

CITY COUNCIL MINUTES
November 2, 2015

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 Anita Gumphrey, James Hanson and Anna Kiser. Guest was Rick Gronner.

Paul asked Rick to address the Council. Rick stated that Sverdrup Township is asking for the permission to investigate the feasibility of extending sewer to the new township garage being built at 22518 County Hwy 35, (Richard Millers place). City water is already in place. He was told to check it out with James & Rick.

Mr. Gronner also wanted the council to be aware of the discrepancy regarding the old platted road (226th Street) and triangle of property located to the north east of the driveway into the creamery property. Paul indicated that he would look into it.

The agenda and minutes were approved as distributed by motion of Erpelding, second by Olson.

CLERK REPORT

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

95469	EDA DEBT SERVICE	1128.35
95470	FARMERS STATE BANK	1128.35
95471	MN DEPT OF REVENUE-SALES TAX	4190.00
1752	DENZELS REGION WASTE	71.37
19940	PAYROLL	73.88
19941	PAYROLL	687.71
19942	PAYROLL	1025.00
19943	PAYROLL	47.79
19944	PAYROLL	110.82
19945	PAYROLL	57.35
19946	PAYROLL	555.95
19947	PAYROLL	0.00
19948	PAYROLL	73.88
19949	PAYROLL	267.05
19950	PAYROLL	834.49
19951	PAYROLL	172.46
19952	PAYROLL	73.88
19953	PAYROLL	278.17
19954	PAYROLL	191.41
19955	VIKING COCA-COLA	364.17
19956	BEVERAGE WHOLESALERS INC.	2765.05
19957	VINOPIA	513.00
19958	PAUSTIS WINE COMPANY	874.75
19959	JOHNSON BROTHERS LIQUOR CO.	878.35
19960	PHILLIPS WINE & SPIRITS INC.	928.21
19961	UNDER-MART	76.74
19962	LOCATORS & SUPPLY INC.	75.98
19963	MVTL LABORATORIES, INC.	161.25
19964	VICTOR LUNDEEN COMPANY	79.95
19965	PAW PUBLICATIONS, LLC	73.40
19966	DENZLES REGION WASTE	241.90

95473	CITY OF UNDERWOOD	73.88
97474	CITY OF UNDERWOOD	48.00
95475	CITY OF UNDERWOOD	100.00
19967	POSTMASTER	490.00
19968	TAG UP	395.00
95476	PUBLIC EMPLOYEES RETIREMENT ASSN.	610.29
19969	PAUL HOFF	76.30
19970	H BOYD NELSON, INC.	5753.50
19971	FERGUSON WATERWORKS	437.28
95477	MINNESOTA UI FUND	626.00
95478	CITY OF UNDERWOOD	1000.00
19972	CHARLOTTE PEDERSON	25.00
19973	ANITA GUMPHREY	48.19
95479	CITY OF UNDERWOOD	331.60
19974	PAYROLL	746.44
19975	PAYROLL	1025.00
19976	PAYROLL	333.03
19977	PAYROLL	160.00
19978	PAYROLL	872.01
19979	PAYROLL	238.16
19980	PAYROLL	107.79
19981	PAYROLL	233.37
19982	TAG UP	134.85
95481	GOPHER STATE ONE-CALL, INC.	15.95
95482	LAKE REGION ELECTRIC	164.04
95483	PARK REGION	418.97
95484	AT & TMOBILITY	56.66
95485	CITY OF UNDERWOOD	48.00
95486	CITY OF UNDERWOOD	100.00
95480	PUBLIC EMPLOYEES RETIREMENT ASSN.	538.89
1753	CARDMEMBER SERVICE	18.24
1754	SVINGEN, CLINE & LARSON, P.A.	192.00
19983	CARDMEMBER SERVICE	493.73
19984	MID-CENTRAL ICE, LLC	225.40
19985	S & S SECURITY SERVICES, LLC	877.82
19986	GLEN REY	30.00
19987	BEVERAGE WHOLESALERS INC.	1946.32
19988	H BOYD NELSON, INC.	4560.65
19989	ALL AMERICAN ADVERTISING	135.00
19990	JOHNSON BROTHERS LIQUOR CO.	4973.88
19991	PHILLIPS WINE & SPIRITS INC.	2524.78
19992	ARTISAN BEER COMPANY	47.00
19993	SVERDRUP TOWNSHIP	157.50
19994	LIBERTY BUSINESS SYSTEMS, INC.	29.36
95487	MN DEPT OF REVENUE	271.97
19995	OTTER TAIL POWER COMPANY	2152.16
95488	FARMERS STATE BANK	2153.88
19996	DATA WRANGLERS LLC.	200.00
95489	WATER SYSTEM DEBT FUND	3500.00
95490	RD LOAN FUND	925.00
95491	SEWER IMPROVEMENT FUND	4000.00
95494	FARMERS SSTATE BANK	537.90

Ann informed the council that the office will be closed on the morning of Nov. 3, Veterans Day Nov. 11, and Wed & Thursday Nov 25 & 26.

MAINTENANCE REPORT

James reported that Sweeney had been in for the third time to replace the control board at the treatment plant. The second time it took 8.5 hours to realize they had the wrong part. He doesn't feel we should have to pay for all the extra time. He will check the invoice when it comes. Sweeney will be back on the 3rd with the correct part.

The pump for the main lift station was replaced. According to N.D. Pump, Paxton told them to take the old pump and junk it.

James informed the council that he would be taking a few vacation days to get the house closing in Ada, tentatively looking at the 11th which is a holiday, 12th, 13th and maybe the 16th. Bert will be available to backwash and check readings.

There was discussion regarding the pick-up. Jim would like to keep the old truck and get rid of the sander. Rick is still looking for a truck.

Budget & Finance

Ann informed the council that there would be a .5% increase in sales tax for an Otter Tail County Transit tax as of January 1.

Street, Lighting, Parks, & Recreation

Jim is still working to determine the cause of the washout on Centennial East and checking the area on East Street South.

A motion by Hoff, second by Kinzler was approved to adopt Resolution #1115-1. Roll Call Vote: Ayes: Hoff, Jacobson, Erpelding, Kinzler, Olson

Nays: None

**RESOLUTION #1115-1
CITY & TOWNSHIP WINTER MAINTENANCE AGREEMENT**

BE IT RESOLVED, that the following request is approved by the City or Township and Otter Tail County is hereby authorized to provide the materials and or services as requested below.

BE IT RESOLVED, that the work will be included in our regular maintenance or after our regular maintenance work is completed.

CITY/TOWNSHIP	<u>City of Underwood</u>
TYPE OF REQUEST	<u>SAND/SALT MATERIALS</u>
APPROX. QUANT.	<u>28 Cubic Yards</u>
APPROX. COST	<u>\$34.00 per Cubic Yard or \$25.00 Per Ton</u>

BE IT FURTHER RESOLVED, that the City or Township will be responsible for all cost of materials and services provided.

Adopted by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota this 2nd day of November 2015.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser

The council discussed what street would need to be sealed in 2016. After discussion, a motion by Kinzler, second by Erpelding was approved to adopt Resolution #1115-2. Roll Call Vote: Ayes: Hoff, Jacobson, Erpelding, Kinzler, Olson; Nays: None

**RESOLUTION #1115-2
SEAL COAT PROJECT 2016
CITY OF UNDERWOOD**

WHEREAS, the City of Underwood hereinafter called the "Owner", has deemed this project to be necessary and beneficial.

NOW, THEREFORE, BE IT RESOLVED, that the following request is approved by the Owner and Otter Tail County is hereby requested to take the necessary action to have the work completed.

BE IT FURTHER RESOLVED, that the work may be included in future County Contracts, added to existing County Contracts or by any other method deemed to be the most advantageous by the County after consultation with the Owner.

TYPE OF REQUEST: Seal Coating

LOCATION: Centennial Ave East, from East Street east to Centennial Court; Park Street from Centennial Ave West , south to Cleveland Ave; area around Lions Shelter located at intersection of Park Street and Centennial Ave West.

APPROX. LENGTH: 1013 feet

BE IT FURTHER RESOLVED, that the Owner shall be responsible for all project costs, including engineering.

Adopted by the Underwood City Council of the City of Underwood, County of Otter Tail, State of Minnesota this the 2nd day of November 2015.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser

Water & Sewer

The lift station pump was replaced on October 22, 2015.

Personnel & Safety

A motion by Kinzler, second by Olson was approved to hire Taryn Akerman as a liquor store clerk as of October 22, 2015 at the rate of \$9.00 per hour.

UNFINISHED BUSINESS

There was discussion regarding Ed Cramer's outdoor furnace. He had applied for another permit and was again denied because of the height of the smoke stack. The clerk informed the council that a resident had come in to complain about the smoke, citing health reasons for the concern. After some discussion, a motion by Kinzler, second by Olson was approved to cite Mr. Cramer for violation of Ordinances #84 and #78. We will speak with the attorney about violations.

There was discussion regarding the length of time for repeat violations of an ordinance, specifically the administrative ordinance, which states subsequent offenses within a 12 month period. This will be discussed with the attorney as well.

There was also discussion about the burned out house located at 110 East Street South. The clerk will contact the attorney about possible condemnation proceedings. No further action will be taken at this time.

NEW BUSINESS

Paul informed the council that the current plat of the Burlington Northern Subdivision does not correlate to what seems to be laid out. He did some measuring and the lot lines indicate that road should be further south than laid out. It will be an additional \$1800 to correct the plat. A motion by Hoff, second by Erpelding was approved to authorize up to \$1800 to correct the plat and lots 1, 2, and 3, Block 2 of the Burlington Northern Subdivision.

Marilyn asked that James put the holiday lights up by the week of Thanksgiving and take them down soon after the New Year, weather permitting. She also informed the council that some lights were being donated for extra decorating such as the caboose and a tree at the park.

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

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser