

**CITY OF UNDERWOOD**  
120 Main Street South  
P.O. Box 106  
Underwood, MN 56586-0106  
Telephone: (218) 826-6686  
Fax (218) 826-6720  
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**We Sincerely Welcome You to the City of Underwood**

Listed below is some information we hope is helpful to you. If you have any questions or concerns, please contact the City Clerk for assistance.

**CITY COUNCIL AND STAFF**

Mayor:	Anna Kiser	City Clerk: Judy Everett
Council Members:	Nicole Woodman	City Maintenance: James Hanson
	Todd King	Liquor Store Mgr.: Kattie Herbold
	Tim Hammes	
	Logan Solberg	

**COUNCIL MEETINGS**

Council meetings are held the second Monday of each month at 5:30 p.m. at the Underwood City Chambers, 102 Highland Ave E. unless otherwise posted. All meetings are open to the public. If you wish to be on the agenda please contact the City Clerk at least 5 days prior the next scheduled meeting. Special meetings will be published and posted at the office and various locations.

**HANDICAP ASSISTANCE**

If you are in need of assistance from the City Clerk, please call for an appointment at 826-6686. The City Clerk will meet with you at the City Chambers located at 102 Highland Ave. E., which is accessible. The city office is now wheel chair accessible.

**CITY SERVICES**

Underwood provides the following services:

**Volunteer Fire Dept.** – Fire Chief: Jon Frie - Fire hydrants will be flushed twice a year, May and October, weather permitting.

**Water and Sewer** – Residents will receive monthly utility bills, which must be paid by the 15<sup>th</sup> of each month. For questions regarding utility bills or services, please call the

Clerk's office hours are from 8:00 a.m. to 2:30 p.m., Monday thru Friday. After hours or weekends or for emergencies with regard to the utilities, please call James Hanson at 218-731-6843.

The City needs to be notified promptly of any new customer, name change or address change information. If your water service is disconnected for non-payment of your monthly water/sewer service, a \$30.00 reinstatement fee is required.

**City Chambers** – The City Chambers, located at 102 Highland Ave E, is available for private rental. For information on availability and fees please contact the City Clerk's office at 218-826-6686.

**Burn site** - The burn site is located approximately ½ mile SE of town on German Lake Rd. A key is required to gain entrance. The key can be obtained at City Hall, 120 Main St. or at the Liquor Store, and must be signed out and back in at return. Only leaves, brush and lawn clippings may be disposed of at the dump site. A copy of the burn site rules is available at the office or on the web site. Please take all your bags with you when you leave.

### **TELEPHONE AND INTERNET SERVICES**

Telephone and internet services are provided by Park Region Mutual Telephone Co., 100 Main Street North, PO Box 277, Underwood, MN 56586. Phone Number 218-826-6161.

### **GARBAGE SERVICES**

Local services are provided by Steve's Sanitation, 218-346-4834; Denzel's Region Waste, Dalton, 589-8880; Waste Management, 877-518-2701.

### **NEWSPAPERS**

The Battle Lake Review is the official City newspaper, located at 114 Lake Ave. N., PO Box 99, Battle Lake, MN 56515-0099, 1-218-864-5952 - 1-800-340-0426. [blreview@arvig.net](mailto:blreview@arvig.net)

### **ZONING PERMITS**

Zoning permits are required for all residential or commercial improvements and signs prior to starting any work. Also, for any type of digging you plan to do on your property, you must notify Gopher State One at 1-800-252-1166 at least two days in advance of when you plan to start your project. In addition to other construction projects, this is required for planting of trees, shrubs, etc. Please be prepared to give Gopher State your address and the nearest intersection street. Gopher State One will take care of notifying all of the various utilities. Please check with the City Clerk for zoning regulations and applications before obtaining your permit.

### **MOTOR VEHICLE REGISTRATION**

The nearest Department of Motor Vehicles Office is located at the Otter Tail County Government Service Center, 544 W Fir, Fergus Falls, MN, 1-218-998-8080.

### **ELECTION INFORMATION**

The polling place for the City of Underwood residents is located at the Underwood City Chambers, 102 Highland Ave. E. To be eligible to vote, a person must be a U.S. Citizen, be 18 years of age or older on the day of the election, and a Minnesota resident for 20 days. Citizens are encouraged to register prior to Election Day. Information required for registration includes name, address, date of birth, address of previous registration, date and signature of applicant. Election Day registrants must provide one of the following proofs of residency: driver's license or a learner's permit or identification card with current address, a witness, prior registration, student identification or a utility bill (gas, electricity, telephone, cable, solid waste, water or sewer) or a current bank statement showing voter's name and current address.

### **UNDERWOOD PUBLIC SCHOOL**

Underwood Public School offers learning from early childhood education through 12<sup>th</sup> grade and adult community education. All programs are housed on one campus located at 100 Southern Ave. E.

Administration offices 218-826-6101 or 218-826-6102  
Elementary Principal's office 218-826-6104  
High School Principal's office 218-826-6103  
[www.underwood.k12.mn.us](http://www.underwood.k12.mn.us)