**CITY COUNCIL MINUTES**

**November 13, 2023**

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

A motion by Hammes, seconded by King was approved to accept the agenda and minutes for public meeting October 3 and regular meeting October 9.

Guests Doris Low, Logan Solberg

OPEN FORUM Doris Loe thanked us for putting the ordinances and special meetings on the website, wants all meetings posted, regular and public.

CLERK/TREASURER REPORT

The following bills were approved by motion of Jacobson and seconded by Hammes: Checks #25714-25764; auto pays #97439-97462; total $105,495.72

Motion by Hammes and seconded by Jacobson to approve Public Safety Aid from tax bill of $15,710.00 will go to the Fire Department.

Presidential Nomination Primary election will be March 5, 2024

Personnel Policy amended for ESST, and 2024 meeting schedule tabled until December.

Judy will take vacation November 24.

LIQUOR STORE REPORT

ESST effective January 1 will apply to all part-time employees – will amend the Personnel Policy.

Anita will be on vacation November 23-30th.

MAINTENANCE REPORT

Christmas lights will be put up this week.

Winter equipment is ready.

Replace tires on the Bobcat.

Replace lock at the ponds.

Discussed putting no parking signs on Cleveland

Caboose painting and dock rails in the Spring, 2024

Bike path from Lake to North Shore Drive

Discussed tree trimming on boulevards in the City. James will get quote from Bush’s Best Tree Trimming.

BUDGET & FINANCE

Motion by King and seconded by Hammes to give a 4% wage increase across the board for all employees except Leah Listrom and Shannon Worum.

UNFINISHED BUSINESS

Waiting for attorney to send Purchase agreement and Quit Claim deed for Tyler Bernstetter for sale of land.

NEW BUSINESS

Motion by King and seconded by Hammes to approve Logan Solberg as Council Member to fill Schmid’s term through 2024.

Motion by Jacobson and seconded by Hammes to approve the fee schedule for 2024.

Motion by Jacobson and seconded by King to appoint Tim Hammes as Acting Mayor.

Motion by Hammes and seconded by King to adopt Resolution 1123-1. Roll Call votes: Ayes: Kiser, Hammes, King, Jacobson; Nays: none.

**RESOLUTION #1123-1**

**A RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2024**

**WHEREAS,** The City of Underwood Minnesota, pursuant to Minnesota Statue §204B.16 POLLING PLACES; DESIGNATION, is required by December 31 of each year to designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year unless a change is made.

**NOW THEREFORE,** be it resolved by the City Council of the City of Underwood Minnesota as follows:

The City of Underwood designates the Underwood Community Center located at 102 West Highland Avenue as the polling place for the 2024 Elections.

Adopted by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota, this the 13th day of November 2023.

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Mayor Anna Kiser City Clerk Judy Everett

As there was no further business the regular meeting adjourned at 8:10.

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Mayor Anna Kiser City Clerk Judy Everett