

CITY COUNCIL MINUTES

April 14, 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, Kattie Herbold, and James Hanson.

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

GUESTS: Doris Loe, Anita Bangs, Greg Gregor, Bob Schlieman

Bob Schlieman presented an update on the Water Treatment Facility. A motion to approve the 20-year loan was made by King and seconded by Woodman. All in favor, none opposed. Motion passed.

A motion to accept move forward with the base bid plus alternate No. 1 (Improve old building) was made by Solberg and seconded by King. All in favor, none opposed. Motion passed.

The construction contract bid will be awarded in May.

PUBLIC FORUM Anita talked reported on a complaint the road by her house was not plowed during the last snow event. Asked the council to pay for the private person she paid to plow in front of her house. The bill was \$60.00. A motion not to pay that bill was made by Solberg and seconded by King. All in favor, none opposed. Motion passed.

Greg Gregor asked about a building permit to tear down his deck and build an enclosure deck. After discussion, he will not need a permit as he is not covering any more green space.

CLERK/TREASURER REPORT

The following bills: checks #26621-26671; auto pays #97852-97876; total \$119,761.64 were approved by a motion made by Solberg and seconded by Woodman. All in favor, none opposed.

Update on Banyon utility software. Going well. The support from Banyon is great and things are moving along.

An email from Marilyn Olson requesting a 'Shred Day' in Underwood was presented. Council felt that was not a city sponsored event and asked Judy to pass it on to the bank.

LIQUOR STORE REPORT

Speed bumps need to be installed and anchored.

Salon-210 is putting in their own water supply connection. City of Underwood will supply the curb stop and parts.

MAINTENANCE REPORT

Per Solberg, the handicap sign is missing from the Liquor Store. It should be to one side or the other of the front door and hash lines in front of the entrance door for no parking. We should be getting a quote from Lot Pros – Walt Zelinski.

Kattie requested approval to purchase shelves for the back-room storage. A motion was made to approve up to \$2,000.00 by Woodman and seconded by Hammes.

Underwood HS Fishing Team is requesting a donation of \$250.00 from the City. Before approving Judy will check with the League on donation vs sponsorship.

UNFINISHED BUSINESS

The Personnel Policy was brought up. Woodman will make a list of changes she sees, and we will re-visit at May meeting.

Solberg will check into how much work is needed to repair the Bicentennial Park sign.

NEW BUSINESS Motion to adopt Resolution 0425-1 to delegate The Administration of Minnesota Wetland Conservation Act was made by Woodman and seconded by King. Rollcall: Yea; Kiser, Hammes, King, Solberg, Woodman. Nay; none Resolution was adopted.

RESOLUTION #0425-1
A RESOLUTION REGARDING THE ADMINISTRATION
OF THE MINNESOTA WETLAND CONSERVATION ACT

WHEREAS, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

WHEREAS, Minnesota Rules, chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

WHEREAS, Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

WHEREAS, both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution.

THEREFORE, BE IT RESOLVED by the City of Underwood Council that the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of City of Underwood is delegated to Courtney Roth – Otter Tail County as of April 14, 2025, in accordance with Minnesota Rules, Chapter 8420.

Adopted this 14 day of April 2025.

ATTEST: _____

Mayor Anna M Kiser

City Clerk Judy Everett

Motion to Adopt Resolution 0425-2 to approve sale of THC products in the City of Underwood by King and seconded by Hammes. Rollcall: Ayes: Kiser, Hammes, King, Solberg and Woodman. Nays: none Resolution adopted.

RESOLUTION #0425-2
A RESOLUTION TO SELL THC PRODUCTS

BE IT RESOLVED, by the City Council of the City of Underwood, County of Otter Tail, and State of Minnesota, to approve the selling of THC products by the Underwood Municipal Liquor Store in accordance with Ordinance #96 in the City of Underwood.

Adopted by the Underwood City Council this the 14th day of April 2025

ATTEST: _____

Mayor Anna M. Kiser

City Clerk Judy Everett

Kiser spoke with Swedberg Nursery and the Boy Scouts regarding planting the flower pots the second or third weekend in May.

As there was no further business, the meeting adjourned at 7:00.

ATTEST _____

Anna M Kiser

City Clerk Judy Everett