

CITY COUNCIL MINUTES

May 5, 2014

The regular meeting of the Underwood City Council was called to order at 7:00 p.m. Persons present were Paul Hoff, Rick Jacobson, Bert Kinzler and Marilyn Olson. Jim Erpelding was absent. Also present were Anna Kiser, Anita Gumphrey and Paxton Lind.

The agenda was approved with the addition of discussion regarding the dock to new business; the minutes from the April meeting were approved; by motion of Olson, second by Jacobson.

CLERK/TREASURER REPORT

The following bills were approved by motion of Kinzler, second by Jacobson.

95052	EDA DEBT SERVICE	1128.35
95053	FARMERS STATE BANK	1128.35
95054	MIN DEPT OF REVENUE-SALES TAX	2843.00
95055	MINNESOTA UI FUND	623.00
18801	PAYROLL	214.71
18802	PAYROLL	73.88
18803	PAYROLL	679.99
18804	PAYROLL	110.82
18805	PAYROLL	0.00
18806	PAYROLL	73.88
18807	PAYROLL	793.58
18808	PAYROLL	43.29
18809	PAYROLL	289.22
18810	PAYROLL	893.51
18811	PAYROLL	172.64
18812	PAYROLL	73.88
18813	PAYROLL	200.50
95058	CITY OF UNDERWOOD	73.88
95059	CITY OF UNDERWOOD	50.00
95060	CITY OF UNDERWOOD	37.85
95061	CITY OF UNDERWOOD	44.90
1686	DENZELS REGION WASTE	71.37
18814	DENZELS REGION WASTE	142.74
18815	H BOYD NELSON, INC.	7429.15
18816	MID-CENTRAL ICE	22.80
18817	LAKESHORE DIRECTORY	125.00
18818	BEVERAGE WHOLESALERS INC.	2831.60
18819	FERGUS TRANSPORTATION	48.30
18820	LAKES REDIO	49.00
18821	BELLBOY CORP.	2637.83
18822	JOHNSON BROTHERS LIQUOR CO.	VOID
18823	PHILLIPS WINE & SPIRITS INC.	VOID
18824	SMARSEARCH	25.00
95057	PUBLIC EMPLOYEES RETIREMENT ASSN.	512.37
1667	OTTER TAIL COUNTY AUDITOR	1244.11
1688	FERGUS FALLS NEWSPAPERS INC.	148.94
1689	CNA SURETY	125.00
1690	OTTER TAIL COUNTY TREASURER	136.00
18825	UNDERWOOD RURAL FIRE ASSOCIATION	175.00
18826	DATA WRANGLERS LLC	100.00
18827	AMERICAN WELDING & GAS INC.	201.99

18828	UNDER-MART	118.50
18829	PAW PUBLICATIONS, LLC	149.80
18830	DACOTAH PAPER CO.	318.19
18831	MVTL LABORATORIES, INC.	240.25
18832	SVINGEN, CLINE & LARSON, P.A.	580.00
18833	LIBERTY BUSINESS SYSTEMS, INC.	5.51
18834	OTTER TAIL COUNTY TREASURER	2199.56
18835	AUTO VALUE FERGUS FALLS	167.20
18836	CITY OF UNDERWOOD	87.06
95062	CITY OF UNDERWOOD	325.00
95063	PARK REGION MUTUAL	321.66
95064	LAKE REGION ELECTRIC COOPERATIVE	165.86
95065	AT & T MOBILITY	64.36
18837	PAYROLL	208.25
18838	PAYROLL	660.64
18839	PAYROLL	825.80
18840	PAYROLL	316.63
18841	PAYROLL	893.51
18842	PAYROLL	179.59
18843	WIRTZ BEVERAGE MINNESOTA	839.25
18844	VINOCOPIA	747.00
18845	FERGUS FALLS NEWSPAPERS INC.	180.00
18846	BEVERAGE WHOLESALERS INC.	2086.90
18847	H BOYD NELSON, INC.	2868.04
18848	JOHNSON BROTHERS LIQUOR CO	1646.92
18849	PHILLIPS WINE & SPIRITS INC.	1275.16
18850	LAKES COUNTRY SERVICE CO-OP	300.00
18851	HAWKINS INC.	679.64
18852	SVINGEN, CLINE & LARSON, P.A.	160.00
18853	BRANDON EVAVOLD ELECTRIC	81.00
18854	OTTER TAIL POWER COMPANY	2489.62
18855	CARDMEMBER SERVICE	148.17
95066	CITY OF UNDERWOOD	50.00
95067	CITY OF UNDERWOOD	37.85
95068	CITY OF UNDERWOOD	44.90
95069	MN DEPT OF REVENUE	276.96
95070	PUBLIC EMPLOYEES RETIREMENT ASSN.	510.93
95071	FARMERS STATE BANK	1835.42
18856	PHILLIPS WINE & SPIRITS INC.	1402.45
18857	JOHNSON BROTHERS LIQUOR CO.	601.46
95072	COMMISSIONER OF TRANSPORTATION	5000.00
18858	OTTER TAIL COUNTY RECORDER	46.00
95073	WATER SYSTEM DEBT FUND	1750.00
95074	RD LOAN FUND	875.00
95075	SEWER IMPROVEMENT FUND	2000.00
95079	FARMERS STATE BANK	435.47

