

**CITY COUNCIL MINUTES
MARCH 3, 2014**

The regular meeting of the Underwood City Council was called to order at 7:35 p.m. Persons present were Paul Hoff, Rick Jacobson, Jim Erpelding, Bert Kinzler and Marilyn Olson. Also present were Kris Svingen, Bob Schlieman, Anna Kiser and Anita Gumphrey. Paxton Lind was absent.

The agenda was approved by motion of Kinzler, second by Jacobson. The minutes of the February meeting were approved by motion of Olson, second by Kinzler.

CLERK/TREASURER REPORT

The following bills were approved by motion of Erpelding, second by Olson.

95005	EDA DEBT SERVICE	1128.35
95006	FARMERS STATE BANK	1128.35
95016	GOPHER STATE ONE CALLS	100.00
1680	FERGUS FALLS NEWSPAPERS INC.	148.94
18682	PAYROLL	146.36
18683	UNDER-MART	332.05
18684	COOPERS TECHNOLOGY GROUP	44.59
18685	SVINGEN, CLINE & LARSON, P.A.	336.00
18686	JULIE RETTIG DESIGN	225.00
18687	THEIN WELLS CO.	5251.69
18688	BRIAN'S REPAIR	60.68
18689	OTTER TAIL COUNTY TREASURER	160.31
313.39	AUTO VALUE FERGUS FALLS	313.39
18691	UNDERWOOD RURAL FIRE ASSOCIATION	11,160.00
18692	VICTOR LUNDEEN COMPANY	11.28
18693	LIBERTY BUSINESS SYSTEMS, INC.	19.80
18694	BATTLE ALKE REF. & HTG.	206.57
18695	LOCATORS & SUPPLY INC.	75.96
95008	MN DEPT OF REVENUE-SALES TAX	2836.00
1681	DENZELS REGION WASTE	71.37
18696	FERGUS TRANSPORTATION	48.30
18697	BEVERAGE WHOLESALERS INC.	2010.40
18698	BELLBOY CORP.	469.59
18699	SMARSEARCH	25.00
18700	WIRTZ BEVERAGE MINNESOTA	5983.58
18701	OLSON OIL CO.	1053.14
18702	DENZELS REGION WASTE	142.74
18703	O'REILLY AUTOMOTIVE, INC.	75.70
18704	H BOYD NELSON INC.	7667.70
18705	MID-CENTRAL ICE	22.80
1682	LEAGUE OF MN CITIES INS. TRUST	2246.85
18706	LEAGUE OF MN CITIES INS. TRUST	11,213.15
18707	VIKING COCA-COLA OF FERGUS FALLS	151.00
18708	PAYROLL	283.97
18709	PAYROLL	73.88
18710	PAYROLL	686.17
18711	PAYROLL	110.82
18712	PAYROLL	0.00
18713	PAYROLL	73.88
18714	PAYROLL	727.83
18715	PAYROLL	20.77

18716	PAYROLL	923.68
18717	PAYROLL	172.64
18718	PARYOLL	73.88
18719	PAYROLL	78.46
18720	PAYROLL	42.90
95010	CITY OF UNDERWOOD	73.88
95011	CITY OF UNDERWOOD	45.00
95012	CITY OF UNDERWOOD	39.92
95013	CITY OF UNDERWOOD	51.62
95009	PUBLIC EMOPLYEES RETIREMENT ASSN.	491.36
IAD291	CD	5.18
95014	PARK REGION MUTUAL TELEPHONE	317.30
95015	LAKE REGION ELECTRIC COOPERATIVE	172.38
95017	AT &T MOBILITY	61.80
95018	CITY OF UNDERWOOD	292.60
18721	LOCATORS & SUPPLY INC.	169.99
18722	BRIAN'S REPAIR	37.90
18723	ASHBY EQUITY ASSN.	269.23
18724	LEAGUE OF MINNESOTA CITIES	60.00
18725	HAWKINS INC.	1420.47
18726	SHELL PAYMENT CENTER	20.98
95019	MN PUBLIC FACILITIES AUTHORITY	3855.00
95020	MN POLLUTION CONTROL AGENCY	505.00
1683	OTTER TAIL POWER COMPANY	92.10
18727	OTTER TAIL POWER COMPANY	2889.43
18728	ANITA GUMPHREY	132.83
18729	PHILLIPS WINE & SPIRITS INC.	5026.79
18730	JOHNSON BROTHERS LIQUOR CO.	1850.58
18731	BEVERAGE WHOLESALERS INC.	2441.85
18732	H BOYD NELSON INC.	3635.15
18733	PAYROLL	419.73
18734	PAYROLL	872.15
18735	PAYROLL	725.15
18736	PAYROLL	891.44
18737	PAYROLL	238.45
18738	PAYROLL	25.74
95022	MN DEPT OF REVENUE	330.94
18739	CARDMEMBER SERVICE	491.99
95021	PUBLIC EMPLOYEES RETIREMENT ASSN.	585.87
95023	FARMERS STATE BANK	1935.29
95024	CITY OF UNDERWOOD	45.00
95025	CITY OF UNDERWOOD	39.92
95026	CITY OF UNDERWOOD	51.62
95027	WATER SYSTEM DEBT FUND	1750.00
95028	RD LOAN FUND	875.00
95029	SEWER IMPROVEMENT FUND	2000.00
95030	FARMERS STATE BANK	405.26

STREETS, LIGHTING, PARKS & RECREATION (Erpelding, Jacobson)

Rick informed the council that he has not been able to meet with Matt Dreschel regarding the accessibility to Dreschels' garage off the alley.

