

CITY COUNCIL MINUTES

January 13, 2025

The regular meeting of the Underwood City Council was called to order at 5:30 p.m. Persons present were Anna Kiser, Tim Hammes, Todd King, Logan Solberg, and Nicole Woodman. Also present, Judy Everett, Anita Gumphrey, and James Hanson.

A motion was made by Woodman, seconded by Hammes, to accept the agenda and minutes as presented. All in favor, none opposed. Motion passed.

GUESTS: Doris Loe, Bob Schlieman, APEX

Bob from Apex talked about the new water filtration plant. He will return to the February meeting to get approval to call for bids. Also, he needs answers to whether we want to use a 20- or 30-year loan, propane or diesel for the generator and what to do with the existing building.

CLERK/TREASURER REPORT

The following bills: checks #26473-26522; auto pays #97771-97796; total \$62,548.35 and a correction to December Minutes (bills were reported incorrectly) were approved by a motion made by King and seconded by Woodman

Judy gave an update on the progress of the new website and gWorks billing. The billing and website are still being set up. She is working with gWorks.

2024 Audit has been scheduled for Tuesday, March 4

FYI clerk's office will be closed Monday, January 20 for MLK Day.

LIQUOR STORE REPORT

A motion was made to approve the resignation of Catherine Herbold by Solberg and seconded by Hammes.

Anita inquired about raising Val Ellingson hourly pay. Will check personnel policy and re-visit in February.

Anita will be on vacation January 17-19.

Anita has been talking to Dean Birkeland regarding a monthly P & L statement for the store.

Discussion about Anita's complaint about James not cleaning the store parking lot of snow and the text messages he sent her.

MAINTENANCE REPORT

In floor heat is running. James had Town and Country come in and they were able to get it running at no charge. They will be back later to clean, inspect and service the system. Verbally quoted to James, it would be less than \$500.00.

108 Highland Ave E: Water has been off since Spring of 2023 but has still been getting water. After James and the new owner were able to get in to inspect it, the meter had been bypassed and connected to one of the neighbors. Will send a certified letter to owner asking to not have a plumber hook up to meter until Spring when James can figure out where the water is coming from. Then the owner can have certified repairs completed.

201 Centennial has been abandoned and James shut the water off.

James is attending a MRWA training on January 30 in Elbow Lake.

NEW BUSINESS

Motion to adopt Resolution 0125-1 certifying utility charges to 2025 property tax was made by Woodman and seconded by Solberg. Roll Call: Ayes: Kiser, Hammes, King, Solberg, Woodman; Nays: None. Motion was adopted.

RESOLUTION #0125-1
CERTIFYING CHARGES TO PROPERTY TAXES PAYABLE 2025

BE IT RESOLVED by the Council of the City of Underwood, County of Otter Tail, State of Minnesota, that an assessment for past due utility charges specifically water & sewer usage be placed on the property taxes for the year payable 2025:

209 Cleveland Ave East
PARCEL 80000990126000
In the amount of \$531.87

Adopted by the Underwood City Council this the 13th day of January 2025.

Mayor Anna Kiser

ATTEST: City Clerk Judy Everett

As there was no further business, the meeting was adjourned at 6:50 p.m.

Anna M Kiser

ATTEST: City Clerk Judy Everett

Motion to adopt Resolution 0125-2 Annual Designations was made by Hammes and seconded by Woodman. Roll Call: Ayes: Kiser, Hammes, King, Solberg, Woodman; Nays: None. Motion was adopted.

RESOLUTION #0125-2
RESOLUTION STATING ANNUAL DESIGNATIONS

WHEREAS, at the first council meeting certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, that the following designations shall be made for 2025:

1. The official newspaper of the City of Underwood shall be The Battle Lake Review.
2. The primary depository of the City of Underwood shall be Farmers State Bank.
3. The City Attorney for legal advising, litigation and prosecutions shall be Cline Jensen P.A.
4. The Acting Mayor who shall preside and perform duties in the absence of the Mayor shall be Tim Hammes.
5. The Council shall have standing committees consisting of a minimum of two Council members. These committees and members for 2024 shall be as follows:

Budget and Finance: Anna Kiser & Nicole Woodman

Street, Lighting, Parks, & Recreation: Todd King & Tim Hammes

Water & Sewer: Todd King & Tom Hammes

Personnel & Safety: Council

Building & Equipment: Todd King & Logan Solberg

Housing & Economic Development: Council

Zoning Administrator: City Clerk

Zoning: Anna Kiser, Tim Hammes, & James Hanson

Planning Commission: Chairperson Anna Kiser; Co-Chairperson Todd King; Tim Hammes, & James Hanson

Board of Adjustment & Appeals: All Council Members

6. City Clerk, Judy Everett, Anna Kiser, Tim Hammes will be the co-signers for all checks.
7. The Mayor and City Clerk are authorized to access the city safety deposit box.
8. The City Clerk is authorized to make electronic payments as needed per Resolution #406-1.

AND, BE IT ALSO RESOLVED, that the firm for auditing purposes for the year 2024 be Carlson SV, CPA's & Advisors.

Adopted by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota, this the 13th day of January 2025.

ATTEST: _____

Mayor Anna Kiser

City Clerk Judy Everett

Judy will check with the attorney and Dean Birkeland whether to have a resolution to authorize Anita to make electronic payments for purchases.

Discussion of Anita's complaint that James was not plowing to the end of Northern Ave. According to the GIS map, he was plowing up to the property line.

As there was no further business the meeting adjourned at 6:50 pm.

ATTEST _____

Anna M Kiser

City Clerk Judy Everett