

CITY COUNCIL MINUTES

January 4, 2016

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, James Hanson and Anita Gumphrey.

The agenda and minutes were approved with the addition to unfinished business the Burlington Northern Subdivision discussion by motion of Kinzler, second by Jacobson.

CLERK/TREASURER REPORT

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

95512	EDA DEBT SERVICE	1128.35
95513	FARMERS STATE BANK	1128.35
95515	MN DEPT OF REVENUE	391.28
95514	PUBLIC EMPLOYEES RETIREMENT	486.38
95516	FARMERS STATE BANK	2958.25
20057	LOCATORS & SUPPLY INC.	VOID
20058	UNDER-MART	260.16
20059	DACOTAH PAPER	81.67
20060	POSTMASTER	68.00
20061	BERT'S TRUCK EQUIPMENT	5487.92
20062	OLSON OIL CO.	250.95
20063	MN DEPARTMENT OF HEALTH	303.00
20064	VIKING COCA COLA OF FERGUS FALLS	102.60
20066	CARLOS CREEK WINERY	606.00
20067	SOUTHERN WINE & SPIRITS OIF MN	856.95
20068	WIRTSZ BEVERAGE MINNESOTAQ	994.31
20069	THIS WEEKS SHOPPING NEWS	87.30
95517	MN DEPT NOF REVENUE-SALES TAX	3210.00
20070	LOCATORS & SUPPLY INC.	190.59
20071	BATTLE LAKE REF. & HTG.	673.79
1757	DENZEL'S REGION WASTE	71.37
20072	DENZELS REGIONS WASTE	131.99
20073	H BOYD NELSON, INC.	6129.15
20074	HAWKINS, INC.	4294.32
20075	PAYROLL	272.21
20076	PAYROLL	73.88
20077	PAYROLL	755.83
20078	PAYROLL	1025.00
20079	PAYROLL	166.52
20080	PAYROLL	155.84
20081	PAYROLL	110.82
10082	PAYROLL	555.95
20083	PAYROLL	0.00
20084	PAYROLL	73.88
20085	PAYROLL	876.89
20086	PAYROLL	267.05
20087	PAYROLL	132.98
20088	PAYROLL	73.88
20089	PAYROLL	49.87
20090	PAYROLL	45.44
95519	CITY OF UNDERWOOD	73.88

95520	CITY OF UNDERWOOD	46.00
95521	PUBLIC EMPLOYEES RETIREMENT	98.00
95522	PUBLIC EMPLOYEES RETIREMENT	502.90
95523	PARK REGION TELEPHONE	411.51
95525	GOPHER STATE ONE-CALL	8.70
95525	AT & T MOBILITY	56.66
95526	LAKE REGION ELECTRIC	164.16
95527	CITY OF UNDEWOOD	365.80
95528	FARMERS STATE BANK	45.00
1758	M-R SIGN CO. INC.	37.68
20091	BEVERAGE WHOLESALER INC,	3879.20
20092	H BOYD NELSON INC.	4488.10
20093	MID-CENTRAL ICE, LLC	36.90
20094	PHILLIPS WINE & SPIRITS INC.	3032.97
20095	JOHNSON BROTHERS LIQUOR CO.	2462.62
20096	OUTDOOR RENOVATIONS	457.25
20097	DATA WRANGLERS LLC	300.00
20098	SVERDRUP TOWNSHIP	105.00
20099	LIBERTY BUSINESS SYSTEMS, INC.	13.24
20100	ANDERSON LAND SURVEYING INC.	2020.00
20101	BRANDON EVAVOLD ELECTRIC	261.90
20102	CARDMEMBER SERVICE	393.06
20103	MVTL LABORATORIES UNC	120.00
1759	PAYROLL	150.40
20104	PAYROLL	301.29
20105	PAYROLL	708.85
20106	PAYROLL	1025.00
20107	PAYROLL	203.63
20108	PAYROLL	856.70
20109	PAYROLL	132.98
20110	PAYROLL	11.31
20111	PAYROLL	40.89
95529	CITY OF UNDERWOOD	46.00
95530	PUBLIC EMPLOYEE RETIREMENT	522.16
95531	MN DEPT OF REVENUE	299.11
95532	FARMERS STATE BANK	2141.87
95533	WATER SYSTEM DEBT FUND	3500.00
95534	RD LOAN FUND	925.00
95536	SEWER IMPROVEMENT FUND	4000.00
95536	CITY OF UNDERWOOD	20,000.00
95537	FARMERS STATE BANK	437.12

The clerk informed the council that the 2015 audit was set for the week of April 4. The office will be closed the morning only Wednesday, January 16 and all day Monday January 18.

The clerk informed the council that she would issue monthly checks on or about the first of the month to begin January 2016. This would apply to Greg Jacobson, Robbyn Iverson, James Hanson and the clerk.

MAINTENANCE REPORT

James informed the council that he would get an estimate for the concrete work at the plant. He is working to get everything set up to be more efficient. His water class is the week of May 10-13 at Two Harbors.

Budget & Finance

The fee schedule was reviewed and approved by motion of Kinzler, second by Jacobson. The CD designations were reviewed and approved by motion of Kinzler, second by Erpelding. There were no changes to either.

After some discussion, a motion by Kinzler, second by Hoff was approved to increase the additional pay for full time employees who qualify, to \$500 per month. The wage schedule was approved with the approved increase by motion of Kinzler, second by Hoff.

A motion by Hoff, second by Jacobson was approved to adopt Resolution #0116-1. Roll call vote: Ayes: Hoff, Jacobson, Erpelding, Kinzler, Olson; Nays: none

RESOLUTION #0116-1

RESOLUTION ADOPTING FINAL BUDGET FOR 2016

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 2016 is approved as presented.

Adopted by the City Council of the City of Underwood, Minnesota this the 4th day of January 2016.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser

The clerk informed those present that the IRS mileage rate for 2016 is down 3.75¢, to 54¢.

UNFINISHED BUSINESS

The clerk will contact Jevne that an offer for the full price of Parcel B has been received. They may counter if they wish. The clerk has not heard from Maahs about the Parcel A. They will be contacted again.

NEW BUSINESS

A motion by Hoff, second by Jacobson was approved to adopt Resolution #0116-2. Roll call vote: Ayes: Hoff, Jacobson, Kinzler, Olson; Nays: None; Absent: Erpelding

RESOLUTION #0116-2

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 2016:

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 Cline Larson Jensen P. A.
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 2016 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 & James Hanson
Planning Commission: Paul Hoff, Chairperson; Marilyn Olson Co-chairperson; Bert Kinzler, Jim Erpelding, Rick Jacobson & James Hanson
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 2015 be Carlson Highland, CPA.

Adopted by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota, this the 4th day of January 2016.

Mayor Paul Hoff

ATTEST: _____
City Clerk Anna Kiser

Paul spoke with the council about what our options were concerning the property locate at 110 East Street South. Ann with get in touch with the attorney about the steps needed to rectify the situation.

Bert Kinzler and Rick Jacobson were appointed to attend the annual Fire Association meeting at 7:00 p.m. on Wednesday January 27.

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

Mayor Paul Hoff

ATTEST:

City Clerk Anna Kiser