \$49,122.75, Jamestown Sophistikix \$100.00, Kobe's \$222.52, Legacy Saberettes \$100.00, Mandan Kachinas \$100.00, NDADD \$500.00, Underwood Public School District \$1,508.39, United States Postal Service \$15.60.

Haseleu/Ness made a motion to approve the bills. Roll Call Vote: Heger-yes, Charging-yes, Robinson-yes, Ness-yes, Haseleu-yes. MC.

REPORT AGENDA

Financial Report Summary

Superintendent Benson presented the financial reports.

Approval of financial fund balance sheets from October of 2025.

Ness/Haseleu made a motion to approve the financial fund balance sheets from October of 2025. Roll Call Vote: Heger-yes, Charging-yes, Robinson-yes, Ness-yes, Haseleu-yes. MC.

Approval of the November financial statements has been tabled until January.

Executive Report Summary

Superintendent Benson presented the Executive Report Summary.

Superintendent Benson provided an update on the work of CREA as they are now 1 month from being caught up with fixing the financial statements. The modified calendar is in its final draft

where there will be one more meeting in January for the school staff to provide feedback. The goal is to be able to present a 26-27 school calendar to the board for approval at the January board meeting. We are using long-term subs as we await the arrival of our new K-12 music/band teacher. ETA is February.

Principal Hunt provided an update on what the secondary is doing with the TSI process. All grades are working on this effort, but it looks a little different between elementary and secondary grades. All CTE programs have had their site visits by the state CTE office. The CTE programs include Career Development, Business, FACTS and Agriculture.

COMMITTEE REPORTS

Board Finance Committee Report

Robinson/Haseleu provided a synopsis of the two business manager interviews. Both are good candidates, but the recommendation is to offer the position to the candidate from Minot. The structure of the offer was provided.

Charging/Ness made a motion to give the finance committee the authority to offer an employment contract to the chosen candidate for the business manager position within the discussed parameters. Roll Call Vote: Heger-yes, Charging-yes, Robinson-yes, Ness-yes, Haseleu-yes. MC.

DISCUSSION ITEMS

There was discussion about what to do with the 4 extra bank accounts that have been in place for some time. Haseleu was added to all of the accounts at the last board meeting to drill down on the activity of each. Two of the accounts are associated with an alumni association, which will be addressed later. The discussion of the remaining two accounts resulted in two motions by the board.

Ness/Charging made a motion to add Deann Brunelle and Julia Peterson to the UEA account ending 0281. Roll Call Vote: Heger-yes, Charging-yes, Robinson-yes, Ness-yes, Haseleu-yes. MC.

Charging/Ness made a motion to add Heather Hunt and Christina Utley to the APP account ending 3319. Roll Call Vote: Heger-yes, Charging-yes, Robinson-yes, Ness-yes, Haseleu-yes. MC.

The meeting adjourned at 8:23 am.

NEXT MEETINGS

Regular School Board Meeting- January 29, 2026 at 7:00 am.

/s/ Michael Heger, Board President,

/s/ Todd Benson, Superintendent

(Feb. 5, 2026)

Notice of Filing Deadline:

Notice is hereby given that the deadline for filing to have a candidate's name printed on the ballot for the City of Underwood is April 6, 2026, by 4:00 pm. The following city offices are up for election:

Two (2) City Commissioners - four-year terms

Two (2) Park Board Members - four-year terms

One (1) Park Board Member – unexpired two-year term

A candidate for a city office must turn in a completed SFN 2074 Petition/ Certification of Nomination and a completed SFN 10172 Statement of Interest to the City Auditor by the above deadline date and time. All forms are available from either the City Auditor located at 88 Lincoln Ave or can be obtained online at <http://www.nd.gov/sos/electvote/elections/forms.html>

(Feb. 5 & 12, 2026)

NOTICE OF CALL FOR BIDS

The Board of Commissioners, McLean County, North Dakota, will open sealed bids in the following categories in their office in the Courthouse at Washburn, North Dakota on Wednesday, February 18, 2026.

ITEM NO. 1 -- 9:00 A.M.

Road gravel delivered on highways or in stockpiles. In the case of crushed gravel, bids will be for gravel crushed to 3/4" and measured on a ton and ton-mile basis. Successful bidder or bidders must supply a \$5000.00 performance bond after award of gravel crushing and must be available to perform work within 30 days of notice from Highway Superintendent.

ITEM NO. 2 – 9:15 A.M.

The rental of machinery suitable for construction and/or maintenance of county highways and bridges. Bids to be submitted on an hourly or yardage basis with bidder furnishing operator, repairs, fuel, oil, insurance and all other incidentals.

Bids to be addressed to the McLean County Auditor and plainly marked on the outside of the envelope, either "BIDS FOR GRAVEL" or "BIDS FOR RENTAL OF EQUIPMENT".

The Board reserves the right to reject any and all bids, to waive informalities or technicalities and to accept the bid or bids which appear in the best interest of McLean County.

Bid forms may be obtained by writing to the McLean County Highway Office (PO Box 1108) or the McLean County Auditor (PO Box 1108), Washburn, ND 58577.

Dated this 21st day of January, 2026.

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS

Beth A. Knutson, County Auditor