

CITY COUNCIL MINUTES

September 8, 2025

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

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

PUBLIC FORUM:

GUESTS: Linda Gronner, Delores Peterson, Doris Loe, Jon and Mary Knutson

Delores and Linda talked about the Foss Cabin. This will be the last year the Study Club will take care of it and do the open house to the public for Harvest Festival. They were asking for help looking for some other organization to take over.

John & Mary Knutson discussed hiring goats to clean up the lake shore of their property. Judy will see what she can find out from the list of companies that have goats and to investigate ordinance and license Fergus Falls has adopted.

CLERK/TREASURER REPORT

The following bills: checks #26893-26956; auto pays #97966-97991; total \$168,516.17 were approved by a motion made by Hammes and seconded by Woodman. All in favor, none opposed.

Fall newsletter will go out this month.

New website is up and running. Cityofunderwood.com

Discussion on sharing cost of purchasing siren with Ottertail City, maybe get a discount for 2. Judy talked to Amanda and will work with her on grants.

Judy will take vacation days on September 11th & 12th and in late October 6.

Judy will purchase a \$20,000 CD for one and half years at 3.75% for the Underwood Fire Department.

LIQUOR STORE REPORT

Woodman and Solberg reported there were 4 applications for the Liquor Store Manager position: 3 were not qualified and 1 declined the offer. Will keep accepting applications until the position is filled.

Motion to hire Patricia Claypool as Liquor Store Clerk at \$18.00 per hour was made by Solberg and seconded by Woodman. All in favor, none opposed, motion carried.

Ann Kiser has been at the store sorting through old invoices and working with Michael Friesen from Hawley Liquors. Michael has been helping to enter inventory items as they come in. Suggested when a Liquor Store Manager is hired to spend a day with Michael to learn about the inventory system, they have the same as us.

Discussion on employees accepting and keeping swag when more product is ordered from the Liquor Store vendors. The swag should be kept by store, not the employees.

Re-word Liquor Store job descriptions regarding smelling or tasting bad product a customer has brought back.

ID scanners for licenses were brought up, and discussion on having a FB Page or Website for Liquor Store. Ann will ask Michael Friesen about both.

Motion to purchase a \$150 gift card from the Liquor Store to give as a donation to Boots on the Ground was made by King and seconded by Hammes. All in favor, none opposed, motion carried.

MAINTENANCE REPORT

Pumped from primary to secondary pond to clean weeds. 130 hours, 3,900,000 gallons.

Foss Cabin was cleaned

James was told by Council to clean out the shop and storage building, make list of everything. Generators are in the basement with other equipment not being used. Maybe have an auction in the Spring.

Gravel for streets is being purchased from Outdoor Renovations

BUDGET AND FINANCE

Motion to approve Resolution 0925-2 Proposed Tax Levy at 15% made by Woodman and seconded by Hammes. Rollcall; Ayes: Kiser, Hammes, King, Solberg, Woodman, Nays: None. Motion carried.

RESOLUTION #0925-2

RESOLUTION APPROVING PROPOSED 2026 TAX LEVY

BE IT RESOLVED, by the City Council of the City of Underwood, County of Otter Tail, and State of Minnesota, that the following sums of money be levied and collected in the year 2025, upon taxable property in the City of Underwood, for the following purposes:

GENERAL REVENUE	\$170,492.00
FIRE	<u>45,345.00</u>
TOTAL LEVY	\$215,837.00

Adopted by the City Council of Underwood, Minnesota on this the 8th day of September 2025.

Mayor Anna Kiser

ATTEST: _____
City Clerk Judy Everett

PERSONNEL & SAFETY

Motion by Solberg and seconded by Woodman to approve pay increases for Roy Kiser (\$5.00/hr.), Robbyn Iverson(\$1.00/hr.), Lisa Johnson (\$1.00/hr.) effective July 28, 2025, and Judy Everett (\$1.00 per hr.) effective August 11, 2025. All in favor none opposed. Motion carried.

UNFINISHED BUSINESS

Windom Kirsch property still needs to be addressed.

Nicole Bearinger water needs to be turned off. Inoperable vehicle on street. Will send certified letter to have car moved or towed.

NEW BUSINESS

Ann Kiser thanked the council for helping with Harvest Festival and root beer floats. A check for \$184.00 was sent to the Fire Department. Kiser donated the leftover ice cream to the Scouts.

There will be 20 MPH signs installed on the frontage road by Liquor Store and 2 yield signs. All side streets in town are 20 MPH.

Motion to adopt Resolution 0925-1 Post-Issuance Debt Compliance Procedures and Post-Issuance Debt Compliance Policy by Woodman and seconded by Woodman. Rollcall: Ayes; Kiser, Hammes, King, Solberg, Woodman Nays; none. Motion carried.

RESOLUTION 0925-1

UNDERWOOD, MINNESOTA

ADOPTING POST-ISSUANCE DEBT COMPLIANCE PROCEDURES AND POST-ISSUANCE DEBT COMPLIANCE POLICY

BE IT RESOLVED by the Council of the City of Underwood, County of Otter Tail, State of Minnesota that the City will adopt the Post-Issuance Debt Compliance Procedures, and Post-Issuance Debt Compliance Policy that applies to qualifying debt obligations issued by the City of Underwood.

Adopted by the Underwood City Council this 8th day of September 2025

Mayor Anna M. Kiser

ATTEST: _____
City Clerk Judy Everett

Motion to have S & S Security replace north camera for \$558.00 made by Solberg and seconded by Hammes. All in favor none opposed. Motion carried.

At 6:45 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 7:05

Motion to adjourn by Solberg and seconded by Hammes

As there was no further business, the meeting adjourned at 7:05

_____	ATTEST	_____
Mayor Anna M Kiser		City Clerk Judy Everett