

CITY COUNCIL MINUTES
JANUARY 6, 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, Jim Erpelding, Bert Kinzler and Marilyn Olson. Also present were Paxton Lind, Anita Gumphrey and Anna Kiser.

The minutes for the December meeting and the agenda were approved by motion of Olson, second by Hoff.

CLERK/TREASURER REPORT

Ann reported that the automatic payments for the RD water loan and the RD sewer improvement loan were made as of Jan 2.

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

18552	PAYROLL	190.47
18553	PAYROLL	73.88
18554	PAYROLL	679.54
18555	PAYROLL	110.82
18556	PAYROLL	0.00
18557	PAYROLL	73.88
18558	PAYROLL	697.95
18559	PAYROLL	183.69
18560	PAYROLL	31.17
18561	PAYROLL	120.24
18562	PAYROLL	868.14
18563	PAYROLL	73.88
18564	PAYROLL	62.58
94547	EDA DEBT SERVICE	1128.35
94955	FARMERS STATE BANK	1128.35
94957	MN DEPT OF REVENUE-SALES TAX	3296.00
94958	CITY OF UNDERWOOD	73.88
94959	CITY OF UNDERWOOD	47.79
94960	CITY OF UNDERWOOD	36.95
94956	PUBLIC EMPLOYEES RETIREMENT ASSN.	468.69
1669	CARDMEMBER SERVICE	19.67
1970	OTTER TAIL POWER COMPANY	25.89
1671	FERGUS FALLS NEWSPAPERS INC.	148.9+4
18565	WIRTZ BEVERAGE MINNESOTA	1235.98
18566	SOUTHERN WINE & SPIRITS OF MN	762.50
18567	JOHNSON BROTHERS LIQUOR CO.	567.55
18568	BEVERAGE WHOLESALERS INC.	1204.13
18569	SMART SEARCH	25.00
18570	SHOPPING NEWS	56.00
18571	UNDER-MART	96.12
18572	DANS VACUUM & SEWING	32.11
18573	SVINGEN, CLINE & LARSON, P.A.	176.00
18574	OTTER ELECTRIC, LLC	186.00
18575	LAKES RADIO	59.00
18576	AUTO VALUE FERGUS FALLS	102.23
18577	LITTLE FALLS MACHINE, INC.	273.43
18578	DACOTAH PAPER CO.	161.49
18579	VICTOR LUNDEEN COMPANY	344.56
18580	COOPERS TECHNOLOGY GROUP	34.67
18581	LAKES COUNTRY SERVICE CO-OP	84.00
18582	PAW PUBLICATIONS, LLC	26.00

18583	JOHNSON JET-LINE, INC.	300.00
18584	OTTER TAIL POWER COMPANY	1953.86
18585	LAKES COUNTRY SERVICE CO-OP	100.00
18586	N.D. SERWAGE PUMP & LIFT STATION	350.00
18587	CARMEMBER SERVICE	117.24
1672	SERVICE MASTER	112.22
18588	OTTER TAIL COUNTY TREASURER	15,130.38
1673	DENZELS REGIONS WASTE	71.37
18589	BRIAN'S REPAIR	23,924.25
18590	ASHBY EQUITY ASSN.	97.28
18591	H BOYD NELSON, INC.	7341.26
18592	DENZELS REGION WASTE	142.74
18593	POSTMASTER	58.00
18594	O'REILLY AUTOMOTIVE, INC.	9.07
1674	PAYROLL	170.61
18595	PAYROLL	173.15
18596	PAYROLL	636.44
18597	PAYROLL	729.57
18598	PAYROLL	189.05
18599	PAYROLL	993.03
18/600	PAYROLL	118.55
94962	CITY OF UNDERWOOD	49.79
94963	CITY OF UNDERWOOD	36.95
94964	CITY OF UNDERWOOD	43.10
94966	GOPHER STATE ONE-CALL, INC.	7.25
94967	LAKE REGION ELECTRIC COOPERATIVE	184.07
94968	PARK REGION MUTUAL TELEPHONE CO.	333.86
94969	AT & T MOBILITY	64.30
18601	AMERICAN LEGION POST #489	40.00
94965	PUBLIC EMPLOYEES RETIREMENT ASSN.	536.72
94970	CITY OF UNDERWOOD	286.30
1675	OTTER TAIL POWER COMPANY	50.55
18602	OTTER TAIL POWER COMPANY	2300.46
18603	ALEX POWER EQUIPMENT	68.60
18604	SVERDRUP TOWNSHIP	300.00
18605	DATA WRANGLERS LLC.	100.00
18607	HAWKINS INC.	140.65
18608	PAUSTIS WINE COMPANY	104.00
18609	FERGUS FALLS NEWSPAPERS INC.	19.00
18610	SOUTHERN WINE & SPIRITS OF MN	266.40
18611	H BOYD NELSON, INC.	3867.67
18612	BEVERAGE WHOLESLEERS INC.	1138.50
18613	PHILLIPS WINE & SPIRITS INC.	2557.54
18614	JOHNSON BROTHERS LIQUOR CO.	1212.79
18615	OTTER TAIL COUNTY TREASURER	325.35
18616	CARMEMBER SERVICE	139.70
18617	PAYROLL	41.56
18618	PAYROLL	580.10
18619	PAYROLL	714.39
18620	PAYROLL	250.87
18621	PAYROLL	902.82
18622	PAYROLL	164.67
94971	CITY OF UNDERWOOD	25.00
94972	CITY OF UNDERWOOD	43.10
94973	MN DEPT OF REVENUE	478.79
94974	FARMERS STATE BANK	2654.56
94975	PUBLIC EMPLOYEES RETIREMENT ASSN.	485.16

94976	RD LOAN FUND	700.00
94977	WATER SYSTEM DEBT FUND	2065.00
94978	CITY OF UNDERWOOD	10,000.00
94983	FARMERS STATE BANK	437.45
IAD249-IAD278	INTEREST EARNINGS CD'S	1643.71

MAINTENANCE REPORT

Paxton reported that the loader and pick up were both fixed and running well.

BUDGET & FINANCE (Hoff/Kinzler)

A motion by Olson, second by Kinzler was approved to adopt Resolution #0114-1. Roll Call Vote:

- Paul Hoff Aye
- Rick Jacobson Aye
- Jim Erpelding Aye
- Bert Kinzler Aye
- Marilyn Olson Aye

**RESOLUTION #0114-1
RESOLUTION ADOPTING FINAL BUDGET FOR 2014**

BE IT RESOLVED by the City Council of the City of Underwood, County of Otter Tail, and State of Minnesota, that the final budget for 2014 be approved

Adopted by the City Council of the City of Underwood, Minnesota this the 6th day of January 2014.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser

After some discussion it was decided that we would not cash in any CD's to cover the cost of the repairs of the pick-up and the loader. Paxton informed the council that the plow/sander in very rusted out, both the blades and the box. He has repaired what he can, but advises that the city look for either another vehicle or replacing the box and the blades. The vehicle itself runs OK. A motion by Kinzler, second by Jacobson was approved to appoint Rick and Jim to look into the condition of the vehicle and options.

A motion by Jacobson, second by Erpelding was made to change the designation of CD #7614 a & b, from a split to one designation for the plow/sander. Motion approved. There were no other changes made to the CD's.

STREET, LIGHTING, PARKS & RECREATION (Erpelding/Jacobson)

Paul reported that we had received a note from Brenaman that they were not interested in purchasing the adjacent lots in the Burlington Subdivision. Jevne had responded to him offering to pay \$200. After some discussion, a motion to counter offer Jevnes for \$600 was made by Erpelding, seconded by Hoff and approved.

A motion by Hoff, second by Kinzler was approved to have Rick negotiate with Matt Dreschel regarding the changes needed to his property and report in March.

After some discussion, a motion by Kinzler, second by Jacobson was made to approve the Street Maintenance Policy as amended.

WATER/SEWER (Kinzler, Jacobson)

Paul and Paxton informed the council of the draft for permit renewal from the MPCA. They stated that a new monitoring well would have to be installed as the water is flowing in the opposite direction that was initially determined. Also, Paxton informed those present that he will have to discharge more often during summer months. The question was asked as to who determined the water flow originally. A motion by Hoff, second by Kinzler was approved was made to send a letter of acknowledgement and to inquire as to who is responsible for the cost of the new well.

Paul informed the council that there are some concerns as to where the property lines are regarding the access road to the tower, the dedicated road and the Under-Mart property. Easements will have to be determined. Bob is concerned that we don't own as much property for the street as was previously thought.

PERSONNEL & SAFETY (Olson, Erpelding)

The issue of holiday pay for the part time liquor store clerks was addressed. Anita handed out information on what other cities do. A motion by Kinzler, second by Jacobson was approved to allow time and a half (1½) for holidays worked for part time help.

Anita also asked for permission to attend the MMBA boot camp being held Feb 17-19. Fees and room would be \$338.00. A motion by Hoff, second by Jacobson was approved to allow Anita to attend the camp.

BUILDING & EQUIPMENT (Erpelding, Hoff)

Ann reported that the vacuum for the Community was going to be taken in for repair. Also, Robin Klinkner was concerned about the finish of the wood floor, scratches and gouges. The floor was repaired in 2010 and Ann will call Gordy Meyer.

NEW BUSINESS

A motion by Olson, second by Erpelding was approved to adopt Resolution #0114-2. Roll call vote: Paul Hoff Aye; Rick Jacobson Aye; Jim Erpelding Aye; Bert Kinzler Aye; Marilyn Olson Aye.

**RESOLUTION #0114-2
RESOLUTION STATING ANNUAL DESIGNATIONS**

WHEREAS, at the first council meeting certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, that the following designations shall be made for 2014:

1. The official newspaper of the City of Underwood shall be The Battle Lake Review.
2. The primary depository of the City of Underwood shall be Farmers State Bank.
3. The City Attorney for legal advising, litigation and prosecutions shall be Svengen, Cline, & Larson, PLLP.

4. The Acting Mayor who shall preside and perform duties in the absence of the Mayor shall be Bert Kinzler.

5. The Council shall have standing committees consisting of a minimum of two Council members. These committees and members for 2012 shall be as follows:

Budget and Finance: Paul Hoff & Bert Kinzler

Street, Lighting, Parks, & Recreation: Jim Erpelding & Rick Jacobson

Water & Sewer: Bert Kinzler & Rick Jacobson

Personnel & Safety: Marilyn Olson & Jim Erpelding

Building & Equipment: Jim Erpelding & Paul Hoff

Housing & Economic Development: Council

Zoning Administrator: City Clerk

Zoning: Paul Hoff, Bert Kinzler, Jim Erpelding & Paxton Lind

Planning Commission: Paul Hoff, Chairperson; Marilyn Olson Co-chairperson; Bert Kinzler, Jim Erpelding, Rick Jacobson & Paxton Lind

Board of Adjustment & Appeals: All Council Members

6. Paul Hoff, Bert Kinzler and Jim Erpelding will be the co-signers for all checks.

AND, BE IT ALSO RESOLVED, that the firm for auditing purposes for the year 2013 be Carlson Highland, CPA.

Adopted by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota, this the 6th day of January 2014.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser

Paul will attend the Fire Association meeting on January 22.

Ann informed the council that the city doesn't have anyone who would specifically be responsible for fire code enforcement. In researching this, the contact with the fire association does not address this. An ordinance that deals with this and with designation of responsible authority will have to be written. She is gathering information and hopes to have a draft for the next meeting. After some discussion, Rick Jacobson was designated as the responsible authority for fire code enforcement.

Ann reminded the council that Paul would be gone for the month of February.

As there was no further business, the meeting adjourned at 7:45 p.m.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser