

## CITY COUNCIL MINUTES

June 6, 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. Guests were Scott Rocholl, Lt. Barry Fitzgibbons, Chris Schuelke, Dean Birkeland and Chet Habberstad.

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

Chris Schuelke from the OTC Historical Society was asked to address the council. Mr. Schuelke presented an overview of the Historical Society. He asked the city for a donation.

Barry Fitzgibbons spoke about the security camera program. He addressed the concern that deputies would be viewing the camera from the vehicle. Access to the camera would only be through the dispatch office not the vehicles. He reiterated that this would be a pilot program and that there would be no cost for the first year. Scott Rocholl, representing Farmers State Bank, informed the council that the bank is in favor of the camera.

Chet Habberstad addressed the council regarding the Sister City Program. He stated that an invitation to Norway had been received and was asking for some historical items to present as gifts. The council decided on Centennial plates, the Centennial book and possibly a copy of Ron Shebeck's History of Underwood. Ann will have the items in the office for Mr. Habberstad to pick up.

Dean Birkeland addressed the council regarding the 2015 audit report. He said that overall, the city was doing well, and the only findings were regarding the limited resources and personnel. A motion by Olson, second by Erpelding was approved to accept the 2015 audit as presented.

The council discussed the security camera. Marilyn and Jim will work with Ann on writing a policy regarding access. It was decided that general public access would not be granted, except possibly for city-wide events such as the Harvest Festival Parade. The Sheriff's Dispatch and the National Weather Service would be allowed access. A motion by Olson, second by Erpelding was approved to accept the pilot program agreement for a period of one year.

### CLERK/TREASURER REPORT

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

20360	PAYROLL	68.85
20361	PAYROLL	555.95
20362	PAYROLL	461.75
20364	PAYROLL	197.02
20365	PAYROLL	64.64
20366	PAYROLL	73.88
20367	PAYROLL	857.34
20368	PAYROLL	1053.11
20369	PAYROLL	362.53
20370	PAYROLL	110.82
20371	PAYROLL	0.00
20372	PAYROLL	73.88

20373	PAYROLL	900.32
20374	PAYROLL	73.88
20375	PAYROLL	183.27
20376	PAYROLL	95.41
20363	PAYROLL	451.75
95621	CITY OF UNDERWOOD	73.88
95622	CITY OF UNDERWOOD	42.91
95623	MN DEPT OF REVENUE-SALES TAX	3693.00
95628	FARMERS STATE BANK	1128.35
95629	EDA DEBT SERVICE	1128.35
95627	PUBLIC EMPLOYEES RETIREMENT ASSN.	98.00
95630	PUBLIC EMPLOYEES RETIREMENT ASSN.	622.00
1776	OTTER TAIL POWER	17.04
1777	CAN SURETY	125.00
20377	HAWKINS INC.	174.30
20378	UNDERWOOD FIRE DEPT.	460.00
20379	VICTOR LUNDEEN COMPANY	21.00
20380	DATA WRANGLERS LLC.	400.00
20381	MVTL LABORATORIES, INC.	983.50
20382	M-R SIGN CO. INC.	99.90
20383	BEVERAGE WHOLESALERS INC.	7325.36
20384	COWING-ROBARDS, INC.	1614.69
20385	BREAKTHRU BEVERAGE MINNESOTA LLC	2020.69
20386	H BOYD NELSON, INC.	4833.70
20387	JOHNSON BROTHERS LIQUOR CO.	1093.49
20388	PHILLIPS WINE & SPIRITS NC.	2264.41
IAD352	INTEREST C.D.	27.56
IAD353	INTEREST C.D.	6.89
IAD354	INTEREST C.D.	3.45
IAD355	INTEREST C.D.	31.00
1778	DENZLES REGION WASTE	74.88
1779	CLINE LARSON JENSEN, P.A.	337.50
20389	UNDERWOOD HARVEST FESTIVAL COMMITTEE	3500.00
20390	PRO SWEEP INC.	650.00
20391	COOPERS TECHNOLOGY	1586.44
20392	CLINE LARSON JENSEN, P.A.	2115.00
20393	CITY OF UNDERWOOD	60.31
20394	DENZELS REGIONS WASTE	206.15
20395	UNDER-MART	150.66
20396	PAYROLL	283.30
20397	PAYROLL	0.00
20398	PAYROLL	771.30
20399	PAYROLL	1053.11
20400	PAYROLL	303.85
20401	PAYROLL	930.02
20402	PAYROLL	143.03
20403	PAYROLL	189.32
95631	CITY OF UNDERWOOD	42.91
95632	CITY OF UNDERWOOD	62.33
20404	DACOTAH PAPER CO.	50.64
95633	PUBLIC EMPLOYEES RETIREMENT ASSN.	614.01
95634	PARK REGION TELEPHONE	420.16
95635	LAKE REGION ELECTRIC	171.72
95636	GOHER STATE ONE-CALLS, INC.	7.25
95637	AT & T MOBILITY	57.11
20405	MID-CENTRAL ICE, LLC	97.90
20406	BELLBOY CORP.	1266.64

