

**CITY COUNCIL MINUTES**  
**December 8, 2025**

The regular meeting of the Underwood City Council was called to order at 5:30 p.m. Persons present were Mayor Anna Kiser, Tim Hammes, Logan Solberg, Nicole Woodman and Doris Loe. Also present, Judy Everett, Lorrie Poser, Luke Mostue and Adam Barry.

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

GUESTS:

PUBLIC FORUM

CLERK/TREASURER REPORT

The following bills: Checks #27063-27129; auto pays #98035-98057; total \$120,944.13 were approved by a motion made by Solberg and seconded by Hammes. All in favor, none opposed. Motion carried.

AB Wireless will be discontinuing the rental on the water tower. He will let us know when he has shut it off and will have his equipment removed by Spring/Summer, weather permitting.

A motion was made by Solberg and seconded by Loe to approve 50/50 premium between employer and employee for the new 2026 Minnesota Paid Leave. All in favor, none opposed, motion carried.

LIQUOR STORE REPORT

A motion was made by Loe and seconded by Woodman to purchase used credit card reader for \$300.00 from credit card company.

Lorrie will create a Facebook page for the Liquor Store. Looking at a new inventory scanner for the store.

Liquor Store will be closing at 8:00 pm for Christmas Eve and Closed Christmas Day.

MAINTENANCE REPORT

A motion was made by Solberg and seconded by Woodman to approve the hiring of Luke Mostue for maintenance position at \$25.00 per hour. All in favor none opposed. Motion carried.

Luke's hours will be 7:00 am to 3:00 pm. Tim Hammes will help Luke with obtaining water/sewer licenses.

Parts for the sander have been ordered and when they are delivered, Adam Geihlsler will help Logan Solberg to repair it.

Adam Barry reported to Council he will have his own business starting January 1, 2026. He will no longer be paid as an employee. He will have a contract ready for us by January 12<sup>th</sup> Council Meeting to sign. Pay will remain at \$3,500.00 per month for Water Sewer Operator.

Heater for Lift #2 on Northern Ave will be \$800-\$900.

Eventually we will need a new sump pump at the water tower. The old one is working for now but will need to be replaced.

Ann Kiser thanked the council for stepping in and putting in hours to clean shop and take care of things.

BUDGET AND FINANCE

A motion was made by Woodman and seconded by Loe to adopt Resolution 1225-1 Final Budget. Roll call: Ayes; Kiser, Hammes, Loe, Woodman, Solberg, Nays; None. Motion carried.

**RESOLUTION #1225-1**

**RESOLUTION ADOPTING FINAL BUDGET FOR 2026**

**BE IT RESOLVED** by the City Council of the City of Underwood, County of Otter Tail, and State of Minnesota, that the final budget for 2026 is approved as presented.

Adopted by the City Council of the City of Underwood, Minnesota this the 8th day of December 2025.

\_\_\_\_\_  
Mayor Anna Kiser

ATTEST: \_\_\_\_\_  
City Clerk Judy Everett

A motion was made by Loe and seconded by Hammes to adopt Resolution 1225-2 Final Levy. Roll call: Ayes; Kiser, Hammes, Loe, Solberg, Woodman, Nays; none. Motion carried.

**RESOLUTION #1225-2**

**RESOLUTION APPROVING FINAL 2026 TAX LEVY**

**BE IT RESOLVED**, by the City Council of the City of Underwood, County of Otter Tail, and State of Minnesota, that the following sums of money be levied and collected in the year 2026, upon taxable property in the City of Underwood, for the following purposes:

GENERAL REVENUE	\$165,800.00
FIRE	<u>45,345.00</u>
TOTAL LEVY	\$211,145.00

Adopted by the City Council of Underwood, Minnesota on this the 8<sup>th</sup> day of December 2025.

\_\_\_\_\_  
Mayor Anna Kiser

ATTEST: \_\_\_\_\_  
City Clerk Judy Everett

A motion was made by Woodman and seconded by Hammes to adopt Resolution 1225-3 to approve Liquor Licenses for the American Legion and Stockman’s. Roll call: Ayes; Kiser, Hammes, Loe, Solberg, Woodman, Nays; none. Motions carried

**RESOLUTION #1225-3**

**RESOLUTION TO APPROVE THE RENEWAL OF LIQUOR LICENSES FOR 2026**

**BE IT RESOLVED** by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota that the renewal of the liquor licenses for the American Legion and Stockman’s Tavern be approved contingent upon the receipt to the City Clerk before 3:30 p.m. on December 31, 2025, the following:

1. Proof of insurance
2. Payment of license fees
3. Certificate of Compliance

Adopted by the City Council of Underwood, Minnesota this 8th day of December 2025.

\_\_\_\_\_  
Mayor Anna Kiser

ATTEST: \_\_\_\_\_  
City Clerk Judy Everett

A motion was made by Woodman and seconded by Hammes to adopt Resolution 1225-4 Amending 2026 Fee Schedule. Roll call: Kiser, Hammes, Loe, Solberg, Woodman. Motion carried.

**RESOLUTION #1225-4**

**RESOLUTION TO AMMEND 2026 UTILITY FEES 5% INCREASE TO WATER AND SEWER UTILITY PLUS CHANGE TO SEWER SCHEDULE AND INCREASE OF 3% TO FEE SCHEDULE ITEMS**

**BE IT RESOLOVED**, pursuant to Ordinance #77, Section 10, the City Council of the City of Underwood has determined that the following changes be made to the water and sewer service rates and other fees effective with the January billing, due February 15, 2026.

WATER: \$46.20 BASE RATE all connections	
\$5.25 PER 1000 GALLONS	
SEWER: \$39.90 BASE RATE all connections	
\$4.20 PER 1000	
AVAILABILITY FEE (WATER 44.00 & SEWER 24.25)	\$68.25
RECONNECECTION FEE AFTER SHUT OFF	\$52.50
NEW WATER AND SEWER CONNECTION	\$315.00 EACH
BASS LAKE BEACH & GRONNER ADDITIONS	\$157.50 EACH
ALL ADDITIONAL ZONING FEES INCREASED TO	\$330.00
TEMPORARY/CAMPER ONE TIME 5 YEAR PERMIT	\$550.00
ELECTION HEAD JUDGE PAY INCREASE TO	\$18.54
JUDGE PAY INCREASE TO	\$15.45
3% COLI FOR EMPLOYEES	

Adopted by the City Council of the City of Underwood, County of Otter Tail, state of Minnesota, this the 8<sup>th</sup> day of December 2026.

\_\_\_\_\_  
 Mayor Anna M Kiser

\_\_\_\_\_  
 ATTEST: City Clerk Judy Everett

A motion was made by Solberg and seconded by Woodman to adopt Resolution 1225-5 Annual Designations. Roll call: Ayes; Kiser, Hammes, Loe, Solberg, Woodman, Nays; none. Motion passed.

**RESOLUTION #1225-5**  
**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 2026:

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 CJB Law.
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 2026 shall be as follows:
  - Budget and Finance: Anna Kiser & Nicole Woodman
  - Street, Lighting, Parks, & Recreation: Tim Hammes & Logan Solberg
  - Water & Sewer: Tim Hammes & Luke Mostue
  - Personnel & Safety: Council
  - Building & Equipment: Logan Solberg & Luke Mostue
  - Housing & Economic Development: Council
  - Zoning Administrator: City Clerk
  - Zoning: Anna Kiser, Tim Hammes, & Luke Mostue
  - Planning Commission: Chairperson Anna Kiser; Co-Chairperson Doris Loe; Tim Hammes, & Luke Mostue
  - Board of Adjustment & Appeals: All Council Members
6. City Clerk, Judy Everett, Anna Kiser, Nicole Woodman 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 2025 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 8<sup>th</sup> day of December 2025.

\_\_\_\_\_ ATTEST: \_\_\_\_\_  
Mayor Anna Kiser City Clerk Judy Everett

PERSONNEL & SAFETY

UNFINISHED BUSINESS

Personnel Policy was tabled.

NEW BUSINESS

As there was no further business, the meeting was adjourned at 7:07 pm.

\_\_\_\_\_ ATTEST \_\_\_\_\_  
Mayor Anna M Kiser City Clerk Judy Everett