**CITY COUNCIL MINUTES**

**July 8, 2024**

 The regular meeting of the Underwood City Council was called to order at 5:30 p.m. Persons present were Anna Kiser, Rick Jacobson, Tim Hammes, Todd King and Logan Solberg. Also present, Judy Everett, Anita Gumphrey and James Hanson.

 A motion by King, seconded by Solberg was approved to accept the agenda and minutes. All in favor, none opposed. Motion passed.

Guests Doris Loe, Holly Johnson

PUBLIC FORUM Holly voiced concern about the lake being low at 121 North Shore Drive. She needs to contact the DNR.

CLERK/TREASURER REPORT

The following bills were approved by motion of Solberg and seconded by Hammes: Checks #26136-26189; auto pays #97620-97648; total $127,984.51.

Security system for Office/Community Center needs to be upgraded. The quote from Signature Home Tech (current supplier for office and water tower) for upgrade is $365.52. Will check with S & S Security to get a quote on security system for the Office/Community Center/tower. Liquor Store is currently with S & S Security.

Judy asked for suggestions for the Fall Newsletter

Judy will attend the Clerk’s Academy in Staples September 12-13

Discussion on signing a propane contract with Olson Oil. Motion by Jacobson and seconded by Hammes to pay Olson Oil as we go for propane. No contract. All in favor, none opposed. Motion passed

Campaign Manuals were handed out to Council members up for re-election

Dean Birkland from Carlson SV will be at the August 12 meeting to present the 2023 audit.

LIQUOR STORE REPORT

 Motion by Jacobson and seconded by Solberg to approve the hiring of Katie Herbold and Harley Whipps for Liquor Store clerks at $15.00 per hour. All in favor, none opposed.

 Anita presented quotes for a storage shed at the liquor store. Motion by Solberg and seconded by Jacobson to purchase the shed from Jaeger’s Furniture for $4,700.00. All in favor, none opposed.

 Discussion on holiday pay at time and a half plus the holiday pay for the Liquor Store. It was decided against and to leave it at regular pay plus holiday pay.

MAINTENANCE REPORT

 During routine maintenance at well #4, a problem was found with the motor. Sweeny pulled and replaced the motor and one well pipe at the cost of $2,500.00. Still a VFD problem and can be temporarily fixed by having a starter put on and start manually. The new filtration plant will take care of the overall problem.

 The sink hole on North Shore Drive was filled with class 5 and is being monitored.

 Rails have been installed at the boat ramp.

PERSONNEL & SAFETY Discussion regarding James Hanson’s timecard. Wanting more of a description on what he is doing during his hours working. Also discussed was whether position should be hourly or salaried.

UNFINISHED BUSINESS

NEW BUSINESS Motion by Hammes and seconded by Solberg to approve Resolution 0724-1.

**RESOLUTION #0724-1**

**APPROVING THE TEMPORARY LIQUOR LICENSE FOR THE UNDERWOOD FIRE DEPARTMENT**

**BE IT RESOLVED** by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota that the application of a temporary liquor licenses for the Underwood Fire Department for August 31, 2024, be approved contingent upon the receipt to the City Clerk before 2:30 p.m. on August 30, 2024.

 1. Proof of insurance

 2. Payment of license fees

 3. Certificate of Compliance

Adopted by the City Council of Underwood, Minnesota on this 8th day of July 2024.

Will set up a Public Information meeting to discuss increasing water/sewer rates for upcoming funding of proposed Water Treatment Facility.

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Mayor Anna Kiser City Clerk Judy Everett

As there was no further business, the meeting adjourned at 6:45 pm.

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Anna M Kiser City Clerk Judy Everett