**CITY COUNCIL MINUTES**

**May 8, 2023**

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

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

Guests Doris Loe, Linda Leifald, Dave Leifald, Tom Bennett. Burt Kinzler scheduled to be here but could not make it. Wanted to address the commercial property on Main Street regarding the junk at Jerry’s.

CLERK/TREASURER REPORT

The following bills were approved by motion of King, seconded by Hammes: Checks: #25369-25417 Auto pays #97309- #97329; with a total of $116,907.52 total.

LIQUOR STORE REPORT

 Anita wants to move Alicia Knutson to Head Cashier position with more pay. Motion by Schmid and seconded by Hammes to give 90-day trial period at $17.00 per hour. If satisfactory, will increase the pay to $18.00 per hour after the trial period.

 Anita also wants to terminate Madisen Lynnes for no shows at work. Motion by Schmid and seconded by King to terminate employment.

 Anita discussed adding City Hive to the Liquor Store, where people can order on-line and pick up at store. The cost would be $60 per month with no contract. City Hive would set up and maintain the website. Motion by King and seconded by Hammes to approve a trial period for City Hive. Schmid also suggested putting prices on the shelves and having more advertising on Facebook. James obtained the cost to build a privacy fence along the east side of the Liquor Store. Motion by Schmid and seconded by Hammes to purchase material for 170-foot brown treated fence. James will build it.

MAINTENANCE REPORT

 James presented a quote for a new dock from Extreme Marine for $13,662.50. Motion by Hammes and seconded by King to order the dock.

 Motion by King and seconded by Hames to also purchase sign with names of donors donating a minimum amount to be determined.

 Discussion on fence/equipment the city owns for sale. James did not have a list.

Pothole repairs are being done. The worst ones have been filled.

 The water is on at Centennial Park.

PERSONNEL & SAFETY

No action taken on the approval of letter of warning.

UNFINISHED BUSINESS

 Code of Conduct was tabled.

 James will have the light at the top of the water tower replaced.

NEW BUSINESS

 Motion by Schmid and seconded by Hammes to approve Signworks quote of $1,300.00 to add the words ‘Community Center’ to the South and East sides of City Hall.

 A motion by Schmid and seconded by King to adopt Resolution #0523-1, Roll Call Vote: Ayes: Schmid, Hammes, King, Kiser; Nays: none.

**RESOLUTION #0523-1**

**RESOLUTION APPOINTING THE RESPONSIBLE AUTHORITY FOR THE GOVERNMENT DATA PRACTICES ACT AND ASSIGNING DUTIES**

**WHEREAS,** Minnesota Statutes Section 13.02, subd. 16, as amended requires each city to appoint one person as the Responsible Authority to administers the requirements for collections, storage, use and dissemination of data maintained by the City, and,

**WHEREAS,** the City Council of Underwood, Minnesota wishes to comply with this requirement,

**BE IT RESOLVED** the City Council of the City of Underwood, Minnesota, appoints Clerk/Treasurer as the City’s Responsible Authority for purposes of meeting the requirements of the Minnesota Government Data Practices Act.

**BE IT FURTHER RESOLVED,** the Responsible Authority shall require the requesting party to pay the actual cost of making, certifying and compiling copies and of preparing summary data, as allowed by Minnesota Statues, chapter 13, as amended.

Adopted by the City Council of the City of Underwood Minnesota this the 8th day of May 2023.

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Mayor Anna Kiser City Clerk/Treasurer Judy Everett

A motion by Schmid and seconded by Hammes to adopt Resolution #0523-2, Roll Call Vote: Ayes: Schmid, Hammes, King, Kiser; Nays: none.

**RESOLUTION #0523-2**

**RESOLUTION ADOPTING POLICY ON OPEN FORUM & PUBLIC COMMENT**

**BE IT RESOLVED** by the City Council of the City of Underwood, County of Otter Tail, and State of Minnesota, the Policy on Open Forum & Public Comment be adopted.

Adopted by the City Council of the City of Underwood, Minnesota this the 8TH day of May 2023.

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Mayor Anna Kiser City Clerk/Treasurer Judy Everett

There will be a copy of the Policy on Open Forum at every Council Meeting.

Motion by Schmid and seconded by Hammes to re-instate Curt Jundt to use the Burn Site as no official action was taken to ban him. Going forward all incidents will be documented.

Anita would like a second key for the Burn Site at the Liquor Store.

Video surveillance will be installed the week of May 10 at the Burn Site.

Discussion on an ordinance allowing golf carts within city limits. Will do some more research on other cities and come up with an ordinance.

Motion by King and seconded by Hammes to approve Dewey Adams to paint the Caboose this summer. Will contact Signworks to have new lettering applied after it is painted. James will fix the windows.

Motion by Schmid and seconded by Hammes to approve the proposal from Park Region to install phone/internet in the Community Center.

Emergency Action Plans will be updated and distributed.

Discussion of land for sale by Jake Schmid’s property. He would like to purchase it. Will research more and have him put in a bid and present it to the Council.

Motion by King and seconded by Schmid to approve the bid from Olson’s Lawn Care to take care of the mowing in the city this summer.

As there was no further business the regular meeting adjourned at 8:45.

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Anna M Kiser, Mayor Judy Everett, Clerk/Treasurer