

CITY COUNCIL MINUTES

May 12, 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 and James Hanson, Absent, Katie Herbold.

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

PUBLIC FORUM:

GUESTS: Doris Loe, Bob Schlieman

Bob Schlieman presented an update on the Water Treatment Facility. He talked about the resolutions needed for the project.

A motion to adopt Resolution 0525-1 accepting bid was made by King and seconded by Woodman. Rollcall: Yea: Kiser, King, Solberg, Woodman Nays: None Hammes absent. Resolution was adopted.

RESOLUTION #0525-1

RESOLUTION ACCEPTING BID

NEW WATER TREATMENT FACILITY

WHEREAS, pursuant to an advertisement for bids for the construction of a new water treatment facility, bids were received, opened, and tabulated according to the law, and the bids included on the attached Bid Tabulation were received complying with the advertisement.

AND WHEREAS, it appears that Eagle Construction Company, Inc. of Little Falls, Minnesota is the lowest responsible bidder,

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

1. The mayor and clerk are hereby authorized and directed to enter into a contract with Eagle Construction Company, Inc. of Little Falls, Minnesota in the name of the City of Underwood for the construction of a new water treatment facility for Base Bid + Alternate No. 1 in the amount of \$4,309,200.00 according to the plans and specifications therefor approved by the city council and on file in the office of the city clerk.
2. The city clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the Underwood City Council this 12th day of May, 2025.

ATTEST: _____

Mayor Anna M. Kiser

City Clerk Judy Everett

A motion to adopt Resolution 0525-2 water fee schedule was made by Woodman and seconded by Solberg. Rollcall: Yea: Kiser, King, Solberg, Woodman Nay: None Hammes absent. Resolution was adopted.

RESOLUTION #0525-2

RESOLUTION FOR WATER FEE SCHEDULE

WHEREAS, the City of Underwood has applied for funding from the Minnesota Public Facilities Authority (PFA) through the Drinking Water Revolving Fund (DWRf) for the construction of a new Water Treatment Facility

AND WHEREAS, the PFA has requested the City of Underwood take the necessary steps to ensure the City has adequate funds to repay debt service related to any loans obtained by the City from the DWRf

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

In order to ensure adequate funds will be available to repay debt service related to any loans obtained by the City from the DWRf, the City will complete the following:

1. Implement required water rate increases effective January 1st commencing in the year 2026 and ending in the year 2045. Required annual water rate increases are projected to be 5% but will be dependent upon actual water system expenses.

Adopted by the Underwood City Council this 12th day of May 2025

Mayor Anna M. Kiser

City Clerk Judy Everett

Bob presented the APEX Task Order No. 2 for the construction phase services. A motion to accept the terms and conditions was made by Solberg and seconded by King. All in favor, none opposed. Motion passed and Kiser signed the order.

CLERK/TREASURER REPORT

The following bills: checks #26672-26717; auto pays #97875-97898; total \$95,232.16 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 the first billing will be in May.

LIQUOR STORE REPORT

New shelving came in with damaged parts – Granger will re-order and James will pick up this week.

Long/short report was \$379.82 short. Katie will work with the clerks on proper entry and will change to 2 tills, one for am and one for pm.

MAINTENANCE REPORT

Bids for striping the liquor store parking lot and south side of Community Center from Lot Pros (\$250.00) and Midwest Stripe Master (\$697.00). A motion to accept Lot Pros Quote for \$250.00 was made by Solberg and seconded by King. All in favor, none opposed, motion passed. James will call them and set that up. Also suggested was putting a stripe at the dock to “Watch Your Step”.

UNFINISHED BUSINESS

Nicole had a list of discipline questions for the Personnel Policy – Judy will forward these to the council. Will re-visit in June.

Solberg talked with Quality Painting regarding the Bicentennial Park sign. Solberg repaired the sign and Quality Painting will paint it.

Motion to accept Quality Painting quote for \$520 was made by Solberg and seconded by Woodman with the exception to have Quality Painting re-submit excluding the repair and not to exceed \$500.00.

The donation sign for the new dock has been ordered and will decide where to place it.

NEW BUSINESS

A motion was made to approve Olson Lawn Care bid (no change from last year, \$47.00 per hour) for mowing by King and seconded by Solberg. All in favor, none opposed, motion passed.

A motion was made to approve the application for a raffle permit for the Fire Department by King and seconded by Woodman. All in favor, none opposed, motion passed.

Outdoor Renovations submitted a bid to do landscaping at the Foss Log Cabin for \$12,667.00. The Council asked that they need to submit another cheaper bid.

Letter from Delores Peterson asking to have the street on the north side of the Foss Cabin be partially closed off during Harvest Festival. Council approved.

James will install a handicap sign at the Liquor Store.

As there was no further business, the meeting adjourned at 6:45.

Anna M Kiser

City Clerk Judy Everett