

CITY COUNCIL MINUTES

July 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. Absent Katie Herbold 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.

PUBLIC FORUM:

GUESTS: Rick Schara-West Central Initiative, Doris Loe

Rick had handouts for the Community Fund for the Good of the Community and talked about what has been done for other communities. It was brought up about the trailer houses on Highland and East Street, if WCI could help with grants. Nicole Woodman volunteered to work with WCI on who to contact.

CLERK/TREASURER REPORT

The following bills: checks #26770-26842; auto pays #97917-97941; total \$166,748.97 were approved by a motion made by Hammes and seconded by Solberg. All in favor, none opposed.

LIQUOR STORE REPORT

Discussion on probation period for new hires. 120 working hours for part time employees to be reviewed.

Motion to hire Teresa McKee as a part time clerk at \$15.00 per hour was made by Solberg and seconded by Woodman. All in favor, none opposed. Motion passed. She started 7-17-2025.

MAINTENANCE REPORT

Discussion on gravel for Gronner Street South. Solberg will contact James to do that.

The beach at the lake looks good. There is sand between the 2 docks, and the gravel has been pushed back.

UNFINISHED BUSINESS

Discussion and revisions were made to the Personnel Policy. Judy will revise and reprint and re-visit in August.

NEW BUSINESS

Kiser is working with the county to get another siren on North Shore Drive

A conditional use permit for the old train depot at 201 Main Street S will need a variance for commercial/residential property.

Woodman, Bruce Leitch, and Habitat for Humanity are working on cleaning up of the old trailers on Highland and East Street.

A motion was made to not delegate the authority regarding regulation of cannabis and lower-potency hemp to the county by Solberg and seconded by King. All in favor, none opposed. Motion passed.

A motion to adopt Resolution 0725-1 approving a temporary liquor license to the Underwood Fire Department was made by King and seconded by Hammes. Rollcall: Yeas: Kiser, Hammes, King, Solberg, Woodman Nays: none Resolution was adopted.

RESOLUTION #0725-1

APPROVING THE TEMPORARY LIQUOR LICENSE FOR THE UNDERWOOD FIRE DEPARTMENT

BE IT RESOLVED by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota that the application of a temporary liquor licenses for The Underwood Fire Department for August 30 2025, be approved contingent upon the receipt to the City Clerk before 2:30 p.m. on August 29, 2025.

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

Adopted by the City Council of Underwood, Minnesota on this 14th day of July 2025.

Mayor Anna M Kiser

ATTEST: _____
City Clerk Judy Everett

As there was no further business, the meeting adjourned at 7:40 pm.

Mayor Anna M Kiser

ATTEST _____
City Clerk Judy Everett