Ann reported that the office had received 2 written citizen concerns regarding 2 different locations. Letters will be sent to respective property owners.

Paul then asked Ryan Hanson to address the council. Ryan informed them that he was working on his Eagle Scout badge and his project was the renovation of the picnic shelter at Bi-Centennial Park. Ryan presented his plan and options to the city. He informed them that at this time he is estimating the cost of the project would be \$1,500 less whatever materials would be donated. A motion by Hoff, second by Olson was approved to authorize Ryan to proceed with the project. He was informed that the

City and Rick Jacobson would be willing to work with him. The council thanked Ryan for his time and commitment to the City.

MAINTENANCE REPORT

After some discussion, a motion by Kinzler, second by Jacobson was approved to purchase the Panasonic Toughbook laptop for the maintenance department was approved.

Budget & Finance (Hoff, Kinzler)

A motion by Hoff, second by Olson was approved to adopt Resolution #0514-1. Roll Call Vote: Paul Hoff, Rick Jacobson, Bert Kinzler, Marilyn Olson Aye
Jim Erpelding Absent.

RESOLUTION #0514-1

RESOLUTION TO REDESIGNATE AND TRANSFER FUNDS FOR UTILITY EXTENSION PROJECT

WHEREAS, the Underwood City Council hereby authorizes the transfer of the following funds:

1. A sum of \$86,250.00 from the Sewer fund to the Utility Extension fund
2. A sum of \$28,750.00 from the Water fund to the Utility Extension fund

AND, the Underwood City Council hereby re-designates the following CD's:

1. #6072 from Sewer Improvement to Utility Extension
2. #6076 parts a. & b from General and Mower to Utility Extension
3. #7616 parts a & b from General and Office Equipment to Utility Extension

AND, the Underwood City Council does hereby authorize the City Clerk to cash in the above CD's and to transfer the total amount, less any applicable fees and to designate said funds to the Utility Extension fund.

Adopted by the Underwood City Council this the 5th day of May 2014.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser

Personnel & Safety (Olson, Erpelding)

A motion by Hoff, second by Kinzler was approved to hire Robbyn Iverson-Navatto to clean the Community Center as of April 17, 2014, at a wage of \$7.50 per hour.

Ann & Anita inquired about the extra training that would be provided by the MMBA for Alcohol Education. It deals with employees becoming more familiar with the products they sell. There would be no cost for the training, just the mileage and time. The sessions are held monthly on a Sunday and would go through the summer. There was no objection to this.

NEW BUSINESS

A motion by Kinzler, second by Hoff was approved to adopt Resolution #0514-2. Roll Call
Vote: Paul Hoff, Rick Jacobson, Bert Kinzler, Marilyn Olson Aye
Jim Erpelding Absent

RESOLUTION #0514-2

RESOLUTION TO ADOPT SIGN RETROREFLECTIVITY EVALUATION AND MAINTENANCE POLICY

BE IT RESOLVED, by the City Council of the City of Underwood to adopt the Sign Retroreflectivity Evaluation and Maintenance Policy.

Adopted by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota this the 7th day of May, 2014.

Paul Hoff, Mayor

ATTEST: _____
City Clerk Anna Kiser

Bert asked if anyone had heard anything about the boat landing dock. Paxton will call about the progress of the new dock. We will dispose of the old dock.

Rick asked about when the fence at the ball park would be removed. He also stated that he noticed a number of street signs that were damaged. He inquired about moving the large city equipment from the area behind the bank to the land at the treatment plant or the lagoon area. He is concerned with the kids that play on it.

Bert mentioned that the holes on the access road to the burn site need to be filled.

As there was no further business, the meeting adjourned at 7:30 p.m.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser

Date Approved