

CITY COUNCIL MINUTES

February 10, 2025

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

A motion was made by King, seconded by Woodman, 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 and discussed advertising for bids.

Motion to adopt Resolution 0225-2 approving plans and specifications and ordering advertisement for bids for new water treatment facility was made by King and seconded by Solberg. Roll Call: Ayes: Kiser, King, Solberg, Woodman; Nays: None. Absent: Hammes Motion was adopted.

RESOLUTION NO. 0225-2

CITY OF UNDERWOOD, MINNESOTA

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR NEW WATER TREATMENT FACILITY

WHEREAS, Apex Engineering Group, Inc. (Apex) has prepared plans and specifications for the construction of a new Water Treatment Facility and Apex has presented and reviewed such plans and specifications with City staff for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF UNDERWOOD, MINNESOTA:

1. Such plans and specifications are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for at least 3 weeks, shall specify the work to be done, shall state that bids will be received until 2 p.m. on Thursday, March 20, 2025. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for five (5) percent of the amount of such bid.

Adopted by the City Council of the City of Underwood Minnesota this 10th day of February 2025.

ATTEST: _____

Mayor Anna Kiser

City Clerk Judy Everett

CLERK/TREASURER REPORT

The following bills: checks #26523-26577; auto pays #97797-97825; total \$194,428.88 were approved by a motion made by Woodman and seconded by Solberg. All in favor, none opposed.

FYI Clerk Office will be closed on Monday, February 17 in observance of Presidents Day

FYI Foss Cabin has been formally listed on the National Historic Register of Historic Places

FYI Scam email sent to bank requesting access to accounts was resolved and all accounts are safe.

FYI The sound system in the Community Center was installed on Friday, February 7 by Colby's Cave

LIQUOR STORE REPORT

Motion was made to approve 4% raise for Val Ellingson retroactive to January 1 by Woodman and seconded by Solberg. All in favor, none opposed. Motion passed.

Friday, February 7 during snow removal, the garbage can was pushed into the regulator and damaged it and the pipe. Olson Oil was called and did a temporary fix until Spring. Anita will get estimates for that. Anita filed a claim with the insurance company.

MAINTENANCE REPORT

Ryan from Apex met with James, Logan and Todd on January 30 to go over the plans and specs for the new water treatment facility.

The stop sign on the corner of Highland Ave and Main St was knocked down. The county repaired it.

Arco has told James they no longer want the sand stored there. Will have to find a new place for the sand for next winter.

James will contact Performance Paving to be placed on the list to have street repair done on Centennial East this summer.

NEW BUSINESS

Motion to adopt Resolution 0225-1 allowing wire/automated bank payments by the Liquor Store Manager by Woodman and seconded by King. Roll Call: Ayes: Kiser, King, Solberg, Woodman Nays: none Absent: Hammes. Motion passed.

RESOLUTION #0225-1

RESOLUTION ALLOWING WIRE/AUTOMATED BANK PAYMENTS

WHEREAS, the City Council of the City of Underwood, County of Otter Tail, State of Minnesota, acknowledges the need for wire and automated bank payments for purchase of product for the Liquor Store.

NOW, THEREFORE, BE IT RESOLVED that the City Council shall allow the Liquor Store Manager to make such payments by wire/automation instead of paper checks. These payments will be approved at the appropriate council meeting.

Adopted by the City Council of the City of Underwood Minnesota this 10th day of February 2025.

Mayor Anna Kiser

ATTEST: _____
City Clerk Judy Everett

Kiser reported on the Underwood Fire & Rescue annual meeting she attended. 2025 dues will remain the same as 2024. \$10,260.00 for City of Underwood. There are 3 new staff members. Pumper truck was pushed to 2035. Replacement of grass rig in 2031 for \$75,000.00

City will maintain capital account.

Fire department is working with Marie's Tavern to take over the pull tabs there so funds stay within the community. City need to approve in June, 2025.

The Council members were each given a copy of the Personnel Policy to review and suggest any changes. Will re-visit in March.

At 6:30 P.M. the meeting was closed pursuant to M.S. §13D.05, sub. 3(b) for the purpose of complete confidentiality for the employees.

Regular meeting was re-opened at 7:10

Motion to adjourn by Woodman and seconded by Solberg

As there was no further business, the meeting adjourned at 7:10

Anna M Kiser

ATTEST _____
City Clerk Judy Everett