PERSONEL & SAFETY (Olson, Erpelding)

Anita asked the council about having an “on-call” position at the liquor store. The matter was tabled. A motion by Erpelding, second by Kinzler was approved to hire Kristen Heschke as of Feb 25, 2014 as a liquor store clerk for \$7.50 per hour.

BUILDING & EQUIPMENT (Erpelding, Hoff)

The bill for the repair of the plow was received. A motion by Hoff, second by Erpelding was approved to pay the bill in the amount of \$1,008.00.

Anita informed the council that the POS system at the liquor store is based on Windows XP and will no longer have support as of April 1. She has investigated upgrades. A motion by Kinzler, second by Olson to approve replacing the hard drive only with a 5 year warranty in the amount of \$331.00

ZONING

Ann informed the council of 2 inquiries re: zoning regulations.

NEW BUSINESS

Paul informed the council of the Central Minnesota Foster Grandparent Program and the request that the city recognize Bernie Hartman who has volunteered 573 hours from September to February. A motion by Hoff, second by Kinzler was approved to adopt Resolution #0314-1.

Roll Call Vote: Paul Hoff, Rick Jacobson, Jim Erpelding, Bert Kinzler, Marilyn Olson Aye

**RESOLUTION #0314-1
A RESOLUTION RECOGNING IN APRIL 1, 2014 AS
MAYORS DAY OF RECOGNITION FOR NATIONAL SERVICE**

WHEREAS, service to others is a hallmark of the American character and central to how we meet our challenges; and

WHEREAS, the nations’ mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and

WHEREAS, national service participants address the most pressing challenges facing our cities, from educating students for the jobs of the 21st century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, national service participants service in more than 60,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverage non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, City of Service, and mayors across the country to recognize the impact of service on the Mayors Day of Recognition for National Service on April 1, 2014.

THEREFORE, BE IT RESOLVED that I, Mayor Paul Hoff, Mayor of Underwood, do hereby proclaim April 1, 2014, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our city; to thank those who serve; and to find ways to give back to their communities.

Adopted by the Underwood City Council, City of Underwood, County of Otter Tail, State of Minnesota this the 3rd day of March 2014.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser

Bob Schlieman addressed the council about the easements needed for the expansion project. After some discussion, it was decided to ask the Ted & Beth Rose for an additional easement and to adjust the plans accordingly. Bob informed the council that the estimate for the project would be about \$145,000. We may also need a bond for the state as we are going under Highway 210. A motion by Hoff, second by Jacobson was approved to adopt Resolution #0314-1. Roll Call Vote: Paul Hoff, Rick Jacobson, Jim Erpelding, Bert Kinzler, Marilyn Olson Aye

RESOLUTION #0314-2
RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS
TRUCK HIGHWAY 210 UTILITY EXTENSIONS

WHEREAS, pursuant to a motion passed by the Underwood City Council on November 4, 2013, the city engineer has prepared plans and specifications for the extension of sanitary sewer and water main across Trunk Highway 210 and has presented such plans and specifications for council approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Underwood, County of Otter Tail, State of Minnesota:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city engineer shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specification. The advertisement shall be published at least three (3) weeks prior to bid deadline; shall specify the work to be done; shall state that bids will be received by the clerk until 2:00 p.m. on

Thursday April 3, 2014, at which time they will be publicly opened at the Underwood Community Center located at 200 Main Street South. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashers check, bid bond or certified check payable to the City of Underwood for five (5) percent of the amount of such bid.

Adopted by the City Council of the City of Underwood Minnesota on this 3rd day of March 2014.

Mayor Paul Hoff

City Clerk Anna Kiser

A motion by Erpelding, second by Kinzler was approved to adopt Resolution #0314-3. Roll Call vote: Paul Hoff, Rick Jacobson, Jim Erpelding, Bert Kinzler, Marilyn Olson Aye

RESOLUTION #0314-3
RESOLUTION ADDRESSING THE CONFLICT OF INTEREST IN LEGAL REPRESENTATION OF THE CITY OF UNDERWOOD AND SCHOOL I.S.D. 550 (SCHOOL DISTRICT)

WHEREAS, R. Kristian Svingen and the firm of Svingen, Cline & Larson, P.A. (hereafter "Attorneys") represent the City of Underwood (hereafter "City") and I.S. D. 550 (hereafter "School District"); and

WHEREAS, City and School District will negotiate for the conveyance of a tract of land commonly referred to as the ball park land from the City to the School District; and

WHEREAS, The Attorneys will not participate in the negotiations concerning this conveyance but will merely draft any documentation necessary for the conveyance as agreed upon between the City and School District.

BE IT RESOLVED, that the City hereby waives any conflict of interest by the Attorneys as set forth above.

Adopted by the Underwood City Council, City of Underwood, County of Otter Tail State of Minnesota this the 3rd day of March 2014.

Mayor Paul Hoff

City Clerk Anna Kiser

Kris informed the council that there was a question on conveying the old ball park land to the school and whether council members could be members in the LLC. Once the land is conveyed, it would be out of the city's hand and membership of council members in a newly formed LLC would present no conflict of interest.

As there was no further business, the meeting adjourned at 8:20 p.m. by motion of Erpelding, second by Jacobson.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser