

CITY COUNCIL MINUTES
September 8, 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 Anna Kiser and Anita Gumphrey.

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

CLERK/TREASURER REPORT

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

19810	CARDMEMBER SERVICE	358.97
95420	EDA DEBT SERVICE	1128.35
95421	FARMERS STATE BANK	1128.35
1748	DENZLES REGION WASTE	71.37
19811	SVERDRUP TOWNSHIP	105.00
19812	JOHNSON HET-LINE, INC.	2969.42
19813	OTTER TAIL POWER COMPANY	1998.06
19814	N.D. SEWAGE PUMP & LIFT STATION	501.00
19815	LIBERTY BUSINESS SYSTEMS, INC.	13.19
19816	DATA WRANGLEERS LLC.	100.00
19817	O'REILLY AUTOMOTIVE, INC.	16.84
1918	DENZELS REGION WASTE	195.10
18919	MVTL LABORATORIES, INC.	799.00
19820	WIRTZ BEVERAGE MINNESOTA	2210.22
19821	VINOCOPIA	1111.00
19822	BEVERAGE WHOLESALERS INC.	5439.38
19823	PHILLIPS WINE & SPIRITS INC.	2938.71
19824	JOHNSON BROTHERS LIQUOR CO.	2024.10
19825	MID-CENTRAL INC, LLC	380.10
19826	PAW PUBLICATIONS, LLC	18.73
19827	JK SPORTS INC.	140.50
19828	LAKES COUNTRY SERVICE CO-OP	243.64
19829	COOPERS TECHNOLOGY GROUP	82.90
19830	H BOYD NELSON, INC.	9726.55
95422	MN DEPT OF REVENUE-SALES TAX	5868.00
19831	PAYROLL	10.55
19832	PAYROLL	73.88
19833	PAYROLL	816.90
19834	PAYROLL	110.82
19835	PAYROLL	22.71
19836	PAYROLL	0.00
19837	PAYROLL	73.88
19838	PAYROLL	267.05
19+839	PAYROLL	897.10
19840	PAYROLL	965.09
19841	PAYROLL	66.94
19842	PAYROLL	295.49
19843	PAYROLL	73.88
19844	PAYROLL	216.91
19845	PAYROLL	56.79
95424	CITY OF UNDERWOOD	73.88
95424	CITY OF UNDERWOOD	46.00
95426	CITY OF UNDERWOOD	36.50

95427	CITY OF UNDERWOOD	41.60
95428	CITY OF UNDERWOOD	77.00
95423	PUBLIC EMPLOYEES RETIREMENT ASSN.	537.19
19846	PAYROLL	384.77
95429	CITY OF UNDERWOOD	36.50
1749	CITY OF UNDERWOOD	17.37
19847	CITY OF UNDERWOOD	57.29
95430	MN PUBLIC FACILITIES AUTHORITY	38,418.10
95431	PARK REGION	416.22
95432	GOPHER STATE-ONE CALL, INC.	11.60
95433	LAKE REGION ELECTRIC	164.04
95434	AT & T MOBILITY	66.66
95435	CITY OF UNDERWOOD	327.10
95436	PUBLIC EMPLOYEES RETIREMENT ASSN.	77.45
1750	SVINGEN, CLINE & LARSON, P.A.	160.00
19848	LIBERTY BUSINESS SYSTEMS, INC.	11.56
19849	UNDERWOOD FIRE DEPT.	954.00
19850	THIS WEEK'S SHOPPING NEWS	83.16
19851	SVINGEN, CLINE & LARSON, P.A.	944.00
19852	AMERICAN BOTTLING COMPANY	289.76
19853	VINOCOPIA	147.50
19854	BEVERAGE WHOLESALERS INC.	3369.85
19855	H BOYD NELSON, INC.	6230.25
19856	WIRTZ BEVERAGE MINNESOTA	2548.16
19857	PHILLIPS WINE & SPIRITS INC.	1493.34
19858	ARTISAN BEER COMPANY	178.00
19859	JOHNSON BROTHERS LIQUOR CO.	3067.48
19860	PERFORMANCE PAVING & SEALCOATING	31,875.00
19861	SVERDRUP TOWNSHIP	52.50
19862	MN DEPT OF HEALTH	303.00
19863	OTTER TAIL POWER COMPANY	1964.30
19864	CARDMEMBER SERVICE	207.78
19865	PAYROLL	840.39
19866	PAYROLL	862.45
19867	PAYROLL	265.86
19868	PAYROLL	195.21
19869	PAYROLL	250.88
19870	PAYROLL	90.87
95437	CITY OF UNDERWOOD	46.00
95438	CITY OF UNDERWOOD	77.00
95440	MN DEPT OF REVENUE	268.00
95439	PUBLIC EMPLOYEES RETIREMENT ASSN.	364.97
95441	FARMERS STATE BANK	1884.60
95442	WATER SYSTE DEBT FUND	3500.00
95443	RD LOAN FUND	925.00
95444	SEWER IMPROVEMENT FUND	4000.00
9547	FARMERS STATE BANK	870.31

Ann informed the council that she would be taking Friday, September 11 off.

Budget & Finance

A motion by Hoff, second by Olson was approved to adopt Resolution #0915-1.

**RESOLUTION #0915-1
RESOLUTION APPROVING PROPOSED 2016 TAX LEVY**

BE IT RESOLVED, by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota, that the following sums of money be levied and collected in the year 2016, upon taxable property in the City of Underwood, for the following purposes:

GENERAL REVENUE	\$98,746.00
FIRE	<u>13,180.00</u>
TOTAL LEVY	\$111,926.00

Adopted by the City Council of Underwood, Minnesota on this the 8th day of September 2015.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser

Anita presented options for a new DVR, surge protector and camera for the liquor store. S & S Security checked out the system as it isn't recording clear enough to see anything. It appears that there was a voltage spike which caused the picture quality to be so reduced as well as damage to the surge protector. She has been in touch with LMC Berkley about filing for insurance but it wouldn't be covered with the higher deductible. After some discussion, a motion by Erpelding, second by Jacobson was approved to get a used DVR, new surge protector and battery back-up. A camera from the store room can be used for the main floor to cover unprotected areas.

Anita also informed the council that she should be able to use the stand alone credit card terminal for back-up instead of having to purchase another one.

Anna informed the council that the balance from the extension project would be transferred to the water (25%) and sewer (75%) funds as the final payment had been made.

Water & Sewer

Ann informed the council that she had called N.D. Pump & Sewage about the lift station pump that had been ordered. It is not expected to be in until October.

Marilyn asked to reconsider the past due account for Ed Cramer. Her feeling is that the account should have been shut off after it was 2 months delinquent instead of letting it accumulate to the \$688.21. After some discussion, a motion by Olson, second by Erpelding was approved to reassess the total amount to 2 months, plus late fees for account 10100, located at 213 Cleveland Ave East. (The new total due for this account would be \$237.56.)

Personnel & Safety

A motion by Hoff, second by Kinzler was approve to hire James Hanson as the City Maintenance Supervisor per the proposal sent to Mr. Hanson including put not limited to a salary of \$35,900, 1 week of vacation for 2015, 2 weeks to begin in 2016, and to enroll Mr. Hanson into MRWA classes to take his Class C water exam. Mr. Hanson will begin his employment on September 21, 2015.

Zoning

Rick will check the Eidal proposal for placement of the driveway into the access road to the North Shore lift station.

Permits issued for August as listed on agenda.

NEW BUSINESS

After some discussion about the potential hazard of the property at 110 East Street South, it was decided that the property owners would be notified that the city would require clean up to be done by November 1, 2015.

Ann asked that any ideas for the fall newsletter be sent to her.

A proposal from Carlson Highland for the 2015 audit in the amount of \$12,300 was approved by motion of Kinzler, second by Erpelding.

There was discussion regarding the city owned Burlington Northern property. The original proposals would stand at this point, with adjoining property owners having the right of first refusal.

Ann will check into easements for the Brenaman property located at 100 Lein Street North.

As there was no further business, the meeting adjourned at 8:00 p.m.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser