

**CITY COUNCIL MINUTES
APRIL 7, 2014**

The meeting 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 Anna Kiser and Paxton Lind. Guests were Bob Schlieman and Ardy Johansen.

The agenda was approved as sent. The minutes for the March meeting were approved by motion of Olson, second by Jacobson.

Paul asked Bob to address the council. Bob gave an update on the status of the utility extension project. He presented the bids that were opened on April 3. A motion by Erpelding, second by Kinzler was approved to adopt Resolution #0414-1. Roll Call Vote:

Paul Hoff, Rick Jacobson, Jim Erpelding, Bert Kinzler Aye
Nay -0-

**RESOLUTION #0414-1
A RESOLUTION TO ACCEPT BIDS FOR TRUNK HIGHWAY 210 UTILITY EXTENSIONS**

WHEREAS, pursuant to an advertisement for bids for the Trunk Highway 210 Utility Extensions, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement: See Attached Bid Tabulation

AND, WHEREAS, it appears that Johnson Excavation of Otter Tail City, Minnesota is the lowest responsible bidder,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Underwood Minnesota:

1. The mayor and clerk are hereby authorized and directed to enter into a contract with Johnson Excavation of Otter Tail City Minnesota in the name of the City of Underwood for the Trunk Highway 210 Utility Extensions according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, expect that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser

Bob also explained the need for the \$5000 bond for MnDot and the difference between a continuing bond and what is essentially a onetime bond. Ann will check with the bank and complete the individual permit. She will check with the bank about a cashiers check. The check will be held by the state for a period of one year.

Ardy Johansen, representing the school building committee addressed the council. After receiving a lot of feedback on the proposed project, the school will not be proceeding with the acquisition of the old ball field. They are instead looking at building the bus garage on the east end of the current football field. The school is still interested in the proposed housing project for the old ball field.

The school is asking to maintain a drain field and hooking into the current well on their property rather than hook up to the city system. The city stated their concern setting such a precedent. Our ordinance states that everyone in the city limits is required to hook into the system. Also stated was a concern about run-off . The consensus of the council is that a bus garage would have to be hooked into the city utility system, regardless of where within city limits it is build. Ardy thanked the council and will take the information back to the school.

CLERK/TREASUERE REPORT

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

95031	EDA DEBT SERVIC	1128.35
95032	FARMERS STATE BANK	1128.35
18740	MN DEPARTMNET OF HEALTH	150.00
18741	MN POLLUTION CONTROL AGENCY	310.00
18742	AMERICAN BOTTLING COMPANY	209.80
18743	BEVERAGE WHOLESALERS INC.	4757.75
18744	SMARTSEARCH	25.00
18745	FERGUS FALLS NEWSPAPERS INC.	179.00
18746	WIRTZ BEVERAGE MINNESOTA	372.44
18747	BRIAN'S REPAIR	1008.00
18748	UNDER-MART	477.61
18749	MN DEPT OF HEALTH	284.00
18750	LIBERTY BUSINESS SYSTEMS, INC.	5.64
18751	SOFTLINE DATA, INC.	350.00
18752	LEAGUE OF MINNESOTA CITIES	660.00
18753	AUTO VALUE FERGUS FALLS	121.93
18754	VICTOR LUNDEEN COMPANY	77.26
18755	SVINGEN, CLINE & LARSON, P.A.	1519.60
95033	MN DEPT OF REVENUE-SALES TAX	2609.00
18756	VINCOPIA	207.00
18757	H BOYD NELSON, INC.	3184.09
18758	LIND, PAXTON	134.40
18759	VIKING COCA-COLA OF FERGUS FALLS	152.50
18760	PAYROLL	153.38
18761	PAYROLL	73.88
18762	PAYROLL	643.27
18763	PAYROLL	331.05
18764	PAYROLL	110.82
18765	PAYROLL	0.00
18766	PAYROLL	73.88
18767	PAYROLL	860.52

18768	PAYROLL	8.66
18769	PAYROLL	918.28
18770	PAYROLL	172.64
18771	PAYROLL	73.88
18772	PAYROLL	203.99
95034	CITY OF UNDERWOOD	73.88
95035	CITY OF UNDERWOOD	47.50
95036	CITY OF UNDERWOOD	37.25
95037	CITY OF UNDERWOOD	45.08
18773	O'REILLY AUTOMOTVIE, INC.	153.91
95038	PUBLIC EMPLOYEES RETIREMENT ASSN.	514.25
95039	PARK REGION NUTUAL TELEPHONE CO.	321.53
95040	LAKE REGION ELECTRIC COOPERATVIE	171.41
95041	AT & T MOBILITY	62.23
95042	CIYT OF UNDERWOOD	293.80
1684	DENZELS REGIN WSTE	71.37
18774	WRITZ BEVERAGE MINNESOTA	1813.60
18775	SOUTHERN WINE & SPIRITS OF MN	826.93
18776	JOHNSON BROTHERS LIQUOR CO.	3250.00
18777	PHILLIPS WINE & SPIRITS INC.	2235.60
18778	RANDY JACOBSON	150.00
18779	DENZELS REGION WASTE	142.74
18780	UNDERWOOD FIREFIGHTER RELIEF ASSOC.	1000.00
18781	LEAGUE OF MINNESOTA CITIES	85.00
18782	OTTER TAIL COUNTY TREASURER	196.50
18783	ALEX POWER EQUIPMENT	135.59
18784	ASHBY EQUITY ASSN.	42.75
18785	APEX ENGINEERING GROUP	8977.70
18786	SHELL PAYMENT CENTER	10.68
18787	CARDMEMBER SERVICE	1098.79
1685	OTTER TAIL POWER COMPANY	91.27
18788	OTTER TAIL POWER COMPANY	2480.49
18789	FERGUSON WATERWORKS	1014.00
18790	H BOYD NELSON INC.	2310.34
18791	BEVERAGE WHOLESALERS INC.	1333.60
18792	AMERICAN LEGIN POST #489	40.00
18793	PAYROLL	209.88
18794	PAYROLL	664.77
18795	PAYROLL	240.17
18796	PAYROLL	785.33
18797	PAYROLL	894.11
18798	PAYROLL	43.60
95043	CITY OF UNDERWOOD	45.08
95044	CITY OF UNDERWOOD	47.50
95045	CITY OF UNDERWOOD	37.25
95046	PUBLIC EMPLOYEES RETIREMENT ASSN.	481.99
95047	MN DEPT OF REVENUE	275.70
95048	FARMERS STATE BANK	1793.01
18799	DACOTAH PAPER CO.	27.00
18800	MN POLLUTION CONTROL AGENCY	23.00
95049	WATER SYSTEM DEBT FUND	1750.00
95050	RD LOAN FUND	875.00
95051	SEWER IMPROVEMENT FUND	2000.00
95056	FARMERS STATE BANK	380.65

The clerk asked for ideas for the upcoming newsletter. Paul will put something together regarding the street maintenance policy and nuisance ordinance.

Ann reported that the coffee maker in the community center had been replaced. The shut off valve for the old one is broken and needs to be replaced before it can be disconnected. She also informed the council that she would be taking a vacation day on Friday April 18, (Good Friday).

MAINTENANCE REPORT

Paxton reported an in-house water line break at 206 Main Street South. The total water bill was \$134.29, but as the water was pumped out of the basement there was no additional charge for sewer.

Paxton would like to get either a lap top or use the old computer from the liquor store and update it. He is having trouble accessing reports on-line. He was told to check prices and inform the council.

He also informed the council that the brick in front of the city building was started to crack. Rick will check it out.

He checked on a price for a sander attachment for the Kubota. It would cost \$170. He can't use the truck to sand some of the sidewalks, specifically the one that runs up to Tamarac Manor. There was a fall reported because of ice. He was told to get it for next season.

Paxton informed the council that the repair of Centennial Ave East was still budgeted for this year. He would like to schedule Cleveland Ave from Main St east for 2015. The Street Committee will check it out.

Budget & Finance (Hoff, Kinzler)

Ann reported that the ditch assessment for the ponds increased \$1,423.25 over last year. She will contact the county.

Water & Sewer (Kinzler, Jacobson)

Paxton was asked to get a quote to replace the monitoring well at the ponds.

Personnel & Safety (Olson, Erpelding)

A motion by Erpelding, second by Kinzler was approved to hire Christopher LeVesque as a liquor store clerk, effective 3-26-2014 at \$7.50 per hour.

Zoning (Hoff, Kinzler, Erpelding, Lind)

Ann informed the council that Lon Johansen had a question regarding building a garage with living quarters (loft) above it. She presented a letter of intent from Mr. Johansen. After review, the council OK'd the request.

John & Melissa Alsgaard inquired about building a gazebo type structure on that portion of their property that abuts the lake. They would hook up to city utilities. After discussion, the council decided they need more information about the structure as well as the placement.

Ann informed the council that 2 zoning permits had been issued in March.

UNFINISHED BUSINESS

Rick informed the council that he had spoken with Matt Dreschel and will provide the necessary fill for Mr. Dreschel to access his garage from Woodland Ave. This will enable the city to block that portion of Centennial West for a walking/bike path without obstructing access.

NEW BUSINESS

Paul informed the council that Beth & Ted Rose (Laundromat) inquired about the City's interest in purchasing the building for a liquor store. The city is not interested at this time.

A copy of the letter sent (certified) to Marty Harms about the condition of his home property was sent to the council. Members informed those present that Mr. Harms had been doing cleaning and the property is in better condition.

Ann also informed the council that a warning letter had been sent to Jessica Olson about both her personal property and her rental property. Ann will keep the council informed.

The city will not issue a proclamation for the National Donate Life Month.

As there was no further business, the meeting adjourned at 8:10 p.m.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser

Date Approved