20407	BEVERAGE WHOLESALERS INC.	4703.23
20408	JIM LAMB TRUCKING INC.	84.00
20409	JOHNSON BROTHERS LIQUOR CO.	4234.60
20410	WINE MERCHANTS	73.60
20411	PHILLIPS WINE & SPIRITS INC.	1924.19
95638	CITY OF UNDERWOOD	287.80
20412	MN DEPT OF HEALTH	303.00
20413	MN POLLUTION CONTROL AGENCY	505.00
20414	HAWKINS INC.	1826.83
20415	LIBERTY BUSINESS SYSTEMS, INC.	37.40
20416	BATTLE ALKE STANDARD	128.80
20417	SVERDRUPO TOWNSHIP	157.50
20418	MN ASSOC. OF SMALL CITIES	273.45
20419	BRANDON EVAVOLD ELECTRIC	340.95
20420	OTTER TAIL POWER COMPANY	2111.42
20421	CARDMEMBER SERVICE	1168.56
20422	FERGUS POWER PUMP INC.	3579.60
20423	BIRAK SHRINE CLUB CIRCUS	60.00
20424	MN DEPT OF HEALTH	23.00
20425	TIFFANY MILLER	25.00
20426	PAYROLL	150.23
20427	PAYROLL	0.00
20428	PAYROLL	819.25
20429	PAYROLL	1053.11
20430	PAYROLL	427.64
20431	PAYROLL	866.52
20432	PAYROLL	243.36
20433	PAYROLL	87.73
95639	MN DEPT OF REVENUE	413.00
95645	CITY OF UNDERWOOD	62.33
95646	CITY OF UNDERWOOD	47.00
95640	FARMERS STATE BANK	3373.96
95641	PUBLIC EMPLOYEE RETIREMENT ASSN.	613.50
95642	WATER SYSTEM DEBT FUND	3250.00
95643	RD LOAN FUND	900.00
95644	SEWER IMPROVEMENT FUND	4000.00
95651	FARMERS STATE BANK	463.19

The clerk informed the council that she would be attending election training the evening of June 30 and the morning of July 11. She also told them that the first levy payment had been received in the amount of \$62,961.01.

#### MAINTENANCE REPORT

James informed the council that he had passed his Class C water test. Also, MPCA had inspected the ponds. There are a number of things that need to be repaired, including damage to the rip-rap and removal of the straw that was found. Weed control in the pond area also needs to be done and maintained.

The city can purchase a used Kerf-Cutter for \$1000.00 to maintain the water mains in the street as they heave and cause damage to the snow plow blades. The dealer will do a demo if any of the council members are interested. A motion by Erpelding, second by Kinzler was approved to purchase the Ker-Cutter for \$1000.00 with a 1 year warranty.

Budget & Finance

The city has received a re-assessment for the drainage ditch for a total amount of \$98.61.

Street, Lighting, Parks & Recreation

The clerk informed the council that a new property owner adjacent to Parcel D in the Burlington Northern Subdivision had been notified of the offer.

James handed out an estimate for paving along the fence line at Centennial Park, as well as along Cleveland & East Street South. After review, a motion by Erpelding, second by Kinzler was approved for both projects in the amount of \$5650.

James also informed the council that he would be installing the donation sign at the park. The park committee also asked that the large evergreen be trimmed. The council agreed to trim the tree up to 10 feet.

Water & Sewer

The clerk reminded the council there is a public hearing for the revised Wellhead Protection Plan scheduled for 7:00 p.m. on July 11.

Personnel & Safety

A motion by Hoff, second by Jacobson was approved to hire Robyn Johnson as a liquor store clerk as of June 6, 2016 at the rate of \$10.00 per hour.

UNFINISHED BUSINESS

Bert and Ann are working on finding a contractor to remove the burn out house at 110 East Street South. Owners have until June 8 to remove any personal belongings.

NEW BUSINESS

A motion by Hoff, second by Erpelding was approved to adopt Resolution #0616-1. Roll Call Vote: Ayes: Hoff, Jacobson, Erpelding, Kinzler, Olson; Nays: None

**RESOLUTION #0616-1**

**RESOLUTION ACCEPTING DONATION TO THE CITY OF UNDERWOOD FROM HARRY AND CAROL OPP**

**WHEREAS**, the City of Underwood has received the following donation from Harry and Carol Opp, and

**WHEREAS**, the City Council of the City of Underwood would like to express its gratitude for their support to the community.

**NOW, THEREFORE**, pursuant to Minnesota State Statute 465.03 the City Council of the City of Underwood does hereby accept the following donations:

The purchase of dock bumper guards for the boat dock located at the public access at Bi-Centennial Park.

Adopted by the Underwood City Council, City of Underwood, County of Otter Tail, State of Minnesota this 6<sup>th</sup> day of June 2016.

\_\_\_\_\_  
Mayor Paul Hoff

ATTEST: \_\_\_\_\_  
City Clerk Anna Kiser

A motion by Erpelding, second by Jacobson was approved to purchase signs for the Community Center from Indigo Signworks in the amount of \$1,942.00

A motion by Hoff, second by Erpelding was approved to purchase a new sign for the liquor store from Indigo Signworks in the amount of \$3,198.00

A motion by Erpelding, second by Olson was approved to donate \$250 to the Otter Tail County Historical Museum.

As there was no further business, the meeting adjourned at 8:20 p.m.

\_\_\_\_\_  
Mayor Paul Hoff

ATTEST: \_\_\_\_\_  
City Clerk Anna Kiser