

CITY COUNCIL MINUTES

August 11, 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 and James Hanson. Absent Katie Herbold

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

PUBLIC FORUM: TJ gave a report about Eagle Stone Campground. Everything is complete and he has had campers in there. Plans for making some improvements in the coming years, adding a bathroom/shower.

Steve Juelke talked about purchasing trailers and property on Highland Ave and East St. He would like to upgrade the trailers there and/or replace them with newer models. After some discussion it was decided to check with attorney regarding trailer parks.

GUESTS: Steve Juelke, Anita Bangs, TJ Pelanek, Doris Loe, Char Woldahl

CLERK/TREASURER REPORT

The following bills: checks #26843-26892; auto pays #97944-97965; total \$132,696.84 were approved by a motion made by Woodman and seconded by Hammes. All in favor, none opposed.

Judy mentioned the Fall Newsletter if anyone had anything to add/change

A motion was made by Solberg and seconded by Hammes to hire Municipal Impact to create a website for the City of Underwood. All in favor, none opposed, motion carried.

LIQUOR STORE REPORT

A motion to terminate Catherine Herbold as of August 7, 2025, was made by Solberg and seconded by Woodman. All in favor, none opposed. Motion passed.

A motion to terminate Theresa McKee as of August 11, 2025, was made by Solberg and seconded by Woodman. All in favor, none opposed. Motion passed.

A motion to purchase 12-foot shelving for Liquor Store for approximately \$1,500.00 was made by Solberg and seconded by King. All in favor, none opposed. Motion passed.

The Underwood Fire Department and the Church had not been billed for Liquor or wine this year. Kiser will take care of billing them.

Woodman volunteered to help with root beer floats on Friday night of Harvest Festival.

MAINTENANCE REPORT

New barricades and cones were delivered. They are in the shop. The council would like to have an agreement, like the picnic table agreement, to be filled out when someone uses them. Judy will type something up.

Discussed gravel on Gronner

James picked up a pump from MN Rural Water to use free of charge to pump out the ponds. There were too many weeds, he will install a vertical pipe.

Letter from Delores Peterson to have James clean out the debris in the Foss Log Cabin and the Women's Study Club will do a thorough cleaning for Harvest Festival.

Need to decide what to do with the large and small generators that have never been used.

Performance Paving will start on Tuesday, August 12, repairing Centennial Avenue East.

BUDGET AND FINANCE

Kiser proposed purchasing a \$20,000 or 2 – \$10,000 bonds for the Fire Department for the fire vehicle.

Motion to approve the purchase of a bond was made by Hammes and seconded by Woodman. All in favor, none opposed. Motion passed.

UNFINISHED BUSINESS

Personnel Policy. A clarification for probation time for a part-time employee. A motion was made by Woodman and seconded by Solberg to have the probation period for all part-time employees to be 120

working hours or 90 days whichever occurs first from date of hire. All in favor, none opposed. Motion passed.

NEW BUSINESS

A motion to adopt Resolution 0825-1 Accepting the offer of The Minnesota Public Facilities Authority to Purchase a \$1,697,378 General Obligation Water Revenue Note of 2025. Providing for its Issuance, and Authorizing Execution of a Bond Purchase and Project Loan Agreement with Water Infrastructure Funding Grant was made by Hammes and seconded by King. Roll Call: Yays: Kiser, Hammes, King, Solberg, Woodman. Nays: None. Copy of resolution can be viewed at the City Clerk's Office.

A motion to adopt Resolution 0825-2 Certifying Charges to Property Taxes Payable 2026 was made by King and seconded by Hammes. Rollcall: Yays: Kiser, Hammes, King, Solberg, Woodman. Nays: None.

**RESOLUTION #0825-2
CERTIFYING CHARGES TO PROPERTY TAXES PAYABLE 2026**

BE IT RESOLVED by the Council of the City of Underwood, County of Otter Tail, State of Minnesota, that an assessment for past due utility charges specifically water & sewer usage be placed on the property taxes for the year payable 2026:

209 Cleveland Ave East

212 Foss St N

PARCEL 80000990126000

PARCEL 80000990184000

In the amount of \$510.33

In the amount of \$596.73

Adopted by the Underwood City Council this the 11th day of August 2025.

_____ Mayor Anna Kiser	ATTEST:	_____ City Clerk Judy Everett
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We will investigate finding and applying for grant for the siren to be placed on the north side of the lake. Will re-visit for next year.

Letter from Curtis Jundt regarding repairs to the pavement on the turn around at the far end of Woodland Avenue West. Council took it into consideration and decided it was not feasible at this time and to send Jundt a letter explaining this and to not repair himself as the City will not reimburse him for it. Kirsch property needs to be cleaned up and the hole properly marked. Hammes will contact Betty's son.

As there was no further business, the meeting adjourned at 7:20 pm.

_____ Mayor Anna M Kiser	ATTEST	_____ City Clerk Judy Everett
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