**CITY COUNCIL MINUTES**

**December 11, 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, Judy Everett, Logan Solberg, Anita Gumphrey and James Hanson.

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

Introduction of Logan Solberg and he took the Oath of Office for Council

Guests Doris Loe, Steve Bush

OPEN FORUM Doris Loe thanked us for putting the ordinances and special meetings on the website, would like to see the agenda on the website the morning of the meetings.

CLERK/TREASURER REPORT

The following bills were approved by motion of Jacobson and seconded by Solberg: Checks #25765-25813; auto pays #97463-97484; total $122,128.44

Judy will work on putting the agenda on the website the day of the Council Meetings.

Attorney sent over the Purchase Agreement and Quit Deed for the sale of land to Tyler Bernstetter for approval. Motion by King and seconded by Hammes to approve. All in favor, none opposed.

Judy read an email from Chris Schuelke, Otter Tail Historical Society, asking for approval of the council to hire New History for consulting services to go forward with putting the Foss Cabin on the National Register of Historic Places. Motion by Hammes and seconded by King to approve up to $4,200.00. All in favor, none opposed. It is the intention of the Foss Cabin supporters to raise this money privately.

2024 Council Meeting Schedule was read. Motion by Hammes and seconded by Jacobson to approve the November meeting to be held on Tuesday, November 12 as Monday is Veterans Day.

LIQUOR STORE REPORT

The damage to the pole outside the Liquor store was turned in to the insurance company. Solberg suggested putting reflectors on the pole.

MAINTENANCE REPORT

James talked to Bob Schlieman from APEX. Gave James contact information to have water tower re-painted. This would be part of the water tower inspection and included in the grant. Also talked about the Service Line Inventory to be completed as soon as possible.

Steve Bush turned in an estimate to trim trees within the city for $7,095.00. James said he would work with Steve. Motion made by Jacobson and seconded by Hammes to hire Steve at $165.00 per hour. All in favor, none opposed.

BUDGET & FINANCE

Resolution 1223-1 Final Levy was adopted by a motion by King and seconded by Solberg. Roll Call: Ayes: Hammes, Solberg, King, Jacobson, Kiser; Nays: none.

**RESOLUTION #1223-1**

**RESOLUTION APPROVING FINAL 2024 TAX LEVY**

**BE IT RESOLVED,** by the City Council of the City of Underwood, County of Otter Tail, and State of Minnesota, that the following sums of money be levied and collected in the year 2024, upon taxable property in the City of Underwood, for the following purposes:

GENERAL REVENUE $144,330.00

FIRE 22,500.00

TOTAL LEVY $166,830.00

Adopted by the City Council of Underwood, Minnesota on this the 11th day of December 2023.

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor Anna Kiser City Clerk Judy Everett

Resolution #1223-3 Final Budget was adopted by a motion by Hammes and seconded by Jacobson. Roll Call: Ayes: Hames, Solberg, King, Jacobson, Kiser; Nays: none.

**RESOLUTION #1223-3**

**RESOLUTION ADOPTING FINAL BUDGET FOR 2024**

**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 2024 is approved as presented.

Adopted by the City Council of the City of Underwood, Minnesota this the 11th day of December 2023.

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor Anna Kiser City Clerk Judy Everett

A motion was made by Solberg and seconded by King to transfer funds from Liquor Store. All in favor, none opposed.

UNFINISHED BUSINESS

Resolution 1223-6 Ordinance #94 Open Burning was adopted by a motion by Hammes and seconded by Solberg. Roll call: Ayes: Hammes, Solberg, King, Jacobson, Kiser; Nays: none.

**RESOLTUION #1223-6**

**A RESOLUTION TO ADOPT ORDINANCE #94**

**BE IT RESOLVED,** by the City Council of the City of Underwood, County of Otter Tail, and State of Minnesota, to adopt Ordinance #94, an Ordinance Regulating Open Burning Within the City of Underwood, Minnesota.

Adopted by the Underwood City Council this the 11th day of December 2023

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor Anna M. Kiser City Clerk Judy Everett

Resolution 1223-5 Ordinance #93 Council Wages was adopted by a motion by Jacobson and seconded by King. Roll Call: Ayes: Hammes, Solberg, King, Jacobson, Kiser; Nays: none.

**RESOLTUION #1223-5**

**A RESOLUTION TO ADOPT ORDINANCE #93**

**BE IT RESOLVED,** by the City Council of the City of Underwood, County of Otter Tail, and State of Minnesota, to adopt Ordinance #93, an Ordinance Establishing Salaries and Expenses for the mayor and City Council.

Adopted by the Underwood City Council this the 11th day of December 2023

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor Anna M. Kiser City Clerk Judy Everett

Resolution 1223-7 Addendum to Personnel Policy was adopted by a motion by Solberg and seconded by Hammes. Roll Call: Ayes: Hammes, Solberg, King, Jacobson, Kiser; Nays: none.

**RESOLTUION #1223-7**

**ADOPT SICK AND SAFE TIME**

**STATE OF MINNESOTA**

**CITY OF UNDERWOOD**

**RESULUTION ADOPTING ESST TO PERSONNEL POLICY**

WHEREAS, Minnesota’s earned sick and safe time law requires employers to provide paid leave to employees who work in the state; and

WHEREAS, the new policy must be in effect on or before January 1, 2024; and

WHEREAS, the City of Underwood is a family friendly environment and employer who would like to be supportive to employees in their time off needs;

WHEREAS, the City of Underwood aims to have equitable treatment of employees;

WHEREAS, attachment A shows the new section 32.B.

NOW THEREFORE BE IT RESOLVED, by the City Council of Underwood, that the Sick and Safe Time shown in attachment 32.B be added to the City’s Personnel Policy, effective January 1, 2024.

Adopted by the Underwood City Council this the 11th day of December 2023

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor Anna M. Kiser City Clerk Judy Everett

NEW BUSINESS

Resolution 1223-4 Annual Designations was adopted by a motion by King and seconded by Hammes. Roll Call: Ayes: Hammes, Solberg, King, Jacobson, Kiser; Nays: none

**RESOLUTION #1223-4**

**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 2024:

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 Jensen P.A.

4. The Acting Mayor who shall preside and perform duties in the absence of the Mayor shall be Tim Hammes.

5. The Council shall have standing committees consisting of a minimum of two Council members. These committees and members for 2024 shall be as follows:

Budget and Finance: Anna Kiser & Tim Hammes

Street, Lighting, Parks, & Recreation: Rick Jacobson & Tim Hammes

Water & Sewer: Rick Jacobson & Todd King

Personnel & Safety: Council

Building & Equipment: Rick Jacobson & Logan Solberg

Housing & Economic Development: Council

Zoning Administrator: City Clerk

Zoning: Anna Kiser, Tim Hammes, & James Hanson

Planning Commission: Chairperson Anna Kiser; Co-Chairperson Rick Jacobson; Tim Hammes, & James Hanson

Board of Adjustment & Appeals: All Council Members

6. City Clerk, Judy Everett, Anna Kiser, Rick Jacobson and Tim Hammes will be the co-signers for all checks.

7. The Mayor and City Clerk are authorized to access the city safety deposit box.

8. The City Clerk is authorized to make electronic payments as needed per Resolution #406-1.

**AND, BE IT ALSO RESOLVED,** that the firm for auditing purposes for the year 2023 be Carlson SV, CPA’s & Advisors.

Adopted by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota, this the 8th day of January 2024.

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor Anna Kiser City Clerk Judy Everett

Resolution 1223-2 Renewal of Liquor Licenses for 2024 was adopted by a motion by Hammes and seconded by Jacobson. Roll Call: Ayes: Hammes, Solberg, King, Jacobson, Kiser; Nays: none.

**RESOLUTION #1223-2**

**RESOLUTION TO APPROVE THE RENEWAL OF LIQUOR LICENSES FOR 2024**

**BE IT RESOLVED** by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota that the renewal of the liquor licenses for the American Legion and Stockman’s Tavern be approved contingent upon the receipt to the City Clerk before 3:30 p.m. on December 31, 2023, the following:

1. Proof of insurance

2. Payment of license fees

3. Certificate of Compliance

Adopted by the City Council of Underwood, Minnesota this 11th day of December 2023.

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor Anna Kiser City Clerk Judy Everett

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

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor Anna Kiser City Clerk Judy Everett