**CITY COUNCIL MINUTES**

**October 9, 2023**

 The regular meeting of the Underwood City Council was called to order at 7:00 p.m. Persons present were Anna Kiser, Tim Hammes, and Todd King. Also present, Judy Everett, Anita Gumphrey and James Hanson. Absent Jake Schmid and Rick Jacobson

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

Guests Chris Cannon with Fergus Falls Humane Society, Christine Cannon, and Doris Loe

OPEN FORUM Doris Loe suggested putting the ordinances and special meetings on the website. Judy has been working on that.

Chris Cannon from the Fergus Falls Humane Society talked about animal control in smaller towns. During the Spring they will put traps out, spay or neuter then release the animals for adoption. He talked about the facility being full and can only take in so many. The charge to have them come to our town annually is $324.00 or $110.00 for each animal intake.

Motion by Hammes and seconded by King to add line in budget for $1,000.00 for animal control. All in favor, none opposed, motion passed.

CLERK/TREASURER REPORT

The following bills were approved by motion of Hammes, seconded by King: Checks: #25645-25713 Auto pays #97419- #97438; with a total of $185,923.87.

Judy will continue to work on Direct Deposit for payroll.

Still waiting for Signworks to complete lettering on Community Center

LIQUOR STORE REPORT

 Motion by King and seconded by Hammes to approve the policy for Silent Auction.

**UNDERWOOD MUNICIPAL LIQUOR STORE**

**Silent Auction Policy**

Underwood Municipal Liquor Store

 Must be on each sign-up sheet:

1. Where the money is going to
2. Date and time of the start and end of each auction

Other rules:

1. Only in-person bids will be allowed (No phone calls)
2. Bidding is only allowed during normal business hours.
3. City employees are not allowed to bid.
4. Winners will be called within 24-48 hours after close of the auction.
5. If the item isn’t wanted by the highest bidder, the next highest will be allowed to get the item.

Dated October 10, 2023

 Alicia Knutson full time as of January 1, 2024, tabled until November.

 A motion by Hammes and seconded by King to hire Leah Listrom as of October 1 for Liquor Store Clerk at $15.00 per hour.

MAINTENANCE REPORT

 James will be gone Friday, October 13.

 Estimate for railings from Extreme Marine for $692.00. James, Todd King and Tim Hammes will meet at the dock later this month to discuss plans for the railings before accepting the estimate.

 James will check the insulation above the Community Center

 James will purchase a new sink for the Community Center bathroom.

 The hydrants were raised 2 feet on North Shore Drive.

UNFINISHED BUSINESS

Snow Removal Policy will be reviewed. Two residents on Lien Street expressed the street was not being cleaned of snow down to the end. James stated he cleans it every winter.

Will check with City Attorney and Ordinance regarding placing no parking signs on south side of Cleveland Ave.

Doris Loe brought up the neighbor’s dog barking. Will check the ordinance regarding barking dogs inside a resident’s home.

NEW BUSINESS

 Motion by King and seconded by Hammes to accept Jacob Schmid’s resignation from the City Council as of October 9. The City Council will appoint another applicant to finish out his term through 2024 and put on the ballet for 2025-2026.

 Will write new ordinance to replace Ordinance #43 regarding burning regulations and penalties within the City. Citizen concern #20.

 Motion by Hammes seconded by King to approve the sale of Parcel #80000990216000 to Tyler Bernstetter for same amount as the state sold their parcel to him. All in favor, none opposed. Motion passed.

 Refused the purchase of property at 106 West Highland Ave. owned by Wayne and Sharon Heifort.

 A new dock door was installed in the Community Center.

 Mayor Anna asked council members and James for a list of upcoming projects for the November meeting.

 Will review Ordinance #73 for animal regulations and penalties. Citizen concern #19.

As there was no further business the regular meeting adjourned at 8:20.

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Mayor Anna Kiser City Clerk Judy Everett