**CITY COUNCIL MINUTES**

**January 8, 2024**

 The regular meeting of the Underwood City Council was called to order at 6:55 p.m. Persons present were Anna Kiser, Rick Jacobson, Tim Hammes, Todd King and Logan Solberg. Also present, Anita Gumphrey and James Hanson.

 A motion by Hammes, seconded by Solberg was approved to accept the agenda and minutes.

Guests Bob Schlieman (Apex) Doris Loe, Marty Harms

PUBLIC FORUM Doris Loe would like a copy of the December disbursements. Marty Harms promised to come into the office Tuesday (January 9) to pay utilities for 108 Highland and 407 Main in full.

Bob Schlieman presented the Council with an update on the water plant project. He asked if we would pay part of the fee which will be refundable through PFA.

CLERK/TREASURER REPORT

The following bills were approved by motion of Hammes and seconded by King: Checks #25814-25859; auto pays #97485-97509; total $104,878.30

LIQUOR STORE REPORT

 Anita reported there was faulty hardware with the new security system and Luke will replace it for $300.00. Motion by Jacobson and seconded by Solberg to approve. None opposed.

 Motion by Hammes and seconded by Jacobson to accept Alicia Knutson’s resignation. None opposed.

 Motion by Solberg and seconded by Hammes to add $400.00 to the 2nd till and $200 to the backup till. Non opposed.

 Motion by Jacobson and seconded by Hammes to not approve the purchase of a new safe. None opposed.

 Anita requested using the Community Center for Bible Study every Thursday afternoon during the winter months for no charge.

MAINTENANCE REPORT

 James said the tree trimming with Steve Bush went well, they took down all the low hanging branches.

 James suggested changing the propane supplier to Olson’s Oil, he will get a quote on cost of changing out the tank.

 Discussion on the cars/vehicles parked along Cleveland Avenue. Suggested taking pictures and issuing citations.

BUDGET & FINANCE

UNFINISHED BUSINESS

 Anita turned in a new estimate from Quality Painting and Stucco to paint the caboose. Motion by Jacobson and seconded by King to hire them for $1,200.00. He will be able to paint it in June 2024. A letter will be sent to Dewey Adams.

NEW BUSINESS

 Motion by Hammes and seconded by by King to adopt Resolution #0124-1 Certifying unpaid utilities to property taxes. Roll call: Ayes: Hammes, King, Solberg, Jacobson, Kiser; Nays: none.

 Resolution will be amended to remove Marty Harms’ two properties if he pays them in full.

RESOLUTION #0124-1

CERTIFYING CHARGES TO PROPERTY TAXES PAYABLE 2024

BE IT RESOVED by the Council of the City of Underwood, County of Otter Tail, State of Minnesota, that an assessment for past due utility charges specifically water & sewer usage be placed on the property taxes for the year payable 2024:

210 Gronner Street South

PARCEL 80000990128001

In the amount of $568.16

213 Cleveland Ave East

PARCEL 80000990128000

In the amount of $551.78

307 Main Street North

PARCEL 80000990037000

In the amount of $337.42

108 Highland Ave East

PARCEL 80000990088000

In the amount of $977.98

Adopted by the Underwood City Council this the 8th day of January 2024.

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Mayor Anna Kiser City Clerk Judy Everett

Motion by Hammes and seconded by Jacobson to appoint Tim Hammes and Anna Kiser as representatives to attend the Fireman’s Association Meeting on January 24.

Closed the regular meeting at 7:40 to discuss a legal issue.

Reopened the regular meeting at 7:58.

Motion by Ann to pursue legal action regarding the theft of $300.00 cash from the Liquor Store till. Legal action being contacting the Sheriff’s department January 9 to report the theft. No one seconded.

Solberg made motion to contact employee by phone and certified letter to give them the option to return the $300 by January 16 or legal action will be pursued. Seconded by Hammes. Roll Call: Ayes: Hammes, King, Solberg, Jacobson. Nays: Kiser.

As there was no further business meeting adjourned at 8:10 pm

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Anna M Kiser City Clerk Judy Everett